Calendar of the Admissions Program

FOR ADMISSION IN THE SPRING OF 1969
October 15, 1968 — Last day for filing applications.
October 30, 1968 — Last day for filing applications for readmission to the Spring, 1969 semester.

FOR ADMISSION IN THE FALL OF 1969
January 15, 1969 — Last day for filing applications.
April 30, 1969 — Last day for filing applications for readmission for the Fall, 1969 semester.

FOR ADMISSION IN THE SPRING OF 1970
October 15, 1969 — Last day for filing applications.
October 30, 1969 — Last day for filing applications for readmission for the Spring, 1970 semester.

FOR ADMISSION IN THE FALL OF 1970
January 15, 1970 — Last day for filing applications.
Kingsborough
Community College
OF THE
CITY UNIVERSITY OF NEW YORK

CATALOG 1968-1970

KCC at Manhattan Beach
Oriental Boulevard
Brooklyn, N.Y. 11235

KCC in Mid-Brooklyn
317 Clermont Avenue
Brooklyn, N.Y. 11205

West End Center
60 West End Avenue
Brooklyn, N.Y. 11235
 DIRECTORY

For information, write or call the following officers of the College:

Admissions    Herbert Chussid, Registrar
Director of Athletics   Anthony F. Russo, Associate Professor of Health and Physical Education
Career Programs   Dr. Eunice L. Miller, Assistant Dean, Director of Career Programs
Continuing Education   C. Michael Bradley, Assistant to the Dean for Continuing Education
Evening Studies    Irwin R. Hecht, Director
Financial Aid     Dr. Irene R. Kiernan, Dean of Students
Nursing Program   Dr. Sophia Yaczola, Administrator
Science Programs, including Computer Science   Dr. Irving Resnick, Chairman, Division of Mathematics and Science
Student Life    Dr. Irene R. Kiernan, Dean
Summer Sessions    Dr. C. Frederick Stoerker, Acting Dean of the Summer Sessions
Mid-Brooklyn Location  Dr. Seymour P. Lachman, Dean of Kingsborough in Mid-Brooklyn
West End Center   Professor Raymond Butts, Director
General Information   William A. Means, Director of Publications and Public Information
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KINGSBOROUGH TODAY

Kingsborough Community College is a unit of the City University of New York, administered by the Board of Higher Education under the program of the State University of New York, and is accredited by the Middle States Association of Colleges and Secondary Schools. It is a two-year college offering programs in the liberal arts and sciences leading to the degree of Associate in Arts (A.A.); programs in the sciences leading to the degree of Associate in Science (A.S.); and programs in business and the health sciences and technologies leading to the Associate in Applied Science (A.A.S.) degree.

The College provides, in addition, three Summer Sessions, two day and one evening, and during the regular academic year, programs of Evening Studies and Continuing Education, which embrace both credit courses and non-credit cultural and general information courses. Furthermore, Kingsborough offers many educational opportunities for the disadvantaged, including programs for those looking forward to matriculation in degree curricula and programs for the adults in the deprived communities of the city.

THE COLLEGE SEAL

The official seal of Kingsborough Community College contains three major elements which indicate the character and purpose of the College and the nature and tradition of the community in which it is located. The central figure of a lighthouse has a dual significance: it represents the College’s aim to light the student’s way to further pursuit of higher education or to a productive career in business, government, or other community service; it also depicts the location of the permanent campus at Manhattan Beach—a peninsula surrounded by the waters of Sheephead Bay, Jamaica Bay, and the Atlantic Ocean, and part of one of the great seaports of the world. The stars within the rays of the beacon represent the five boroughs of the City of New York. And the legend below the lighthouse expresses the College’s mission—to provide opportunity to the student to develop his full potential and thus achieve fulfillment as an individual and as a useful citizen of the community. 1963 is the year in which Kingsborough was founded, 1847 the year in which the first unit of what is now the City University of New York was founded.
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Mina Rees . . . Provo st, University Graduate Division
Benjamin Rosner . . . . Dean, Teacher Education
Joseph Shenker. . . Acting Dean for Community College Affairs
THE CITY UNIVERSITY OF NEW YORK

The City University of New York is a public institution comprising senior colleges, community colleges, and an affiliated medical school opened in September 1968. The university-wide doctoral program is supervised from a Graduate Center in mid-Manhattan. The Board of Higher Education is the board of trustees for the university.

The university dates from 1847, when the needs of the city for free higher education were first met by the establishment of The Free Academy—now City College—as the result of a public referendum. In 1961 the seven municipal colleges, then operated by the Board of Higher Education, became The City University of New York through state legislation. The continuing growth of the university encompasses new institutions, an expansion of facilities to serve more students, and new programs and research geared to current urban needs. The 1975 Master Plan goal is to offer every high school graduate post-secondary education through the senior colleges, the community colleges, and skills centers.

To widen opportunity, The City University of New York has developed the largest university-sponsored program in the nation to aid disadvantaged high school youth enter and stay in college through the College Discovery Program and Operation SEEK (Search for Education, Elevation, and Knowledge). Urban centers, offering short-term vocational training and college-adapter courses, are operated by the City University under contract with the State University of New York.

The University Doctoral Program offers the Ph.D. in nineteen academic disciplines. The doctoral faculty is composed of scholars on the faculties of the senior colleges and those holding university appointments. Courses are provided on the senior college campuses and at the university Graduate Center.

The colleges of the university continue the tradition of free tuition for undergraduate matriculants who are bona fide residents of New York City.

The presidents of the university colleges comprise the Administrative Council of which the chancellor of the university is chairman. The institutions with date of forming are:

**Senior Colleges:** City College (1847); Hunter College (1870); Brooklyn College (1930); Queens College (1937); John Jay College of Criminal Justice (1964); Richmond College (1965); York College (1966); Bernard M. Baruch College (1967) - formerly Baruch School of City College; Herbert H. Lehman College (1967) - formerly Hunter College In The Bronx. Baruch and Lehman Colleges open as independent colleges July 1968.

**Community Colleges:** New York City Community College (1946); Staten Island Community College (1955); Bronx Community College
(1957); Queensborough Community College (1958); Kingsborough Community College (1963); Borough of Manhattan Community College (1963).

Affiliated Institution: Mount Sinai School of Medicine (1963).

OFFICE OF ADMISSIONS SERVICES

The City University Office of Admissions Services, staffed with professional counselors, has been established to answer questions about college and university programs, admissions requirements, and how to apply. Students may telephone 594-5380 or stop at the office located in Room 924 at the Graduate Center, 33 West 42 Street. As well as answering questions, counselors may invite students to come in for an interview, or refer them to one of the colleges or an appropriate agency for more intensive educational and vocational counseling. One of the special services of the office is Operation Bridgeheads, established originally under a federal grant, which takes the story of the community colleges and new careers into the high schools. Counselors speak at assembly programs and counsel students individually.
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Martha J. Downey, B.S., M.A. ............................... Secretary of the University
Ellis M. Rowlands, B.Arch., M.Arch. ................... Director of Community College Facilities Planning
The State University of New York, established by the State Legislature in 1948, comprises 69 colleges and centers. At present, 63 conduct classes: four University Centers, two Medical Centers, 11 Colleges of Arts and Science, two Specialized Colleges, five Statutory Colleges, six two-year Agricultural and Technical Colleges, and 33 locally-sponsored, two-year Community Colleges.

Three Colleges of Arts and Science are in varying stages of development. Two four-year campuses, in Westchester County at Purchase and in Nassau County at Old Westbury are under construction. Old Westbury admitted its first students in limited numbers in September 1968 at temporary quarters on Oyster Bay, Long Island. The third campus will be upperdivisional (junior-senior years) in concept and located in the Utica-Rome-Herkimer area. Master's level programs will be offered at all three campuses.

The University's Trustees also have approved the establishment of four additional Community Colleges. In varying stages of development, they are sponsored by Clinton, Columbia-Greene, and Schenectady Counties and New York City's Board of Higher Education.

The University further comprises the Ranger School, a division of the College of Forestry which offers a 43-week technical forestry program at Wanakena; the Center for International Studies and World Affairs at Albany, and four Urban Centers administered by Community Colleges.

University-wide research programs include the Atmospheric Sciences Research Center with campus headquarters at Albany, the Institute for Theoretical Physics and the Marine Sciences Research Center at Stony Brook, the Great Lakes Research Laboratory at the College at Buffalo, and the Water Resources and Polymer Research Centers at the College of Forestry. Two research facilities headquartered at State University of New York at Buffalo are the Western New York Nuclear Research Center and the Center for Immunology.

Graduate study at the doctoral level is offered by State University at 12 of its campuses, and graduate work at the master's level at 22. The University is continuing to broaden and expand over-all opportunities for advanced degree study.

Graduate study areas embrace a wide spectrum including agriculture, business administration, criminal justice, dentistry, education, engineering, forestry, law, liberal arts and science, library science, medicine, nursing, pharmacy, social work and veterinary medicine.

Four-year programs strongly emphasize the liberal arts and science and also include specializations in teacher education, business, radio and television, forestry, maritime service, ceramics, pre-law and the fine and performing arts.

Two-year programs include nursing and liberal arts transfer pro-
grams and a wide variety of technical curriculums such as agriculture, business, and the industrial and medical technologies.

The University's Urban Centers provide training for skilled and semi-skilled occupations and college foundation courses for youths in inner city areas.

Governed by a Board of Trustees appointed by the Governor, State University of New York comprises all State-supported institutions of higher education, with the exception of the senior colleges of City University of New York. Each college and center of State University is locally administered. Although separated geographically, all are united in the purpose of improving and extending numerous opportunities to the youth of New York State.

The State University motto is: "Let Each Become All He Is Capable of Being."
OFFICERS OF ADMINISTRATION

COLLEGE ADMINISTRATION

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20
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<tr>
<td>Philip Balaban</td>
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<tr>
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<tr>
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General Information

HISTORY OF KINGSBOROUGH COMMUNITY COLLEGE

In June of 1962, the Board of Higher Education of the City of New York, at the request of community leaders and organizations, adopted a resolution calling for a study of the need for a new community college in Brooklyn. A committee of the Board was appointed in November of the same year, under the chairmanship of the Honorable Gladys M. Dorman. Other members of the committee were the Honorable Mary S. Ingraham, Honorable Edward D. Re, Honorable Arthur Rosencrans, and the Honorable Arleigh B. Williamson.

The committee's report, submitted in March, 1963, recommended that the Board sponsor and establish Kingsborough Community College in Brooklyn. The Board approved the proposal in principle on March 18, 1963. Approval was voted also by the Board of Estimate of the City of New York on June 13, and by the Trustees of the State University of New York on September 12 of the same year. A staunch supporter of the institution throughout its formative period was Dr. Gustave G. Rosenberg, then Chairman of the Board of Higher Education.

President Appointed

Plans for establishment of the College were accelerated with the appointment of Dr. Jacob I. Hartstein, a distinguished educator, administrator, and community leader, as President. When he took office on March 1, 1964, Dr. Hartstein was faced with the massive and manifold task of recruiting faculty, developing curricula, selecting temporary physical sites, assembling a student body, and meeting the numerous other problems attendant upon the opening of a new college.

The problems were met. Six months later, in September, 1964, Kingsborough Community College opened its doors as the first twin community college in the City with a faculty of 39 and a freshman class of 468, in two temporary locations—former Public School 98 in Sheepshead Bay and, in Mid-Brooklyn, the Masonic Temple at Clermont and Lafayette Avenues.

Courses of study were offered in the Liberal Arts and Sciences, leading to the degree of Associate in Arts (A.A.), and in Accounting, Business Administration, and Secretarial Science, leading to the Associate in Applied Science (A.A.S.) degree.

A Permanent Campus

On October 6, 1964, Mayor Robert F. Wagner announced that the Federal Government had made available the former Air Force training center at Manhattan Beach as the site for a permanent campus of
Kingsborough Community College, to replace the facility at Sheepshead Bay.

The 60-acre tract was formally deeded to the Board of Higher Education in April, 1965. Rehabilitation work was started immediately on two of the former Air Force classroom buildings on the site, in preparation for welcoming to the new campus in September, 1965, a daytime student body of 1,061, three times as large as that of a year earlier. Kingsborough in Mid-Brooklyn, as well, enrolled a considerably larger class for 1965-66—442—for a total Fall-term daytime enrollment of 1,503. Another 410 registered in the newly inaugurated program of Evening Studies and Continuing Education. The full-time College faculty numbered 91.

A program in Nursing, leading to the degree of Associate in Applied Science (A.A.S.) and qualifying graduates to take the New York State licensing examination for Registered Nurse, was inaugurated in September, 1965.

The Pace Accelerates

Continuing its rapid growth, the College enrolled 1,931 full-time day students in the Fall of 1966 and 755 in the evening session, for a total of 2,686, and the full-time faculty had grown by now to 143.

The Summer program was started in 1965 with a single session, while College was still in its first year of operation. The following year the Summer program was expanded to include two six-week day sessions and an eight-week evening session.

The program of Evening Studies and Continuing Education, which began in September, 1965, was expanded the following year with the addition of non-credit cultural and general information courses. At the same time, the number of credit course offerings was also expanded.

In the Fall of 1966, new programs were offered in Mathematics and the Sciences, including Computer Science leading to the degree of Associate in Science (A.S.), and new programs leading to the Associate in Applied Science (A.A.S.) degree, among them Banking, Data Processing, Industrial and Labor Relations, Insurance, Real Estate, and Retail Business Management.

Growth Continues

Kingsborough enrolled 2,204 full-time students in the Fall of 1967, and 806 in the evening session, for a total of 3,010. The full-time faculty and instructional staff numbered 166.

Pre-Physical Therapy and Education Associate were introduced as transfer programs, in 1967 and 1968 respectively, while Recreation Supervision was added as a career program.

Continuing Education added depth and dimension to its program during the 1967-68 academic year. In addition to non-credit cultural and general information courses, a concert series, sponsored in co-
operation with the Brooklyn Academy of Music, and a series of vocational and semi-professional training courses were offered.

In the Spring of 1968, Kingsborough launched a Small Business Workshop as a joint endeavor with the Regional Office of the U.S. Small Business Administration. In quick succession, programs were also inaugurated to prepare Medical Records Clerks and Merchandise Management Trainees. The public responded with enthusiasm to these efforts to provide skills to those who have lacked them in the past.

In the Fall of 1968, two additional Associate in Applied Science (A.A.S.) programs were offered; Community Mental Health Assistant and an evening program in Nursing.

At the same time the need for other degree and non-degree programs are being studied. Under consideration are programs in Civil and Public Service Technician, Court Reporting, Geriatrics Aide, Library Technician, Marine Biology, Medical Technology, X-Ray Technician and additional Secretarial Science options, among others.

AFFILIATION AND ACCREDITATION

Kingsborough Community College is a constituent unit of the City University of New York, which is administered by the Board of Higher Education. It is also one of 30 community colleges affiliated with, and operating under the program of, the State University of New York.

The College is accredited by the Middle States Association of Colleges and Secondary Schools. Its various academic programs have been approved by the State University of New York and the University of the State of New York, the State Education Department.
The College is a member of the American Association of Junior Colleges, American Council on Education, Association of Colleges and Universities of the State of New York, Council of Higher Educational Institutions in New York City, Junior College Council of the Middle Atlantic States, Middle States Association of Colleges and Secondary Schools, and New York State Association of Junior Colleges.

THE FACULTY

The Faculty of Kingsborough Community College represents a diversity in educational and teaching background. Appointments to the Faculty are made only after a thorough screening of each applicant; the major requirements being scholarship, teaching ability, interest in students, and commitment to education.

While emphasis is placed on professional achievement in the College’s pursuit of excellence, it seeks also in its Faculty recognition not only of the student’s intellectual needs, but also of his need for guidance, inspiration, human understanding, and social growth. The College’s Faculty Adviser system makes available to the students, individually, advice on their academic programs and study problems, over and above the normal counseling provided by the Division of Student Services. The two work together in a new approach to team guidance.

The College strives, in short, to build a Faculty well-rounded collectively and individually; a Faculty that sees as its primary responsibility to develop in each student his maximum potential for self-fulfillment and contribution to society.

AIMS AND OBJECTIVES

Kingsborough Community College is a part of the great community college movement, which is bringing within the financial and geographic reach of thousands of Americans—youth and adults—educational opportunities that would not otherwise be available to them. This movement, one of the most significant aspects of the Twentieth Century revolution in higher education, is also the most outstanding single development in education since the launching of the land grant colleges under the Morrill Act a century ago.

As a community college, Kingsborough is aware of its primary responsibility to the communities of which it is a part. Accordingly, it strives to help meet the community’s need for higher education facilities; the needs of business and industry, the financial institutions, and labor and management; community and other cultural needs; the need for continuing and adult education; and the need to recruit, train, and educate the culturally, socially, or educationally disadvantaged, and so help make equality of opportunity an operational fact of life.
Two Great Traditions

As a unit of the City University of New York and of the State University of New York, Kingsborough Community College is fully aware of the distinguished tradition of learning and the dedication to excellence of which it is a part.

In this spirit, every student of Kingsborough is required to pursue simultaneously both a well-rounded core program of studies designed to provide a sound general education of quality and a carefully designed program of pre-professional study or occupational education.

The College is determined to pursue the integration of liberal education and semiprofessional or technical education, of knowledge and its application, of theory and practice, not only within the same institution but also within the individual student, indeed, within every student who comes within the College's influence. Courses, curricula, programs, and faculty organization are designed to combine the theoretical and the applied, the cultural and the functional.

The Role of the College

Kingsborough Community College is resolved to undertake only those programs and activities that it can do well and for which unmet needs are clearly demonstrated. It views its role as primarily complementary and initiatory, rather than as competitive and imitative. Academic programs now offered have been instituted as the result of appropriate studies. Similar studies are now under way in conjunction with new programs that are under consideration, and more extensive studies are planned on a continuing basis for the future, both to evaluate what is in progress and to seek out the fact and trends bearing on future developments. The College is interested in identifying in their early stages both the needs of the communities it is designed to serve and, in particular, the emerging trends and needs of the future, and to contribute effectively in the areas of its competence to the meeting of those needs.

Criteria for admission are the same for all candidates for degrees. Students pursuing the various curricula offered take the same courses in general education and mingle in the same sections of all such courses.

Goals and Objectives

The primary commitment of the College is to give all its students, irrespective of the programs they pursue or the sessions they attend (day, evening, or summer), a quality education. The specific goals and objectives of Kingsborough Community College for its students—to be sought through the formal curriculum and classroom instruction, by way of student-faculty relations and advisory and counseling facilities, and by the extra-and co-curricular programs are:
1. Mastery of the essential tools of critical and analytical thought and of effective self-expression.
2. Development of an abiding interest in study and continuous learning.
3. Knowledge and understanding, in breadth and depth, of American civilization, its heritage and ideals.
4. Knowledge and understanding of the contemporary world—its geography, economics, political forms and idealogies, and cultural differences and similarities.
5. A grasp and understanding of science—its principles and methods, and their implications for the world in which we live.
6. An acquaintance with the arts and an appreciation of esthetics necessary to the fuller understanding and enjoyment of life.
7. Development of an understanding of one’s self, and of a sense of social service and responsibility.
8. Achievement of mature personal behavior, and moral and ethical values and ideals.
9. Development of a sound vocational plan directed toward a life occupation commensurate with the student’s potential.
10. Acquisition of theoretical background and the skills to successful employment or continued professional preparation.
11. Cultivation of continued spiritual growth.
12. The deepening of insights, broadening of outlook, heightening of motivation, and elevation and refinement of levels of aspiration for themselves and for others, for our country and for the larger world beyond.

Toward these ends, Kingsborough Community College will continue to seek the best in resources, human and physical, and to concentrate its energies on the levels and in the areas of its particular competence.

CAMPUS FACILITIES

Kingsborough Community College, at the start of the 1968-69 academic year, was operating in three locations in Brooklyn—its permanent campus site at the eastern end of Manhattan Beach; a temporary location in Mid-Brooklyn, at Clermont and Lafayette Avenues; and a temporary location at 60 West End Avenue, the West End Center.

The Manhattan Beach campus comprises a 60-acre site surrounded on three sides by the waters of Sheepshead Bay, Jamaica Bay, and the Atlantic Ocean. Currently, the major facilities in use there are two large classroom buildings, which house also administrative and faculty offices, laboratories, a cafeteria, student counseling facilities, a bookstore, and a health service area; and a temporary steel building which houses the College’s Computer Center, the Library, and the Communications Media Resources Center.
Other existing buildings are being renovated and additional temporary steel buildings are to be erected to provide space for physical education, music, an auditorium area, and student and faculty lounges, as well as additional classroom, office, library, and student activity space.

Master Plan Completed

In the meantime, plans for complete physical development of the Manhattan Beach campus have been completed and the Master Plan for the campus approved by the Board of Higher Education in January of 1968. The plan has been cited as being an architectural attack on the problem of college bigness and urban pressure.

It features a continuous, inter-connected series of buildings which will distinguish it from the usual collection of buildings on most campuses. The campus design for a college of 6,000 students is highlighted by two clusters of four “inner colleges” each college planned to serve 750 students, and a covered concourse connecting the clusters with central specialized facilities. The individual units contain classrooms and laboratories, faculty and counselors’ offices, a dining hall and study and meeting areas. The common areas consist principally of a library and learning resources center, the focus of the campus; centers for lectures, science and technology; auditorium; and physical education facilities.
President Jacob I. Hartstein, in discussing the plan, has stressed the function of the inner colleges in fostering a "more intimate educational and social environment."

"The inner colleges," president, Hartstein said, "give substantial promise of restoring some of the faculty satisfaction and student inspiration that have been lost with the lessening of opportunity for individual contact and attention."

**The Academic Logistics**

The academic complex will be located on the southern half of the Manhattan Beach site, where existing structures are to be demolished. During construction, the college will be housed in two renovated buildings now existing and in temporary structures to be erected on the open areas to the north where athletic fields, physical education facilities, and parking areas are scheduled for the final phases of campus development.

The plan translates into brick and mortar the educational program developed by President Hartstein and members of the faculty, staff and student body. The Master Plan was developed by the associated firms of Katz, Waisman, Weber, Strauss, Blumenkranz and Bernhard and Warner, Burns, Toan and Lunde.

Although the facilities are grouped in an unusual arrangement, they follow the standards for campus space planning established by the State University of New York.

The total campus is planned in four phases allowing flexibility needed to adjust to changing conditions. It is anticipated that the building program will be completed in 1975.

**Additional Locations**

Kingsborough Community College in Mid-Brooklyn occupies extensive rented quarters in the Masonic Temple at 317 Clermont Avenue. This building will serve as the College's main Mid-Brooklyn location until at least the Summer of 1969. Classrooms of various sizes, an auditorium, a library with stacks and reading facilities, a counselors' office, student dining areas, and faculty and administrative offices are provided in the building.

The West End Center occupies on lease four stories of the Manhattan Beach Jewish Center at 60 West End Avenue, where classes in the Liberal Arts, and Physical Education classes for students of the Center and Kingsborough Community College at Manhattan Beach are conducted.

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THE COLLEGE LIBRARIES

The library is one of the major educational facilities at each Kingsborough location. Extensive book and periodical collections are maintained which support the curricular offerings at each location. Augmenting these collections are pamphlets, documents, microfilms, U.S., government publications, encyclopedias, directories, and other reference sources. Also available for reference are microfilm editions of the New York Times dating back to 1947.

Professional librarians provide reference service and instruction in the use of library materials. Audio-visual aids are available for both individual use by students and classroom use by instructors.

Many of the volumes in the libraries are available for borrowing by students and instructors, subject to policies and regulations established by the College. In most cases, books are loaned for a period of two weeks and may be renewed for a similar period if no other borrowers are waiting for them.

The library at Manhattan Beach was moved from the South Building to larger quarters in a newly-constructed temporarily steel building on the campus at the end of the first semester of 1967–68. The Mid-Brooklyn library, also expanded its facilities in 1967–68, increasing its seating capacity as well as the number of volumes available to student in the stacks.

EVENING STUDIES

Programs in Evening Studies were inaugurated by Kingsborough Community College in September, 1965, as the College entered its second year of operation. They are designed to provide part-time college level study for those in the community who can profit by it and meet the College's requirements. The courses are intended to serve the needs of the following:

1. Students enrolled as matriculants who are not able to attend the regular day session.

2. Prospective degree candidates who are not eligible for admission to the day session as full matriculants. Such students may be accepted as non-matriculants in the evening session, and can attain matriculant by satisfying the requirements outlined below, under the section entitled, "Changes in Status or Curriculum," and thus become candidates for the Associate in Arts (A.A.), Associate in Applied Science (A.A.S.), or Associate in Science (A.S.) degree.

3. Adults from the business community who desire credit courses for career advancement.

4. Adults who desire to take college courses for the purpose of self-improvement.
Credit courses currently being offered in the evening session include subjects in the Liberal Arts and Sciences, Business and in Nursing that are fundamental both to degree programs and to programs of professional and personal self-improvement.

Qualified students in the evening session may immediately pursue the regular degree programs of their choice, taking a maximum of nine credits per semester. Full-time students in Evening Studies who do not have other responsibilities may, with special permission, carry an increased program. They may also follow courses of study leading to transfer to a senior college.

The instructional staff in the program of Evening Studies is composed in the main of members of the full-time instructional staff of the College augmented by a group of qualified professionals with extensive training and experience in their fields.

CONTINUING EDUCATION

The Continuing Education program at Kingsborough also began in the Fall of 1965. During its first formative years it served the community as an interest centered, self-improvement series, offering courses such as sculpture, art, literature, music and law.

Recently, the program has also branched out into the areas of vocational and semi-professional training. For example, the Small Business Workshop, offered in both English and Spanish, trains prospective small businessmen in the fundamentals of management. An advanced course is being offered as a follow-up to the workshop and to act as an aid to the individual currently operating a small business. In other areas, the College is helping to meet critical shortages of skilled personnel by offering programs to prepare Medical Records Clerks and Retail Management personnel. Other such programs are envisioned.

Continuing Education has also moved into the community to provide adult education services. In cooperation with a central Brooklyn anti-poverty agency, Kingsborough Community College is offering five courses off-campus this year. Furthermore, the Kingsborough concert series, developed in association with the Brooklyn Academy of Music, continues to provide cultural events for the College and the communities it serves.

SUMMER SESSIONS

Kingsborough Community College inaugurated a program of Summer Session courses in 1965, immediately following completion of its first academic year. The program was expanded in 1966 to provide two six-week day sessions and one eight-week evening session.
The Summer Session curriculum is designed primarily for students who were admitted in the previous second semester and who need makeup credits to achieve sophomore status; for those who need makeup credits in order to complete the work for a degree; for non-matriculated students; for those who have been admitted for the following Fall semester; and for students who wish to earn additional credits in order to make room for supplementary courses.

The Summer Sessions are open also to students attending other colleges and universities, provided they obtain official permission from the institutions they regularly attend and have completed the pre-requisites for the courses they wish to take.

CONCERN FOR THE INDIVIDUAL STUDENT

In the development of its policies, programs, and procedures, the College centers its attention on the individual student, both as a person and as a scholar. The student's personal needs, interests, and problems are the direct concern of the College's counseling services, augmented by a comprehensive program of co-curricular and social activities (see Student Life, page 51.) His academic needs, as well, are met by an established College policy of small class enrollments, by an extensive series of special programs and courses, and by a Faculty Adviser system.

Honors and Independent Study

A program of Honors and Independent Study provides enriched educational experiences for students who meet the criteria for such study. Two types of Honors work are now in progress: one is the
 provision of special “Honors Sections” of certain courses; the other,
designed for students who attend regular sections and who qualify for
Honors work, provides opportunity for them to meet in small groups
for additional periods of advanced study. Plans for a third type of
Honors program involving primarily independent study are now in
progress.

Special Courses

For students who need additional help in the academic area, two
types of courses are provided. Matriculated day students who are
enrolled in regular sections in certain subjects are assigned, in addition,
to adjunct non-credit courses in these subjects, especially designed for
their needs. For non-matriculants in the evening session, non-credit
intensive review courses are offered. In addition, the College has in­
stituted a Mathematics Workshop wherein members of the Math­
ematics faculty provide individual instruction to students enrolled in
regular Mathematics courses at all levels.

PROGRAMS FOR THE DISADVANTAGED

President Jacob I. Hartstein, in stating the aims and purposes of
Kingsborough Community College at the time of its establishment,
said: “As a community college, Kingsborough is duly aware of its
primary responsibility to the community of which it is a part. It will
strive, accordingly, to help meet the need to recruit, train, and educate
the culturally, socially, or educationally disadvantaged and so help to
make equality of opportunity an operational fact of life.” The Col­
lege implemented this policy without delay.

Operation Intellect

During its first year of operation, 1964-65, a lecture series under the
general title “Operation Intellect,” conducted by members of Kings­
borough’s faculty, was presented at Simon F. Rothschild Junior
High School, situated at the periphery of the Bedford-Stuyvesant area
in proximity to Kingsborough Community College in Mid-Brooklyn.

Designed especially to expose disadvantaged junior high school
students of promise to college instruction and thus stimulate them to
seek further knowledge, the program was unique in New York City.
A similar lecture series was presented in the College’s second year and
the program has now been established on an annual basis. In 1968
the program was expanded to include (15) lectures offered at five
(5) schools.

College Discovery

In the Summer of 1965, still in its first year of operations, Kings­
borough joined its sister community colleges of the City University
of New York as a participant in the College Discovery program
sponsored by the City University. The College admitted 114 educa-
tionally disadvantaged students of good potential whose academic
records precluded ordinary admission. After a seven-week period of
testing and instruction during the Summer at its Mid-Brooklyn loca-
tion, 104 enrolled at Kingsborough in Fall, 1965 as specially matricu-
lated students.

In the Summer of 1966, the College enrolled 100 new College
Discovery students in a program of preparation for Fall matriculation.
In the meantime, the program has continued to attract substantial
numbers of new students, 141 in 1967 and 118 in 1968.

Twenty-nine members of Kingsborough's first College Discovery
graduating class were accepted for further study in senior colleges.
A recent survey indicates that better than 86-percent are still enrolled.
Furthermore, 10-students who were graduated in June 1968 have won
scholarships to pursue their studies for the bachelors degree at a
private university.

Three additional programs for the disadvantaged, unusual in a
number of aspects, were introduced at Kingsborough in the Summer
and Fall of 1966.

*Upward Bound*

Under a grant from the Office of Economic Opportunity, the Col-
lege became a participant in the nationwide "Upward Bound" pro-
gram, which it is conducting with the cooperation of New York City's
Board of Education and community agencies in the East New York-
Brownsville area of Brooklyn. The project is designed to provide for
young people from disadvantaged areas a pre-college preparatory pro-
gram which will develop their skills and motivate them toward future
college study.
Kingsborough was one of approximately 200 colleges to be chosen for the “Upward Bound” project from among some 600 throughout the country that applied. This despite the fact that the College did not meet two preference criteria—that the Colleges be four-year institutions and that they have residential facilities for students.

**TOP**

Another program for the disadvantaged—Top (Tutorial Opportunities Program)—was instituted by Kingsborough in 1966. It provides for the tutoring of grade school and early high school students who are in need of remedial help in reading, writing, and mathematical skills. The tutors are Kingsborough students who plan to enter the teaching profession. They are supervised by members of the College’s Faculty. The TOP program enrolled 140 pupils in its 1967 Summer session.

The program was regretfully curtailed in 1968, as a result of a serious cutback in funding by outside agencies. However, the College was enabled to work with some 40 children from the central Brooklyn community. In addition to the remedial program offered in the past, a course in English for Spanish-speaking youngsters was added.

Kingsborough became a participant in Operation SEEK (Search for Education, Elevation, and Knowledge) when the program was established by the City University in 1966, and enrolled its first SEEK students in the Fall of that year. The project provides counseling and programs specially tailored to the academic needs of students who, because of economic deprivation, have academic averages below those usually required for admission into degree-granting programs. SEEK students attend the evening session.

The College continues to explore new avenues for making “equality of opportunity an operational fact of life” for the disadvantaged.

**SPECIAL PROGRAMS**

In the Winter of 1968, Kingsborough once more moved ahead in its ongoing program of service to the community with the addition of three certificate programs: the Small Business Management Workshop, Merchandise Management Trainee and Medical Records Clerk, and a degree program for education aides employed by the Board of Education.

The Small Business Management Workshop, sponsored in cooperation with the Regional Office of the Small Business Administration provides a background of information for prospective small businessmen from the Central Brooklyn community. In its first year, interest was so high that additional programs, both elementary and advanced, are being planned for the Fall, 1968 semester.

The Merchandising Management Trainee program has been funded by a grant from the State under the Vocational Education Act.
Classroom work in business and retailing was coupled with on-the-job training to prepare 35 young people from central Brooklyn for middle management careers.

Kingsborough has also conducted a program to train Medical Records Clerks. The project is financed by the State from funds established under the Manpower Training Act to fill hospital vacancies. The course combines office and clerical procedures with field experience at hospitals in the vicinity affiliated with the Nursing Program.

The College was also one of the cooperating institutions taking part in the Educational Associate program financed by the New York City Human Resources Administration. The program offers employees of the Board of Education a full curriculum of study leading to the A.A.S. degree and the opportunity to continue at a four year college, if qualified. The purpose of the program is two-pronged; to assure highly qualified semi-professional personnel in the New York City school system and to provide an incentive to high school graduates to train for a teaching career.
**Student Life**

The student life program at Kingsborough Community College is organized to help students achieve self-understanding and direction so that they may develop their best educational, social, and personal potentials for responsible citizenship and an effective life. The goals for the program are those of the College itself, namely, to provide the finest intellectual training in a framework which highlights the fullest individual and social growth of each student.

The Division of Student Services, under policies determined by the Board of Higher Education, the President, and the Faculty, offers a variety of services, including individual and group counseling to facilitate the adjustment of the student in the College and in the community. These programs and services span the student’s entire relationship with the College from admission to graduation.

**ORIENTATION**

Freshman Orientation, designed to introduce the student to his new college environment, is provided in several phases, and through a variety of procedures at Kingsborough.

In the first phase, counselors, representatives from the Registrar's Office and currently enrolled Kingsborough students meet with entering students to discuss matters of interest including the first semester courses for which they will be programmed. In the second phase, all incoming students attend a Freshman Convocation at which the Faculty and officers of administration are introduced to them. The third phase involves attendance at group orientation and counseling meetings where students are assisted in program planning, in registration procedures, and in becoming acquainted with the services and resources in Kingsborough Community College and our community.

Prior to registration, each student is required to take a series of tests which are used for guidance purposes.

Students who are deemed to need help in the development of good study habits are offered the opportunity to take a course in effective study, administered by the Division of Student Services. The course is open also to other students who feel they will benefit substantially thereby, although they may not be required to take it.

**COUNSELING SERVICES**

Individual interviews, including interpretation and analysis of guidance tests, are used to assist students in understanding their own aptitudes and interests and in learning more about the educational and vocational avenues open to them. Students are also invited to discuss with counselors questions pertaining to personal problems,
employment, financial aid, remedial assistance, health, and any other matters of concern to them.

When advisable, consultation with other College and community agencies is recommended to those students in need of specialized professional services.

**FACULTY ADVISER SYSTEM**

In addition to the counseling program of the Division of Student Services, the College has established a Faculty Adviser system which provides an expanded range of counseling services, as well as a personal mentor for each student.

The role of the Faculty Adviser is primarily in the area of curricular counseling and assistance in program planning, where he can effectively employ his knowledge of educational objectives, programs, and opportunities.

**TEAM GUIDANCE**

Since both student counselors and faculty advisors are working to help the student develop to the fullest extent of his potential, Kingsborough has developed a team guidance approach.

Every student has access to a counselor and a faculty advisor. These skilled professionals, can then, if necessary, consult to discover the source of an individual problem and make recommendations for its solution.

**STUDENT ACTIVITIES**

As part of the education of its students, Kingsborough Community College is concerned with providing opportunities for their growth in character, social skills, and leadership, and for their healthy and happy living as members of a democratic society. Both informal recreation and special programs are supervised by the counselors affiliated with the Office of the Dean of Students.

The College encourages both Faculty and student participation in the formulation of policies regarding student activities and campus regulations. The Faculty-Student Committee on Student Life has been established for this purpose. It meets regularly and prepares recommendations to the Administration on such matters as student government, requirements for holding office in student organizations, student functions, social and recreational programs and facilities, etc.

Student activities include student government, departmental clubs, athletics, religious groups, student publications, social groups, and others. In an effort to stimulate co-curricular activities and to encourage wide participation, the College makes available to students and staff two blocks of hours, on Tuesdays and Thursdays during
which no classes are regularly scheduled. The teaching staff shares in many student activities, as faculty advisers of clubs, directors of musical and theatrical productions, and in other capacities.

SPORTS

Club participation, recreational activities, and intramural tournaments are conducted by the Physical Education faculty of the College. The intramural philosophy is based upon the concept that students should have freedom of choice, equality of opportunity, and responsibility for planning and administering the program.

The College inaugurated a program of intercollegiate sports activity during the 1965-66 season with men’s and women’s basketball, baseball, women’s volleyball, and fencing. As the facilities and the staff increase, the College will expand its intercollegiate athletic competition according to student interest.

HEALTH SERVICES

The College Health Service program begins with a thorough review of the medical examination report and the medical history submitted for each entering student. Whenever these records indicate that the student needs medical attention and follow-up, the College Nurse refers the student to his own physician and recommends program adjustment.

The Health Service Office provides services which are essentially preventive and advisory. A registered nurse is in charge to administer first aid and emergency treatment to students and faculty.

Any illness or accident incurred during school hours or enroute to the College should be reported immediately to the Health Service Office.

All entering students are required to submit a Health-Medical form.

PLACEMENT PROGRAM

Counselors in the placement program interview undergraduates and graduates who are interested in part-time and full-time employment. Guidance in job-seeking techniques, information as to openings, career day conferences, and referral to employers are included in this program. The collection of current occupational and career information, and instruction in its use, is a significant part of the work of the placement program. The counselors will also assist any student who is having difficulty with choosing a major.
A handbook is published as a reference book for incoming freshmen and as a guide to student life and student activities at the College. It supplements information found in the catalog regarding extracurricular activities and contains information which will be helpful throughout the student’s stay at the College.

Students are urged to read this publication carefully, not only upon admission to the College, but from time to time as they progress through their programs of studies. Every student is expected to be thoroughly familiar with the information and regulations appearing in the handbook.
Penalty Fees
Late registration .......................................................... $ 5
Change of program, defined as ........................................ $ 5
  1) Addition of a course or courses, or
  2) Dropping a course or courses, or
  3) Dropping and adding a course or courses, or
  4) Changing from one section to another of the same course.
      (This fee is waived when: a) the College cancels or withdraws
      a course; b) hours of a course have been changed by the Col­
      lege; or (c) a tuition-paying student receives less than a 100%
      refund of tuition fees as a result of withdrawal from a course.)

Miscellaneous Fees
Student parking permit (per semester) ................................ $ 5
Parking violation
   First offense ............................................................... $ 2
   Second offense ........................................................... $ 3
   Third offense ............................................................. $ 5
Locker fee (per semester) ................................................ $ .25

All fees are due and payable at the time of registration. Payment
should be made by check or money order only, payable to Kings­
borough Community College.

REFUNDS OF FEES
The date on which a change of program or withdrawal form is
filed with the College, not the last date of attendance in class, is con­
sidered the official date of the student’s withdrawal from a course or
from the College. No portion of the general fee, special fees, penalty
fees, or miscellaneous fees is refundable, except in cases where the
student’s registration is cancelled or where courses have been with­
drawn by the College. Refunds of tuition are made according to the
following schedule:

<table>
<thead>
<tr>
<th></th>
<th>Fall &amp; Spring</th>
<th>Summer Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Non-Military</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Withdrawal before scheduled opening date of session</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal within one week after opening date</td>
<td>75%</td>
<td>50%</td>
</tr>
<tr>
<td>Withdrawal during second week after opening date</td>
<td>50%</td>
<td>25%</td>
</tr>
<tr>
<td>Withdrawal during third week after opening date</td>
<td>25%</td>
<td>none</td>
</tr>
<tr>
<td>Withdrawal after completion of third week</td>
<td>none</td>
<td>none</td>
</tr>
</tbody>
</table>
Adult Education Courses
Withdrawal before opening date of class .................... 90%
Withdrawal before third meeting of class .................... 50%
Withdrawal thereafter ........................................... none

II. Military
Refunds of fees will be made, under certain conditions, to students entering military service. The conditions are as follows:

a. Entry into military service must be documented with induction papers or military orders.

b. No refund will be made to a student who has been assigned a grade, regardless of whether the grade is passing or failing. A grade will be assigned if the student has attended 13 weeks or more of a day or evening session, or 5 weeks or more of a Summer session.

c. If the student has not attended for a sufficient time to qualify for a grade and continues in attendance to within two weeks of induction, refund of tuition and other fees (except the application fee) will be made as follows:

Withdrawal before fifth calendar week after opening date of session (third calendar week for Summer sessions) 100%
Withdrawal thereafter 50%
Many forms of financial assistance are available to students of Kingsborough Community College, through programs administered by the College itself or by other agencies. The purpose of these programs is to assure that no student who is otherwise qualified is denied the opportunity for higher education because of financial need.

Applicants for admission, as well as students already enrolled in the College, are invited to arrange for an appointment with a counselor in order to determine their eligibility for assistance and the kinds of assistance available that will be met their needs.

Among the financial aid programs currently available are the following:

I. Scholarships and Grants

a. New York State Regents Scholarships—$250 to $350 a year, depending on family income. Awards are based on the results of competitive examinations.

b. New York State Scholar Incentive Program—Matriculated students who are not required to pay tuition are not eligible for Scholar Incentive Awards. Other students may inquire as to their eligibility.

c. Agency Scholarships—Various religious, fraternal, and community agencies, and business and industrial firms, provide scholarship assistance for which Kingsborough students may be eligible.

d. Educational Opportunity Grants—Under the Higher Education Act of 1965, Federal funds are allocated for grants to financially needy and educationally deserving students. Amounts vary, depending upon need, up to $800 a year with a matching contribution from the college, additional $200 may be matched for students in the upper half of their class scholastically.

II. Loans

a. New York Higher Education Assistance Corporation—Loans are available through this agency for students who are enrolled in degree programs and are carrying at least six credits per semester. The funds may be borrowed from any local bank participating in the program, at no interest charge while the student is in attendance at college. After graduation or termination of study, the student repays the loan over a period as long as six years, at an annual interest rate of 3%. Maximum amounts available range from $187.50 per semester for first-year part-time students to $1,000 a year for first and second-year full-time students.
b. National Defense Student Loans—These loans, provided under the National Defense Education Act, are available to eligible students in amounts up to $1,000 per year. No interest payment is required during the student’s attendance at college. Repayment starts one year after graduation or termination, and may be extended over a 10-year period at an annual interest rate of 3%. Up to 50% of the indebtedness may be cancelled for students who enter the teaching profession for a period of five years. Students who teach for seven years in areas designated as disadvantaged may have the entire loan cancelled.

c. Nursing Student Loan Fund—These loans are available to eligible students in the Nursing Program. Provisions of the loan are similar to those in b above, with respect to interest, repayment requirements, and cancellation privileges for persons engaged in full-time nursing after graduation.

d. Kingsborough Community College Emergency Grant and Loan Fund—This fund is maintained to enable students to borrow for a period of two weeks small amounts up to $50 to meet emergencies, such as the cost of books, college supplies, and personal needs.

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

III. Work Study Opportunities

a. Higher Education Act, 1965—Permits financially eligible students to work an average of 15 hours per week when attending classes, up to 40 hours a week during other periods, at standard hourly rates of pay.

b. Part-Time Employment—The Division of Student Services provides information and maintains a placement service for students for on-campus and off-campus employment opportunities during the academic year and during the Summer. Efforts are made to secure employment that is compatible with the student’s program, interests, and abilities.
Admission

This bulletin presents information regarding admission requirements as of the date of publication. It does not preclude the possibility of subsequent changes resulting from action by the Board of Higher Education, the City University of New York, the State University of New York, or the Faculty of Kingsborough Community College. Any such changes will be included in supplements to and later editions of this bulletin.

ADMISSION PROCEDURES

The admissions program of the College is administered by the Office of the Registrar, under the supervision of the Division of Student Services. Inquiries regarding admission should be directed to the Registrar's Office or to the Admissions Counselor of the Division of Student Services.

Applications for admission as matriculated students by those currently in high school or by high school graduates who have not attended college, or by foreign students who have not attended college are processed by the University Application Processing Center, Box 148 Vanderveer Station, Brooklyn, N.Y. 11210. Application forms may be obtained from the Center or from local high schools. Other students should apply directly to the College on application forms provided in the Registrar's Office.

Applications are evaluated according to the quality of the student's high school record and his scores on the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board, in programs which require the SAT.

Applicants who have attended other institutions subsequent to graduation from high school must have transcripts sent to the Registrar's Office. All records are to be sent to Kingsborough Community College by the respective institutions attended, and are not returnable to the student.

Applicants who are accepted receive notice by mail to appear for orientation meetings, at which time detailed information regarding registration procedures is provided.

Deadline dates for submittal of applications are indicated in the Calendar of the Admissions Program.

REQUIREMENTS FOR ADMISSION

Applicants for admission must meet the following requirements:

1. Graduation from an accredited four-year high school or possession of a New York State High School Equivalency Diploma.

2. Satisfactory completion of the required numbers of units in various high school subjects, according to the degree program to be followed.
3. Evidence of ability to do satisfactory college-level work, as demonstrated by the high school record and, where required, the SAT scores. Applicants for September admission must take the SAT, the preceding November; for February admission, the previous May or July. Applications for the Scholastic Aptitude Test may be obtained from the high school guidance office or the College Entrance Examination Board, Box 592, Princeton, N.J. 08540.

Based upon the examination of their previous academic records, students will be admitted to matriculated, non-matriculated or pre-associate status.

RESIDENCE

There are no residence restrictions for matriculation or attendance at Kingsborough Community College. Matriculants who are qualified residents of New York City attend the College tuition-free. All others are required to pay tuition fees in accordance with the schedule on page 55.

HEALTH

A health statement from the student's personal physician, on a standard form provided by the College (including a report of a chest x-ray taken within 12 months), must be filed by each applicant accepted. The medical record must be completed and returned to the Health Service Office prior to registration. The College reserves the right to reject an applicant because of an existing health condition, if the College medical officer deems such action necessary in the best interest of the student and the College.

Every student (or, if he is under 21 years of age, his parent or legal guardian) is required to sign an authorization for release of his medical records under conditions established by the College.

ADMISSION TO DEGREE PROGRAMS

Applicants are listed preferentially according to a composite score derived by a formula combining SAT* scores with high school averages. They are accepted, in order of merit, in accordance with the number of places available. Applications are processed by the University Application Processing Center. The only applications processed at the college are those filed by students with prior college experience and persons holding a high school equivalency diploma. The high school average is based on grades for at least 16 units in creditable academic courses. Modified and applied courses are not acceptable.

Foreign language work is credited in units only, for each year of each language. A semester's work in a foreign language carries no admission credit. Credits in different languages may not be combined.
For example, one year of Spanish and one year of French represent one unit in each and not "two years of a foreign language." Similarly, where three units of a foreign language are required, they must be three years of one language.

Science courses are credited by units representing one year's work in each science. A single semester's work in a science is not acceptable for admission credit.

Mathematics credits are granted as follows: elementary algebra (Ninth Year Mathematics), one unit; plane geometry (Tenth Year Mathematics), one unit; Eleventh Year Mathematics, intermediate algebra and trigonometry one half unit. No credit is allowed for completion of only one semester of a one-year course.

Entrance credits may also be granted on the basis of New York State Regents examinations.
Following are the entrance requirements for specific degree programs:

**ASSOCIATE IN ARTS (A.A.)**

<table>
<thead>
<tr>
<th>Prescribed Units</th>
<th>Elective Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>History</td>
<td>1</td>
</tr>
<tr>
<td>Foreign Language (3 years)</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics (through 11th Year)</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prescribed Units</th>
<th>Elective Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics*</td>
<td>1 to 4</td>
</tr>
<tr>
<td>Science</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Foreign Language†</td>
<td>Any other subjects credited in a recognized high school</td>
</tr>
</tbody>
</table>

*Admission to the A.S. program in Math, Physics.
†Foreign language is not required for the Computer Science program.

**ASSOCIATE IN APPLIED SCIENCE (A.A.S.)**

Transfer Program in Business Administration

<table>
<thead>
<tr>
<th>Prescribed Units</th>
<th>Elective Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>History</td>
<td>1</td>
</tr>
<tr>
<td>Foreign Language (2 years)</td>
<td>2</td>
</tr>
<tr>
<td>Mathematics (through 11th Year)</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prescribed Units</th>
<th>Elective Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics*</td>
<td>1 to 4</td>
</tr>
<tr>
<td>Science</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Foreign Language†</td>
<td>Any other subjects credited in a recognized high school</td>
</tr>
</tbody>
</table>

**ASSOCIATE IN APPLIED SCIENCE (A.A.S.)**

(Other than transfer programs above)

<table>
<thead>
<tr>
<th>Prescribed Units</th>
<th>Elective Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>History</td>
<td>1</td>
</tr>
<tr>
<td>Mathematics</td>
<td>1</td>
</tr>
<tr>
<td>Science</td>
<td>1</td>
</tr>
<tr>
<td>Social Science</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prescribed Units</th>
<th>Elective Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>History</td>
<td>1</td>
</tr>
<tr>
<td>Mathematics</td>
<td>1</td>
</tr>
<tr>
<td>Science</td>
<td>1</td>
</tr>
<tr>
<td>Social Science</td>
<td>1</td>
</tr>
</tbody>
</table>

1. This may be either further study in the language offered to satisfy the prescribed unit requirement, or a year or more of another language.
ADMISSION WITH CONDITIONS

An applicant for full-time study presenting 15 units for admission, with a minimum of 10 in the prescribed units category for the Associate in Arts (A.A.), the Associate in Science (A.S.), or the Associate in Applied Science (A.A.S.) transfer program in Business Administration, or 7 prescribed units for the Associate in Applied Science (A.A.S.) degree in career programs, may be admitted, but must complete all entrance requirements satisfactorily within one year of admission. Failure to remove entrance conditions within the specified time will result in either loss of status as a matriculant or dismissal from the College, as conditions may warrant. Non-matriculated students must remove all entrance conditions from their records before applying for matriculated status.

ADMISSION WITH ADVANCED STANDING

A candidate for admission with advanced standing may receive a maximum of 30 credits for courses completed at other institutions, provided that: 1. The content of such courses meet the standards established by Kingsborough Community College; 2. The courses have been completed with grades of C or higher, and 3. Statements of honorable dismissal from the other institutions are presented. Students seeking advanced standing must make formal application through the Registrar's Office. Advanced standing may be granted also for credits earned by way of New York State College Proficiency Examinations or the Advanced Placement Examination administered by the Educational Testing Service.

CHANGES IN STATUS OR CURRICULUM

A non-matriculated student who has removed all entrance conditions may gain matriculated status by satisfying one of the following requirements:
1. Nine credits with an average of 3.0.
2. Twelve credits with an average of 2.5.
3. Eighteen credits with an average of 2.0.

NOTE: Credits offered for a change from non-matriculated to matriculated status must include a minimum of one required course in English, and one required course in Foreign Language, and one required course in Mathematics or Laboratory Science. Students who are not required to take foreign language may substitute Social Science 11 or 31 for foreign language.
REQUESTED CHANGE

1. Career Program to Career Program
   Transfer Program to Career Program
   Transfer Program to Transfer Program

2. Career Program to Transfer Program

REQUIREMENTS

1. All entrance conditions for the new curriculum must be met before effective date of transfer.

2. Good academic standing at effective date of transfer.

3. A minimum of 12 credits of required courses (non-elective) applicable to the new curriculum with at least a 2.5 average.

WITHDRAWAL FROM A COURSE

Students who for any reason wish to withdraw from a course prior to the conclusion of a semester must initiate the withdrawal process by formal application filed in the Registrar's office.

Application for withdrawal must be submitted immediately after the last day the student has attended class. Withdrawal filed before mid-semester examinations will be assigned a grade of "W" (withdrawal without penalty) or "WF" (withdrawal with penalty), depending on class performance. After mid-semester examinations, a grade of "WF" will be assigned.

WITHDRAWAL FROM THE COLLEGE

A student who wishes to withdraw from the College must initiate the withdrawal process by formal application filed in the Registrar's Office.

Failure to observe the formal withdrawal procedures may result in failing grades in the courses and effect readmission of the student to the College.

READMISSION

Students previously in attendance at Kingsborough who seek readmission should apply to the Registrar's Office by April 30 for registration in the Fall semester, or by November 30 for registration
in the Spring semester. Acceptance is based on a reevaluation of the student's performance and aims, and available places. A personal interview may be required.

TRANSFER TO A SENIOR COLLEGE

Students who, after one or more semesters of study, wish to transfer to another college should consult with their advisor and seek admissions information in the current catalog of the college of their choice. The college should be contacted for additional information concerning transfer procedures.

It should be noted that students graduating with a degree in a transfer program are guaranteed admission to the City University four-year college of their choice.
Scholarship Requirements

Kingsborough Community College assumes that every student entering the College is committed to taking full advantage of the opportunities it provides for a quality education.

In setting forth the guidelines for those seeking the degrees of Associate in Arts (A.A.), Associate in Applied Science (A.A.S.), and Associate in Science (A.S.), the College is concerned not so much with penalties for failure as with helping to mark the road toward a college experience that will be a firm foundation for a future career.

The most important signpost on the road is this: every student has the responsibility to familiarize himself thoroughly with the requirements for graduation; with the rules relating to grades, good academic standing, and academic honors and distinctions; with the rules governing attendance; and with all regulations affecting academic progress as announced in the Catalog, the Student Handbook, and other official publications.

Special requests and petitions relating to academic standing should be addressed to the Office of the Dean of Faculty.

ATTENDANCE

Every student is required to attend all classes and laboratories for which he is scheduled. Instructors file in the Office of the College Directors official reports of student attendance. There are no excused absences, as such. Any student who misses a class or laboratory session for reasons beyond his control such as illness must file a statement of the reasons for such absence, as soon as possible after the absence occurs, in the Office of the College Director to which he is assigned.

Students who have been on the Dean’s List for two successive semesters are not subject to the regulations governing class attendance, except for physical education, laboratories and skill session courses, such as, typing, stenography, etc.

FINAL EXAMINATIONS

The dates for final examinations are given in the College’s Academic Calendar. Students are responsible for familiarizing themselves with examination schedules.

Students may, if they wish, submit postcards to their instructors at the time of final examinations to receive early notification of grades. The college mails grade reports or transcripts to each student at the conclusion of each semester.

MAKE-UP FINAL EXAMINATIONS

Students, who for legitimate reasons, fail to appear for final examinations may make application to take make-up examinations when
next scheduled. Generally, the privilege of taking a make-up examination is restricted to those students whose performance during the semester warrants granting of the application.

Written notification of absence, either by letter or telegram, must be filed with the Office of the Registrar prior to the time of the scheduled final examination, and if that is not possible, no later than the day of the examination. The reasons for absence must be fully explained. A supporting statement from a physician is required if the absence is caused by illness.

Students whose application for make-up examinations are approved will pay a fee of $5.00 per examination, or a maximum fee of $15.00 if three or more examinations are to be administered.

REQUIREMENTS FOR GOOD STANDING

Students who maintain an over-all average of C are considered to be in good academic standing. The average of C (expressed as 2.0 in terms of the scholastic index or grade point average) must be maintained cumulatively (that is, on the basis of all grades since matriculation) and is also required for the most recent complete semester.

The records of students are reviewed at the end of each semester. As a result of such review students not in good academic standing may be (a) placed on probation and given a reduced program or other curriculum change, with or without probation; or (b) dropped from the College.

HONORS

Students who complete 15 credits in a semester and earn an average B (3.0) are eligible for the Dean’s List for the semester in which this superior record is achieved. The list is announced regularly. Attainment of the Dean’s list becomes a part of the student’s permanent record and appears on all transcripts of record.

Eligibility for the Dean’s List is open to regularly matriculated students carrying programs of not less than 15 semester or credit hours.

MID-TERM REPORTS

At mid-term, reports are sent to all students. These grades are not entered on the permanent record.

GRADING

A grade represents an instructor’s evaluation of the quality of work done by a student in an entire course, on certain parts of a course
such as laboratory work or recitations, or on specific projects such as term papers and examinations.

The most important thing is not the grade but the work the grade represents. Nevertheless, grades are the measure of how well a student is doing at any given time. They deserve careful attention, either as evidence of good progress or as reminders of the need for counseling, for increased effort, or both.

**STANDARD GRADES**

The student receives an official grade at the end of a semester for each course, which becomes a part of the permanent record. The standard grades are:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Level of Achievement</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>Fair or average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>Below average but passing</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td>Failure</td>
<td>0</td>
</tr>
</tbody>
</table>

The Grade Point Average (also called the "Index" or "Scholastic Index") is obtained by multiplying the Grade Points by the number of credits for the course, then totaling the Grade Points and dividing by total credits. For example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade (and Point Value)</th>
<th>Credits</th>
<th>Grade Points (Points x Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>A (4)</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>French</td>
<td>D (1)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td>F (0)</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Music</td>
<td>C (2)</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Physics</td>
<td>B (3)</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>34</td>
</tr>
</tbody>
</table>

Grade Point Average (34 divided by 16) = 2.125, just above C.

**SPECIAL GRADES**

Certain symbols are used in the student’s record to indicate situations which cannot be appropriately reflected by the five letter grades identified above:

These symbols are:

- P Passed Course not counted in computing scholastic index
- W Withdrawal without penalty
- WF Withdrawal with penalty
- Inc Incomplete; work must be completed within a specified time; if not completed, grade F is given
Academic Organization

Kingsborough Community College requires every student to pursue simultaneously a prescribed program of general education and professional preparation, irrespective of the degree for which he may be a candidate. To fulfill its commitment to provide a quality education for all, the College offers a core of subjects which all students follow as the core around which their educational programs are built. Beyond these core studies, offerings are provided in various career and pre-professional concentrations, along with a well-balanced list of elective courses.

Courses and curricula, thus, are designed to integrate knowledge and its applications; to combine the theoretical and the useful, the cultural and the functional. In like manner the faculty is organized not in the traditional and relatively isolated departments but in a limited number of comprehensive Divisions which bring together both teachers and courses in a harmonious pattern of related fields of study.

The entire academic organization is structured to facilitate cooperation among the various disciplines, and to promote effectively the aims and purposes of the College in the education of students. Following, in condensed form, is basic information relating to the Divisions; a complete listing of course descriptions begins on page 105.

Division I. Language, Literature, and the Arts
Subjects: Art, English, Foreign Languages, Music, Speech.

Division II. Mathematics and the Sciences
Subjects: Biology, Chemistry, Computer Science, Data Processing, Mathematics, Physics, Science.

Division III. Behavioral and Social Sciences

Division IV. Health Science, Health and Physical Education
Subjects: Health Education, Nursing, Physical Education, Pre-Physical Therapy, Recreation Supervision.

Division V. The Library

Division VI. Student Services
Degree Programs

Kingsborough Community College offers the Associate in Arts (A.A.) program at both the Mid-Brooklyn and Manhattan Beach locations. The Associate in Applied Science (A.A.S.) and Associate in Science (A.S.) programs are offered at Manhattan Beach. Upon establishment by the City University of New York of the City University College Center at 60 West End Avenue in the Fall of 1966, under Kingsborough's administration, a Liberal Arts program was inaugurated in that location. In the Fall of 1967, this became the West End Center of Kingsborough Community College.

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

Candidates for the Associate in Arts (A.A.) degree concentrate their study in the fields of Language, Literature, and the Arts; Mathematics and the Sciences; the Behavioral and Social Sciences; and Health and Physical Education. Candidates for the Associate in Science (A.S.) degree follow programs which closely parallel the A.A. program, but with greater concentration in the Mathematics or Science areas in which they plan to major.

Candidates for the Associate in Applied Science (A.A.S.) degree follow programs in which, in addition to the core of general education requirements, there is concentration in the applied field. The professional fields in which programs are offered currently include Accounting, Banking, Business Technology, Data Processing, Industrial and Labor Relations, Insurance, Mental Health, Nursing, Real Estate, Recreation Supervision, Retail Business Management, and Secretarial Science. The Secretarial Science program offers four options: Executive Secretary, Legal Secretary, Medical Secretary and School Secretary. The transfer program in Business Administration also leads to the A.A.S. degree.

Additional programs leading to the A.A.S. degree are under consideration.

The Business programs are well adapted both for those who look toward continuation of their professional studies at senior colleges and for those whose needs will be met by a two-year program which will qualify them to enter directly into responsible and productive careers immediately upon receiving their degrees.

Graduates of the Insurance, Nursing, and Real Estate programs are eligible to take the New York State licensing examinations in their respective fields.

It is important that the student plan his studies each semester with careful attention to the requirements of the degree program in which he is enrolled, and of the senior college to which he may be planning to transfer.
COURSES OF STUDY

Arts: The courses in Art and Music seek to orient students in those elements of the history and appreciation of these arts that are deemed essential for the cultured person and to prepare the student for continued pursuit of these interests. Extensive use is made of the numerous off-campus resources available in the New York metropolitan area.

English: The courses in English integrate writing and literature. Particular attention is given to coordination of the work in English and the work in Social Science to assure the most effective development of the student's breadth of knowledge, depth of understanding, perspective, and insight. Appropriate provision is made for exceptional students.

Health and Physical Education: The prescribed course in Health Education is concerned with mental as well as physical health. The program in Physical Education concentrates on physical fitness; team sports; individual activities; dance or aquatics, or an acceptable substitute activity, in the first, second, third, and fourth semesters respectively.

Special Physical Education classes are conducted for students whose physical activity must be limited because of permanent disabilities. The instructors work closely with the students and design for each individual a program of activity and skill development which he is capable of undertaking. All instructors in the program are experienced in corrective therapy and modified physical education. Every full-time Kingsborough student is required to participate in the regular or the modified physical education program, unless it is certified by a physician that his condition requires exemption from all physical education activity. A note giving permission to participate is required of those enrolling in Modified Physical Education classes.

Mathematics: In the case of Associate in Arts (A.A.) and Associate in Science (A.S.) candidates, the courses in Mathematics are differentiated in accordance with students' previous preparation and their educational or career objectives. Those pursuing an Associate in Applied Science (A.A.S.) program in Business are required to complete one semester's work appropriate to the area of specialization. Mathematics is not required of Nursing students, provided they have fulfilled entrance requirements in that subject.

In addition to the formal courses, a Mathematics Workshop is conducted by the Mathematics faculty for students who may require additional assistance with their course work. Regularly scheduled hours are established each semester at each location of the College during which students may receive supplementary instruction.

Modern Foreign Languages: Courses in French, Hebrew, Italian, and Spanish are now offered, with instruction in additional languages to be added as the College grows and expands. Students have the
option of continuing the language studied in high school or beginning a new language.

**Orientation:** In addition to the Orientation Program in which all students are required to participate and for which no credit is allowed, there are available, to those for whom they are considered appropriate, courses in Effective Study and Education and Career Planning.

**Science:** A minimum of one year of Science is required of every student, depending on the degree program being followed. At least one semester must be in a science not studied in high school. Among the offerings are introductory courses in Biology, Chemistry, Earth Science, and Physics, and a course in the History and Philosophy of Science, which are designed specifically for students who do not plan to major in science or an allied field. Students also have the opportunity to take the usual sequences in the laboratory sciences. Students with advanced work of quality in the biological or physical sciences in high school may be admitted directly to advanced courses in laboratory sciences in the College.

**Social Science:** The first year’s course in Social Science deals thoroughly and comprehensively with American Civilization. The second year’s course covers the Contemporary World—its cultures, economics, geography, governmental forms, and international relations. Use is made of the rich off-campus resources available in New York City to enhance the quality and meaningfulness of the courses. Students in the Associate in Arts (A.A.) program are required to take both courses. Those in the various Associate in Applied Science (A.A.S.) and Associate in Science (A.S.) programs must take one of these courses, with the other available as an elective.

**Speech:** Speech 21, Oral Communication, is a required course in some of the degree programs. Additional elective courses are available. All students are required to take a speech test at the time of their first registration in the College, and corrective non-credit courses are given for those deemed to need them.

**Additional Courses and Electives:** Students in the Associate in Arts (A.A.) program have the opportunity to select their additional work in the Arts and Sciences with the assistance of the Division of Student Services and faculty advisers. Selections are made in consideration of the student’s total preparation and educational records and his personal professional needs, as well as his plans and special interests. Students in Associate in Applied Science (A.A.S.) and Associate in Science (A.S.) programs pursue, in addition to the core subjects outlined, subjects in their fields of specialization. Each program in the Business field includes appropriate field experience in connection with which students can master in real life situations the methods and techniques of careers for which they are preparing. These field experiences usually provide also the opportunity to earn while learning.
REQUIREMENTS FOR GRADUATION

Kingsborough Community College, under the authority of the Board of Regents of the State of New York, grants the degrees of Associate in Arts (A.A.), Associate in Applied Science (A.A.S.), or Associate in Science (A.S.) upon satisfactory completion by the student of one of the approved two-year programs of the College. In addition, the student must be recommended for graduation by the Faculty following establishment of an overall average of not less than C (equivalent to 2.0 on the Scholastic Index); must be cleared by the Fiscal Office and the Library with respect to obligations to these agencies; and must be in good standing with respect to deportment.

Following are the minimum course and credit requirements for the various programs:

Associate in Arts (A.A.)

Total Credits: 64, of which 48 must be in the Liberal Arts and Sciences (exclusive of credits earned in Health and Physical Education).

Courses:

Art: 2 Credits
English: 12 credits

Foreign Language: Students who have completed four years of a foreign language in high school or who can demonstrate by examination equivalent competence in a language taught at Kingsborough Community College, are exempt from further foreign language studied in high school. Others are required to complete 12 credits of foreign language study. One semester of successful college study in a foreign language is generally the equivalent of a year's work in high school. Students who desire to do so may undertake a new foreign language in college, and satisfy the requirement by successfully completing four semesters of study.

Health Education: 2 credits
Mathematics: 3 credits, depending on high school preparation and educational objective.
Music: 2 credits
Physical Education: 2 credits
Science: 8 credits  
Social Science: 12 credits  

Additional Courses to make a total of 48 credits in the Liberal Arts and Sciences, exclusive of those earned in Health and Physical Education. Free electives to make a total of 64 credits.

Associate in Applied Science (A.A.S.)

Following are the minimum course and credit requirements for the programs in Business (consult the complete two-year curriculum in Nursing, page 72, for requirements in that program):

Total Credits: 68  
Courses:  
Accounting: 6 credits  
Arts: 2 credits  
Economics: 3 credits  
English: 6 credits  

Foreign Language: Students in the transfer program in Business Administration without previous language study are required to complete 6 credits (in the same language); those with two years of high school language credits are exempt from further language study. There are no foreign language requirements for students in other A.A.S. programs.

Health Education: 2 credits  
Mathematics: 3 credits  
Music: 2 credits  
Physical Education: 2 credits  

Science: 4 credits, except that students in the transfer program in Business Administration are required to complete 8 credits in Science, in the same manner as are candidates for the A.A. degree.

Social Science: 6 credits  
Speech: 2 credits  

Courses in the field of specialization, as required for the program being followed, and free electives to make a total of the number of credits required for the Associate in Applied Science (A.A.S.) degree.

Associate in Science (A.S.)

Programs leading to the A.S. degree are designed for students who plan to transfer to a senior college and to major in Mathematics or
Science. Kingsborough Community College currently offers A.S. programs in Biology, Chemistry, Computer Science, Mathematics, and Physics. Following are the minimum course and credit requirements for all five programs. Additional course requirements for the individual programs are indicated in the complete two-year program outlines on pages 98 and 103.

Total Credits: 69.

Courses:  
Art: 2 credits  
English: 6 credits  
*Foreign Language: Students who have completed four years of foreign language study in high school, or who can demonstrate by examination equivalent competence in a language taught at Kingsborough Community College, are exempt from further language study; all others must either continue with the language studied in high school or complete two years of another language.  
Health Education: 2 credits  
Laboratory Science: 8 credits  
Mathematics: 8 credits  
Music: 2 credits  
Physical Education: 2 credits  
Social Science: 6 credits  
Speech: 2 credits

Additional Mathematics and/or Science electives to meet the credit requirements in the field of specialization, and additional free electives to meet the credit requirements for the Associate in Science (A.S.) degree.

*Foreign Language is not required in the Computer Science program.
## Curricula

### ASSOCIATE IN ARTS (A.A.)

**Recommended Program in the Liberal Arts and Sciences**

#### FIRST YEAR

<table>
<thead>
<tr>
<th>Subject</th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1-2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Art/Music</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Foreign Language&lt;sup&gt;a&lt;/sup&gt;</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics&lt;sup&gt;b&lt;/sup&gt;</td>
<td>3-4</td>
<td>3-4</td>
</tr>
<tr>
<td>Social Science 11-12</td>
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<td>Health Education 1-2</td>
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<td>1</td>
</tr>
<tr>
<td>Physical Education 1, 2</td>
<td>1/2</td>
<td>1/2</td>
</tr>
</tbody>
</table>

| Total credits | 15⁵/₂-16⁵/₂ |

#### SECOND YEAR

<table>
<thead>
<tr>
<th>Subject</th>
<th>First Semester</th>
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<td>Science&lt;sup&gt;d&lt;/sup&gt;</td>
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<tr>
<td>Social Science 31-32</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education 21, 22</td>
<td>1/2</td>
<td>1/2</td>
</tr>
</tbody>
</table>

| Total credits | 16⁵/₂         |

**Total credits required for completion of the program are 64; maximum credits which a student may take on a tuition-free basis are 67.**

---

<sup>a</sup> The Foreign Language requirement is based upon work successfully completed in high school. Students who have completed satisfactorily three years of an accepted foreign language will continue foreign language 14.

<sup>b</sup> The minimum Mathematics requirement is three credits. The course(s) selected will depend upon the student’s educational objectives. Generally selections are made from among Math 10, 14, or 15-16. Math 10 is for students who passed 11th Year Math and wish to take a terminal course. Math 14 is for students who passed 12th Year Math or Advanced Algebra will not receive credit for Math 10 or Math 14. Those students may take Math 50, Math 52 or Math 15-16. Students who do not elect Mathematics beyond the minimum requirements may substitute another required or elective course in the second semester.

<sup>c</sup> In planning electives, students should keep in mind that not less than 48 credits must be earned in the Liberal Arts and Sciences, exclusive of Health and Physical Education.

<sup>d</sup> Two semesters from among the following Science courses are required of students whose career and study objectives fall outside the area of Science: Science 33, 34, 35, 36. College requirements are met by two courses, provided that at least one course does not duplicate subject areas studied in high school. Students may alternate select a one-year sequence from among the following: Biology 11-12, Biology 13-14, Chemistry 11-12, Physics 11-12, Physics 13-14, providing they have had another science in high school.
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Recommended Program in Accounting

FIRST YEAR

<table>
<thead>
<tr>
<th>Subject</th>
<th>First Semester Credit</th>
<th>Second Semester Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1-2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 11-12</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Art/Music</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Business Administration 11, 12</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Economics 12/Mathematics*</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Speech 21</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Health Education 1-2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Physical Education 1, 2</td>
<td>½</td>
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</tbody>
</table>

Total credits required for completion of the program are 68; maximum credits which a student may take on a tuition-free basis are 71.

SECOND YEAR

<table>
<thead>
<tr>
<th>Subject</th>
<th>First Semester Credit</th>
<th>Second Semester Credit</th>
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</thead>
<tbody>
<tr>
<td>Accounting 31, 32</td>
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<td>3</td>
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<td>Accounting 33, 34</td>
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<td>3</td>
</tr>
<tr>
<td>Accounting 92</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Science 31-32</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Social Science 11-12 or 31-32</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education 21, 22</td>
<td>½</td>
<td></td>
</tr>
</tbody>
</table>

Total credits required for completion of the program are 68; maximum credits which a student may take on a tuition-free basis are 71.

---

* Choice of Mathematics course will depend on previous preparation. Students who wish transfer credit should take Math 10 or 14. Math 11 and 12 are not transfer courses.
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Recommended Program in Banking

FIRST YEAR

<table>
<thead>
<tr>
<th>Subject</th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1-2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 11-12</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Art</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Banking 14/Economics 12</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Business Administration 11, 12</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics a</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Music</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Health Education 1-2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Physical Education 1, 2</td>
<td>1/2</td>
<td>1/2</td>
</tr>
</tbody>
</table>

Total Credits required for completion of the program are 68; maximum credits which a student may take on a tuition-free basis are 71.

SECOND YEAR

<table>
<thead>
<tr>
<th>Subject</th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
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<tr>
<td>Banking 32, 34</td>
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<td>3</td>
</tr>
<tr>
<td>Banking 35</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Banking 92</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>3-4</td>
<td>5-6</td>
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<tr>
<td>Science 31-32</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Social Science 11-12 or 31-32</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Speech 31</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Physical Education 21, 22</td>
<td>1/2</td>
<td>1/2</td>
</tr>
</tbody>
</table>

16 1/2 - 17 1/2

16 1/2 - 17 1/2

a. Choice of Mathematics course will depend on previous preparation. Math 11, 12, 50 or 52 is recommended.
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Recommended Transfer Program in Business Administration

**FIRST YEAR**

<table>
<thead>
<tr>
<th>Subject</th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1-2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 11-12</td>
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<td>Business Administration 11, 14</td>
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<tr>
<td>Economics 12/Mathematics(^b)</td>
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<td>3</td>
</tr>
<tr>
<td>Foreign Language(^a)</td>
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<td>3</td>
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<tr>
<td>Health Education 1-2</td>
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<td>1</td>
</tr>
<tr>
<td>Physical Education 1, 2</td>
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<td>(\frac{1}{2})</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16(\frac{1}{2})</strong></td>
<td><strong>16(\frac{1}{2})</strong></td>
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</table>

**SECOND YEAR**

<table>
<thead>
<tr>
<th>Subject</th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art/Music</td>
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<td>Business Administration 12</td>
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<td>3</td>
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<tr>
<td>Electives</td>
<td>3</td>
<td>5</td>
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<tr>
<td>Psychology 11</td>
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<tr>
<td>Science(^c)</td>
<td>4</td>
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</tr>
<tr>
<td>Social Science 11-12 or 31-32</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Speech 21</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Physical Education 21, 22</td>
<td>(\frac{1}{2})</td>
<td>(\frac{1}{2})</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17(\frac{1}{2})</strong></td>
<td><strong>17(\frac{1}{2})</strong></td>
</tr>
</tbody>
</table>

Total credits required for completion of the program are 68; maximum credits which a student may take on a tuition-free basis are 71.

---

\(^a\) The Foreign Language requirement is based upon work completed in high school. Students who have previously satisfied the language requirement (two years) may substitute appropriate electives in the Liberal Arts and Sciences.

\(^b\) Choice of Mathematics course will depend on previous preparation. Students who wish transfer credit should choose Math 10 or 14. Math 11 and 12 are not transfer courses.

\(^c\) Two semesters from among the following courses satisfy the requirements: Science 33, 34, 35, 36, provided that at least one course does not duplicate subject areas studied in high school. Students may alternatively select a one-year sequence from among the following: Biology 13-14, Chemistry 11-12, Physics 11-12.
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Recommended Program in Data Processing

FIRST YEAR

<table>
<thead>
<tr>
<th>Subject</th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1-2</td>
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<td>3</td>
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<tr>
<td>Accounting 11-12</td>
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<td>Mathematics 10a</td>
<td>3</td>
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<td>Speech 21</td>
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<tr>
<td>Health Education 1-2</td>
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<td>1</td>
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<tr>
<td>Physical Education 1, 2</td>
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<tr>
<td></td>
<td>17 1/2</td>
<td>16 1/2</td>
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</table>

SECON D YEAR

<table>
<thead>
<tr>
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<td>Accounting 33 or 34</td>
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<td>Art</td>
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<td>Computer Science 31-32</td>
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<td>Music</td>
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<tr>
<td>Science 31-32</td>
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<tr>
<td>Social Science 11-12 or 31-32</td>
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<td>Physical Education 21, 22</td>
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<td>15 1/2</td>
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</tbody>
</table>

Total credits required for completion of the program are 66; maximum credits which a student may take on a tuition-free basis are 69.

---

a. The minimum Mathematics requirement is three credits. The course(s) selected will depend upon the student's educational objectives. Generally selections are made from among Math 10, 14, or 15-16. Math 10 is for students who passed 11th Year Math and wish to take a terminal course. Math 14 is for students who passed 11th Year Math and may wish to take more math. Students who passed 12th Year Math or advanced Algebra will not receive credit for Math 10 or Math 14. Those students may take Math 50, Math 52, or Math 15-16. Students who do not elect Mathematics beyond the minimum requirements may substitute another required or elective course in the second semester.
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Recommended Program in Industrial and Labor Relations

FIRST YEAR

<table>
<thead>
<tr>
<th>Subject</th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1-2</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Accounting 11-12</td>
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<td>Art</td>
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<tr>
<td>Business Administration 11, 12</td>
<td>3</td>
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<tr>
<td>Economics 12/Mathematics(^{a})</td>
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<td>3</td>
</tr>
<tr>
<td>Industrial and Labor Relations 12</td>
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<td>3</td>
</tr>
<tr>
<td>Music</td>
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<td>2</td>
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<td>Health Education 1-2</td>
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<td>1</td>
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<td>Physical Education 1, 2</td>
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<td><strong>16(\frac{1}{2})</strong></td>
<td><strong>17(\frac{1}{2})</strong></td>
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SECOND YEAR

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<thead>
<tr>
<th>Electives</th>
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</thead>
<tbody>
<tr>
<td>Industrial and Labor Relations 31</td>
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<tr>
<td>Industrial and Labor Relations 33, 34</td>
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<tr>
<td>Science 31-32</td>
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<td>2</td>
</tr>
<tr>
<td>Social Science 11-12 or 31-32</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Speech 21</td>
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<td></td>
</tr>
<tr>
<td>Physical Education 21, 22</td>
<td>(\frac{1}{2})</td>
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<td></td>
<td><strong>16(\frac{1}{2})-17(\frac{1}{2})</strong></td>
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</tbody>
</table>

Total credits required for completion of the program are 68; maximum credits which a student may take on a tuition-free basis are 71.

\(^{a}\) Choice of Mathematics course depends on previous preparation: Math 11, 12, 50 or 52 is Recommended.
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Recommended Program in Insurance

Satisfactory completion of this course of study qualifies the student for the New York State licensing examination.a

**FIRST YEAR**

<table>
<thead>
<tr>
<th>Subject</th>
<th>First Semester Credit</th>
<th>Second Semester Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1-2</td>
<td>3</td>
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</tr>
<tr>
<td>Art/Music</td>
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<td>2</td>
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<tr>
<td>Business Administration 11, 12</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Economics 12/Mathematics</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Insurance 31, 32</td>
<td>3</td>
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<tr>
<td>Speech 21</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Health Education 1-2</td>
<td>1/2</td>
<td>1/2</td>
</tr>
<tr>
<td>Physical Education 1,2</td>
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**SECOND YEAR**

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<tr>
<td>Accounting 11-12</td>
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<td>Electives</td>
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<tr>
<td>Insurance 33, 34</td>
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<td>Insurance 92</td>
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<tr>
<td>Science 31-32</td>
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<tr>
<td>Social Science 11-12 or 31-32</td>
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<tr>
<td>Physical Education 21, 22</td>
<td>1/2</td>
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</tr>
</tbody>
</table>

Total credits required for completion of the program are 68; maximum credits which a student may take on a tuition-free basis are 71.

---

a. Students employed by insurance agencies may qualify to take the agent's examination at the age of 18; the broker's license examination may be taken at 21.
b. Choice of Mathematics course depends on previous preparation; Math 11, 12, 50 or 52 is recommended.
c. These courses are required for the New York State Insurance Brokerage examination.
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Recommended Program in Mental Health

FIRST YEAR

<table>
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<th>Second Semester</th>
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<tbody>
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<td>Science 31-32</td>
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<tr>
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<tr>
<td>Health Education 1-2</td>
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<tr>
<td>Psychology 32</td>
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<td>Sociology 31</td>
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<tr>
<td>Introduction to Visual Arts</td>
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<tr>
<td>or Elective</td>
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<td></td>
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<tr>
<td>SUMMER SESSIONS</td>
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<tr>
<td>Mental Health 91-92</td>
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SECOND YEAR

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<tr>
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<td>Mental Health 31-32</td>
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<td>Mental Health 33-34</td>
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<td>Physical Education 21-22</td>
<td>1/2</td>
<td>1/2</td>
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<tr>
<td>Sociology 33</td>
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<tr>
<td>*Mathematics</td>
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<td>Music 31 or Elective</td>
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</tbody>
</table>

Total credits required for completion of the program are 68; maximum credits which a student may take on a tuition-free basis are 71.

*Depending on previous preparation.
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Recommended Program in Nursing*

FIRST YEAR

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<tbody>
<tr>
<td>English 1-2</td>
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<tr>
<td>Biology 11-12</td>
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<td>Nursing 11, 12</td>
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<tr>
<td>Nursing 52</td>
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<tr>
<td>Psychology 11, 32</td>
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</table>

Total credits required for completion of the program are 67; maximum credits which a student may take on a tuition-free basis are 70.

**SECOND YEAR**

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<thead>
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<tr>
<td>Biology 51</td>
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<td>Nursing 31, 32</td>
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<td>Social Science 11-12 or 31-32</td>
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<td>3</td>
</tr>
<tr>
<td>Sociology 31</td>
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</tr>
<tr>
<td>Physical Education 21, 22</td>
<td>½</td>
<td>½</td>
</tr>
</tbody>
</table>

Total credits required for completion of the program are 67; maximum credits which a student may take on a tuition-free basis are 70.

*An Evening Program in Nursing is offered at the College. For further information concerning admission and requirements, contact the Administrator of the Nursing Program.*
ASSOCIATE IN SCIENCE (A.S.)
Recommended Program in Pre-Physical Therapy

FIRST YEAR

<table>
<thead>
<tr>
<th>Subject</th>
<th>First Semester Credit</th>
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</thead>
<tbody>
<tr>
<td>English 1-2</td>
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<tr>
<td>Biology 13-14</td>
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<td>Chemistry 11-12</td>
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<td>Mathematics 15-16</td>
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<td>Music/Art/Speech</td>
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<td>Health Education 1-2</td>
<td>1/2</td>
<td>1/2</td>
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<tr>
<td>Physical Education 1, 2</td>
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<tr>
<td></td>
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SECOND YEAR

<table>
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<tbody>
<tr>
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<tr>
<td>Music/Art/Speech</td>
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<td>2</td>
</tr>
<tr>
<td>Psychology 11, 32</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Physics 13-14</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Social Science 11-12</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education 21, 22</td>
<td>1/2</td>
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<tr>
<td></td>
<td>16 1/2</td>
<td>16 1/2</td>
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</tbody>
</table>

Total credits required for completion of the program are 68; maximum credits which a student may take on a tuition free basis are 71.

*The Foreign Language requirement is based upon work successfully completed in high school and performance on placement tests. Students who have completed the language requirement may substitute another required or elective course.
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Recommended Program in Recreation Supervision

FIRST YEAR

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<th>First Semester</th>
<th>Second Semester</th>
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</thead>
<tbody>
<tr>
<td>English 1-2</td>
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<tr>
<td>Psychology 11, 32</td>
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<td>Recreation 11-12</td>
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<td>Recreation 13-14</td>
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<tr>
<td>Social Science 11-12 or 31-32</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Speech 21</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Health Education 1-2</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Physical Education 1, 2</td>
<td>1/2</td>
<td>1/2</td>
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<tr>
<td></td>
<td></td>
<td>16 1/2</td>
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SECOND YEAR

<table>
<thead>
<tr>
<th>Subject</th>
<th>First Semester</th>
<th>Second Semester</th>
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</thead>
<tbody>
<tr>
<td>Art/Music</td>
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<tr>
<td>Recreation 31-32</td>
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<tr>
<td>Recreation 33</td>
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<tr>
<td>Recreation 91-92</td>
<td>3</td>
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</tr>
<tr>
<td>Science 31-32</td>
<td>2</td>
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<td>Sociology 31</td>
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<td>Physical Education 21, 22</td>
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<td>1/2</td>
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<tr>
<td></td>
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<td>17 1/2</td>
</tr>
</tbody>
</table>

Total credits required for completion of the program are 67; maximum credits which a student may take on a tuition-free basis are 70.
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Recommended Program in Real Estate

Satisfactory completion of this course of study qualifies the student for the New York State licensing examination for Real Estate Broker.a

**FIRST YEAR**

<table>
<thead>
<tr>
<th>Subject</th>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>English 1-2</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Accounting 11-12</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Art/Music</td>
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<td>2</td>
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<tr>
<td>Business Administration 11, 12</td>
<td>3</td>
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<tr>
<td>Economics 12/Mathematicsb</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Speech 21</td>
<td></td>
<td>2</td>
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<tr>
<td>Health Education 1-2</td>
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<td>1</td>
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<tr>
<td>Physical Education 1, 2</td>
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<td><strong>Total credits</strong></td>
<td><strong>15½</strong></td>
<td><strong>17½</strong></td>
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</tbody>
</table>

**SECOND YEAR**

| Electives                     | 6              | 3               |
| Real Estate 31, 32c           | 3              | 3               |
| Real Estate 33, 34            | 3              | 3               |
| Real Estate 92                |                | 3               |
| Science 31-32                 | 2              | 2               |
| Social Science 11-12 or 31-32 | 3              | 3               |
| Physical Education 21, 22     | ½              | ½               |
| **Total credits**             | **17½**        | **17½**         |

Total credits required for completion of the program are 68; maximum credits which a student may take on a tuition-free basis are 71.

---

a. Students employed by real estate brokers may qualify to take the New York State examination for real estate salesman at age 18; the broker's license examination may be taken at 21.
b. Choice of Mathematics course depends on previous preparation; MATH 11 or 12 is recommended.
c. These courses are required for the New York State Real Estate Brokerage examination.
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Recommended Program in Retail Business Management

FIRST YEAR

<table>
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<th>Second Semester</th>
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<tr>
<td>Accounting 11-12</td>
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<td>Art or Music</td>
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<td>Business Administration 11, 12</td>
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<tr>
<td>Business Administration 14</td>
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<td>Economics 12/Math 11 or 12</td>
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<td>3</td>
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<tr>
<td>Speech 21</td>
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<td>Health Education 1-2</td>
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<tr>
<td>Physical Education 1, 2</td>
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<td><strong>17 ½</strong></td>
<td><strong>16 ½</strong></td>
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SECOND YEAR

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<td>Retail Business 92</td>
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<td>Social Science 11-12 or 31-32</td>
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<tr>
<td>Physical Education 21, 22</td>
<td>½</td>
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<td></td>
<td><strong>17 ½</strong></td>
<td><strong>16 ½</strong></td>
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Total credits required for completion of the program are 68; maximum credits which a student may take on a tuition-free basis are 71.
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Recommended Program in Secretarial Science
Executive Secretarial Option

FIRST YEAR

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<td>Art/Music</td>
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<td>Business Administration 11</td>
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<td>Economics 12/Math 11 or 12</td>
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<td>Speech 21</td>
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<td>Physical Education 1, 2</td>
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<td>Business Administration 33</td>
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<td>Electives</td>
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<tr>
<td>Social Science 11-12 or 31-32</td>
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<td>Physical Education 21, 22</td>
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<td>SECOND YEAR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Total credits required for completion of the program are 68; maximum credits which a student may take on a tuition-free basis are 71.

---

a. Depending upon completion of at least one year of shorthand and typewriting in high school. Students who have had no previous instruction will take Secretarial Science 11 and 13 the first semester and defer Art and Speech to the second year.
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Recommended Program in Secretarial Science
Legal Secretarial Option

FIRST YEAR

<table>
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<td>Secretarial Science 14&lt;sup&gt;a&lt;/sup&gt;</td>
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</tr>
<tr>
<td>Physical Education 1, 2</td>
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</tbody>
</table>

**Total credits required for completion of the program are 68; maximum credits which a student may take on a tuition-free basis are 71.**

<sup>a</sup> Depending upon completion of at least one year of shorthand and typewriting in high school. Students who have had no previous instruction will take Secretarial Science 11 and 13 in the first semester and defer Art and Speech to the second year.
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Recommended Program in Secretarial Science
*Medical Secretarial Option*

**FIRST YEAR**

<table>
<thead>
<tr>
<th>Subject</th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1-2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 11-12</td>
<td>3</td>
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<tr>
<td>Art/Music</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Business Administration 11</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Economics 12</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Math 11 or 12</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Secretarial Science 12</td>
<td>a</td>
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</tr>
<tr>
<td>Secretarial Science 14</td>
<td>a</td>
<td>2</td>
</tr>
<tr>
<td>Speech 21</td>
<td>2</td>
<td></td>
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<tr>
<td>Health Education 1-2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Physical Education 1-2</td>
<td>1/2</td>
<td>1/2</td>
</tr>
</tbody>
</table>

Total credits required for completion of the program are 68; maximum credits which a student may take on a tuition-free basis are 71.
# ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

## Recommended Program in Secretarial Science

### School Secretarial Option

## FIRST YEAR

<table>
<thead>
<tr>
<th>Subject</th>
<th>First Semester Credit</th>
<th>Second Semester Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1-2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 11-12</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Art/Music</td>
<td>2</td>
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<tr>
<td>Business Administration 11</td>
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<td>3</td>
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<tr>
<td>Economics 12</td>
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<td>3</td>
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<tr>
<td>Mathematics 11 or 12</td>
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<td>2</td>
</tr>
<tr>
<td>Secretarial Science 12&lt;sup&gt;a&lt;/sup&gt;</td>
<td>a</td>
<td>2</td>
</tr>
<tr>
<td>Secretarial Science 14&lt;sup&gt;a&lt;/sup&gt;</td>
<td>a</td>
<td>2</td>
</tr>
<tr>
<td>Speech 21</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Health Education 1-2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Physical Education 1, 2</td>
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</tbody>
</table>

Total: 17½

## SECOND YEAR

<table>
<thead>
<tr>
<th>Subject</th>
<th>First Semester Credit</th>
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</tr>
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<tbody>
<tr>
<td>Business Administration 33</td>
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<tr>
<td>Elective</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Science 31-32</td>
<td>2</td>
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<td>Secretarial Science 31, 32</td>
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<td>Secretarial Science 53, 54</td>
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<tr>
<td>Secretarial Science 55</td>
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<tr>
<td>Secretarial Science 92&lt;sup&gt;c&lt;/sup&gt;</td>
<td>3</td>
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<tr>
<td>Social Science 11-12 or 31-32</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Physical Education 21, 22</td>
<td>½</td>
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</tr>
</tbody>
</table>

Total: 18½

Total credits required for completion of the program are 68; maximum credits which a student may take on a tuition-free basis are 71.
ASSOCIATE IN SCIENCE (A.S.)
Recommended Program in Computer Science

FIRST YEAR

<table>
<thead>
<tr>
<th>Subject</th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1-2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 11-12</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Art</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Computer Science 11-12</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Foreign Language(^a)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Mathematics 17-18(^b)</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Physical Education 1, 2</td>
<td>(\frac{1}{2})</td>
<td>(\frac{1}{2})</td>
</tr>
<tr>
<td></td>
<td>17(\frac{1}{2})</td>
<td>16(\frac{1}{2})</td>
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</tbody>
</table>

SECOND YEAR

<table>
<thead>
<tr>
<th>Subject</th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science 33-34</td>
<td>4</td>
<td>4</td>
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<tr>
<td>Mathematics Elective(^c)</td>
<td>3-4</td>
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<tr>
<td>Music</td>
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<td>2</td>
</tr>
<tr>
<td>Science Elective</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Social Science 11-12 or 31-32</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Speech 21</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Health Education 1-2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Physical Education 21, 22</td>
<td>(\frac{1}{2})</td>
<td>(\frac{1}{2})</td>
</tr>
<tr>
<td></td>
<td>15(\frac{1}{2})</td>
<td>16(\frac{1}{2})</td>
</tr>
</tbody>
</table>

Total credits required for completion of the program are 66; maximum credits which a student may take on a tuition-free basis are 69.

---

*Candidates for the A.S. degree must enter with credit for at least 11th Year Math.

\(a\). Students who have completed the Foreign Language requirement (4 years) may substitute another required or elective course. Students who have completed 3 years of an acceptable foreign language will continue into foreign language 15.

\(b\). Students who have not had 12th Year Mathematics must take MATH 14, then continue with MATH 15-16, then MATH 21, 55 or 56.

\(c\). MATH 55 or 56 is recommended.
ASSOCIATE IN SCIENCE (A.S.)
Recommended Program in Biology

FIRST YEAR

<table>
<thead>
<tr>
<th>Subject</th>
<th>First Semester Credit</th>
<th>Second Semester Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Languagea</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Bio 13, 14</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Chem 11, 12</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Math 15-16b</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>PE 1, 2</td>
<td>½</td>
<td>½</td>
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<tr>
<td></td>
<td><strong>18½</strong></td>
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SECOND YEAR

<table>
<thead>
<tr>
<th>Subject</th>
<th>Third Semester Credit</th>
<th>Fourth Semester Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soc. Sci. 11-12 or 31-32</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Speech 21</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Art/Music</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Chem. 31-32</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Electivesb</td>
<td>5-6</td>
<td>3-4</td>
</tr>
<tr>
<td>HE 1, 2</td>
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<td>PE 21, 22</td>
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<tr>
<td></td>
<td><strong>16½-17½</strong></td>
<td><strong>16½-17½</strong></td>
</tr>
</tbody>
</table>

Total credits required for completion of the program are 70, maximum credits which a student can take on a tuition free basis are 72.

---

* Candidates for the A.S. degree must enter with credit for at least 11th year Math. It is recommended that Biology and Chemistry be taken in high school.

a. See (a) on page 118.
b. See (b) under Computer Science.
c. MATH 55 and 56 are recommended by national committees on undergraduate biology.
ASSOCIATE IN SCIENCE (A.S.)
Recommended Program in Chemistry

FIRST YEAR

<table>
<thead>
<tr>
<th>Subject</th>
<th>First Semester</th>
<th></th>
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<tbody>
<tr>
<td>English</td>
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<td></td>
</tr>
<tr>
<td>Foreign Language&lt;sup&gt;a&lt;/sup&gt;</td>
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<td>3</td>
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<td></td>
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<tr>
<td>Chemistry 11-12</td>
<td>4</td>
<td>4</td>
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<td></td>
</tr>
<tr>
<td>Math. 15-16 or 17-18&lt;sup&gt;b&lt;/sup&gt;</td>
<td>4</td>
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<tr>
<td>Art/Music</td>
<td>2</td>
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<tr>
<td>Health Education 1-2</td>
<td>1</td>
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<tr>
<td>Physical Education 1, 2</td>
<td>1/2</td>
<td>1/2</td>
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</tr>
<tr>
<td></td>
<td>17 1/2</td>
<td>17 1/2</td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soc. Sci. 11-12 or 31-32</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry 31-32</td>
<td>5</td>
</tr>
<tr>
<td>Physics 13-14</td>
<td>5</td>
</tr>
<tr>
<td>Speech 21</td>
<td>2</td>
</tr>
<tr>
<td>Electives&lt;sup&gt;c&lt;/sup&gt;</td>
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<tr>
<td>Physical Education 1, 2</td>
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<tr>
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<td>16 1/2-17 1/2</td>
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</tbody>
</table>

Total credits required for completion of the program are 69; maximum credits which a student may take on a tuition-free basis are 72.

---

<sup>a</sup> See (a) under Computer Science.

<sup>b</sup> See (b) under Computer Science.

<sup>c</sup> MATH 55 and 56 are recommended.
ASSOCIATE IN SCIENCE (A.S.)
Recommended Program in Mathematics

FIRST YEAR

<table>
<thead>
<tr>
<th>Subject</th>
<th>First Semester Credit</th>
<th>Second Semester Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language(^a)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Physics 13-14</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Mathematics 15-16 or 17-18(^b)</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Art/Music</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Physical Education 1, 2</td>
<td>(\frac{1}{2})</td>
<td>(\frac{1}{2})</td>
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<tr>
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<td><strong>17(\frac{1}{2})</strong></td>
<td><strong>17(\frac{1}{2})</strong></td>
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SECOND YEAR

<table>
<thead>
<tr>
<th>Subject</th>
<th>Third Semester Credit</th>
<th>Fourth Semester Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Science 11-12 or 31-32</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Mathematics 57-58</td>
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<td>4</td>
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<tr>
<td>Mathematics 55, 56</td>
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</tr>
<tr>
<td>Speech 21</td>
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<td></td>
</tr>
<tr>
<td>Electives</td>
<td>3-4</td>
<td>5-6</td>
</tr>
<tr>
<td>Health Education 1, 2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Physical Education 21, 22</td>
<td>(\frac{1}{2})</td>
<td>(\frac{1}{2})</td>
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<td><strong>16(\frac{1}{2})-17(\frac{1}{2})</strong></td>
<td><strong>16(\frac{1}{2})-17(\frac{1}{2})</strong></td>
</tr>
</tbody>
</table>

Total credits required for completion of the program are 68; maximum credits which a student may take on a tuition-free basis are 71.

---

\(^a\) and \(^b\) as on previous pages.
ASSOCIATE IN SCIENCE (A.S.)
Recommended Program in Physics

FIRST YEAR

<table>
<thead>
<tr>
<th>Subject</th>
<th>First Semester Credit</th>
<th>Second Semester Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Physics 13-14</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Math 15-16 or 17-18</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Art/Music</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Physical Education 1, 2</td>
<td>( \frac{1}{2} )</td>
<td>( \frac{1}{2} )</td>
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<tr>
<td></td>
<td>( 17\frac{1}{2} )</td>
<td>( 17\frac{1}{2} )</td>
</tr>
</tbody>
</table>

| Social Science 11-12 or 31-32          | 3                     | 3                      |
| Speech 21                              | 2                     |                        |
| Health Education 1-2                   | 1                     | 1                      |
| Physics Electives                      | 3-4                   | 3-4                    |
| Chemistry 11-12                        | 5                     | 5                      |
| Mathematics 55, 56                     | 3                     | 3                      |
| Physical Education 21, 22              | \( \frac{1}{2} \)     | \( \frac{1}{2} \)     |
|                                        | \( 17\frac{1}{2}-18\frac{1}{2} \) | \( 15\frac{1}{2}-16\frac{1}{2} \) |

Total credits required for completion of the program are 68; maximum credits which a student may take on a tuition-free basis are 71.

---

a. and b. as on previous pages.
General Information for A.S. Candidates

a. Biology 21-22 is taken as a Math/Science elective in the second year; remaining elective credits in the second year should be used for Chemistry 31-32 (Organic Chemistry (10 credits), or Math 55 Differential Equations (3 credits) and Math 56 Linear Algebra (3 credits).

Chemistry: Chemistry 11-12 should be selected as the laboratory science in the first year. In the second year Chemistry 31-32 Organic Chemistry (10 credits) and Physics 11-12 General Physics (10 credits) would be chosen as electives.

Mathematics: Physics 13-14 Advanced General Physics (10 credits) should be selected as the laboratory science in the first year, in the second year Math 55 Differential Equations (3 credits) and Math 57 Calculus III (4 credits) should be selected in the first semester, and Math 56 Linear Algebra (3 credits) and Math 58 Calculus IV (4 credits) in the second semester.

Physics: Physics 11-12 General Physics (10 credits) should be selected as the laboratory science in the first year. In the second year Chemistry 11-12 General Chemistry (8 credits), an additional 8 credits of Physics electives, and Math 55 Differential Equations (3 credits) and Math 56 Linear Algebra (3 credits) should be chosen as Math/Science and free electives.

b. Students who have completed the foreign language requirement (4 years) may substitute another required or elective course. Students who have completed 3 years of an acceptable language will continue into Foreign Language 14.

c. Students who have not had 12th Year Mathematics must take Math 14, then continue with Math 15-16.
Course Offerings

Courses usually required of all students in their first year are numbered 1 to 10. Other first-year courses (some of which are required of students in certain programs, but not of all students) are numbered 11 to 20.

Courses usually required of all students in their second year are numbered 21 to 30. Other second-year courses (some of which are required of students in certain programs) are numbered 31 to 40.

Elective courses are numbered 50 to 90. Unless otherwise specified, these courses are open only to students who have satisfactorily completed the applicable prerequisites.

Field Experience and Honors courses are numbered 91 to 100.

Courses which bear hyphenated numbers are one-year sequential courses. Credit will not be granted for completion of only one semester of such courses.

Courses which are usually given in the Fall semester have odd numbers; those usually given in the Spring, even numbers. The designation “Fall or Spring” in the course description applies to one-semester courses which are offered in both semesters or two-semester courses which may be started in either semester. Courses carrying the “Fall and Spring” designation are one-year sequential courses the first semester of which is taken in the Fall, the second semester in the Spring.

A prerequisite is a course that must be taken before another related course. A corequisite is a course that must be taken before or simultaneously with another related course.

It is the responsibility of the student to comply with the regulations regarding prerequisite and corequisite courses, which are noted in the following schedule of course offerings.

NOTE: Certain of the courses in the following listing bear numbers which are different from those given in the previous College catalog. The course titles, however, remain unchanged.

The College reserves the right to cancel any courses or programs shown in the Catalog.

ACCOUNTING

ACCT 11-12 FALL and SPRING 6 CREDITS
FUNDAMENTALS OF ACCOUNTING FOR YEAR

An introduction to the books of account, their purpose and use; preparation of simple financial statements; the simple worksheet; payroll preparation and taxation. A completed set of practice books is required. In the second semester partnership and corporate financial transactions are covered; a completed partnership practice set is required.

Prerequisite; Intermediate Algebra or MATH 03 4 hours per week
ACCT 31 INTERMEDIATE FALL or SPRING 3 CREDITS
ACCOUNTING I
Review of the work sheet as an accountant's basic tool. Accounting concepts and conventions are applied to corporate organization and management. Special emphasis on problems relating to capital stock, retained earnings, balance sheet classifications, and inventory measurements. Each item affecting working capital is analyzed, including preparation of the statement of application of funds.
Prerequisite: ACCT 12 3 hours per week

ACCT 32 INTERMEDIATE FALL or SPRING 3 CREDITS
ACCOUNTING II
A complete study of tangible, intangible, and fixed assets, and non-current liabilities. Comparative data and ratio are used to analyze and interpret financial statements. The impact of recent developments in accounting theory on financial statements and business management is discussed and illustrated.
Prerequisite: ACCT 31 3 hours per week

ACCT 33 COST AND MANAGERIAL ACCOUNTING
FALL or SPRING 3 CREDITS
Detailed study of managerial cost accounting for material, labor, and overhead, applied to manufacturing and selling. Preparation of production reports and financial statements from a coordinated job cost system as a tool for managerial decision-making. A completed job order cost system is required.
Prerequisite: ACCT 12 3 hours per week

ACCT 34 INCOME TAXATION FALL or SPRING 3 CREDITS
A study of the prevailing Federal and New York State income tax laws and regulations: concepts of taxable, gross, and net income, and deductions and exemptions as applied to various classes of individual taxpayers. Preparation of individual income tax returns on government forms is required.
Prerequisite: ACCT 12 3 hours per week

ACCT 35 ANALYZING FINANCIAL STATEMENTS (Listed also as BKG 35)
FALL or SPRING 3 CREDITS
An introduction to practical problems in statement analysis. Details of the balance sheet; significance and value of ratios, trends, proportions, and internal and external comparisons. Analysis of working capital, receivables and inventories, trial balances, consolidated statements, budgets, and projections.
Prerequisite: ACCT 12 3 hours per week
ACCT 92 FIELD EXPERIENCE IN ACCOUNTING

S PRING 3 CREDITS

Eight hours a week of supervised field experience in accounting records. An hour each week is devoted to classroom lecture and discussion of experience in the field related to accounting theory.
Prerequisite: ACCT 33

9 hours per week

ART

ART 31 INTRODUCTION TO THE VISUAL ARTS

FALL or SPRING 2 CREDITS

Esthetic problems in the visual arts. Basic orientation to painting, sculpture, and architecture, and relationships among the visual arts.

2 hours per week

ART 32 HISTORY OF ART

SPRING 2 CREDITS

Art from pre-history through the 19th Century. Salient periods covered are ancient Egyptian, Greek and Roman, Medieval, Renaissance, Baroque, Neo-Classic, and 19th Century.

2 hours per week

BANKING

BKG 14 MONEY AND BANKING (Listed also as ECO 14)

FALL and SPRING 3 CREDITS

The nature of money, the monetary system, monetary standards, commercial and non-commercial banking institutions and operations. Money and banking in relation to prices and economic growth.
Prerequisites: ECO 12 and BA 11

3 hours per week

BKG 32 PRINCIPLES OF FINANCE (Listed also as ECO 14)

FALL 3 CREDITS

(Listed also as ECO 14)

Problems involved in determining the organization of a business enterprise, the raising and use of funds, including promotion, financial plans and activities, expansion, merger, consolidation, reorganization, and bankruptcy.
Prerequisite: ECO 12

3 hours per week

BKG 34 INVESTMENTS

SPRING 3 CREDITS

(Listed also as ECO 34)

Detailed analysis of the investment market, investment institutions, and security exchanges. The various methods of investment analysis are examined.
Prerequisite: BKG 32

3 hours per week
BKG 35 ANALYZING FINANCIAL STATEMENTS
FALL 3 CREDITS
(Listed also as ACCT 35)
An introduction to practical problems in financial statement analysis. Details of the balance sheet; significance and value of ratios, trends, proportions, and internal and external comparisons. Analysis of working capital, receivables and inventories, trial balances, consolidated statements, budgets, and projections.
Prerequisite: ACCT 12

BKG 92 FIELD EXPERIENCE IN BANKING
SPRING 3 CREDITS
Eight hours a week of supervised field experience in banking. An hour each week is devoted to classroom lecture and discussion of experience in the field related to banking theory.
Prerequisite: BKG 32
Corequisite: BKG 34

BIOLOGY

BIO 11-12 PRINCIPLES OF BIOLOGY
FALL and SPRING 8 CREDITS FOR YEAR
Fundamental biological principles, including basic chemistry and structure, tissue, organs and organ systems, with special emphasis on human anatomy and physiology.
Recommended for non-biology majors.
6 hours per week:
3 lecture/recitation, 3 laboratory

BIO 13-14 GENERAL BIOLOGY
FALL and SPRING 8 CREDITS FOR YEAR
An introductory course for students intending to continue their education in the scientific fields. Fundamental concepts as typified by a study of the mammalian form, with particular reference to man, and representative examples of the higher plants. Emphasis on evolutionary principles as manifested through a study of the basic concepts of genetics, embryology, ecology, taxonomy, and comparative anatomy.
Corequisite: CHEM 11-12
6 hours per week:
3 lecture/recitation, 3 laboratory

BIO 21-22 COMPARATIVE ANATOMY AND EMBRYOLOGY
FALL and SPRING 8 CREDITS FOR YEAR
An integrated study of fundamental processes such as fertilization, growth, differentiation and development underlying the early embryology and adult structures of the vertebrates. Emphasis on the frog, chick, pig, Necturus, dogfish, and cat, and the evolution of adult structures in these forms.
Prerequisite: BIO 14
6 hours per week:
3 lecture/recitation, 3 laboratory

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BIO 51 MICROBIOLOGY  
FALL  
4 CREDITS
The principles and practices of microbiology, including: history of microbiology; pure culture techniques; microorganisms and their environments (water, milk, food, sewage, etc.); physical and chemical factors affecting growth; immunology; epidemiology; and the relationship between man and the microbiological world.
Prerequisite: BIO 12 or 14
3 lecture/recitation, 3 laboratory

BIO 52 MARINE BIOLOGY  
SPRING  
3 CREDITS
The interrelationships between various environmental factors (physical, chemical, and biological) and the distribution and physiology of selected marine organisms. Special attention is given to ecological techniques and taxonomic methods. Field trips supplement laboratory work.
Prerequisites: BIO 14 and CHEM 12
2 recitation, 3 laboratory

BIO 53 TERRESTRIAL BIOLOGY  
FALL  
3 CREDITS
Representative terrestrial invertebrates and vertebrates in relation to their respective habitats. Emphasis is placed on development of the concept of the ecological niche. Field trips serve to demonstrate ecological techniques. Laboratory procedures include morphological as well as taxonomic studies.
Prerequisites: BIO 14 and CHEM 12
2 recitation, 3 laboratory

BUSINESS ADMINISTRATION

BA 11 BUSINESS MANAGEMENT AND ORGANIZATION  
FALL or SPRING  
3 CREDITS
A study of the business firm in terms of its environment and functional requirements. Analysis of planning problems and the structure of decision-making for policy and action. The strategy and behavior of organizations; division of labor; flow of authority; delegation and communication. The focus is on enterprise types; management functions; operations; and the leadership role, in an integrated framework of principles and concepts.
3 hours per week

BA 12 BUSINESS LAW  
FALL or SPRING  
3 CREDITS
A survey of the American legal system, analysis of legal problems and consideration of the essential principles of the law of business contracts and its relationship to typical business situations. Appropriate New York State cases and recent decisions are studied.
3 hours per week
BA 14 PRINCIPLES OF MARKETING
FALL or SPRING 3 CREDITS
The principles and practices of the distribution process. Areas of study are: product, pricing; promotion; channels of distribution; market research; governmental regulation. The course is designed to enable consideration of marketing strategy from a customer point of view.
Prerequisite: BA 11

BA 31 PERSONNEL ADMINISTRATION
FALL 3 CREDITS
Methods and procedures used by business management in the selection, development, maintenance, and utilization of an efficient work force. Among the areas studied are: human relations; job evaluation; wage and salary administration; sources of labor supply; interviewing and counseling; training; testing; transfers and promotions; union relations.
Prerequisite: BA 11

BA 33 BUSINESS COMMUNICATION
FALL or SPRING 3 CREDITS
Principles of writing effective business communications, including letters, reports memoranda, and directives. Emphasis on organization, language, human relations, and the application of business psychology in writing.

BA 52 ADVERTISING: THEORY AND PRACTICE
SPRING 3 CREDITS
A basic course in the methods of advertising and its role in business. The areas of media, copy, research, layout, production, direct mail, and campaign strategy are introduced.
Prerequisite: BA 14

BA 92 FIELD EXPERIENCE IN BUSINESS ADMINISTRATION
SPRING 3 CREDITS
Coordinated and supervised practical work experience in Business Administration. The student has the opportunity to gain insight into the various technical phases of the work in the organization in which he is employed. Students are required to complete workbooks describing major phases of the organizations to which they are assigned. Eight hours per week in the field, one hour of classroom discussion.
Prerequisites: BA 14 and BA 31

CHEMISTRY
CHEM 11-12 GENERAL CHEMISTRY
FALL and SPRING 8 CREDITS FOR YEAR
Chemical principles in terms of states of matter, gas laws, kinetic theory, chemical combination, atomic theory, chemical equations and
stoichiometry, properties of selected elements and compounds. The periodic table, bonding, atomic structure, redox equations, electrolytic theory.

Prerequisite: 11th YEAR MATHEMATICS 6 hours per week: or MATH 01 3 lecture/recitation, 3 laboratory

CHEM 31-32 ORGANIC CHEMISTRY FALL and SPRING 10 CREDITS FOR YEAR Bonding, resonance and reaction mechanism theory; aliphatic and aromatic organic compounds, stereochemistry and functional groups. Introduction to physical chemistry, qualitative organic analysis, and ionic reactions.

Prerequisites: CHEM 12 and MATH 16 or 18 9 hours per week: 3 lecture/recitation, 6 laboratory

CHEM 52 QUANTITATIVE INORGANIC ANALYSIS FALL or SPRING 4 CREDITS FOR YEAR Principles, procedures, and techniques of classical chemical analysis. Topics include chemical equilibrium, acid-base neutralization, titration curves, solution properties, and an introduction to the theory and use of instrumental methods in modern analytical chemistry.

Prerequisite: CHEM 12 8 hours per week: 2 lecture/recitation, 6 laboratory

COMPUTER SCIENCE

COMP SCI 11-12 COMPUTER SCIENCE I AND II FALL and SPRING 8 CREDITS FOR YEAR A thorough introduction to numerical analysis, including the operation of a desk calculator, approximation, probability theory, statistical analysis, iterative techniques, solution of equations and systems of equations, curve-fitting, linear programming, and an introduction to Finite Differences.

Corequisite: MATH 10 or 15-16 6 hours per week: 3 lecture, 3 laboratory

COMP SCI 31-32 DATA PROCESSING I AND II FALL and SPRING 8 CREDITS FOR YEAR A thorough introduction to data processing, including the handling of unit record equipment and the programming of a stored-program electronic computer (IBM 360) for business, using assembly and program-oriented languages (COBOL).

Prerequisites: COMP SCI 11-12, ACCT 11-12, BA 11 9 hours per week: 3 lecture, 6 laboratory

Corerequisites: ACCT 31 and 32
COMP SCI 33-34 COMPUTER FALL and SPRING 8 CREDITS SCIENCE III AND IV FOR YEAR

The handling of peripheral equipment and the programming of a stored-program electronic computer (IBM 360) for science and mathematics, using assembly and program-oriented languages (FORTRAN).
Prerequisite: MATH 17-18

COMP SCI 51-52 FALL and SPRING 6 CREDITS INTRODUCTION TO PROGRAMMING FOR YEAR

A short course in programming, including the essentials of numerical analysis, operation of a desk calculator, and FORTRAN and/or COBOL. Intended as a free elective for those who wish to use computing as a tool.
Prerequisite: MATH 10 or 14

ECONOMICS

ECO 12 FUNDAMENTALS OF ECONOMICS FALL or SPRING 3 CREDITS Principles of economics, with emphasis on the nature of economic institutions and theories and their significance in contemporary society. The application of techniques of analysis to economic problems, including such topics as value, price, and distribution. A study of competitive and monopolistic markets.

ECO 14 MONEY AND BANKING (Listed also as BKG 14) FALL and SPRING 3 CREDITS The nature of money, the monetary system, monetary standards, commercial and non-commercial banking institutions and operations. Money and banking in relation to prices and economic growth.
Prerequisites: ECO 12 and BA 11

ECO 32 PRINCIPLES OF FINANCE FALL 3 CREDITS (Listed also as BKG 32) Problems involved in determining the organization of a business enterprise, the raising and use of funds, including promotion, financial plans and activities, expansion, merger, consolidation, reorganization, and bankruptcy.
Prerequisite: ECO 12
ECO 34 INVESTMENTS    SPRING    3 CREDITS  
(Listed also as BKG 34)  
Detailed analysis of the investment market, investment institutions, and security exchanges. The various methods of investment analysis are examined.  
Prerequisite: ECO 32    3 hours per week

EDUCATION  
EDU 32 HUMAN GROWTH AND    SPRING    3 CREDITS  
DEVELOPMENT  
(Listed also as PSYCH 32)  
The sequential nature of development from infancy through childhood, adolescence, and adulthood, in reference to intellectual growth, personal and social adjustment, and vocational and recreational interests. The relationship between physical and mental development; typical problems in various stages of the life-cycle.  
Prerequisite: PSYCH 11    3 hours per week

EDU 33 EDUCATION IN MODERN    FALL    3 CREDITS  
SOCIETY  
The study of educational processes in relation to contemporary society. Cultural forces and institutions helping to shape education, and some resulting issues and problems. The school as an institution of education, its guiding theories and basic practices. The role of the teacher. Pertinent references to education in other countries.  
Prerequisite: Sophomore standing    3 hours per week

ENGLISH  
ENG 01 INTENSIVE REVIEW    FALL or SPRING    NO CREDIT  
IN WRITTEN ENGLISH  
A positive approach to those aspects of American English most significant in the translation of speech into writing. The course permits maximum practice in basic syntax, structure, and punctuation. Primarily for non-matriculants and students in special programs, and open to others who may profit from such review.    3 hours per week

ENG 02 ANALYTICAL    FALL or SPRING    NO CREDIT  
READING  
The course aims to increase students' understanding of what they read by sharpening their ability to: see logical relationships between sentences and parts of sentences; distinguish between structural divisions of subject matter; and judge the organization of the material in relation to the author's purpose. Reading materials are drawn from the various fields of knowledge encountered by the students in their other
college courses, such as social science, the humanities, the natural sciences, etc. Primarily for non-matriculants and students in special programs.

3 hours per week

ENG 03 ENGLISH AS A SECOND LANGUAGE
Primarily for non-matriculants and students in special programs.

FALL or SPRING  NO CREDIT

An adjunct non-credit course for students selected from credit course classes in English. The more important elements of English structure and pronunciation are reviewed, with special attention to the needs of students whose native language is not English.

1 to 3 hours per week

ENG 05 PATTERNS OF WRITTEN ENGLISH

FALL or SPRING  NO CREDIT

An adjunct non-credit course for students selected from credit course classes in English. Emphasis is on the mechanics of writing and the basic requisites of style.

3 hours per week

ENG 06 READING COMPREHENSION AND SPEED

FALL or SPRING  NO CREDIT

An adjunct non-credit course for students selected from credit course classes in English. Emphasis is on the development of reading accuracy, comprehension, and speed.

3 hours per week

ENG 1-2 AMERICAN AND ENGLISH LITERATURE AND WRITING  FOR YEAR

FALL and SPRING  6 CREDITS

Significant authors and writings with particular emphasis on classics which have influenced American civilization. Thorough training in effective written expression, in conjunction with the literature studied. Preparation and criticism of weekly themes, with increasing concentration upon the development of individual style and expression.

3 hours per week

ENG 31 WORLD LITERATURE AND WRITING 1

FALL  3 CREDITS

Readings in classic Western literatures, the sources of our culture: the Bible, Homer, the Greek dramatists, Thucydides, Plato, Aristotle, Vergil. Frequent themes to improve written expression skills are required.

Prerequisite: ENG 2 3 hours per week

ENG 32 WORLD LITERATURE AND WRITING II

SPRING  3 CREDITS

Reading in European and non-Western literature from Dante to the 19th Century. The focus is on classics related to the enrichment of
modern cultural patterns. Frequent themes to improve written expression skills are required.
Prerequisite: ENG 2

ENG 51 SURVEY OF ENGLISH LITERATURE
Readings in selected major works of English literature from Chaucer to Swift. A term paper is required.
Prerequisite: ENG 2

ENG 52 SURVEY OF AMERICAN LITERATURE
Readings in selected major works of American literature, emphasizing the 19th and 20th Centuries. A term paper is required.
Prerequisite: ENG 2

**FRENCH**

**FR 11 ELEMENTARY FRENCH I**
An introduction to the French language as a medium of communication: grammar, composition, conversation, and oral and written drill.

3 lecture/recitation, 1 laboratory

**FR 12 ELEMENTARY FRENCH II**
A continuation of FR II, with increased emphasis on organic use of French, supplemented by the reading of texts of graduated difficulty. Comprehension and conversational skills are stressed.
Prerequisite: FR II or 1 year of h.s. French

3 lecture/recitation, 1 laboratory

**FR 13 INTERMEDIATE FRENCH**
Progressive development of oral and writing skills upon the foundations established in Elementary French. Intensive review supplemented by practice in writing and speaking, and by readings in modern French literature.
Prerequisite: FR 12 or 2 yrs of h.s. French

3 lecture/recitation, 1 laboratory

**FR 15 HISTORY AND CIVILIZATION OF FRANCE**
A chronological study of major trends and developments to the present. Examination of political, literary, and artistic movements,
highlighting important individuals, ideas, and periods. Selected readings of texts representative of each period. Continued laboratory practice is optional.

Prerequisite: FR 13 or 3 yrs of h.s. French

3 hours per week

FR 51 SURVEY OF FRENCH LITERATURE

FALL or SPRING 3 CREDITS

Advanced study of French literature from selected writings of representative authors and analysis of literary values. Instruction is entirely in French after the first month; fine points of grammar are explained. Written and oral reports are required.

Prerequisite: FR 13 or 3 yrs of h.s. French

3 hours per week

FR 53 FRENCH LITERATURE OF THE 20TH CENTURY

FALL 3 CREDITS

The significant forms of 20th Century literature, with particular focus on the major poets, playwrights, and novelists. Conducted entirely in French on an advanced level, employing explication du texte, composition, and discussion.

Prerequisite: FR 51

3 hours per week

FR 54 FRENCH LITERATURE OF THE 19TH CENTURY

SPRING 3 CREDITS

A study of selected authors: Stendhal, Balzac, Flaubert, Baudelaire, and Hugo. Emphasis on developing improved written expression and critical appreciation. Explication du texte, composition, and discussion.

Prerequisite: FR 51

3 hours per week

FR 56 ADVANCED FRENCH

GRAMMAR, COMPOSITION, AND CONVERSATION

SPRING 3 CREDITS

For students wishing further work at an advanced level, through analysis of grammar, reading, and discussion. Emphasis on conversation and the development of oral and written linguistic ability.

Prerequisite: FR 14 or equivalent

3 hours per week

HEALTH EDUCATION

HE 1-2 FOUNDATIONS OF HEALTH

FALL and SPRING 2 CREDITS FOR YEAR

A scientific approach to physical, emotional, and social well-being. Consideration of the functions of the body, disease prevention, personal health practices, reproduction, mental health and emotional adaptations, and the contemporary health concerns of college students and adults.

1 hour per week
HE 52 MARRIAGE AND FAMILY LIVING
FALL and SPRING  2 CREDITS
The role of the family in satisfying human needs and transmitting the social heritage. Human relations in dating, courtship, mate selection, marriage, and parenthood are examined in the context of contemporary American society.
Prerequisite: HE 2  2 hours per week

HEBREW
HEB 11 ELEMENTARY  FALL or SPRING  3 CREDITS
HEBREW I
An introduction to Hebrew, emphasizing aural and written skills, reading and comprehension.  4 hours per week
3 lecture/recitation, 1 laboratory

HEB 12 ELEMENTARY  FALL or SPRING  3 CREDITS
HEBREW II
A continuation of HEB 11, with increased emphasis on the integrated use of Hebrew, supplemented by reading of graduated texts of increasing difficulty. Comprehension and conversational skills are stressed. Pre-requisite: HEB 11 or 1 year of h.s. Hebrew  4 hours per week
3 lecture/recitation, 1 laboratory

HEB 13 INTERMEDIATE  FALL or SPRING  3 CREDITS
HEBREW
Progressive development of oral writing skills upon the foundations established in Elementary Hebrew. Intensive review supplemented by practice in writing and speaking, and by readings in modern Hebrew literature. Pre-requisite: HEB 12 or 2 years of h.s. Hebrew  4 hours per week
3 lecture/recitation, 1 laboratory

HEB 15 HISTORY AND CIVILIZATION OF ISRAEL
FALL or SPRING  3 CREDITS
A chronological study of major trends and developments to the present. Examination of political, literary and artistic moments, highlighting important individuals, ideas, and periods. Selected readings of texts representative of each period. Continued laboratory practice is optional. Pre-requisite: HEB 13 or 3 years of h.s. Hebrew  3 hours per week

HEB 51 SURVEY OF HEBREW LITERATURE
FALL or SPRING  3 CREDITS
Advanced study of Hebrew literature from selected writings of repre-
sentative authors and analysis of literary values. Instruction is conducted in Hebrew. Written and oral reports are required.

Pre-requisite: HEB 13 or 3 years of h.s. Hebrew 3 hours per week

HEB 52 READINGS IN MODERN FALL 3 CREDITS HEBREW, POETRY AND PROSE

Emphasis on poetry, short stories and novels of the Hebrew Renaissance. Attention given to the cultural influences of modern Hebrew expression.

Pre-requisite: Hebrew 51 or equivalent 3 hours per week

HEB 53 PROSE AND POETRY OF SPRING 3 CREDITS CONTEMPORARY ISRAEL

Selected representative fiction and poetry of Israel since World War I. Emphasis on living writers and the creative process.

Pre-requisite: Hebrew 51 or equivalent 3 hours per week

HISTORY

HIST 51 THE ANCIENT AND FALL 3 CREDITS MEDIEVAL WORLD

The origins of civilization and the emergence of the great cultures of the Near East: the religious, social, economic, and political ideas and institutions of Mesopotamia, Egypt, and the Hebrews, Greece, and Rome which shaped Western civilization; the transition from ancient to Medieval civilization; the rise of Islam and the cultural, political, and economic contributions of the Middle Ages to Western society.

Prerequisite: ONE YEAR OF SOCIAL SCIENCE, e.g., SOC SCI 11-12, or ECO 12, 14 3 hours per week

HIST 52 WESTERN CIVILIZATION: SPRING 3 CREDITS 16th THROUGH 19th CENTURIES

Economic, political, and cultural foundations of modern society including the expansion of Europe; commercial rivalry and settlement of the new world; the dissolution of Christian unity and the Wars of Religion; the Scientific Revolution and enlightenment; the evolution
of nationalism, democracy, and imperialism, and the Industrial Revolution; the national and liberal upheavals of the 18th and 19th Centuries, and the unification of modern national states.

Prerequisite: ONE YEAR OF SOCIAL SCIENCE, e.g., SOC SCI 11-12, or ECO 12, 14  

3 hours per week

HIST 54 AMERICAN DIPLOMATIC HISTORY SPRING 3 CREDITS

A survey of the foreign policy of the United States from the Revolution to the present in its various phases: isolationism; the Monroe Doctrine, expansion and the diplomacy of “Manifest Destiny”; the Civil War and its accompanying problems in foreign relations; America’s emergence as a world power; the American role in World Wars I and II and subsequent peace conferences; America’s relations with international organizations; the challenges to American supremacy.

Prerequisite: SOC SCI 11-12 or 31-32  

3 hours per week

INDUSTRIAL AND LABOR RELATIONS

ILR 12 INDUSTRIAL RELATIONS AND LABOR PROBLEMS SPRING 3 CREDITS

The historical, political, economic, and legal factors affecting labor-management relations. Pivotal issues of collective bargaining and current policy decisions and their relationship to labor problems, are explored.

Prerequisite: BA 11  

3 hours per week

ILR 31 JOB EVALUATION, WAGE AND SALARY ADMINISTRATION FALL 3 CREDITS

Various methods of evaluating jobs, job descriptions, wage surveys, wage structures, wage and salary determination, and incentives are treated.

Prerequisite: ILR 12  

3 hours per week

ILR 33 COLLECTIVE BARGAINING FALL 3 CREDITS

Preparation, negotiation, and administration of union labor contracts.

Prerequisite: ILR 12  

3 hours per week

ILR 34 LABOR LAW SPRING 3 CREDITS

Judicial, legislative and administrative law affecting labor relations. Significant historical data and current legislative and judicial trends are examined.

Prerequisite: ILR 33  

3 hours per week

ILR 36 TRAINING IN INDUSTRY SPRING 3 CREDITS

Problems of designing, organizing, installing, implementing, and administering training programs. Tested methods of training employees and supervisory personnel are studied, with emphasis on
methodology and visual aids; student demonstrations and case problems are utilized.
Prerequisite: ILR 12 or BA 31  \hspace{1cm} 3 \text{ hours per week}

**ILR 51 JOB ANALYSIS**  \hspace{1cm} FALL  \hspace{1cm} 3 CREDITS
A fundamental course in the theory and practice of job study. Areas covered are the role and uses of job analysis; techniques, methods, and procedures in conducting job studies, and ensuing job specifications. Each student will undertake a job analysis project.
Prerequisite: ILR 12 or BA 31  \hspace{1cm} 3 \text{ hours per week}

**ILR 92 FIELD EXPERIENCE IN INDUSTRIAL AND LABOR RELATIONS**  \hspace{1cm} SPRING  \hspace{1cm} 3 CREDITS
Eight hours of supervised field experience per week and one hour of classroom lecture and discussion of experiences in the field.
\hspace{1cm} 9 \text{ hours per week}

**INSURANCE**

**INS 31 PRINCIPLES AND PRACTICE OF INSURANCE I**  \hspace{1cm} FALL  \hspace{1cm} 4 CREDITS
An analysis of contracts for fire, automobile, casualty fidelity and surety, and burglary insurance. A survey of insurance law, including risks insured against, exclusions, and endorsements. Types of carriers, claims adjustments, rating and allied subjects.
\hspace{1cm} 4 \text{ hours per week}

**INS 32 PRINCIPLES AND PRACTICE OF INSURANCE II**  \hspace{1cm} SPRING  \hspace{1cm} 4 CREDITS
A study of the following kinds of insurance contracts: inland and ocean marine, public liability and negligence, workers' compensation, accident and health, and other miscellaneous lines of coverage. An analysis of agents' and brokers' duties and responsibilities.
Prerequisite: INS 31  \hspace{1cm} 4 \text{ hours per week}

**INS 33 INSURANCE LAW**  \hspace{1cm} FALL  \hspace{1cm} 2 CREDITS
Emphasis on the relationship of law to insurance, including the practical application of investigation and adjustment of insurance claims.
Corequisite: INS 31  \hspace{1cm} 2 \text{ hours per week}

**INS 34 PRINCIPLES OF LIFE INSURANCE**  \hspace{1cm} SPRING  \hspace{1cm} 2 CREDITS
A survey of the various forms of life insurance policies and life insurance contracts, selection of risks, mortality tables, rate-making and annuities.
Prerequisite: INS 31  \hspace{1cm} 2 \text{ hours per week}
INS 92 FIELD EXPERIENCE SPRING 3 CREDITS
IN INSURANCE
Eight hours a week of supervised field experience in insurance. An hour each week is devoted to classroom lecture and discussion of experience in the field related to insurance theory.
Prerequisites: INS 31 and 33
Corequisites: INS 32 and 34

ITALIAN
ITAL 11 ELEMENTARY FALL or SPRING 3 CREDITS
ITALIAN I
Fundamentals of the language in preparation for aural comprehension, speaking, reading and writing.
4 hours per week
3 lecture/recitation, 1 laboratory

ITAL 12 ELEMENTARY FALL or SPRING 3 CREDITS
ITALIAN II
Increasing emphasis upon the organic use of Italian, with grammar and oral and written drill, supplemented by reading of graduated texts of increasing difficulty. Comprehension and spoken usage stressed.
Pre-requisite: ITAL 11
4 hours per week
3 lecture/recitation, 1 laboratory

ITAL 13 INTERMEDIATE FALL or SPRING 3 CREDITS
ITALIAN
Progressive development of oral and writing skills based upon the foundations established in Elementary Italian. Intensive review of grammar supplemented by practice in writing and speaking and by readings in Modern Italian literature.
Pre-requisite: ITAL 12 or equivalent
4 hours per week
3 lecture/recitation, 1 laboratory

ITAL 15 HISTORY AND CIVILIZATION OF ITALY FALL or SPRING 3 CREDITS
A chronological study of trends and developments from the earliest recorded period to the present. The course examines the political, literary and artistic movements, highlighting important individuals, ideas and periods. Selected readings in texts representative of each period are used. Continued laboratory practice is optional.
Pre-requisite: ITAL 13 or 3 years of high school Italian
3 hours per week
ITAL 51 SURVEY OF FALL or SPRING 3 CREDITS
ITALIAN LITERATURE
Selected readings from the Classical Period to the present. Instruction is entirely in Italian. Analysis of literary values and fine points of grammar.
Pre-requisite: ITAL 13 or equivalent 3 hours per week

ITAL 52 ITALIAN LITERATURE OF FALL 3 CREDITS
THE RENAISSANCE
Principal Italian authors of the Renaissance and their relation to the intellectual currents of the time. Contribution of the Italian Renaissance to Western Civilization in the fields of literature, art, politics, science and education.
Pre-requisite: ITAL 14 or equivalent 3 hours per week

ITAL 53 LIFE AND WORKS OF SPRING 3 CREDITS
DANTE ALIGHIERI
Selected readings in Dante’s “Divina Commedia” in relation to the religion and philosophy of Dante’s time. This course will be conducted entirely in Italian.
Pre-requisite: ITAL 14 or equivalent 3 hours per week

MATHEMATICS
MATH 01 ELEMENTARY FALL or SPRING NO CREDIT
ALGEBRA
A comprehensive treatment of the topics outlined for the Ninth Year Mathematics course by the University of the State of New York. Primarily for non-matriculants and students in special programs.
3 hours per week

MATH 02 PLANE FALL or SPRING NO CREDIT
GEOMETRY
A comprehensive treatment of the topics outlined for the Tenth Year Mathematics course by the University of the State of New York. Primarily for non-matriculants and students in special programs.
3 hours per week

MATH 03 ELEVENTH FALL or SPRING NO CREDIT
YEAR MATHEMATICS
Same course as 11th Year Mathematics in high school. A non-credit course that must be taken by students who need it to satisfy admission requirements.
Prerequisite: Elementary Algebra 4 hours per week
MATH 05 INTENSIVE FALL or SPRING NO CREDIT
MATHEMATICS REVIEW
A comprehensive treatment of the basic mathematics topics outlined by the University of the State of New York and an intensive review of certain topics in algebra. Primarily for non-matriculants and students in special programs, and open to others who may profit from such review.

3 hours per week

MATH 10 COLLEGE FALL or SPRING 3 CREDITS
ALGEBRA
The number system of algebra, non-decimal scales, permutations, combinations, probability, determinants, inequalities, theory of equations, symbolic logic, principles of set theory, groups, rings, and fields. Designed for Liberal Arts students and recommended for those who intend to take Mathematics of Finance.
Prerequisite: 11th Year Mathematics
Credit will not be given to students who have taken 12 Year Mathematics or Advanced Algebra.

MATH 11 BUSINESS MATHEMATICS FALL 3 CREDITS
Problems of percentage, mark-up, discounts, interest, payroll, tax calculations, and insurance. Problem-solving by desk calculator. Not recommended for transfer credit.
Prerequisite: 2 years of high school Mathematics, including Elementary Algebra
Students who have taken 11th Year Mathematics or Intermediate Algebra will not receive credit for this course.

MATH 12 MATHEMATICS FALL or SPRING 3 CREDITS
OF FINANCE
College Algebra oriented to business: mathematics of investment, compound interest, present value, nominal and effective rates, annuities, amortization, depreciation, sinking funds, bonds and stocks, and the elements of statistics. Practice in the use of desk calculators. Designed for career programs; Math 14 should be taken by students planning to continue for the bachelor's degree. Not recommended for transfer credit.
Prerequisite: Intermediate Algebra, 11th Year Mathematics, or MATH 10

MATH 14 FUNDAMENTAL FALL or SPRING 4 CREDITS
CONCEPTS OF MATHEMATICS
A pre-calculus course stressing real numbers, fields, open sentences, functions and relations; introduction to analytic geometry and to probability. Recommended students planning to continue with calculus and/or mathematics electives.
Prerequisite: 11th Year Mathematics  
Credit will not be given to students who have taken 12th Year Mathematics or Advanced Algebra.

**MATH 15-16 CALCULUS**  
**FALL or SPRING**  
8 CREDITS  
FOR YEAR

Differential and integral calculus for functions of one variable; the elements of analytic geometry; an introduction to linear differential equations of the first and second order, first degree. This course and MATH 21, together, are equivalent to MATH 17-18.

Prerequisite: 12th Year Mathematics or Math 14  
4 hours per week

**MATH 17-18 CALCULUS**  
**FALL and SPRING**  
8 CREDITS  
FOR YEAR

Rate of change of a function, derivatives, applications, integration, applications of a definite integral, transcendental functions, determinants, linear equations, analytic geometry, hyperbolic functions, polar coordinates, vectors, solid geometry, partial differentiation. MATH 17-18 is equivalent to MATH 15-16-21. An intensive course for students concentrating in Mathematics whose previous performance in the subject has been at the level of B or higher.

Prerequisite: 12th Year Mathematics or MATH 14  
4 hours per week

**MATH 21 CALCULUS III**  
**FALL**  
4 CREDITS

Partial differentiation, polar coordinates, solid geometry and vectors, hyperbolic functions.

Prerequisite: MATH 16  
4 hours per week

**MATH 50 ELEMENTS OF STATISTICS**  
**SPRING**  
3 CREDITS

Introduction to probability and statistics; condensation of data, tabulation and graphing of distributions, central and dispersion tendencies, comparison techniques, correlations, and predictive techniques. Instruction and practice in the use of desk calculators.

Prerequisite: 3 Credits of College Mathematics  
3 hours per week

**MATH 52 FINITE**  
**FALL or SPRING**  
3 CREDITS

**MATHEMATICS**

A course designed for non-science, non-mathematics majors; includes Boolean Algebra, advanced probability, matrices, Markov chains, and applications to the social and behavioral sciences.

Prerequisite: MATH 14 or 12th Year Mathematics or Advanced Algebra  
3 hours per week
MATH 55 DIFFERENTIAL EQUATIONS  FALL  3 CREDITS
Solution of ordinary linear differential equations, operational techniques, solution by series, numerical solutions, Laplace transforms, applications in engineering and the sciences.
Prerequisite: MATH 16 or 18

4 hours per week

MATH 56 LINEAR ALGEBRA  SPRING  3 CREDITS
A study of vector spaces, matrix algebra, transformations, and vector analysis.
Prerequisite: MATH 16 or 18

4 hours per week

MATH 57-58 CALCULUS  FALL and SPRING  8 CREDITS
FOR YEAR
An advanced course in the Calculus from a vector calculus viewpoint; and topics in limits, sequences, and series.
Prerequisite: MATH 15 or 17

4 hours per week

MENTAL HEALTH

MH 11 INTRODUCTION TO MENTAL HEALTH  4 CREDITS
A fundamental introduction to the field of mental health beginning with its historical development, to the current governmental legislative acts. This is the orientation for the student in preparation for working with patients.

8 hours per week
2 lecture, 6 field work

MH 12 CASE STUDY METHODS  4 CREDITS
The principles and practices of working with people who are in need of help to resolve their problems. The role of the Mental Health Technician and his relationship to the patients and to the mental health team is emphasized.
Pre-requisite: MH 11

8 hours per week
2 lecture, 6 field work

MH 31 ACTIVITY THERAPIES  4 CREDITS
The student learns the use of various patient activities utilized for treatment. The wide-array of skills ranges from arts and crafts to various games. The student applies directly these skills in working with patients.
Pre-requisite: MH 12

8 hours per week
2 lecture, 6 field work

MH 32 SEMINAR IN MENTAL HEALTH  4 CREDITS
Each student presents a case developed from his work-load. The discussion includes patient problems, and the possible solutions that
NURSING

NURS 11 FUNDAMENTALS FALL or SPRING 6 CREDITS OF NURSING

Emphasis on those aspects of nursing care that are common and basic to all patients in the maintenance or restoration of normal body functions. Principles selected from the physical, biological, and behavioral sciences are used as unifying concepts. Application of these concepts to the nursing care fundamental to all patients is stressed.

Prerequisite: BIO 01 10 hours per week:
Corequisite: BIO 11 4 lecture, 6 laboratory

NURS 12 NURSING OF MOTHERS SPRING 4 CREDITS AND NEWBORNS

Physical, biological, and psychosocial processes involved in the establishment and expansion of the family as a unit. Emphasis upon nursing responsibilities in normal pregnancy, preparation for labor and delivery, normal puerperium, and health of the newborn and its family.

Prerequisite: NURS 11 8 hours per week:
Prerequisite or Corequisite: SOCIO 35, BIO 12 2 lecture, 6 laboratory

NURS 31 NURSING IN PHYSICAL AND MENTAL ILLNESS I

Illnesses which are major health problems to society. The meaning of illness to society, family, and individuals is considered. Nursing intervention based on the physiological and psychosocial needs of patients of all age groups is emphasized. Opportunities are provided to adapt and combine nursing skills in caring for patients. Health problem areas: infectious processes, cardiovascular dysfunctions, metabolic disorders.

Prerequisite: NURS 12 14 hours per week:
Prerequisite or Corequisite: BIO 52 5 lecture, 9 laboratory

NURS 32 NURSING IN PHYSICAL AND MENTAL ILLNESS II

Continuation of NURS 31. Health problem areas: accidents, disorders of motility, tumors, emotional disorders. 18 hours per week:
Prerequisite: NURS 31 6 lecture, 12 laboratory

ORIENTATION

OR 05 EDUCATION AND CAREER PLANNING FALL or SPRING NO CREDIT

Designed for students who have not yet defined their educational and career objectives. The course, given by members of the counseling faculty, systematically surveys educational and career opportunities. Evaluation of test results and group guidance are other phases covered. Primarily for non-matriculants and students in special programs.

2 hours per week
(a) OR 05 EDUCATION AND CAREER PLANNING  FALL or SPRING  NO CREDIT
The problems basic to decision-making are examined, utilizing the medium of group discussion. Included are considerations of the role of emotions, attitudes, values, interests, self-concept, and individual differences. 2 hours per week

OR 11 EFFECTIVE STUDY  FALL or SPRING  1 CREDIT
The basic problems and methods of study are examined: scheduling of study conditions that impede or facilitate learning, the role of emotions and attitudes in learning difficulties. Reading and related individual problems. 1 hour per week

PHYSICAL EDUCATION
PE 1 FUNDAMENTALS OF PHYSICAL EDUCATION  FALL or SPRING  1/2 CREDIT
Designed to assist the student in the development and improvement of physical efficiency, body mechanics, physiologic function, and motor skills. Emphasis on agility, coordination, endurance, and strength. Administered tests and self-testing used to motivate and evaluate progress. 2 hours per week

PE 2 TEAM SPORTS  FALL or SPRING  1/2 CREDIT
An activity course with emphasis on learning the skills and strategies of sports such as basketball, soccer, softball, and volleyball. 2 hours per week

PE 21 INDIVIDUAL SPORT ACTIVITIES  FALL or SPRING  1/2 CREDIT
Emphasis is on learning the skills and strategies of individual sport activities such as archery, badminton, fencing, golf, and tennis. 2 hours per week

PE 22 DANCE AND RHYTHMS  FALL or SPRING  1/2 CREDIT
Designed to assist the student in the development and improvement of rhythmic and dance skills. Emphasis on elementary social, square, folk, and modern dance. 2 hours per week

PHYSICS
PHYS 11-12 GENERAL PHYSICS  FALL and SPRING  10 CREDITS FOR YEAR
A non-calculus survey of classical and modern physics, including motion, force, momentum, energy, heat, kinetic theory, sound, electricity and magnetism, light, atomic and nuclear physics, and
discussion of crucial experiments in these fields. *Mathematics or Science majors see PHYS 13 and 14.*

**Prerequisite:** 11th Year Mathematics  
**Corequisite:** MATH 14  
**PHYS 13-14 ADVANCED GENERAL PHYSICS**  
**FALL and SPRING 10 CREDITS FOR YEAR**

Similar to Physics 11-12, but requires and uses Calculus and is therefore able to cover concepts in greater depth. Recommended for students concentrating in Mathematics and the Sciences.

**Prerequisite:** 12th Year Mathematics  
**Corequisite:** MATH 15-16 or 17-18

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**PHYS 21 MODERN PHYSICS FALL or SPRING 4 CREDITS**

Atomic and nuclear physics; special theory of relativity; kinetic theory; the failure of classical physics; introduction of quantum concepts; electrons; the Bohr atom; the Uncertainty Principle. An introduction to wave mechanics; radioactivity, nuclear reactions, fission, fusion.

**Prerequisite:** PHYS 14  
**Corequisite:** MATH 55 or 57

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**PHYS 24 ANALYTICAL MECHANICS FALL or SPRING 4 CREDITS**

Selected topics in Newtonian mechanics; Equilibrium; the Principle of Virtual Work; Newton’s Second Law: rocket motion; central forces; planetary motion; relativistic mechanics; the damped, driven harmonic oscillator; coupled oscillators and vibrating systems; rigid bodies; the gyroscope and the top.

**Prerequisite:** PHYS 14  
**Corequisite:** MATH 55

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**PHYS 26 ELECTRICITY AND MAGNETISM FALL or SPRING 4 CREDITS**

This course develops the conceptual basis for Maxwell’s equations. Vectors; electrostatics and magnetostatics; electromagnetic induction; circuits; electric and magnetic properties of matter; radiation; relativistic electrodynamics.

**Prerequisite:** PHYS 14  
**Corequisite:** MATH 55 or 57

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**PHYS 28 ELEMENTS OF THERMODYNAMICS FALL or SPRING 3 CREDITS**

The Zeroth, First, Second, and Third Laws of Thermodynamics and their consequences; thermodynamic variables and equations of state; entropy; phase transitions; theory of dilute solutions; low temperature physics; Gibbs and Helmholtz potentials; thermal radiation.

**Prerequisites:** PHYS 14, CHEM 12, and MATH 55
PHYS 50 INTRODUCTION TO FALL or SPRING 3 CREDITS
MATHEMATICAL PHYSICS
Selected topics in mathematical physics: probability and statistics; review of differential equations; vectors; partial differential equation; Fourier analysis; Eigenvalue problems; special functions, orthonormal sets. May be counted as a mathematics or physics course.
Prerequisites: PHYS 14 and MATH 55 3 hours per week
Corequisite: MATH 57

POLITICAL SCIENCE
POL SCI 51 AMERICAN FALL or SPRING 3 CREDITS
GOVERNMENT
An examination of the structure of the national government and its functions. Topics studied include the three branches of government (executive, legislative and judicial), political parties, pressure groups, and current legislation.
Open only to sophomores. 3 hours per week

POL SCI 52 COMPARATIVE SPRING 3 CREDITS
GOVERNMENT
An analysis of the major types of political systems—democratic, authoritarian, transitional—and the political process in selected foreign countries, including the role of ideology, economics, elite groups, political parties, and political institutions. Comparison of western and non-western systems, with emphasis on Britain, France, the Soviet Union, Fascist Germany, Italy, and selected one-party states in Asia and Africa.
Prerequisite: POL SCI 51 3 hours per week

PSYCHOLOGY
PSYCH 11 GENERAL FALL or SPRING 3 CREDITS
PSYCHOLOGY
An examination of the nature of psychology, its fields and divisions; the biosocial bases of behavior; individual differences; intelligence; the dynamics of behavior; emotions. Sensory and motor functions; learning, remembering, and forgetting; personality; mental hygiene; social psychology. Specific reference to the problems of human adjustment. 3 hours per week

PSYCH 32 HUMAN GROWTH AND SPRING 3 CREDITS
DEVELOPMENT
(Listed also as EDU 32)
The sequential nature of development from infancy through childhood, adolescence, and adulthood, in reference to intellectual growth, personal and social adjustment, and vocational and recreational
interests. The relationship between physical and mental development; typical problems in various stages of the life-cycle.
Prerequisite: PSYCH 11

3 hours per week

PSYCH 52 BUSINESS AND SPRING 3 CREDITS INDUSTRIAL PSYCHOLOGY
Principles and concepts of the behavioral sciences are applied in the work situation. Areas of study are: the nature of work, work environment, measurement of efficiency, motivation, attitudes, morale, fatigue, leadership, and the adjustment and adaptation of the work force.
Prerequisite: PSYCH 11

3 hours per week

REAL ESTATE
RE 31 PRINCIPLES AND PRACTICE FALL 3 CREDITS OF REAL ESTATE I
A survey of interests in realty, real estate principles and related business law, general business law, real estate contracts, bonds and mortgages, deeds, liens and easements, and leases.

3 hours per week

RE 32 PRINCIPLES AND PRACTICE SPRING 3 CREDITS OF REAL ESTATE II
A continuation of RE 31, including agency, taxes and assessments, closing, forms of voluntary and involuntary alienation, license law, management, real estate valuation and appraisal, rent regulation, subdivisions and developments, operation of a broker’s office, including salesmanship and advertising.
Prerequisite: RE 31

3 hours per week

RE 33 URBAN LAND ECONOMICS FALL 3 CREDITS
Economic analysis of urban land economy, land utilization, real estate income, zoning regulations, and city planning. Study of problems related to public control over land enterprises.
Corerequisite: RE 31

3 hours per week

RE 34 REAL ESTATE MANAGEMENT SPRING 3 CREDITS AND APPRAISAL
Analysis of the practices involved in managing and operating real estate, including owner and agency management, landlord-tenant relations, government regulations, and techniques and practices involved in appraising real property both developed and undeveloped.
Prerequisite: RE 31

3 hours per week
RE 92 FIELD EXPERIENCE IN REAL ESTATE

Eight hours a week of supervised field experience in real estate. An hour each week is devoted to classroom lecture and discussion of experience in the field related to real estate theory.

Prerequisites: RE 31 and 33
Corequisites: RE 32 and 34

RECREATION SUPERVISION

REC 11-12 INTRODUCTION TO RECREATION
The history of recreation; the meaning of leisure time; facilities, program, and operation in all types of recreation agencies. The second semester covers the role of the recreation technician: leadership techniques, the characteristics of personnel, and methods of teaching mechanical skills.

REC 13-14 SOCIAL AND OUTDOOR RECREATION
Lecture, discussion, and practice in the social skills of recreation; evening activities, parties, social games, trips, tournaments, and special events. In the second semester, the development of and trends in outdoor recreation, and the place of the recreation technician in outdoor programs are considered, including programs in playgrounds, community centers, camps and aquatics, and nature study.

REC 31 RECREATION FOR THE ILL, AGED, AND HANDICAPPED
Introduction to the uses of recreation in the prevention of illness and rehabilitation of persons with physical, emotional or social disorders. Programs include those for hospitals, nursing homes, and institutions for the handicapped.

REC 32 ORGANIZATION OF A RECREATION PROGRAM
Problems and practices in the organization of a recreation program; the role of the sub-professional in a variety of settings; provision and maintenance of facilities and equipment; recreation materials; clerical procedures involved in program management.

REC 33 SKILLS IN THE CULTURAL ARTS
Training for leadership in the various cultural activities employed in recreational programs; music appreciation; folk singing; group singing; guitar, rhythm band and tonette; song leading and vocal arrangements; arts and craft skills.
REC 91-92 FIELD FALL and SPRING 6 CREDITS
EXPERIENCE IN RECREATION SUPERVISION
Supervised field work assignments in a variety of recreation agency settings in the community. The course includes student field reports and class discussions of these experiences. In the second semester the field experience program involves increased student participation in the work of the assigned recreation agencies, with possible assignment to a second type of agency for varied experience.

3 hours per week 1st semester,
5 hours per week 2nd semester.

RETAIL BUSINESS MANAGEMENT
RBM 31 ELEMENTS OF RETAIL FALL 3 CREDITS
BUSINESS MANAGEMENT
Management techniques essential to planning, organization, control, and operation of retail establishments; the fundamentals underlying modern merchandising practices; recent developments in trading area analysis, shopping centers, consumer relations, warehousing, transportation, and stock control; data processing. Retail case studies and field trips.

3 hours per week

RBM 33 SALESMAINSHP FALL-SPRING 3 CREDITS
SALESMAINSHP
Principles of selling based on the modern marketing concept, i.e., consumer needs and desires together with company objectives; contributions of the behavioral sciences to the study of consumer behavior and buying patterns; organization and control of the sales force—wholesale, industrial, and retail.

3 hours per week

RBM 34 FASHION BUYING AND SPRING 3 CREDITS
FASHION BUYING AND
MERCHANDISING
Dynamics of the world of fashion; selection and merchandising of fashion products; market evaluation; forecasting fashion trends; consumer buying habits; stock planning; buying committees; resident buying offices; domestic and foreign markets. Field trips to New York's famous Seventh Avenue.

3 hours per week

RBM 35 MERCHANDISE INFORMATION FALL 3 CREDITS
MERCHANDISE INFORMATION
ANALYSIS
Fashion fabrics and non-textile merchandise information, including their identification, characteristics, merits and limitations, and care. Detailed study of natural and man-made fibers, types of yarns, construction, finishes and coloring of fabrics, and end use. Detailed study of leather, rubber, plastic, paint, paper, furs, jewelry, cosmetics, soaps and synthetic detergents, and other non-textile products.

4 hours per week:
2 lecture, 2 laboratory
RBM 36 MERCHANDISE DISPLAY SPRING 2 CREDITS
Basic principles of display. Laboratory practice in merchandise designing and building interior, window, and point-of-purchase displays. Field trips and guest demonstrations. 4 hours per week:
1 lecture, 3 laboratory

RBM 38 APPAREL CONSTRUCTION SPRING 3 CREDITS AND DESIGN
The construction, design, and selection of children's, men's, and women's apparel. Principles of good taste in combining fabric, trimming, and structure. Limitations on fashion design that are inherent in price ranges, size ranges, occasion-use, and customer preference. Laboratory demonstrations of common style variations, and the limitations and possibilities in different types of styling. Laboratory experience in draping muslin on the three-dimensional form. 5 hours per week:
1 lecture, 4 laboratory

RBM 51 DATA PROCESSING FALL 3 CREDITS FOR RETAILERS
Electronic data processing as an aid to retail management; includes the recording of data at point-of-sale, back-office data recording, inventory control, automatic ordering of staples, perpetual open-to-buy, fashion forecasting, merchandising by classification, sales trends, improvement in turnover, seasonal planning, improvement in stock/sales ratio, shipping and warehousing, accounts receivable and payable, and payroll. 3 hours per week

RBM 92 FIELD EXPERIENCE SPRING 3 CREDITS RETAIL BUSINESS MANAGEMENT
Eight hours per week of supervised field experience in retail management plus one hour of seminar discussion. 9 hours per week

SCIENCE
SCI 31-32 HISTORY AND FALL and SPRING 4 CREDITS PHILOSOPHY OF SCIENCE FOR YEAR
For students in career programs. A discussion of the sciences from the historical and philosophical point of view; the place of science in the modern world. 2 hours per week

SCI 33 FUNDAMENTALS OF FALL or SPRING 4 CREDITS MODERN BIOLOGY
For non-science majors. Emphasizes the modern theory of evolution and its application to current problems in ecology and conservation. The necessary background in cell biology, mitosis, meiosis, embryology, and genetics is provided through coordinated lecture and laboratory sessions. 5 hours per week:
3 lecture/recitation, 2 laboratory
SCI 34 FUNDAMENTALS OF MODERN CHEMISTRY
FALL or SPRING  4 CREDITS

For non-science majors. The fundamental purpose is to develop chemical literacy, ability to read and write chemical equations, and interpret equations and understand the stoichiometric implications. Basic concepts are developed with the aid of demonstrations and within the framework of a historical approach. Laboratory work involves investigations of the properties of simple substances.

Prerequisite: 11th Year Mathematics

5 hours per week:
3 lecture/recitation, 2 laboratory

SCI 35 FUNDAMENTALS OF MODERN PHYSICS
FALL or SPRING  4 CREDITS

For non-science majors, with emphasis on the 20th Century revolution in physics: the classical background; the Special Theory of Relativity; quantum theory; atomic structure and properties of matter.

Prerequisite: MATH 10 or 14

5 hours per week:
3 lecture/recitation, 2 laboratory

SCI 36 FUNDAMENTALS OF EARTH SCIENCE
FALL or SPRING  4 CREDITS

For non-science majors, with emphasis on the earth's environment and structure, as seen from the viewpoints of astronomy, geology, meteorology, and oceanography.

Prerequisite: MATH 10 or 14

5 hours per week:
3 lecture/recitation, 2 laboratory

SECRETARIAL SCIENCE

SEC SCI 11 ELEMENTARY TYPEWRITING
FALL  2 CREDITS

Development of the basic skills necessary for the operation and care of the typewriter and application of these skills to the typing of simple personal and business forms. (Students who have completed one year of high school typing may, upon approval, enroll in Intermediate Typewriting.)

4 hours per week

SEC SCI 12 INTERMEDIATE TYPEWRITING
SPRING  2 CREDITS

Continued development of typing speed and control. Application to production typing of business forms including letters, tabulated materials, business reports and manuscripts. Emphasis on business standards. (Students who have satisfactorily completed the equivalent of this course may, with approval, be exempt.)

Prerequisite: SEC SCI 11 or equivalent

4 hours per week
SEC SCI 13 ELEMENTARY STENOGRAPHY  2 CREDITS
Presentation of the theory of shorthand (Gregg or Pitman), practice in reading and writing contextual materials, pretranscription. Open to those who have studied in high school for less than one year.
4 hours per week

SEC SCI 14 INTERMEDIATE  SPRING  2 CREDITS
STENOGRAPHY
Continued stenographic skill development. Emphasis on building the ability to take dictation at sustained speeds and to read shorthand fluently. (Students who have satisfactorily completed the equivalent of this course may, with approval be exempt.) Continued pre-transcription training.
Prerequisite: SEC SCI 13 or equivalent 4 hours per week

SEC SCI 31 ADVANCED STENOGRAPHY  FALL  2 CREDITS
Intensification of shorthand skills with development of the ability to take shorthand at rates of 100 to 120 words per minute for sustained periods. Introduction and development of transcription techniques to meet office standards.
Prerequisite: SEC SCI 12 and 14; or equivalent 4 hours per week

SEC SCI 32 ADVANCED  SPRING  3 CREDITS
STENOGRAPHY AND TRANSCRIPTION
Speed dictation at rates of 120 to 140 words per minute. Concomitant development of dictation and transcription skills to meet office production standards.
Prerequisites: SEC SCI 31 and 33, or equivalent 6 hours per week

SEC SCI 33 PRODUCTION  FALL  2 CREDITS
TYPEWRITING
Mastery of typewriting skills; high speed techniques. Integrated office typewriting projects involving business communications, directives, business reports, statistical typing, composition on the typewriter, and legal typing. (For secretarial majors only or with approval.)
Prerequisite: SEC SCI 12 or equivalent 4 hours per week

SEC SCI 34 SECRETARIAL PRACTICE  SPRING  2 CREDITS
Executive secretarial projects simulating on-the-job secretarial duties concerning correspondence responsibilities, use of transmittal services, records management, receptionist and telephone techniques, travel procedures, arrangement and planning of details of meetings, financial and legal duties, procedures for preparing business reports. Attention to fostering good human relations in the office and to developing attitudes and traits of the successful executive secretary. (For secretarial majors.)
Prerequisites: SEC SCI 31 and 33 3 hours per week
SEC SCI 51 ELEMENTARY LEGAL FALL 2 CREDITS
STENOGRAPHY AND PROCEDURES
Development of legal shorthand vocabulary through dictation and transcription of all types of non-litigation materials. Introduction to transcription of legal materials and development of skill in taking dictation and in transcribing bonds, legal forms, and communications, including letters, contracts, proxies, wills, bonds, releases, and legal documents involving the settlement of estates, land and real estate sales, leases, mortgages, and partnership and incorporation procedures. (Open to those who have chosen the Legal Secretarial option.)
Prerequisites: SEC SCI 12 and 14, or equivalent

4 hours per week

SEC SCI 52 ADVANCED LEGAL SPRING 3 CREDITS
STENOGRAPHY AND PROCEDURES
Rapid dictation of litigation materials and continued legal vocabulary development. Accurate transcription according to legal office standards. The structure of the courts and their relationship to one another; typical civil and criminal proceedings for initiation to enforcement and judgment; the various documents used in litigation and the responsibilities of the legal secretary.
Prerequisite: SEC SCI 51

6 hours per week

SEC SCI 53-54 THE SCHOOL FALL and SPRING 4 CREDITS
SECRETARY FOR YEAR
Consideration of the educational principles relating to the school secretary's work with emphasis on the organization of school systems, including particularly that of New York. Open to those who have chosen the School Secretarial option.

2 hours per week

SEC SCI 55 SCHOOL RECORDS FALL 2 CREDITS
AND ACCOUNTS
Activities and responsibilities of the school secretary, including the preparation of reports usually completed in the school office, such as attendance, accidents, and payroll; filing; records of school personnel, textbooks, and supplies; school accounts. Open to those who have chosen the School Secretarial option.

2 hours per week

SEC SCI 67 BEGINNING MEDICAL FALL 2 CREDITS
SECRETARIAL PRACTICE
Introduction to the semitechnical medical-activity responsibilities of the medical secretary concerning medical records, communications, medical reports and writings, scientific records, biographical material, medical research papers and manuscripts. Analysis of medical care plans and their respective forms including Workmen's Compensation, Medicare, Medicaid. Development of skill in the use of office machines.
and medical filing techniques and procedures. (Open to Medical Secretarial majors.)

Prerequisite: SEC SCI 12 and 14

SEC SCI 68 ADVANCED MEDICAL SECRETARIAL PRACTICE
Integrated medical secretarial duties and responsibilities involving telephone techniques, meeting patients, preparation of case histories, medical records management, ethics, business aspects of a medical practice, financial records, insurance forms, organization and administration of a medical office. Development of skill in the use of calculating machines, dictating and transcribing machines, and duplicating devices.

Prerequisite: SEC SCI 67

SEC SCI 69 BEGINNING MEDICAL DICTATION AND TERMINOLOGY
Comprehensive study of medical terminology including outlines, spelling, pronunciation and definitions in the areas of cardiology, thoracic medicine, dermatology, eye, ear, nose, throat, urology, endocrinology, mental health, gynecology and obstetrics, and pediatrics. Development of medical dictation and transcription ability. (Open to Medical Secretarial majors.)

Prerequisite: SEC SCI 12 and 14

SEC SCI 70 ADVANCED MEDICAL DICTATION AND TRANSCRIPTION
Continued development of medical shorthand vocabulary in the areas of Gastroenterology, Chemotherapy, Orthopedics, Neurology, and medical abbreviations. High speed drills in dictation and transcription. Development of skill in taking dictation from 120–140 words per minute. Accurate transcription of case histories, letters, hospital records, medical journal articles, and medical reports. Accurate transcription to meet medical office standards.

Prerequisite: SEC SCI 69

SEC SCI 92a FIELD EXPERIENCE, EXECUTIVE SECRETARIAL
Eight hours per week of supervised work experience in business concerns in the community where the student puts into practice the principles learned in the classroom. One hour a week of classroom discussion of on-the-job experience.

Prerequisites: SEC SCI 31 and 33

SEC SCI 92b FIELD EXPERIENCE, LEGAL SECRETARIAL
Eight hours per week of supervised work experience in law firms in the community, where the student puts into practice the principles
learned in the classroom. One hour a week of classroom discussion of on-the-job experience.

Prerequisites: SEC SCI 31, 33, and 51

9 hours per week

SEC SCI 92c FIELD EXPERIENCE, SPRING 3 CREDITS
SCHOOL SECRETARIAL

Eight hours per week of supervised work experience in schools in the community, where the student puts into practice the principles learned in the classroom. One hour a week of classroom discussion of on-the-job experience.

Prerequisites: SEC SCI 31, 33, and 55

9 hours per week

SEC SCI 92d FIELD EXPERIENCE SPRING 3 CREDITS
MEDICAL SECRETARY

Eight hours per week of supervised work experience in medical environments of the community. The student will apply principles learned in the classroom. One hour a week of classroom discussion of on-the-job experiences.

Prerequisites: SEC SCI 31-33 and SEC SCI 69-70

9 hours per week

SOCIAL SCIENCE

SOC SCI 11-12 AMERICAN CIVILIZATION FALL and SPRING 6 CREDITS
FOR YEAR

The evolution of American political, economic, social, and cultural life from the age of exploration to the 20th century. American democracy is examined institutionally against the panoramic background of the nation's history, drawing upon the materials of the social sciences. Contemporaneous documents illustrate the origins and development of American traditions.

3 hours per week

SOC SCI 31-32 THE CONTEMPORARY WORLD FALL and SPRING 6 CREDITS
FOR YEAR

The political, social, and economic forces shaping modern society: major cultures of the East and West; the technological revolution; dominant ideologies and the political geography of the 20th Century. Aligned and non-aligned nations. Sub-Saharan Africa. The twilight of colonialism. The ethnic revolution and progress toward parity for the non-white peoples of the world. The United Nations.

3 hours per week

SOCIOLOGY

SOCIO 31 PRINCIPLES OF SOCIOLOGY FALL and SPRING 3 CREDITS

The student is introduced to the basic insights provided by the science of sociology. The techniques commonly used in probing the structures
and functions of group behavior are examined. Particular attention
is devoted to social institutions with which the student is acquainted,
such as the family, and to social change and cultural diversity.

3 hours per week

SOCIO 32 URBAN SOCIOLOGY SPRING 3 CREDITS
The development of the modern city as the fundamental expression of
Twentieth Century civilization. Consideration is given to the prob­
lems and trends characterizing present-day urban society.
Prerequisite: SOCIO 31

3 hours per week

SOCIO 33 SOCIAL PROBLEMS SPRING and FALL 3 CREDITS
AND AGENCY RESOURCES
An array of current social problems stemming out of the pressures of
our industrialized society. Careful attention is given to the possible
solutions and choices for remedial action. The wide range of com­
munity agencies and the unique resources that are available for the
practitioner are emphasized.
Pre-requisite: SOC 31

2 hours per week

SOCIO 35 THE SOCIOLOGY SPRING and FALL 2 CREDITS
OF THE FAMILY
The Sociology of the family is reviewed with special emphasis on the
emotional and psychological support that it provides to the individual
person. Other areas include, definitions, pattern variations, develop­
mental theories, specialized functions and effect on personality. The
student is thereby prepared to work with the patient’s family.
Pre-requisite: SOC 31

2 hours per week

SOCIO 36 ETHNIC AND SPRING and FALL 2 CREDITS
CULTURAL MINORITY GROUPS
The study of the ethnic minority groups that are prevalent in modern
city-living includes: ethnicity; racial, religious and social factors; con­
flict and cooperation; cultural change and adjustment, and basic
trends and current developments. The course prepares the student to
work with minority group families.
Pre-requisite: SOC 31

2 hours per week

SPANISH

SPAN 11 ELEMENTARY FALL or SPRING 3 CREDITS
SPANISH 1
An introduction to the fundamentals of the language, emphasizing
aural and written skills, reading, and comprehension.

4 hours per week:
3 lecture/recitation, 1 laboratory
SPAN 12 ELEMENTARY FALL or SPRING 3 CREDITS SPANISH II
Increasing emphasis upon the organic use of Spanish, with grammar and oral and written drill, supplemented by reading of graduated texts of increasing difficulty. Comprehension and spoken usage stressed.
Prerequisite: SPAN 11 or 1 year of h.s. Spanish
4 hours per week: 3 lecture/recitation, 1 laboratory

SPAN 13 INTERMEDIATE FALL or SPRING 3 CREDITS SPANISH
Building of oral and written skills upon the foundations established in SPAN 11 and 12, or the equivalents. Stress upon thorough review, increasingly supplemented by reading, oral, and written Spanish. Reading of moderately difficult texts as a basis for serious study of Spanish literature, language, and civilization.
Prerequisite: SPAN 12 or 2 years of h.s. Spanish
4 hours per week: 3 lecture/recitation, 1 laboratory

SPAN 15 HISTORY AND CIVILIZATION OF SPAIN FALL or SPRING 3 CREDITS
A chronological study of major trends and developments to the present. Examination of political, literary, and artistic movements, highlighting important individuals, ideas, and periods. Selected readings of texts representative of each period. Continued laboratory practice is optional.
Prerequisite: SPAN 13 or 3 yrs of h.s. Spanish
3 hours per week

SPAN 51 SURVEY OF SPANISH LITERATURE FALL or SPRING 3 CREDITS
An advanced course for students successfully completing SPAN 13 or the equivalent. Selected writings of representative authors, with instruction entirely in Spanish. Analysis of literary values and fine points of grammar.
Prerequisite: SPAN 13 or 3 years of h.s. Spanish
3 hours per week

SPAN 52 READINGS IN SPANISH LITERATURE SPRING 3 CREDITS
The literature of the period 1898-1925 (the "Generation of 1898"), including particularly the works of Garcia Lorca, Unamuno, Jimenez, and Ganivet, with emphasis on specific full length works. Objectives are linguistic (better understanding of written Spanish) as well as literary. Explication du texte, written composition, and oral discussion are utilized.
Prerequisite: SPAN 14 or 4 years of h.s. Spanish
3 hours per week
SPAN 53 LATIN AMERICAN LITERATURE
FALL 3 CREDITS
A survey of the significant literary production of Latin America from colonial beginnings to the present day, with special attention to the major authors of the 20th Century. The course is conducted in Spanish.
Prerequisite: SPAN 14 or 4 years of h.s. Spanish 3 hours per week

SPAN 54 ADVANCED SPANISH SPRING 3 CREDITS
GRAMMAR, COMPOSITION, AND CONVERSATION
After a rapid review of principles basic to earlier work, the course concentrates upon the development of skill and facility in composition and conversation.
Prerequisite: SPAN 14 or equivalent, and permission of instructor 3 hours per week

SPEECH
SPE 01 SPEECH IMPROVEMENT NO CREDIT
A non-credit course designed to help students whose speech does not meet minimum expectations at the time of the initial speech interview and/or in Speech 21. Emphasis is upon improvement of voice, articulation, and rhythm, as needed. Students meet in carefully selected small groups. Opportunities for guided self-help are also provided.
SPE 21 ORAL COMMUNICATION FALL or SPRING 2 CREDITS
Through theory and practice students learn to speak informatively, persuasively, and responsibly; to understand and use constructively what others communicate; and to interact purposefully as members of small discussion groups. 3 hours per week

SPE 51 DRAMATIC EXPERIENCE FALL or SPRING 3 CREDITS
Emphasis on the unique demands of the drama upon the sensitivities of an audience. Students' emotional appreciation and critical faculties are stimulated through the study of dramatic style and form. Workshop techniques, slides, and films provide insights into the craft of the actor, director, playwright, and stage designer.
Prerequisite: SPE 21 3 hours per week

SPE 54 GROUP DISCUSSION FALL or SPRING 3 CREDITS
Introduction to the principles and practices of discussion and argumentation in small group situations. Content, interaction, and communication form are examined with the purpose of promoting member and leader responsibility in creative and persuasive thinking.
Prerequisite: SPE 21 3 hours per week
ACADEMIC CALENDAR, 1968–1970

Fall 1968

Sept. 5 Thurs. Freshman Convocation
Faculty Advisors to meet with Freshman students

Sept. 6 Fri. Faculty Advisors to meet with Upper classmen
Student Counselors to meet with Freshman students for testing

Sept. 9 Mon. Open House for Parents – Mid-Brooklyn
Colloquium for Student Council
Registration – Upper classmen Day, Evening

Sept. 10 Tues. Registration – Upper classmen Day, Evening

Sept. 11 Wed. Registration – Freshmen Day, Evening
Reg. for Spring 1969 Awards

Sept. 12 Thurs. Registration – Freshmen – until 12 Noon
Classes begin

Sept. 16 Mon. Late registration and program changes

Sept. 20 Fri. Program changes

Sept. 23 & 24 Mon. & Tues. Rosh Hashanah – No Classes

Sept. 30 Mon. Period opens for filing application for Advanced Standing

Sept. 30 Mon. Period opens for filing degree applications for January 1969 Awards

Oct. 1 Tues. Yom Kippur – No Classes for Evening students only

Oct. 2 Wed. Yom Kippur – No Classes

Oct. 7 Mon. Evening Students – Period opens for filing applications for Transfer to Day Classes
for the Spring 1969 semester.

Oct. 12 Sat. Columbus Day – No Classes

Oct. 31 Thurs. Last day for filing degree applications for January 1969 Awards. Last day for filing applications for Advanced Standing.

Nov. 1 Fri. Last day for dropping courses without academic penalty

Nov. 5 Tues. Election Day – No Classes

Nov. 4, 6-8, 12
Mon., Wed.–Fri., Tues. Mid-term examinations

Nov. 11 Mon. Veterans Day – No Classes

Nov. 13 Wed. Evening Non-Matriculated Students-
Period opens for filing applications for matriculation in the Evening.

Nov. 18 Mon. Day & Evening – Classes follow Tuesday Schedule

Nov. 28, 29, 30
Thurs., Fri., Sat. Thanksgiving Recess

Dec. 13 Fri. Evening Students—Last day for filing applications for matriculation in the evening.

Dec. 24 – Jan. 4–Tues.—Sat. Winter Recess

Jan. 6 Mon. Classes resume

Jan. 13 Mon. Last day of classes

Jan. 15–21 Wed.–Tues. Final examinations
Spring 1969

Jan. 24 Fri. ........................................ Freshman Convocation
Jan. 24 Fri. ........................................ Faculty Advisors to meet with Freshman students
Jan. 27 Mon. ........................................ Faculty Advisors to meet with upper classmen
Student Counselors to meet with Freshman students for testing
Jan. 28 Tues. ........................................ Student Counselors to meet with Freshman students for testing

Jan. 24 Fri. ........................................ Faculty Advisors to meet with Freshman students
Jan. 27 Mon. ........................................ Faculty Advisors to meet with upper classmen
Student Counselors to meet with Freshman students for testing
Jan. 28 Tues. ........................................ Student Counselors to meet with Freshman students for testing

Jan. 24 Fri. ........................................ Faculty Advisors to meet with Freshman students
Jan. 27 Mon. ........................................ Faculty Advisors to meet with upper classmen
Student Counselors to meet with Freshman students for testing
Jan. 28 Tues. ........................................ Student Counselors to meet with Freshman students for testing

Jan. 27 Mon. ........................................ Faculty Advisors to meet with upper classmen
Student Counselors to meet with Freshman students for testing
Jan. 28 Tues. ........................................ Student Counselors to meet with Freshman students for testing

Jan. 29 Wed. ........................................ Registration - Upperclassmen Day, Evening
Jan. 30 Thurs. ........................................ Registration - Freshman Day, Evening
Jan. 31 Fri. ........................................ Registration - Freshmen – until 12 Noon
Feb. 3 Mon. ........................................ Classes begin – Late registration and program changes
Feb. 5 Wed. ........................................ Program changes
Feb. 12 Wed. ........................................ Lincoln’s Birthday – No Classes
Feb. 17 Mon. ........................................ Period opens for filing applications for Advanced Standing
Feb. 17 Mon. ........................................ Period opens for filing degree applications for June 1969 Awards
Feb. 22 Sat.. ........................................ Washington’s Birthday – No Classes
Feb. 24 Mon. ........................................ Evening Students – Period opens for filing applications for transfer to Day Classes for the Fall 1969 semester.
March 14 Fri. ........................................ Last day for filing applications for June 1969 Awards
March 14 Fri. ........................................ Last day for filing applications for Advanced Standing
March 14 Fri. ........................................ Last day for dropping courses without academic penalty
March 17-21 Mon.-Fri. ......................... Mid-term examinations
March 17 Mon. ........................................ Evening Non-Matriculated Students: Period opens for filing application for matriculation in the Evening
March 24 Mon. ........................................ Classes follow Wednesday schedule – Day, Evening
April 2-12 – Tues.-Sat. ............................ Spring Recess
April 14 Mon. ........................................ Classes resume
April 18 Fri. ........................................ Evening Students
April 18 Fri. ........................................ Last day for filing applications for Matriculation in the Evening.
April 18 Fri. ........................................ Last day for filing applications for transfer to the Day session
May 6 Tues. ........................................ Faculty Day – No Classes
May 24 Sat. ........................................ Last day of classes
May 26-29 Mon.-Thurs. ......................... Final examinations
June 2, 3 Mon., Tues. ............................ Memorial Day—No Classes

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June 4-8 Wed.-Sun. ........................................ Commencement Week
June 9 Mon. .............................................. Commencement

Summer 1969

Summer Day Session I*
June 4 & 5 Wed. & Thurs. ................................ Registration
June 9 Mon. .............................................. Classes begin
June 9 Mon. .............................................. Late registration—programs changes
June 30 Mon.
July 1 Tues. ............................................. Mid-term examinations
July 15 Tues. ............................................. Last day of classes
July 16, 17 Wed., Thurs. ................................ Final examinations
*No Friday classes

Eight-Week Evening Summer Session
July 2 & 3 Wed. & Thurs. ................................ Registration
July 7 Mon. .............................................. Classes begin
July 7 Mon. .............................................. Late registration and program changes
August 4 & 5 Mon. & Tues. ............................... Mid-term examinations
August 27 Wed. ........................................... Last day of classes
August 28 Thurs. ......................................... Final examinations

Summer Day Session II*
July 17 & 18 – Thurs & Fri. ................................ Registration
July 21 Mon. .............................................. Classes begin
July 21 Mon. .............................................. Late registration and program changes
August 11 & 12 – Mon & Tues. .......................... Mid-term examinations
August 26 Tues. .......................................... Last day of classes
August 27 & 28 – Wed. & Thurs. ......................... Final examinations
*No Friday classes

Fall 1969
Sept. 5 Fri. ................................................. Freshman Convocation
Faculty Advisors to meet Freshman students
Sept. 8 Mon. .............................................. Faculty Advisors to meet Upper classmen
Student Counselors to meet with Freshman students for testing
Sept. 9 Tues. .............................................. Student Counselors to meet with Freshmen for testing
Open House for Parents-Mid-Bklyn
Colloquium for Student Council
Registration-Upper classmen Day, Evening
Sept. 10 Wed. ............................................. Registration – Upper classmen Day, Evening
Sept. 11 Thurs. ........................................... Registration – Freshmen Day, Evening
Sept. 12 Fri. .............................................. Registration – Freshmen – until 12 Noon
Jan. 28 Wed. . Registration - Upperclassmen Day, Evening
Jan. 29 Thurs. . Registration - Freshmen Day, Evening
Jan. 30 Fri. . Registration - Freshmen - until 12 Noon
Feb. 2 Mon. . Classes begin - Late registration and program changes
Feb. 4 Wed. . Program changes
Feb. 12 Thurs. . Lincoln's Birthday - No Classes
Feb. 16 Mon. . Period opens for filing applications for Advanced Standing
Feb. 16 Mon. . Period opens for filing degree applications for June 1970 Awards
Feb. 23 Mon . Washington's Birthday - No Classes
Feb. 24 Tues. . Evening Students - Period opens for filing applications for transfer to Day classes for the Fall 1970 semester
March 13 Fri. . Last day for filing applications for June 1970 Awards
March 13 Fri. . Last day for filing applications for Advanced Standing
March 16-20 Mon.-Fri. . Mid-Term examinations
March 16 Mon. . Evening Non-Matriculated Students Period opens for filing applications for matriculation in the Evening
March 27-April 4 Fri.-Sat. . Spring Recess
April 6 Mon. . Classes resume
April 17 Fri. . Evening Students Last day for filing applications for matriculation in the Evening Last day for filing applications for transfer to day classes
April 20 Mon. . Evening Students - Passover - No Classes
April 21 & 22 Tues. & Wed. . Passover - No Classes Day, Evening
May 4 Mon. . Classes follow Tuesday schedule - Day only
May 5 Tues. . Faculty Day - No Classes
May 25 Mon. . Last day of classes
May 26-29 Tues.-Fri. . Final examinations
June 1, 2 Mon. & Tues. . Memorial Day - No Classes
May 30 Sat. . Commencement Week
Sept. 15 Mon. ............................................ Classes begin
Late registration and program changes
Sept. 19 Fri. ............................................. Program changes
Sept. 22 Mon. ........................................... Yom Kippur – No Classes
Sept. 29 Mon. ........................................... Period opens for filing application
for Advanced Standing
Sept. 29 Mon. ........................................... Period opens for filing degree
applications for January 1970 Awards
Oct. 6 Mon. ............................................... Evening Students – Period opens
for filing applications for transfer
to Day classes for the Spring 1970 semester
Oct. 13 Mon. ............................................. Columbus Day – No Classes
Oct. 31 Fri. ................................................ Last day for filing degree applications
for January 1970 Awards. Last day for
filing applications for Advanced Standing
Nov. 4 Tues. ............................................... Election Day – No Classes
Nov. 10 Mon. ............................................. Last Day for dropping courses without
academic penalty.
Nov. 11 Tues. ............................................. Veterans Day – No Classes.
Nov. 12–14 Wed.–Fri. 17 & 18 Mon. & Tues. .... Mid-term examinations
Nov. 19 Wed. ............................................... Evening Non-Matriculated Students-
Period opens for filing applications
for matriculation in the Evening
Nov. 27–29 Thurs. Sat. .................................. Thanksgiving Recess
Dec. 19 Fri. ................................................ Evening Students
Last day for filing applications
for matriculation in the Evening
Last day for filing applications
for transfer to Day classes
Dec. 24 Jan. 3 Wed.–Sat. ............................... Winter Recess
Jan. 4 Mon. ............................................... Classes resume
Jan. 10 Sat. ............................................... Last day of classes
Jan. 12–17 Mon.–Sat. .................................... Final examinations

Spring 1970
Jan. 23 Fri. ................................................. Freshman Convocation
Faculty Advisors to meet with Freshman students
Jan. 26 Mon. .............................................. Faculty Advisors to meet with
Upper Classmen
Student Counselors to meet with
Freshman students for testing
Jan. 27 Tues. .............................................. Student Counselors to meet with
Freshman students
Open House for Parents – Mid-Bklyn
Registration – Upper classmen – Day, Evening
Summer 1970

Summer Day Session I*

June 3 & 4 Wed. & Thurs. ................................. Registration
June 8 Mon. ........................................ Classes begin
June 8 Mon. ........................................ Late registration & program changes
June 29 & 30 Mon. & Tues. ............................... Mid-term examinations
July 14 Tues. ........................................ Last day of classes
July 15 & 16 Wed. & Thurs. ............................. Final examinations

Eight-Week Evening Summer Session

July 1 & 2 Wed. & Thurs. ................................. Registration
July 6 Mon. ........................................ Classes begin
July 6 Mon. ........................................ Late registration & program changes
August 3 & 4 Mon. & Tues. ............................. Mid-term examinations
August 26 Wed. ........................................ Last day of classes
August 27 Thurs. ...................................... Final examinations

Summer Day Session II*

July 16 & 17 Thurs. & Fri. ................................. Registration
July 20 Mon. ......................................... Late registration & program changes
August 10 & 11 Mon. & Tues. ............................ Mid-term examinations
August 25 Tues. ....................................... Last day of classes
August 26 & 27 Wed. & Thurs. ........................ Final examinations

*No Friday classes
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HOW TO REACH THE COLLEGE LOCATIONS

1. To Mid-Brooklyn
   By subway:
   BMT Brighton trains (D. QB. QJ) to DeKalb Ave.; B-38 bus to the College.
   BMT Sea Beach (N) and West End (B) trains to DeKalb Ave. (except during rush hours); B-38 bus to the College.

   By Long Island Railroad:
   To Atlantic Avenue Station; B-38 bus to the College.

2. To Manhattan Beach
   By subway:
   BMT Brighton (D. QB. QJ) to Sheepshead Bay; Bus B-1 Manhattan Beach to the College.
   BMT Sea Beach (N) to 86th St.; Bus B-1.
   BMT West End (B.TT) to 25th Ave.; Bus B-1.
   BMT Fourth Ave. RR train to 59th St.; Sea Beach (N) to 86th St.; Bus B-1.
   IND Culver F to Avenue X; Bus B-1.
   IND A to Franklin Ave.; Shuttle to Prospect Park; BMT Brighton (D. QB. QJ) to Sheepshead Bay; Bus B-1.
   IRT Lexington Ave. 4, 5 or 7th Ave. 2, 3 Express to Borough Hall; Brighton Local—QJ, QB to Sheepshead Bay; Bus B-1.

   By Bus:
   The following bus routes connect with the B-1 Manhattan Beach bus, which goes directly to the College: B-4 Bay Ridge Pkwy.; B-34 Bay Ridge Ave.; B-36 Surf Ave.; B-44 Nostrand Ave. (via B-36 Surf Ave.); B-49 Ocean Ave.; B-64, 86th St.; B-68 Coney Island Ave.

   By car:
   Ocean Pkwy. or Coney Island Ave. south to Brighton Beach Ave., east (left) to the College; Ocean Ave., Bedford Ave., or Nostrand Ave. south to Emmons Ave., west to West End Ave., south to Oriental Blvd. east to the College. From the East: Belt Parkway westbound, to Knapp St. exit; south to Emmons Ave.; proceed as above. From Manhattan and western Queens: Brooklyn-Battery Tunnel or Brooklyn-Queens Expressway to Belt Parkway eastbound; to Ocean Pkwy. southbound exit; to Brighton Beach Ave.; east to the College.

3. To West End Center
   The West End Center, located at 60 West End Ave., is on the route to the Manhattan Beach campus; directions to the campus (above) serve for the Center, as well; the Center is on the west side of West End Ave., just south of Emmons Ave.