KINGSBOROUGH COMMUNITY COLLEGE
of the
City University of New York
Catalog 1971-72
ADDENDUM

see pp. 189–192
Important Note

This Catalog presents information regarding 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.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADEMIC CALENDAR</td>
<td>6</td>
</tr>
<tr>
<td>DIRECTORY</td>
<td>8</td>
</tr>
<tr>
<td>STATE UNIVERSITY OF NEW YORK</td>
<td>9</td>
</tr>
<tr>
<td>THE CITY UNIVERSITY OF NEW YORK</td>
<td>9</td>
</tr>
<tr>
<td>KINGSBOROUGH TODAY</td>
<td>10</td>
</tr>
<tr>
<td>UNIVERSITY-WIDE OFFICE OF ADMISSION SERVICES</td>
<td>10</td>
</tr>
<tr>
<td>ADMISSION</td>
<td>11</td>
</tr>
<tr>
<td>Admission Procedures</td>
<td>13</td>
</tr>
<tr>
<td>Requirements for Admission</td>
<td>13</td>
</tr>
<tr>
<td>Residence</td>
<td>14</td>
</tr>
<tr>
<td>Health</td>
<td>14</td>
</tr>
<tr>
<td>Admission with Advanced Standing</td>
<td>14</td>
</tr>
<tr>
<td>Changes in Status or Curriculum</td>
<td>15</td>
</tr>
<tr>
<td>Withdrawal from a Course</td>
<td>15</td>
</tr>
<tr>
<td>Transfer to a Senior College</td>
<td>15</td>
</tr>
<tr>
<td>Scholarship Requirements</td>
<td>15</td>
</tr>
<tr>
<td>Attendance</td>
<td>16</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>16</td>
</tr>
<tr>
<td>Make-up Final Examinations</td>
<td>16</td>
</tr>
<tr>
<td>Requirements for Good Standing</td>
<td>16</td>
</tr>
<tr>
<td>Honors</td>
<td>17</td>
</tr>
<tr>
<td>Mid-term Reports</td>
<td>17</td>
</tr>
<tr>
<td>Grading</td>
<td>17</td>
</tr>
<tr>
<td>Standard Grades</td>
<td>18</td>
</tr>
<tr>
<td>Special Grades</td>
<td>18</td>
</tr>
</tbody>
</table>
FEES 19
Tuition 21
  full-time 21
  evening and summer 21
  adult education 21
  general fees 22
  special fees 22
  penalty fees 22
  locker fees 23
Expenses 23
Refund of Fees 23
Tuition-Free Credits 24

FINANCIAL AID PROGRAMS 27
Scholarships and Grants 29
Loans 30
Work-Study 31
General Information 31

STUDENT LIFE PROGRAMS 33
Orientation 35
Counseling Services 36
Career Counseling and Placement 36
Student Activities 36
Athletics 37
Health Services 37

GENERAL INFORMATION 39
Master Plan 41
Library/Media Center 42
Evening Studies 42
Continuing Education 43
Summer Session 43
College Discovery 44
Institute of Bilingual Studies 44
Program of Study Abroad 45

DEGREE PROGRAMS 47
GRADUATION REQUIREMENTS 51
Selective Free Choice (for students entering Kingsborough in September 1971 or later) 53
Students admitted to the College prior to September 1971 54
COURSE OFFERINGS (arranged alphabetically) 57
GIFTS AND BEQUESTS 147
MAINTENANCE OF PUBLIC ORDER 148
   Rules 149
   Penalties 150
   Definitions 151
SUNY BOARD OF TRUSTEES 152
SUNY ADMINISTRATION 152
CUNY BOARD OF HIGHER EDUCATION 153
CUNY COUNCIL OF PRESIDENTS 154
CUNY OFFICERS 155
KCC OFFICERS OF ADMINISTRATION 156
DEPARTMENT AND PROGRAM ADMINISTRATION 158
OFFICERS OF INSTRUCTION (Faculty) 159
SUBWAY TO COLLEGE
   Manhattan Beach
   West End Center
   185
CAR TO COLLEGE
   Manhattan Beach
   West End Center
   185
MAPS 186-187
ACADEMIC CALENDAR 1971-1972

FALL 1971

Sept. 8-10 and 13-15
Wed-Fri. and Mon.-Wed...........Registration for Fall semester
Sept. 16, Thurs......................Classes begin, late registration and
program changes

Sept. 20 and 21,
Mon. and Tues............................Rosh Hoshannah—No classes
Sept. 24, Fri............................Last day for program changes
Sept. 28, Tues............................No classes to start after 4 p.m.
Sept. 29, Wed............................Yom Kippur—No classes
Oct. 4, Mon............................Period opens for filing applications for
Advanced Standing and for degree applications
for January 1972

Oct. 11, Mon............................Columbus Day—No classes
Oct. 12, Tues......................EVENING STUDENTS—Period opens for
filing applications for matriculation and transfer to
day classes for the Spring 1972 semester
Oct. 14, Thurs............................Follow Monday schedule
Oct. 25, Mon............................Veterans Day—No classes
Oct. 29, Fri............................Last day for filing degree applications for
January 1972 and for filing applications for Advanced
Standing

Nov. 25-28, Thurs.-Sun....................Thanksgiving Recess
Dec. 3, Fri......................EVENING STUDENTS—Last day for filing
applications for matriculation and transfer to day classes
Dec. 24-Jan. 2, Fri.-Sun....................Winter Recess
Jan. 3, Mon............................Classes resume
Jan. 10, Mon............................Last day of classes
Jan. 11, Tues............................First day of final examinations
Jan. 15, Sat............................Human Rights Day—No classes
Jan. 18, Tues............................Last day of final examinations
SPRING 1972

Jan. 24-28, Mon.-Fri. ..................Registration for Spring semester
Jan. 31, Mon................................Classes begin, late registration
                                             and program changes
Feb. 4, Fri..................................Last day for program changes
Feb. 21, Mon...............................Washington's Birthday—No classes
Feb. 22, Tues...............................Period opens for the following:
            1. Filing degree applications for June 1972
            2. Filing applications for Advanced Standing
            3. EVENING STUDENTS—Filing applications for matriculation
            4. EVENING STUDENTS—Transfer to day session
Mar. 17, Fri..............................Last day for filing degree application for
                                             June 1972 and for Advanced Standing
Mar. 27-Apr. 2, Mon.-Sun................Spring recess
Apr. 21, Fri.............................EVENING STUDENTS—Last day for filing
                                             applications for matriculation and transfer to day classes
May 15, Mon..................................Last day of classes
May 16-23, Tues.-Tues........................Final examinations
May 26, Fri.....................................Faculty Day
May 29, Mon..................................Memorial Day—No classes
May 30, Tues..................................Commencement

SUMMER SESSION 1972

Monday, June 12, 1972-Friday, July 21, 1972
Directory

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

Academic Information  Dean of Faculty  769-9200

Admissions  Director of Admissions  769-9200

College Discovery  Director  769-9200

Community Relations  Director  769-9200

Cultural Events  769-9200

Evening Studies  Assistant Dean of Faculty and Continuing Education  769-9200

Financial Aid  769-9200

Health Services  Manhattan Beach  769-9200

Publications and Public Information  Director  769-9200

Student Employment  Placement and Career Counselor  769-9200

Student Newspaper  Adviser  769-9200

Student Services  Dean of Students  769-9200

Summer Session  Assistant Dean of Faculty  769-9200

Transcripts  Registrar  769-9200

West End Center  Director  769-4000

Mailing Address  Kingsborough Community College
                 Manhattan Beach, Brooklyn, N.Y. 11235

Telephone:  Manhattan Beach (212) 769-9200
            West End Center (212) 769-4000
STATE UNIVERSITY OF NEW YORK

The State University of New York, established by the State Legislature in 1948, encompasses all state-supported institutions of higher education with the exception of the senior colleges of The City University of New York.

Community colleges of the City University of New York are administered by the Board of Higher Education under the program of the State University of New York. The community college formula requires that the State provide one-third of the colleges' operating costs, and New York City, as the local sponsor, contribute at least an additional third, with no more than one-third of the remaining costs raised by student tuition charges.

Capital costs are shared equally by the State and the City.

THE CITY UNIVERSITY OF NEW YORK

The City University of New York dates from 1847 with the establishment of The Free Academy—now City College. In 1961, seven municipal colleges operated by the Board of Higher Education became The City University of New York through state legislation.

The City University is comprised of nine senior colleges, eight community colleges, a graduate division, and an affiliated medical school. The Board of Higher Education is the Board of Trustees for the university.

New York City, the State of New York, student and other fees and gifts finance the operation of the City University. Residents of New York City who are matriculated baccalaureate and associate degree students, and teacher education students through the fifth year who are residents of the State, are eligible for free tuition. Tuition fees are paid by all other students.
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.

Kingsborough 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 business, the health sciences and technologies leading to the degree of Associate in Applied Science (A.A.S.); and programs in mathematics and the sciences leading to the degree of Associate in Science (A.S.).

The College provides a day session during the regular academic year and during the summer, and programs of Evening Studies and Continuing Education which offer both credit and non-credit courses.

UNIVERSITY-WIDE OFFICE OF ADMISSION SERVICES

THE CITY UNIVERSITY Office of Admission Services provides an Information Center staffed with professional counselors who are available to answer questions about undergraduate programs and admission procedures at the community and senior colleges. Students who are now in high school, as well as recent graduates and adults who wish to attend college, may telephone 790-4581 for answers to their questions, or to schedule an interview with a counselor at the office located at 875 Avenue of the Americas, at 31st Street, on the seventh floor.
ADMISSION
ADMISSION PROCEDURES

THE ADMISSIONS PROGRAM of the College is administered by the Office of Admissions, under supervision of the Dean of Students. Inquiries regarding admission should be directed to the Admissions Office.

Applications for admission as matriculated students by those currently in high school, or by high school graduates 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. Foreign students must apply through the Office of Admission Services, 101 West 31 Street, New York, N.Y. 10001.* Other students should apply directly to the College on application forms provided in the Admissions Office.

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

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. Evidence of ability to do satisfactory college-level work as demonstrated by all academic records submitted.

a. The College does not issue immigration forms to non-matriculated students.
3. Based upon the examination of their previous academic records, students will be admitted to matriculated or non-matriculated 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 21.

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 it 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.

Students enrolled in the Nursing program are required to maintain the following immunizations and tests:

1. Typhoid
2. Diphtheria Tetanus Toxoid
3. Smallpox
4. Oral Polio (Sabin)
5. Tuberculin Skin Test
6. Serology
7. Chest X-ray

The chest X-ray must be taken at Coney Island Hospital within six months of admission to Kingsborough Community College. Chest X-ray reports must be submitted to the Office of Health Services prior to registration. A student will not be permitted to register unless all medical requirements are completed.

ADMISSION WITH ADVANCED STANDING

A CANDIDATE FOR admission with advanced standing may receive a maximum of 30-credits for courses completed at
other accredited institutions, provided that: 1. the contents 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 Office of the Registrar.

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**

STUDENTS SHOULD CONTACT the Office of the Registrar for the most recent policy on changes in status or curriculum.

**WITHDRAWAL FROM A COURSE**

STUDENTS SHOULD CONTACT the Office of the Registrar for the most recent policy on withdrawal from a course.

**TRANSFER TO A SENIOR COLLEGE**

IT SHOULD BE noted that students graduating with a degree in a transfer program are guaranteed admission to an appropriate program of the City University four-year college of their choice.

In addition, effective in the fall of 1969, students who have earned an Associate degree in a transfer program (A.A. or A.S.) are guaranteed that:

1. a minimum of 64 credits will be granted upon admission to a senior college in the City University;

2. no more than the 128 credits normally necessary for the baccalaureate degree will be necessary unless there is a change in one major area of study or a lack of prerequisites in the primary field;

3. City University senior colleges will not require transfer students to make-up high school deficiencies.

**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 with helping to mark the road toward a college experience that will be a firm foundation for a future career.

Special requests and petitions relating to academic standing should be addressed to the Chairman of the Committee on Admissions and Academic Standing.

ATTENDANCE

EVERY STUDENT IS required to attend all classes and laboratories in which he is enrolled. If a student's absences exceed 10 per cent of a classes' semester meetings, the instructor may request that the student be administratively withdrawn from the class. Student attendance records will be kept by Officers of Instruction.

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 students 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. Generally, the privilege of taking a make-up examination is restricted to those students who maintain passing grades up to the final examination period.

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 per examination, or a maximum fee of $15 if three or more examinations are to be administered.

REQUIREMENTS FOR GOOD STANDING

STUDENTS SHOULD CONTACT the Office of the Registrar for the most recent policy on requirements for good standing.
HONORS
STUDENTS WHO COMPLETE 15 credits in a semester and earn an average of 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 the record.

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

MID-TERM REPORTS

AT MID-TERM, REPORTS are provided by instructors. These grades are not entered on the permanent record.

GRADING

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>80-90</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>
<tr>
<td>W</td>
<td>Withdrawal (without penalty)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inc.</td>
<td></td>
<td>Incomplete</td>
<td></td>
</tr>
</tbody>
</table>

The Grade Point 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 Grade Points)</th>
<th>Credits</th>
<th>Total 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>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>History</td>
<td>F (0)</td>
<td>3</td>
<td>0</td>
</tr>
</tbody>
</table>

Grade Point Index (34 divided by 16) = 2.125, or just above C

SPECIAL GRADES

CERTAIN SYMBOLS ARE used in the student's record to indicate situations which cannot be appropriately reflected by the four letter grades identified above. These symbols are:

- W: Withdrawal without penalty prior to mid-term
- Inc.: Incomplete; must be removed within six (6) months; if not completed, the incomplete is averaged as an F
FEES
FEES
TUITION

MATRICULATED STUDENTS AT Kingsborough Community College are not required to pay tuition fees if they are qualified residents of the City of New York. Other students are required to pay tuition fees according to residency and program, in accordance with the following schedule:

<table>
<thead>
<tr>
<th></th>
<th>Tuition per semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full-time fully-matriculated day students</strong></td>
<td></td>
</tr>
<tr>
<td>Legal residents of New York City</td>
<td>None$^b$</td>
</tr>
<tr>
<td>Legal residents of New York State, outside the City</td>
<td>$275$^c</td>
</tr>
<tr>
<td>All others</td>
<td>$450$^b</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Per Contact Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Evening and Summer Students</strong></td>
<td></td>
</tr>
<tr>
<td>Matriculants</td>
<td></td>
</tr>
<tr>
<td>Legal residents of New York City</td>
<td>None (evening)</td>
</tr>
<tr>
<td>Legal Residents of New York State, outside the City</td>
<td>None (summer)</td>
</tr>
<tr>
<td>All others</td>
<td>$15</td>
</tr>
<tr>
<td>All others</td>
<td>$30</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Non-Matriculants</strong></td>
<td></td>
</tr>
<tr>
<td>Legal Residents of New York State</td>
<td>$15</td>
</tr>
<tr>
<td>(including New York City)</td>
<td>$30</td>
</tr>
<tr>
<td>All others</td>
<td></td>
</tr>
</tbody>
</table>

**Adult Education Courses**  
Tuition as specified for each course

---

a. All fees and tuition charges listed in the College Bulletin and in any registration material issued by the College are subject to change by action of the Board of Higher Education without
prior notice.
In the event of any increase in the fees or tuition charges, payments already made to the College will be treated as a partial payment and notification will be given of the additional amount due and the time and method for payment.

Any student who has not paid the total fees and tuition by the time indicated will not be considered as registered and will not be admitted to classes.

b. Students may take up to four credits above the number normally specified for the programs they are pursuing without paying additional tuition. A fee of $15 per contact hour will be charged for credits in excess of four above the prescribed number. A student who has changed his degree objective more than once is required to pay $200 tuition per semester, although he may be otherwise qualified for tuition-free attendance.

c. Applicants who claim residence in New York State, outside of New York City, are required to submit an official Certificate of Residency at the time of registration.

General Fees
Day matriculants..................................................$46 per semester

Evening and summer students,
and non-matriculants............................................$20 per semester or summer session

Special Fees
Application (non-refundable)...........................................$10
Transcript (each) ....................................................$2
(This fee is waived for transcripts sent to other units of the City University or State University)
Special examination (each) ......................................$5
(A maximum fee of $15 is charged for three or more special examinations in any one semester.)

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 College; or c) a tuition-paying student receives less than a 100 per cent refund of tuition fees as a result of withdrawal from a course.)

Lockers fees (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 Kingsborough Community College.

EXPENSES

EXPENSES SUCH AS clothes, carfare, lunches and entertainment vary from student to student, but a recent survey showed that the average male student at the College spends about $1250 a year, and the average female student spends about $1150 a year for overall personal expenses.

REFUND OF FEES

THE DATE ON which a change or program or withdrawal form is filed with the College, not the last date of attendance in class, is considered 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 withdrawn by the College. Refunds of tuition are made according to the following schedule:

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

TUITION-FREE CREDITS

I. A STUDENT MAY take, tuition-free, the number of credits required for his degree plus an additional four credits. For the A.A. degree this means 64 + 4.

II. "Credits taken" are defined as including the credit value of:

a. courses passed;
b. courses with grades of Incomplete;
c. courses which were completed at and transferred from another institution or session which are creditable toward his current degree objective;
d. courses taken while in non-matriculated status and creditable toward his current degree objective, even though such courses were paid for;
e. credits with a penalty grade due to absences or unofficial withdrawal.

III. Credits not included in tuition-free allowable:
   a. credits with an F grade;
   b. credits which the student paid for which are not creditable towards the student's current degree objective.
FINANCIAL AID PROGRAMS
FINANCIAL AID PROGRAMS

FINANCIAL ASSISTANCE IS available to students at Kingsborough Community College through programs administered by the College itself, or by other agencies. The purpose of these programs is to assure that no qualified student is denied the opportunity for higher education because of a need for supplementary financial assistance. Applicants must be citizens or permanent residents of the United States.

Applicants for admission, as well as students already enrolled in the College, are invited to meet with a counselor in order to determine their eligibility for assistance and what form that assistance is to take.

Among the financial aid programs currently available are the following:

1. 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. Agency Scholarships—Various religious, fraternal and community agencies, business and industrial firms provide scholarship assistance for which Kingsborough students may be eligible.
   c. Educational Opportunity Grants—Under the Higher Education Act of 1965, Federal funds are allocated for grants to financially needy and educationally deserving students. Amounts range from $200 to $1,000 depending upon need, the family's abil-
ity to contribute to the educational expenses of the student, and the availability of funds. This grant cannot exceed one-half of the total financial aid “package” prepared for the student.

d. Nursing Scholarship Program—Under the Health Manpower Act of 1968, allocation of Federal funds are limited to full-time students in the nursing program who have exceptional financial need and who need such assistance to pursue the course of study. The maximum Nursing Scholarship which a student may receive for any 12-month period may not exceed $1,500 or the amount needed, whichever is less.

II. Loans

a. 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 nine months after graduation or termination, and may be extended over a 10-year period, depending upon the amount borrowed, at an annual interest rate of 3 per cent. Up to 50 per cent 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.

b. 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. No interest is charged while the student is attending college. The student begins to repay the loan nine months after he terminates his education, at an annual interest rate of 7 per cent. Maximum amounts available range from $500 per semester for first-year part-time students to $1,000 a year for first and second-year full-time students.

c. Nursing Student Loan Fund—These loans are available to eligible students enrolled full-time in the Nursing Program. The maximum amount available to an individual borrower in an academic year may not exceed $1,500 or the amount of the student’s need, whichever is lesser. Repayment of the loan commences nine months after graduation or termination of studies. The annual interest charged is 3 per cent. Students who are later employed as full-time professional nurses may have part of their loan indebtedness cancelled.
d. Kingsborough Community College Emergency 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 Program—The College Work-Study Program provides jobs for students who need to earn money while attending college. Students may work an average of 15 hours per week during the time when they are attending classes and up to 40 hours per week during vacation periods. Students are paid from $1.85 to $2.25 per hour. Students are employed on-campus or in approved off-campus positions. To qualify for the Work-Study Program, the applicant must be accepted for enrollment as a full-time student.

IV. General Information

If you wish to apply for financial aid, we recommend that you do so at the time you file your admissions acceptance form. You may obtain an application from the Financial Career Placement Office as well as from counselors.

In order to be considered for financial aid, applications must be completed and returned to the Financial and Career Placement Office no later than May 15 for the fall term, or December 15 for the spring term.
STUDENT LIFE PROGRAMS
STUDENT LIFE PROGRAMS

THE DEPARTMENT OF Student Services 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 Department of Student Services offers a variety of services, including individual and group counseling to facilitate the adjustment of the student in the College and in the community.

ORIENTATION

FRESHMAN ORIENTATION, DESIGNED to introduce the student to his new college environment, is provided in three phases through a variety of procedures at Kingsborough.

In phase one, 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 includes 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.

Students who need help in the development of good study
habits are offered the opportunity to take a course in effective study, administered by the Department of Student Services. The course is open to other students who feel they will benefit, although they are not 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 students in need of specialized professional services.

CAREER COUNSELING AND PLACEMENT

THE PLACEMENT OFFICE helps undergraduates seeking part-time, full-time and summer positions. It also advises graduating students about employment opportunities and the techniques of job-seeking, and arranges on-campus interviews with prospective employers.

Career counseling is available to students who wish to explore possible career areas. The Office has a large selection of career literature.

STUDENT ACTIVITIES

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 and social groups. In an effort to stimulate co-curricular activities and to encourage wide participation, the College makes available to students and staff a block of club hours on Friday afternoons. The teaching staff shares in many student activities, as faculty advisers of clubs, as well as directors of musical and theatrical productions.
ATHLETICS

THE INTRAMURAL PROGRAM at Kingsborough Community College affords each student an opportunity to participate in sports activities of a competitive instructional nature with students of similar ability and interest.

Activities vary in content from individual to team sports to co-educational activities which include: archery; badminton; basketball; folk dance; modern dance; fencing; touch football; golf; gymnastics; handball; judo/karate; sailing; skiing; softball; tennis; and volleyball.

The Intercollegiate Program is a direct outgrowth of the intramural program and, since its inception in 1964-65, it has grown to include varsity teams in baseball, basketball, bowling, cheerleaders, cross-country, soccer, tennis, track, and wrestling.

The program is governed by the rules of the National Junior College Athletic Association and participates in Region XV of the NJCAA. Kingsborough is also a member of the Metropolitan Community College Athletic Conference which includes the schools within The City University of New York.

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. When these records indicate that the student needs medical attention, the College nurse refers the student to his own physician and recommends suitable course 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.
GENERAL INFORMATION
THE MASTER PLAN

FINAL PLANS FOR complete physical development of the Manhattan Beach campus have been started, and the Master Plan for the campus was approved by the Board of Higher Education in January 1968. The plan has been cited as a forwardlooking solution of 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 separate buildings seen on most campuses.

According to the current schedule for construction, completion of Phase I of the permanent campus may be expected by fall of 1974. It will add a library and learning resources center; science, technology and visual arts; theater-auditorium; student-faculty center; physical education facilities including an indoor pool; offices for administration, general services, and power plant to the existing temporary campus.

Phase II will add two gymnasium structures, a lecture hall center, and is expected to be completed within a year or two after Phase I.

The new 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 continue to be housed in the existing renovated and temporary structures located at the north end of the campus, where athletic fields and physical education facilities are scheduled for the final phases of campus development in the mid-1970's.

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.
Kingsborough Community College's West End Center occupies, on lease, four stories at 60 West End Avenue, where classes in the liberal arts and physical education are conducted.

**THE LIBRARY/MEDIA CENTER**

THE KINGSBOROUGH LIBRARY/Media Center is a major educational facility with over 37,000 volumes, providing a rich variety of quality materials and services to support the curriculum, to meet information needs, to assist in study and research, and stimulate cultural development. It furnishes carefully selected print materials such as maps, programmed textbooks, and government documents. As an educational resources center, it also supplies non-print materials such as microfilm, dictation discs, phonorecords, tapes, slides, films, and filmstrips which enrich and enliven learning through the application of instructional technology. In addition, the Library/Media Center maintains television facilities for videotaping lessons for later playback and remedial use. Professional librarians provide reference service and individual teaching assistance at all times for the full utilization of all library/media resources.

**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 and full-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 matriculated status 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.

42
Credit courses currently being offered in the evening session include subjects in the liberal arts and sciences, and business that are fundamental both to degree programs and to programs of professional and personal self-improvement.

Qualified part-time 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.

CONTINUING EDUCATION

THE CONTINUING EDUCATION program at Kingsborough Community College also began in the fall of 1965. During its formative years, it served the community as a self-improvement series, offering courses such as sculpture, art, literature, music and law.

In other areas, the College has helped to meet critical shortages of skilled personnel by offering programs to prepare Medical Records Clerks and Retail Management personnel. Other such programs are presently in the preparatory stage.

In response to interests and needs expressed by community residents, Continuing Education offers non-credit courses in such areas as oil painting, sculpture, photography, Yoga, data processing, income tax preparation, etc.

Requests for new courses are welcome.

SUMMER SESSION

SUMMER OFFERINGS ARE an integral part of the educational services of Kingsborough Community College. The program was inaugurated in 1965. It is designed for Kingsborough students who need additional credits to graduate on schedule; for non-matriculated students; for students who wish to earn additional credits and who desire to take additional elective courses; for visiting students who are enrolled in other colleges and universities, provided they obtain official permission from the institutions they regularly attend and have completed the prerequisites for the courses they wish to take.

Special attention should be given to: the deadline date for applications for registration for the summer; the securing of a residency permit by New York State students who are not residents of
New York City, which will enable them to qualify for reduced course tuition fees; and the need for all visiting students to secure permits of approval from their colleges enabling them to register for credit in Kingsborough’s summer offerings.

**COLLEGE DISCOVERY**

_IN THE SUMMER_ of 1965, Kingsborough joined other community colleges of The City University of New York as a participant in the College Discovery program—closely paralleling an individualized remedial service for educationally-disadvantaged students of good potential whose academic records precluded ordinary admissions.

Twenty-nine members of the program’s first graduating class were accepted for further study in senior colleges. A recent survey indicates that the students who participate in the College Discovery program are, in increasing numbers, recipients of scholarships which enable them to pursue their studies for a degree at the senior college level.

**INSTITUTE OF BILINGUAL STUDIES**

_THE INSTITUTE OF_ Bilingual Studies began in the spring 1970 semester under a New York State Higher Education Opportunity grant. The Institute is designed to provide college-level instruction to Puerto Rican high school graduates who have a limited knowledge of English. Students take college courses in Spanish for credit while learning to speak, read and write English. The objectives of the program include:

a. providing opportunities for post-secondary education to Puerto Rican and other Spanish-speaking New Yorkers;

b. offering instruction which will further the educational goals of the student and increase his ability to function within the framework of American society;

c. meeting both objectives with an awareness of the distinctiveness and value of the student’s language and culture, and their importance in maintaining a viable identity within the Puerto Rican community in New York.

The Institute of Bilingual Studies is the oldest continuous bilingual program in operation at the City University.
PROGRAM OF STUDY ABROAD

THE CITY UNIVERSITY of New York's Program of Study Abroad emphasizes academic ability in its selection of candidates. Financial aid is available for students who are unable to afford the Program's cost.

Study centers are located at universities where students in the Program can experience a sense of community in the host country. They enroll in the same courses as the native student and take the same year-end examinations. Resident directors from The City University of New York faculty are assigned to each center.

Currently, the Program of Study Abroad has full-year or summer centers in France, Spain, Germany, Italy, Israel, England, Ireland, Ghana, Corsica, Liberia, Puerto Rico, Greece, the Soviet Union, and Japan.
DEGREE PROGRAMS
DEGREE PROGRAMS

KINGSBOROUGH COMMUNITY COLLEGE offers the Associate in Arts (A.A.), Associate in Applied Science (A.A.S.), and the Associate in Science (A.S.) programs at the Manhattan Beach location. A Liberal Arts program is available at the West End Center.

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 Sciences and History; 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 there is concentration in the applied field. The professional fields in which programs are offered currently include Accounting, Banking, Data processing, Industrial and Labor Relations, Insurance, Mental Health, Nursing, Real Estate, Recreation Supervision, Retail Business Management, and Secretarial Science, which offers four options: Executive, Legal, Medical, and School Secretary. The transfer program in Business Administration also leads to the A.A.S. degree. The A.A.S. degree in Accounting is articulated and transferable to the senior colleges.

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 into responsible and productive careers 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.
GRADUATION REQUIREMENTS
FOR INCOMING STUDENTS AS OF SEPTEMBER 1971

SELECTIVE FREE CHOICE

The Faculty of Kingsborough Community College offers the degree of Associate in Arts (A.A.) without specification of area of concentration, as well as the degrees of Associate in Applied Science (A.A.S.) and Associate in Science (A.S.). Associate degree requirements for incoming (September 1971) students must include ENG 12 (4 credits). A student who scores below acceptable levels on the entrance reading examination is required to take ENG 13 (2 credits) concurrent with ENG 12. All students, except those who receive an A or B in ENG 12, must also take ENG 21 (3 credits).

Students are required to take two credits of Health Education and two credits of Physical Education. Those in the A.A. program must take a minimum of 31 credits from Group A as specified below, whereas students in both the A.A.S. and A.S. programs must take a minimum of 12 credits from the same group.

Group A: Art, Economics, English, Foreign Languages, History, Music, Education, Philosophy, Political Science, Psychology, Sociology, Speech and the Theater Arts, and such other subjects as may be added by action of the Faculty.

Choices in Group A must include at least three different subject areas. Students in the A.A. program must complete a minimum of 11 credits from Group B as specified below, whereas those in the A.A.S. and A.S. programs must complete four and sixteen credits, respectively, from Group B:

Group B: Biology, Chemistry, Computer Science, Mathe-
matics, Physics, Science, and such other subjects as may be added by action of the Faculty.

Students in the A.A. program may choose the remaining credits from any area of study offered by the College. The remaining credits for students in the two other programs (A.A.S. or A.S.) consist of courses in their area of concentration as specified by the department of jurisdiction, as well as elective courses.

The Faculty of Kingsborough Community College grants the Associate in Arts (A.A.) degree with specification of area of concentration to any incoming freshman, as of September 1971, who satisfies both the requirements for the regular A.A. degree and the distribution of requirements for this area of concentration.


STUDENTS ADMITTED PRIOR TO SEPTEMBER 1971

Following are degree requirements in various programs for degree-seeking students admitted to Kingsborough Community College PRIOR TO SEPTEMBER 1971. These students may refer to the 1970-71 catalog for information pertaining to their curricula.

ASSOCIATE IN ARTS (A.A.)

Total Credits: 64

Courses:

Art: 3 credits
English: 12 credits

Foreign Language: All entering freshmen must take the MLA Placement Examination if they wish to continue the foreign language they studied in high school. Students who wish to begin a new language need not take the placement examination. Placement recommendations will be given to students through the Department of Foreign Languages.

The minimum of foreign language study for all Kingsborough students is through course 14. Students interested in developing speaking skills beyond the elementary and intermediate levels should enroll in course 22 in the foreign language sequence.
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
History: 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.)
Total Credits: between 64 and 69, depending upon the area of concentration.

Courses:
Accounting: 6 credits
Art: 3 credits
Economics: 3 credits

Foreign Language: All entering freshmen must take the MLA Placement Examination if they wish to continue the foreign language they studied in high school. Students who wish to begin a new language need not take the placement examination. Placement recommendations will be given to students through the Department of Foreign Languages.

The minimum of foreign language study for all Kingsborough students is through course 14. Students interested in developing speaking skills beyond the elementary and intermediate levels should enroll in course 22 in the foreign language sequence.

Health Education: 2 credits
Mathematics: 3 credits (Mathematics is not required for the Nursing, Child Care, Mental Health and the Recreation Supervision programs)
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.

History: 6 credits
Speech: 3 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 specific Associate in Applied Science (A.A.S.) degree sought.

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 offers A.S. programs in Biology, Chemistry, Computer Science, Mathematics, Physics, and Pre-Physical Therapy. Following are the degree requirements for all six programs for degree-seeking students admitted to Kingsborough Community College prior to September 1971.

Total Credits: 68

Courses:
Art: 3 credits
English: 6 credits

Foreign Language: All entering freshmen must take the MLA Placement Examination if they wish to continue the foreign language they studied in high school. Students who wish to begin a new language need not take the placement examination. Placement recommendations will be given to students through the Department of Foreign Languages.

Health Education: 2 credits
Laboratory Science: 8 credits
Mathematics: 8 credits
Music: 2 credits
Physical Education: 2 credits
History: 6 credits
Speech: 3 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.

a. Foreign language is not required in the Computer Science and Pre-physical Therapy programs.
COURSE OFFERINGS
This first half of a year's course introduces the accounting cycle and the fundamental concepts and techniques of accounting for business transactions. Areas of concentration include: theory of debit and credit; analysis of transactions; adjusting and closing entries; the worksheet; preparation of financial statements; payroll preparation and taxation.

The second semester covers partnership, corporation and manufacturing financial transactions, with an emphasis on the use of accounting data and analysis for managerial decision-making.

Corequisite: MATH 3 or MATH 4-5 or equivalent 4 hours per week

The course is designed for non-accounting majors whose A.A.S. degree is terminal. It should be taken instead of ACCT 12.

As an introduction to accounting as an information system, the term's work covers preparation and use of financial statements for managerial and investment decisions, a study of current Federal, New York State, and New York City income taxes as applied to individual taxpayers and payroll procedures.

Prerequisite: ACCT 11 4 hours per week

A review of the work sheet as an accountant's basic tool. Accounting concepts and conventions are applied to corporate organization and management, with special classifications and inventory measurements. Each item affecting working capital is analyzed.

Prerequisite: ACCT 12 3 hours per week
ACCT 22  INTERMEDIATE ACCOUNTING II  
FALL and SPRING  3 CREDITS

A study of tangible, intangible, fixed and non-current assets, branch and home office accounting. Course includes discussions and illustrations of the impact of recent developments in accounting on financial statements and business management. An intensive study of Accounting Principles Board pronouncements is also an integral part of the course.

Prerequisite: ACCT 21  3 hours per week

ACCT 31  COST ACCOUNTING I  
FALL and SPRING  3 CREDITS

A detailed study of the techniques and methods of accounting includes cost concepts and analysis of costs, materials control, accounting for labor, nature and application of manufacturing overhead, job order costs, process costs and direct costing.

Prerequisite: ACCT 12  3 hours per week

ACCT 32  COST ACCOUNTING II  
FALL and SPRING  3 CREDITS

The use of cost accounting principles and practices in managerial planning and control with respect to product pricing and production efficiency. It covers standard costs and analysis of variances, joint product and by-product costs, profit-volume analysis, capital budgeting and break-even analysis.

Prerequisite: ACCT 31  3 hours per week

ACCT 41  FEDERAL TAXATION  
FALL and SPRING  4 CREDITS

A study of the current Federal 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  4 hours per week

ACCT 42  NEW YORK TAXES  
FALL and SPRING  3 CREDITS

A study of the prevailing New York State and New York City income tax and business tax laws and regulations. Preparation of individual and business tax returns is required.

Prerequisite: ACCT 41  3 hours per week
ACCT 51  FINANCIAL ANALYSIS  FALL and  3 CREDITS
(Listed also as BKG 35)  SPRING

An introduction to practical problems in statement analysis. The syllabus covers details of the balance sheet, significance and value of ratios, trends, proportions, and internal and external comparisons. Additional topics include analysis of working capital, receivables and inventories, trial balances, consolidated statements, budgets, and projections.

Prerequisite: ACCT 21  3 hours per week

ACCT 81  INDEPENDENT STUDY  1-3 CREDITS

Independent study in the field of accounting is developed individually between the student and the faculty member and must be approved by the department.

Prerequisites: ACCT 21 and 31  1-3 hours per week

ACCT 92  FIELD EXPERIENCE  FALL and  3 CREDITS
IN ACCOUNTING  SPRING

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

Prerequisites: ACCT 21 and 31  9 hours per week

Required for career students only; non-transferable

ART

ART 31  THE VISUAL EXPERIENCE  FALL and  3 CREDITS
FALL and  3 CREDITS
SPRING

An introduction to the plastic arts, past and present, as they express personal and societal attitudes about man's nature, environment, and the nature of art itself.

3 hours per week

ART 33  SURVEY OF ART HISTORY I  FALL  3 CREDITS

A thorough historical view of Western art history from prehistory through the Renaissance. The course is designed to survey the evolution of style and form in the major arts in chronological sequence.

Required of art majors.
Open to all students as an elective. 3 hours per week
ART 34 SURVEY OF ART HISTORY II SPRING 3 CREDITS
A continuation of ART 33 to the present.
Required of art majors.
Open to all students as an elective.
Prerequisite: ART 33
3 hours per week

ART 35 MODERN ART I FALL 3 CREDITS
A study of the pioneers of Modern Art—Picasso, Mondrian, Kandinsky, Brancusi, Matisse, Miro. Museum assignments in New York City and personal research on the notable movements in the first decade of the 20th century are required.
Required of art majors.
Open to all students as an elective.
3 hours per week

ART 36 MODERN ART II SPRING 3 CREDITS
This course explores the succeeding movements to Cubism and the innovation of the early 20th century, surrealism; abstract art to abstract expressionism; and the latest developments in contemporary art.
Required of art majors
Prerequisite: ART 35
3 hours per week

ART 37 AFRICAN AND PRIMITIVE ART FALL and SPRING 3 CREDITS
The structural and stylistic forms of African art are studied, as is the art of other notable primitive cultures, with the emphasis on the cultural basis for those forms.
Recommended to art majors.
Open to all students as an elective.
3 hours per week

ART 41 ARTS IN THE CITY I FALL 2 CREDITS
Problems in the urban environment confronted in aesthetic terms; an interdisciplinary approach to the plastic and visual arts developing from the demands of New York existence.
Required of those students in the Civil and Public Service Program.
Open to all students as an elective.
2 hours per week
ART 42 ARTS IN THE CITY II SPRING 2 CREDITS
A continuation of Art 41.
Required of those students in the Civil and Public Service Program.
Open to all students as an elective.
Prerequisite: ART 41 2 hours per week

ART 55 INTERMEDIA FALL and 2 CREDITS SPRING
(Visual Arts) I
A potpourrie of media approaches to the visual arts is used to examine the principles of design. Course stresses such innovative techniques as electronics, sight and sound.
Required of art majors.
Open to all students as an elective.
4 hours per week

ART 56 INTERMEDIA FALL and 2 CREDITS SPRING
(Visual Arts) II
A study of the experimental and innovative use of the media, tools and materials in advanced design problems.
4 hours per week

ART 57 DRAWING I FALL and 2 CREDITS SPRING
It is the aim of this course to introduce students to the basic concepts of drawing. In order to cultivate the ability to see, create form, and enjoy visual experiences, students draw from still life and live models.
Required of art majors.
Open to all students as an elective.
4 hours per week

ART 58 DRAWING II FALL and 2 CREDITS SPRING
A continued exploration of the drawing media. Students explore traditional and experimental techniques in drawing by using the figure model.
Required of all art majors.
Open to all students as an elective.
Prerequisite: ART 57 4 hours per week

63
ART 59  PAINTING I  FALL and  SPRING  2 CREDITS

A studio course in oil and acrylic painting. It serves as an aesthetic foundation for solutions to expressive problems of representational and abstract form, color and space.

Required of art majors.
Open to all students as an elective.

4 hours per week

ART 60  PAINTING II  FALL and  SPRING  3 CREDITS

A continuation of Art 59, with advanced work in painting.

Prerequisite: Art 59

6 hours per week

ART 61  SCULPTURE I  FALL and  SPRING  2 CREDITS

Study and work in a studio setting, with the course emphasis on the techniques and aesthetics of modern sculptural concepts.

Required of art majors.
Open to all students as an elective.

4 hours per week

ART 62  SCULPTURE II  FALL and  SPRING  3 CREDITS

For more advanced students in the field of creative sculpture. New techniques include welding and casting.

Open to all students as an elective.

Prerequisite: ART 61

6 hours per week

3 recitation, 3 laboratory

ART 69  DRAFTING  FALL  2 CREDITS

A variety of materials and techniques are studied to enable students to pursue their interests in mechanical drawing, graphic and layout design, blueprints, scientific and orthographic projection.

Open to all students as an elective.

4 hours per week
ART 81 INDEPENDENT STUDY FALL 1-3 CREDITS

Independent study in the field of art, including such areas as intermedia print making, history, and visual communications, is developed individually between the student and the faculty member and must be approved by the department.

BANKING

BKG 14 MONEY AND BANKING FALL and SPRING 3 CREDITS
(Listed also as ECO 14)

The nature of money, the monetary system, monetary standards, commercial and non-commercial banking institutions and operations are considered. The relationship of money and banking to prices and economic growth is also considered.

Prerequisites: ECO 12 and BA 11 3 hours per week

BKG 32 PRINCIPLE OF FALL 3 CREDITS
FINANCE

The course delves into the initial problems involved in determining the organization of a business enterprise, and follows the raising and use of funds, promotion techniques, 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)

A detailed analysis of the investment market, investment institutions, and security exchanges is offered to students. The various methods of investment analysis are also examined.

Prerequisite: BKG 32 3 hours per week

BKG 35 ANALYZING FALL 3 CREDITS
FINANCIAL STATEMENTS
(Listed also as ACCT 35)

Students are offered an introduction to practical problems in financial statement analysis. A fine breakdown of financial statements includes such pertinent areas as details of the balance sheet, significance and value of ratios, trends, proportions, and internal and external comparisons. Analyzes working capital, receivables and inventories, trial balances, consolidated statements, budgets, and projections.

Prerequisite: ACCT 12 3 hours per week
BKG 92  FIELD EXPERIENCE  SPRING  3 CREDITS
IN BANKING

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

BKG 81  INDEPENDENT  FALL and  1-3 CREDITS
STUDY  SPRING

Individual study in the field of banking is developed individually between the student and the faculty member and must be approved by the department.

BIOLOGY

BIO 11-12  GENERAL BIOLOGY  FALL and  8 CREDITS
FOR ALLIED HEALTH  SPRING  4 Each Semester
SERVICES
(This biology sequence replaces BIO 15, 17)

Recommended for students pursuing careers in health fields such as health and physical education, pre-physical therapy, pre-physical education, and nursing.

The course deals with the normal anatomical and physiological interrelationships of the various systems in the human organism. Its emphasis is on the dynamic aspects—how the organism integrates external and internal information so that it biologically responds to constantly changing conditions.

6 hours per week
2 lecture/1 recitation, 3 laboratory

BIO 13-14  GENERAL BIOLOGY  FALL and  8 CREDITS
(This biology sequence replaces BIO 15, 16)

This is a one-year course in general biology intended for any science major who plans to pursue a career in the biological sciences.

The course presents a modern treatment of classical biological concepts from a contemporary viewpoint. Its emphasis is on the forces at work in the world in which the student lives.

Corequisite: CHEM 11

6 hours per week
2 lecture/1 recitation, 3 laboratory
BIO 21-22 COMPARATIVE ANATOMY FALL and EMBRYOLOGY SPRING

An integrated study of fundamental processes such as fertilization, growth, differentiation and development underlying the early embryology and adult structures of the vertebrates. Emphasis is on the frog, chick, pig, Necturus, dog-fish, and cat, and the evolution of adult structures in these forms.

Prerequisite: BIO 14

6 hours per week
3 lecture/recitation, 3 laboratory

BIO 51 MICROBIOLOGY FALL 4 CREDITS

The principles and practices of microbiology, including the history of microbiology; pure culture techniques; microorganisms and their environments; physical and chemical factors affecting growth, immunology, epidemiology; and the relationship between man and the microbiological world.

Prerequisites: BIO 12 or 14

6 hours per week
3 lecture/recitation, 3 laboratory

BIO 52 MARINE BIOLOGY SPRING 4 CREDITS

A study of 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 11

6 hours per week
2 recitation, 4 laboratory

BIO 53 TERRESTRIAL BIOLOGY FALL 3 CREDITS

Representative terrestrial invertebrates and vertebrates in relation to their respective habitats are studied. Emphasis is 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 11

5 hours per week
2 recitation, 3 laboratory

BIO 92 FIELD EXPERIENCE IN HUMAN ECOLOGY FALL and SPRING 2 CREDITS

This interdisciplinary course is designed to acquaint students with the fundamentals of ecology so that they are better
able to cope with the ecological problems confronting man. An essential component of the course is the participation of students in projects geared to correct certain existing ecological conditions. The course is open to all students, regardless of degree objective. Guest lecturers.

Prerequisite: One semester of a laboratory science

BUSINESS ADMINISTRATION

BA 11 BUSINESS MANAGEMENT FALL or 3 CREDITS
AND ORGANIZATION SPRING

The course studies business firms in terms of their environment and functional requirements. It analyzes planning problems and the structure of decision-making for policy and action, and also reviews 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 I FALL and 3 CREDITS
SPRING

Analysis of the American legal system; 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 13 BUSINESS LAW II FALL and 3 CREDITS
SPRING

The course considers the legal principles of agency, partnership and corporations. It offers an analysis of the legal problems arising out of the corporate and non-corporate forms of organization, as well as consideration of the rights, duties and obligations of employment and other special contractual and business relationships.

3 hours per week
BA 14 PRINCIPLES OF MARKETING  FALLOr  SPRING  3 CREDITS

The course deals with principles and practices of the distribution process. Areas of study include: product pricing; promotion; channels of distribution; market research; governmental regulation. It is designed to enable consideration of marketing strategy from a customer point of view.

Prerequisite: BA 11  3 hours per week

BA 31 PERSONNEL ADMINISTRATION  FALLOr  SPRING  3 CREDITS

Examination of methods and procedures used by business management in the selection, development, maintenance, and utilization of an efficient work force. Areas of study include: 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  3 hours per week

BA 33 BUSINESS COMMUNICATIONS  FALLOr  SPRING  3 CREDITS

Detailed attention is given to the principles of writing effective business communications, including letters, reports, memoranda, and directives. Emphasis is on organization, language, human relations, and the application of business psychology in writing.

3 hours per week

BA 52 ADVERTISING: THEORY AND PRACTICE  SPRING  3 CREDITS

A basic course in the methods of advertising and its role in business. It introduces students to the areas of media, copy, research, layout, production, direct mail, and campaign strategy are introduced.

Prerequisite: BA 14  3 hours per week

BA 81 INDEPENDENT STUDY  1-3 CREDITS

Independent study in the field of business administration is developed individually between the student and the faculty member and must be approved by the department.

1-3 hours per week
FIELD EXPERIENCE IN BUSINESS ADMINISTRATION

This course provides a coordinated and supervised practical work experience for students in business administration. Students have the opportunity to gain insight into the various technical phases of the work in the organization in which they are employed. Students are required to complete workbooks describing major phases of the organizations to which they are assigned.

Prerequisites: BA 14, 31

CHEMISTRY

CHEM 11-12 GENERAL CHEMISTRY FALL and SPRING 8 CREDITS FOR YEAR

The course is organized around a study of 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. Special attention is paid to the periodic table, bonding, atomic structure, redox equations, and the electrolytic theory.

Prerequisite: ELEVENTH YEAR MATHEMATICS

CHEM 31-32 ORGANIC CHEMISTRY FALL and SPRING 10 CREDITS FOR YEAR

An examination on bonding, resonance and reaction mechanism theory, aliphatic and aromatic organic compounds, stereochemistry and functional groups. The course introduces students to physical chemistry, qualitative organic analysis, and ionic reactions.

Prerequisites: CHEM 12 and MATH 16 or 18

CHEM 41 POLLUTION METROLOGY FALL and SPRING 4 CREDITS FOR YEAR

This course is designed to familiarize students with physical and chemical techniques and equipment useful in quantitative pollution, and forecasting short term changes in pollution levels. It surveys standard chemical procedures for commonly known pollutants and relates these procedures to physical and chemical instrumentation.
The course is structured to familiarize students with the 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

2 lecture/recitation, 6 laboratory

4 hours per week

COMP 52 QUANTITATIVE INORGANIC ANALYSIS FALL and SPRING 4 CREDITS

The course is structured to familiarize students with the 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

2 lecture/recitation, 6 laboratory

4 hours per week

COMPUTER PROGRAMMING

The three courses offered in the Computer Programming sequence are intended as electives for any student who wishes to take a course in programming.

COMP 51 PROGRAMMING IN FORTRAN IV FALL or SPRING 4 CREDITS

An introduction to numerical analysis and empirical statistics combined with a study of programming using the Fortran IV language. Use of an IBM 360 computer. The course is recommended as an elective for students whose interests lie in mathematics, sciences, social science, and education.

Prerequisite: MATH 11 or higher

4 hours per week

COMP 52 INTRODUCTION TO COBOL PROGRAMMING FALL or SPRING 4 CREDITS

This course introduces students to programming using COMMON BUSINESS ORIENTED LANGUAGE. Typical business applications are considered. Programs written by the students are to be run on IBM System/360 at the Kingsborough Computer Center.

The course is recommended as an elective for students who wish to learn how to program a computer using a language which is oriented to the solution of business problems. Students majoring in Data Processing do not receive credit for this course.

Prerequisite: MATH 5, 6, 11 or higher

4 hours per week
COMP  PRO 53  PL/1 PROGRAMMING  SPRING  4 CREDITS  
An introductory course in basic PL/1 Programming for the IBM System/360. Business and scientific applications are considered. Programs written by the students are to be run on an IBM System/360 at the Kingsborough Computer Center.

This course is recommended as an elective for Data Processing and Computer Science majors.

Prerequisite: MATH 5, 6, 11, or higher

A course in a programming language (FORTRAN, COBOL, or ASSEMBLER)

COMPUTER SCIENCE

COMP  INTRODUCTION  TO STATISTICS
SCI 13

As an introduction to statistics, this course includes the operation of a desk calculator, approximation, probability theory, statistical analysis, solution of equations and systems of equations, curve-fitting, linear programming, and finite differences.

Corequisite: MATH 15 or 16

COMP  INTRODUCTION  TO COMPUTING
SCI 14  SPRING  5 CREDITS

The course examines the nature of a computer center, the systems approach, unit record operations, and the programming of an IBM 360 in assembler language.

Corequisite: MATH 15 or 16

COMP  MATHEMATICAL PROGRAMMING  FALL and  SPRING  FOR YEAR
SCI 35-36  9 CREDITS

Numerical analysis and the programming portions of this one-year course cover solution of an equation; solution of sets of linear and non-linear equations; matrix operations including inversion; finite differences; quadrature; numerical solutions of differential equations and eigenvalues. In each case, error analysis is stressed. FORTRAN IV or a similar sophisticated compiler is applied for the solution to these problems.

Prerequisites: COMP SCI 14 and MATH 16

Corequisites: MATH 55 and 56
DATA PROCESSING

DP 11 INTRODUCTION FALL and 4 CREDITS SPRING
TO DATA PROCESSING
A thorough introduction to data processing, including the use of electronic desk calculators and unit record equipment such as the card punch, verifier, interpreter, reproducer, sorter, collator, calculator and accounting machine.

Course work covers the concepts, structure and operation of electronic data processing systems, with the emphasis on components of a computer system, input-output devices, principles of arithmetical operation, decimal, binary and hexadecimal coding representations of information in computers, flowcharting and coding of problems, machine language and assembler language programming, a brief introduction to procedure-oriented languages such as FORTRAN, COBOL and PL/1.

An introduction to the architecture of the IBM System/360.

Prerequisite: ELEMENTARY ALGEBRA 4 hours per week or MATH 01

DP 12 ASSEMBLER LANGUAGE PROGRAMMING FALL and 5 CREDITS SPRING
A detailed study of assembler language programming for the IBM System/360. Typical business applications are considered. Programs written by the students are to be run on an IBM System/360 at the Kingsborough Computer Center.

Prerequisite: DP 11 5 hours per week

DP 31 COBOL PROGRAMMING FALL and 5 CREDITS SPRING
In this detailed study of COBOL programming, typical business applications are considered. Programs written by the students are run on an IBM System/360 at the Kingsborough Computer Center.

Prerequisite: DP 11 DP 12 is recommended 5 hours per week

DP 32 ADVANCED PROGRAMMING FALL and 4 CREDITS SPRING
Topics include advanced programming instructions
and techniques such as the translate and execute instructions, subroutines and subprograms, tape and disc programming in the assembler language.

Most of the course consists of a thorough introduction to the IBM System/360 disc operating system, which includes system control and system service programs, interaction of the control program and the problem program within the system environment, program libraries, data management and IOCS, supervisor and input/output/macros, sequential access method, indexed sequential file management system, direct access method, utility program, multiprogramming considerations, and system generation.

Prerequisites: DP 12, 31

**ECONOMICS**

**ECO 12 FUNDAMENTALS OF ECONOMICS**

FALL or SPRING

3 CREDITS

Introduces students to the principles of economics, with the 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 are studies. Topics of contemporary interest include competitive and monopolistic markets.

3 hours per week

**ECO 14 MONEY AND BANKING**

FALL or SPRING

3 CREDITS

(Listed also as BKG 14)

Discusses the nature of money, the monetary system, monetary standards, commercial and non-commercial banking institutions and operations. The relationship of money and banking to prices and economic growth is also covered.

Prerequisites: ECO 12 and BA 11

3 hours per week

**ECO 32 PRINCIPLES OF FINANCE**

FALL

3 CREDITS

The course delves into the initial problems involved in determining the organization of a business enterprise, and follows up with the raising and use of funds, promotion techniques, financial plans and activities, expansion, merger, consolidation, reorganization, and bankruptcy.

Prerequisite: ECO 12

3 hours per week
ECO 34  INVESTMENTS  SPRING  3 CREDITS
(Listed also as BKG 34)

A detailed analysis of the investment market, investment institutions, and security exchanges. The various methods of investment analysis are also examined.

Prerequisite: ECO 32  3 hours per week

EDUCATION

EDU 32  HUMAN GROWTH  FALL and  3 CREDITS
DEVELOPMENT  SPRING
(Listed also as PSYCH 32)

This course focuses on human development from infancy through childhood, adolescence and adulthood. Studies intellectual growth, personal and social adjustment, and vocational and recreational interests as well as the relationship between physical and mental development, and typical problems in various states of the life-cycle.

Prerequisite: PSYCH 11  3 hours per week

EDU 33  EDUCATION IN  FALL and  3 CREDITS
MODERN SOCIETY  SPRING

A study of educational processes in relation to contemporary society. Covers cultural forces and institutions helping to shape education along with resulting issues and problems. The school as an institution of education, its guiding theories and basic practices are coupled with the role of the teacher in order to make comparisons to education in other countries.

Prerequisite: Sophomore standing  3 hours per week

ECU 34  SEMINAR AND PRACTICUM  FALL and  4 CREDITS
IN EDUCATION AND THE  SPRING
BEHAVIORAL SCIENCES

To be taken by students in Educational Associate Program only.

The role of the paraprofessional in education is examined. Selected aspects of educational foundations, sociology and child psychology provide a base from which the paraprofessional's relationships to students, peers, teachers and supervisors are studied.

Prerequisites: EDU 33, PSYCH 11  12 hours per week
10 hours field work
EDU 35 SEMINAR AND PRACTICUM IN EDUCATION AND COMMUNICATION SKILLS
FALL and SPRING
4 CREDITS

To be taken by students in Educational Associate Program only.

Students explore the nature of task-oriented and pupil-oriented activities in relation to communication skills, helping pupils to improve and develop special communication skills, both written and spoken.

Prerequisites: EDU 34, ENG 12, SPE 21
12 hours per week
10 hours field work

EDU 36 SEMINAR AND PRACTICUM
FALL and SPRING
4 CREDITS

To be taken by students in Educational Associate Program only.

Assists students in developing an understanding of the functions of art activities for the young child. The goal is to enable them to encourage creative thinking in the child by relating art forms to the youngster’s world.

Prerequisites: EDU 35, MUSIC 31, ART 31
12 hours per week
10 hours field work

EDU 37 THE HISTORICAL DEVELOPMENT OF EDUCATION IN THE UNITED STATES
SPRING
3 CREDITS

The history, growth and development of education in the U.S. is traced from colonial times to the present. Emphasis is on the manner in which the school as an institution responded to the changing social, political and economic currents of the times. Its role as a major factor in the development of an American character is stressed.

Prerequisite: Sophomore standing
3 hours per week

EDU 38 SEMINAR AND PRACTICUM IN BILINGUAL STUDIES-
THE PUERTO RICAN IN HIS URBAN SETTING
FALL and SPRING
4 CREDITS

An understanding of Puerto Rican culture as it relates to the educational institutions in an urban setting. Areas of study include: family unit; problems of adjustment to a school-setting;
bilingual education; cultural studies in the public school curriculum; school decentralization and the community.

Students enrolled in this course are placed in a Puerto Rican educational agency to familiarize themselves with agency services.

5 hours per week

EDU 39 SEMINAR AND PRACTICUM IN BILINGUAL STUDIES - THE BILINGUAL SCHOOL IN THE URBAN SETTING

The course's seminar component is designed to help students learn about bilingual education. Instructional materials, their selection and adaptation in bilingual schools are studied.

Under Faculty supervision, students in the course's practicum component are assigned to elementary school to assist in teaching and counseling, and working with parents.

5 hours per week, 3 hours classroom, 2 hours field work

EDU 40 ORIENTATION FOR STUDENTS WITH SPECIAL BACKGROUNDS

Course's aim is to familiarize students with American institutions and society, especially as they exist in New York City. The college community, inter-ethnic relations, services such as consumer information, recreational activities, and the cultural life of New York are to be studied. Guest speakers.

1 hour per week

EDU 81 INDEPENDENT STUDY

Independent study in the field of education, open to students with a B average or higher, is developed individually between the student and the faculty member and must be approved by the department.

1-3 hours per week
## ENGLISH

### ENG 12  FRESHMAN ENGLISH  4 CREDITS

Study and practice in reading and writing skills needed in college, including research. Frequent writing assignments and reading of prose and verse.

4 hours per week

### ENG 13  ANALYTICAL READING  2 CREDITS

A course designed to help students develop basic skills in reading, exercises in analysis, comprehension, vocabulary, and structure. Students will be assigned to English 13 on the basis of their scores on the English Placement Test, and they must take it jointly with ENG 12.

2 hours per week

### ENG 14  ENGLISH FOR STUDENTS WHOSE NATIVE LANGUAGE IS SPANISH  2 CREDITS

This course is open only to students in the Bilingual Program.

An intensive course in English for native speakers of Spanish. It provides progressive and systematic training in English language skills.

12 hours per week plus language laboratory

### ENG 15  ENGLISH FOR STUDENTS WHOSE NATIVE LANGUAGE IS SPANISH  2 CREDITS

This course is open only to students in the Bilingual Program.

The emphasis in this course is on a more abstract use of English. Intensive conversation and the development of reading comprehension skills are stressed.

12 hours per week plus language laboratory

### ENG 16  ENGLISH FOR STUDENTS WHOSE NATIVE LANGUAGE IS SPANISH  2 CREDITS

This course is open only to students in the Bilingual Program.

The essentials of grammar and composition are covered. Continued practice in conversation and the use of English on
an abstract level. Readings in modern English of both fiction and nonfiction.

**ENG 17**
**ENGLISH FOR STUDENTS**
**2 CREDITS**
**WHOSE NATIVE LANGUAGE IS SPANISH**
This course is open only to students in the Bilingual Program.
For those students who need further work in advanced English language training prior to entering regular college classes.

12 hours per week

**ENG 18**
**ENGLISH LITERATURE**
**3 CREDITS**
**FOR BILINGUAL STUDENTS I**
Intensive work in English literature to help develop reading and writing skills.

6 hours per week

**ENG 19**
**ENGLISH LITERATURE**
**3 CREDITS**
**FOR BILINGUAL STUDENTS II**
The course aims at increasing fluency in English through an examination of the literature of the culture in which it functions. With the exception of the required field trips, the course parallels ENG 21. A weekly laboratory consists of taped readings of literature, and discussions.

3 hours per week

**ENG 21**
**ENGLISH COMPOSITION AND LITERATURE**
An introduction to the literary genres, poetry, drama and fiction, with continued emphasis on the development of writing skills. Required of students who receive C or D in ENG 12; optional for others.

Prerequisite: ENG 12

3 hours per week

**ENG 31**
**WORLD LITERATURE AND WRITING I**
Readings in classic Western literature includes the Bible, Homer, the Greek dramatists, Thucydides, Plato, Aristotle and Virgil. Frequent themes to improve written skills are required.

Prerequisite: ENG 12

3 hours per week
ENG 32  WORLD LITERATURE AND WRITING II
3 CREDITS

Readings 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 skills are required.

Prerequisite: ENG 12

ENG 35  MODERN LITERATURE
3 CREDITS

A study of significant literary works of the 20th century, with emphasis on the short story, the novel and poetry. Course deals with such figures as Gide, Joyce, Yeats, Cummings, Ionesco, Beckett, and Mailer. Appropriate writing assignments throughout the semester.

Prerequisite: ENG 12

ENG 41  THE NOVEL
3 CREDITS

An introduction to the novel, including analysis of its components and themes, and study of its historical development. Appropriate writing assignments throughout the semester.

Prerequisite: ENG 12

ENG 42  POETRY
3 CREDITS

The course is an introduction to the different styles, forms and themes of poetry, with attention to their purpose and effect. Appropriate writing assignments throughout the semester.

Prerequisite: ENG 12

ENG 43  DRAMA
3 CREDITS

An analysis of dramatic structure and a study of plays representing major dramatic styles. Appropriate writing assignments throughout the semester.

Prerequisite: ENG 12

ENG 44  THE TRAGIC VISION
3 CREDITS

Study of the tragic vision from ancient times until the present day, in an attempt to understand the patterns and changing concepts in various literary genres. Appropriate writing assignments throughout the semester.

Prerequisite: ENG 12
ENG 45  THE COMIC SPIRIT  3 CREDITS
An investigation of comedy in prose and verse, its meaning, uses, and techniques. Appropriate writing assignments throughout the semester.
Prerequisite: ENG12  3 hours per week

ENG 46  SATIRE  3 CREDITS
A study of verse and prose satire in the ancient and modern worlds, using a critical, historical and creative approach. Appropriate writing assignments throughout the semester.
Prerequisite: ENG 12  3 hours per week

ENG 47  CLASSICISM AND ROMANTICISM  3 CREDITS
A study of the two most significant creative modes in Western literature, emphasizing their development, history and influence. Appropriate writing assignments throughout the semester.
Prerequisite: ENG 12  3 hours per week

ENG 50  JOURNALISM  3 CREDITS
This course is a study of the fundamental techniques of journalism, with emphasis on the practical development of journalistic style. It deals with the basic components of news coverage; patterns of reporting; news writing in the press and broadcast media; language usage; accuracy and libel; contempt; interviewing; copy markings; and headline writing.
Permission of department chairman or his representative is required.  3 hours per week

ENG 51  SURVEY OF ENGLISH LITERATURE  3 CREDITS
Readings in selected major works of English literature from Chaucer to Swift. Appropriate writing assignments throughout the semester.
Prerequisite: ENG 12  3 hours per week

ENG 52  SURVEY OF AMERICAN LITERATURE  3 CREDITS
Readings in selected major works of American literature, emphasizing the 19th and 20th centuries. Appropriate writing assignments throughout the semester.
Prerequisite: ENG 12  3 hours per week
ENG 53  SHAKESPEARE  3 CREDITS
A survey of Shakespeare's work, emphasizing his plays and including some consideration of his non-dramatic verse. Appropriate writing assignments throughout the semester.

3 hours per week

ENG 54  BLACK LITERATURE  3 CREDITS
Course examines significant novels, plays and poems of black Americans. Emphasis is on works from last decade of 19th century to present, attempting to note gradual change in philosophical and social concerns of the writer, and changes in the "schools" of black writing. Writers to be discussed include Leroi Jones, Richard Wright, Ralph Ellison, and others.

3 hours per week

ENG 55  ADVANCED WRITING  3 CREDITS
Instruction and practice in exposition, fiction, verse and drama. Permission of the department chairman or his representative is required for admission to the course.

3 hours per week

ENG 61  SEMINAR: THE HISTORY  3 CREDITS
OF LITERARY THEMES
An intensive study of how significant ideas and themes are transmitted in literature. Each semester one topic is chosen for examination. Appropriate writing assignments throughout the semester.

3 hours per week

ENG 62  SEMINAR: APPROACHES TO  3 CREDITS
INTERPRETATION AND CRITICISM
A study of significant critical views and examination of the philosophical basis of literary criticism.

Attendance in this seminar is limited and requires the permission of the department chairman or his representative.

3 hours per week

ENG 81  INDEPENDENT STUDY  FALL and  1-3 CREDITS
SPRING
Independent reading and research in specific areas of literature, linguistics in writing, supervised by a faculty member, with whom the student will meet as often as is required by the
nature of the study. Papers, research projects, and examinations constitute the basis for evaluation. The number of credits awarded depend on the amount of work devoted to the course. Departmental approval for each independent study course is required.

1-3 hours per week

FRENCH

FR 11 ELEMENTARY FRENCH I

An introduction to the French language as a medium of communication. Focuses on grammar, composition, conversation, and oral and written drills.

3 hours per week

FR 12 ELEMENTARY FRENCH II

A continuation of FR 11, supplemented by the reading of texts of graduated difficulty. Comprehension and conversational skills are stressed.

Prerequisite: FR 11 or equivalent

3 hours per week

FR 13 INTERMEDIATE FRENCH I

Progressive development of oral and writing skills based upon the foundations established in FR 12. Students are offered intensive review supplemented by practice in writing and speaking, and by readings in modern French literature.

Prerequisite: FR 12 or equivalent

3 hours per week

FR 14 INTERMEDIATE FRENCH II

The course is open to students who have completed FR 13 or 3 years of high school French. It consists of grammar, composition review, and readings of modern authors.

3 hours per week

FR 17 INTENSIVE REVIEW OF FRENCH GRAMMAR

This review course is open to all students who have had 3 or more years of high school French but have been subject to substantial time lapse in language study.

Prerequisite: MLA Placement Examination

4 hours per week
FR 18 READINGS IN MODERN FRENCH FALL and SPRING 3 CREDITS

The emphasis in this course is on rapid reading, composition and oral discussion. Readings include contemporary short stories; essays; poetry; newspaper and magazine articles and reviews.

Prerequisite: FR 14 or 17 or 4 years of high school French and MLA Language Placement Examination

FR 22 CONVERSATIONAL FRENCH FALL and SPRING 2 CREDITS

Open to all students in regular attendance. The course stresses basic vocabularies and conversational patterns which help students develop a fluency in speaking, reading, and writing the language.

2 hours per week

FR 30 MASTERPIECES OF FRENCH 19th CENTURY LITERATURE FALL and SPRING 3 CREDITS

Designed for non-French speaking students, the course stresses the important novels, poetry and plays of 19th century French literature. The works of Balzac, Stendahl, Flaubert, as well as the Romantic and Symbolist poets are read and discussed in English.

3 hours per week

FR 31 MASTERPIECES OF FRENCH 20th CENTURY LITERATURE FALL and SPRING 3 CREDITS

Designed for non-French speaking students, the course stresses major novelists, essayists, dramatists and poets. Writers include Gide, Proust, Malraux, Celine, Cocteau, Apollinaire, Valery, Sartre, Camus, Anouilh, Robbe-Grillet and Beckett.

3 hours per week

FR 51 SURVEY OF FRENCH LITERATURE FALL and SPRING 3 CREDITS

This is an advanced study of French literature from selected writings of representative authors. Instruction is entirely in French after the first month. Fine points of grammar are explained.

Prerequisite: FR 14 or equivalent

3 hours per week
FR 53,FRENCH LITERATURE,OF THE 20th CENTURY,FALL and,3 CREDITS,SPRING
Surveys significant forms of 20th century literature with particular focus on the major poets, playwrights, and novelists. The course is conducted entirely in French on an advanced level, employing explanations of the text, composition and discussion.
Prerequisite: FR 14

FR 54,FRENCH LITERATURE,OF THE 19th CENTURY,FALL and,3 CREDITS,SPRING
The course incorporates the works of selected authors such as Stendal, Balzac, Flaubert, Baudelaire, and Hugo in an attempt to examine 19th century French literature. Emphasis is on developing improved written expression and critical appreciation.
Prerequisite: FR 51

FR 55,HISTORY AND,CIVILIZATION OF FRANCE,3 CREDITS
Course's structure follows a chronological study of major trends and developments in French history to the present. Examination of political, literary and artistic movements highlighting important individuals, ideas and periods. Selected readings of texts representative of each period. Laboratory practice is optional.

FR 56,ADVANCED FRENCH,GRAMMAR,COMPOSITION,SPRING,AND CONVERSATION,3 CREDITS,FALL and
For students who wish further work at an advanced level through analysis of grammar, reading, and discussion. The course's emphasis is on conversation and the development of oral and written linguistic ability.
Prerequisite: FR 14 or equivalent

FR 57,FRENCH PHONETICS,AND CONVERSATION,FALL and,3 CREDITS,SPRING
A systematic study of the sound system, patterns of intonation and an organized development of vocabulary and idiomatic expression. The course aims to improve students' abilities to pronounce and understand the spoken language, and use
it with fluency.

**Prerequisites:** FR 14, 17 or 4 years of high school French and MLA Language Placement Examination

FR 58 **HONORS SEMINAR**  
FALL and SPRING  
3 CREDITS

With the consent of the instructor, students may choose to analyze a problem in the areas of French language or literature and prepare a term paper before taking a final examination to receive course credit.

**Prerequisites:** FR 51 and permission of the instructor

FR 61, 62, 63, 64 **WORKSHOPS**  
FALL and SPRING  
1 CREDIT

The series of workshops is designed for students who need extra help based upon the recommendation of the instructor. Each semester one course is devoted to oral drill and comprehension, and another to reading and writing practice. Workshops are open to students in elementary and intermediate courses on a voluntary basis. Students’ placement in them is dependent upon the results of their MLA Language Placement Examinations. Workshops are keyed to the regular sequence of elementary and intermediate courses.

FR 81 **INDEPENDENT STUDY**  
1-3 CREDITS

Independent study in the field of French is designed for advanced students and includes intensive work in the language, literature, culture and civilization. Study, research and projects are developed individually between the student and the faculty member and must be approved by the department.

**GEOLOGY**

GEO 31 **METEOROLOGY**  
FALL and SPRING  
3 CREDITS

An introduction to the fundamental physical and chemical structure of the atmosphere. The course covers topics dealing with weather, climate, meteorological instrumentation, and air pollution.

3 hours per week
GEO 32 PHYSICAL OCEANOGRAPHY FALL and SPRING 3 CREDITS

A consideration of those factors that have a major influence on the physical and chemical structure of the oceans. Topics to be covered deal with tides, waves, currents, oceanographic instrumentation and coastal oceanography.

3 hours per week

GEO 33 PHYSICAL GEOLOGY FALL and SPRING 3 CREDITS

A survey of the forces and processes which shape the surface of the earth, with specific consideration on the role of rivers, winds, and ocean currents in determining land forms.

3 hours per week

GERMAN

GER 11 ELEMENTARY GERMAN I FALL and SPRING 3 CREDITS

An introduction to the fundamentals of the language, including reading, aural comprehension, conversation, and writing.

3 hours per week

GER 12 ELEMENTARY GERMAN II FALL and SPRING 3 CREDITS

A continuation of GER 11. The course makes use of reading material of increasing difficulty to sharpen students' reading language skills.

Prerequisite: GER 11 or 1 year of high school German

3 hours per week

GER 13 INTERMEDIATE GERMAN I FALL and SPRING 3 CREDITS

Progressive development of the oral and written language skills based upon the foundation established in GER 12. Intensive grammar review, supplemented by graded readings from German literature.

Prerequisite: GER 12 or 2 years of high school German

3 hours per week
GER 14  INTERMEDIATE GERMAN II  FALL and  SPRING  3 CREDITS
A continuation of GER 13. On an intermediate level, the course stresses grammar, composition, and reading of modern German authors.

Prerequisite: GER 13 or 3 years of high school German

GER 22  CONVERSATIONAL GERMAN  FALL and  SPRING  2 CREDITS
A series of conversation courses taught in conjunction with the regular sequence 11, 12, 13, 14, stressing conversational skills. Students may select this course as a corequisite to the normal sequence for additional practice in conversation.

2 hours per week

GER 51  SURVEY OF GERMAN LITERATURE  FALL and  SPRING  3 CREDITS
A survey of German literature from selected writings of representative authors. Analysis of literary values and movements.

Prerequisite: GER 14 or equivalent background

3 hours per week to be evaluated by instructor

GER 61, 62, WORKSHOPS  63,64  FALL and  SPRING  1 CREDIT
This series of remedial workshops is designed for students who need extra help based upon the recommendation of the instructor. Workshops are keyed to the regular sequence of elementary and intermediate courses.

2 hours per week

HEALTH EDUCATION

HE 11  FOUNDATIONS OF HEALTH  FALL or  SPRING  2 CREDITS
A critical examination of the health problems facing the present college-age adult. Students are encouraged to evaluate their individual physical and emotional health status as monitored by their behavior. Emphasis is placed on physical and mental health, sex and human reproduction, drugs and alcohol, and environmental health hazards.

2 hours per week
HE 31  ENVIRONMENTAL PUBLIC HEALTH  FALL or  SPRING  3 CREDITS
Public health operations in an urban society are reviewed. The areas covered include epidemiology, radiation hazards, waste disposal, protection and treatment of water supplies, pesticide control, air pollution, consumer protection, food sanitation, protection of swimming facilities, safety and accident protection.

3 hours per week

HE 32  PRINCIPLES OF PUBLIC HEALTH  FALL or  SPRING  3 CREDITS
An overview of public health services. Their organization and the nature of public health programs are studied, as are patterns of medical care, health career opportunities, introduction to the methods of public health education, communication techniques in working with the public, and public health laws.

3 hours per week

HE 35  EDUCATION FOR SAFE LIVING  FALL or  SPRING  2 CREDITS
Principles for safe living are dealt with in terms of the theory and practice of first-aid procedures. Qualified students receive American Red Cross Certification. This course fulfills the Safety and First Aid requirement for all those contemplating a teaching career.

2 hours per week

HE 52  SEXUALITY IN THE INDIVIDUAL; MARRIAGE AND THE FAMILY  FALL or  SPRING  3 CREDITS
This course fosters the positive development and expression of sexuality based upon factual information related to sex, anatomy and physiology. Students learn to identify and understand their roles in dating, courtship, marriage and parenthood.

Prerequisite: HE 11

3 hours per week

HE 81  INDEPENDENT STUDY  FALL or  SPRING  1-3 CREDITS
Independent study in the field of health education is developed individually between the student and the faculty member and must be approved by the department.

1-3 hours per week
HEBREW

HEB 11  ELEMENTARY  FALL and  3 CREDITS
HEBREW I  SPRING
An introduction to Hebrew, with the aim of preparing the student to read, write, comprehend and speak the language. Functional grammar.

3 hours per week

HEB 12  ELEMENTARY  FALL and  3 CREDITS
HEBREW II  SPRING
A continuation of HEB 11, with further development of aural, writing and oral language skills.
Prerequisite: HEB 11 or equivalent

3 hours per week

HEB 13  INTERMEDIATE  FALL and  3 CREDITS
HEBREW I  SPRING
Progressive development of language skills based upon the foundations established in Elementary Hebrew. Beginning readings in modern Hebrew literature. Continued study of grammar relevant to the use of the language.
Prerequisite: HEB 12 or equivalent

3 hours per week

HEB 14  INTERMEDIATE  FALL and  3 CREDITS
HEBREW II  SPRING
Prerequisite: HEB 13 or equivalent

3 hours per week

HEB 30  HEBREW CLASSICS  FALL and  3 CREDITS
IN TRANSATION  SPRING
Reading and analysis of Hebrew classics in cultural and historical context. Designed for non-Hebrew speaking students. All reading and discussion in English.

3 hours per week

HEB 31  MASTERS OF MODERN  FALL and  3 CREDITS
HEBREW LITERATURE  SPRING
An account of the emergence of Hebrew letters in the modern world. Emphasis is on the main personalities who created this literature and their major contributions. Designed for the non-
Hebrew speaking student. All reading and discussion in English.

3 hours per week

HEB 51 SURVEY OF MODERN HEbrew LITERATURE FALL and SPRING 3 CREDITS
Survey of modern Hebrew literature from selected writings of representative authors. Analysis of Hebraic values reflected in this literature.
Prerequisite: HEB 14 or equivalent

HEB 53 HEBREW LITERARY MASTERPIECES FALL and SPRING 3 CREDITS
Comprehensive study of the works of two great authors of Hebrew fiction in historical and cultural context.
Prerequisite: HEB 14 or equivalent

HEB 54 READINGS IN HEBRAIC THOUGHT FALL and SPRING 3 CREDITS
Intensive study of the Hebrew writings of a medieval and modern Jewish thinker. Emphasis on both linguistic and ideological aspects of these writings.
Prerequisite: HEB 14 or equivalent

HEB 56 THE HEBREW BIBLE FALL and SPRING 3 CREDITS
Selections from the prose and poetry of the Old Testament in Hebrew. Emphasis is on language, cultural and unique Hebraic values contained in these selections.
Prerequisite: HEB 14 or equivalent

HEB 61, 62, 63, 64 WORKSHOPS FALL and SPRING 1 CREDIT
Designed for students who need extra help based upon the recommendation of the instructor. Workshops will be keyed to the regular sequence of elementary and intermediate courses.
2 hours per week

HEB 81 INDEPENDENT STUDY FALL and SPRING 1-3 CREDITS
Independent study in the field of Hebrew, designed for advanced students, includes intensive work in language, literature, culture and civilization. Study, research and projects are de-
veloped individually between the student and faculty member and must be approved by the department.

1-3 hours per week

HISTORY

I. AMERICAN HISTORY

HIST 11  AMERICAN CIVILIZATION I  3 CREDITS
Course surveys the evolution of American political, economic, social and cultural life from the Age of Exploration to the Civil War. American democracy is examined institutionally against the panoramic background of the nation's history with emphasis on crucial issues and periods.

3 hours per week

HIST 12  AMERICAN CIVILIZATION II  3 CREDITS
Continuation of HIST 11 from the Civil War to the present.

3 hours per week

HIST 13  AMERICAN COLONIAL HISTORY TO 1763  3 CREDITS
This course traces the foundations of American Civilization from its European origins to the French and Indian War. It covers such topics as the expansion of Europe; the Indian's struggle for survival; the origins of American Negro slavery and the roots of prejudice; the beginning of the plantation system; the Puritan impact on American culture; violence and resistance to authority in colonial times; the structure and basis of American politics; British imperialism; and the growth of American nationalism.

3 hours per week

HIST 58  AMERICAN REVOLUTION AND THE EARLY NATIONAL PERIOD, 1763 to 1828  3 CREDITS
A survey of the social, cultural, economic, and political forces that produced the American Revolution. It also discusses how the American people built a new nation, struggled with the problems of an underdeveloped economy, created a two-party system, and sought to protect and enhance their national sovereignty.

3 hours per week
HIST 15  AGE OF JACKSON, 3 CREDITS
CIVIL WAR AND
RECONSTRUCTION,
1828 TO 1877
The study of American political, social, and economic
history in an age of sectionalism culminating in the triumph of
nationalism. Broad topics include the Era of Good Feeling; the
election of Andrew Jackson and party politics in the Age of Jack­
son; the concept of Jacksonian Democracy; economics and the rise
of sectionalism; slavery in the antebellum South; American ex­
ansion westward; the coming of the Civil War; Mr. Lincoln and
the Civil War; and Reconstruction.

3 hours per week

HIST 16  THE GILDED AGE
AND THE
PROGRESSIVE ERA,
1877 TO 1920
The political, economic, diplomatic, and social history
of the period marking the emergence of modern America; the
transformation of America from a primarily regional, rural, agri­
cultural, isolated nation to an urban industrial world power. Topics
include the nationalizing of American life; politics in the Gilded
Age; the process of American industrialization; urban develop­
ment; the farmer's last frontier; the Spanish-American War and the
rise of America to world power; the United States in Asia and Latin
America; Theodore Roosevelt and the modern Presidency; Wood­
row Wilson and the triumph of Progressivism; and World War I.

3 hours per week

HIST 59  MODERN AMERICA,
1920 TO THE PRESENT
A study of the political, social, economic, and cultural
development of the United States from 1920 to the present. The
course explores in depth such issues as Normalcy, the New Deal,
the Civil Rights Revolution, the Cold War, and the Protest Move­
ments.

3 hours per week

HIST 20  THE IMMIGRANT
IN AMERICAN SOCIETY
An examination of the history of immigration to
America. The course traces the changing pattern of immigration
from the 17th century to the present and describes the motives
and ambitions of the immigrant, his role in American society, and his contributions to American life.

3 hours per week

HIST 21 AMERICAN SOCIAL HISTORY 3 CREDITS

The development of American society is traced from colonial times to the present. Topics include the revolutionary nature of American education; the family; the unique role of the woman in American society; the social basis of American politics; the problems of slavery and race; social values and the dynamics of American capitalism; the rise of the city; building a nation of immigrants; and the continuing struggle for social justice in modern America.

3 hours per week

HIST 22 AMERICAN ECONOMIC HISTORY 3 CREDITS

American economic development from colonial times to the present, with consideration of the political, social, and cultural factors relating to economic growth. Topics include mercantilism and the colonial economy; economics of independence; commerce and agriculture in the early Republic; the Transportation Revolution; pre-Civil War period of industrial growth; the impact of the Civil War; industrialization and the organization of business, labor, and agriculture; the managerial and technological revolution of the 1920's; the era of the Great Depression; and American economic trends since World War II.

3 hours per week

HIST 23 THE AMERICAN FRONTIER 3 CREDITS

This course traces the movement of the American frontier from colonial times to the 20th century. It discusses the impact of the frontier on the settler, the confrontation between the Indian and the settler, and the settler's efforts to tame the American wilderness. It also covers such topics as the cotton and cattle kingdoms, the problem of law and order in the West, and the continuing legacy of the frontier in American society and culture.

3 hours per week

HIST 54 AMERICAN DIPLOMATIC HISTORY 3 CREDITS

A survey of the foreign policy of the United States from the Revolution to the present in its various phases: isolation-
ism; 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 relation with international organizations; today's challenges to American supremacy.

3 hours per week

HIST 50 THE BLACK IN AMERICAN HISTORY

A study of the Black American within the context of American Civilization. His role in the growth of the nation is examined with the aim of understanding his contribution and his problems, as well as the attitudes of all Americans, black and white, on the issues of race. Primary sources, both historical and current, are utilized.

3 hours per week

HIST 60 AMERICAN INTELLECTUAL HISTORY

This course traces the development of American thought from the colonial period to the present. It examines the ideas held by the American people which influenced and directed their social, political, economic, and intellectual activities.

3 hours per week

HIST 61 THE CITY IN AMERICAN HISTORY

A study of urban history in America, from the trade centers of the 17th century to the modern megalopolis. The course includes such topics as intellectual ferment in the cities, rural migration and foreign immigration, and the problems the city faces in contemporary America.

3 hours per week

II. EUROPEAN HISTORY

HIST 51 THE ANCIENT WORLD

This course traces the origins of civilization and the emergence of the great cultures of the Near East, including the religious, social, economic, and political ideas and institutions of Egypt, Mesopotamia, the Hebrews, Greece, and Rome, which shaped Western civilization.

3 hours per week
HIST 52 WESTERN CIVILIZATION FROM THE MIDDLE AGES TO THE 18TH CENTURY

A course in the main themes of Western Civilization from the Middle Ages to the 18th century. It discusses such topics as the nature of medieval society, the birth of modern capitalism, the rise of individualism and humanism, the religious revolution of the 16th century, the emergence of modern science, the Age of Reason, and the expansion of Europe and its impact on the world.

3 hours per week

HIST 31 THE CONTEMPORARY WORLD, EUROPE

A social, cultural, political, and economic approach to the development of European civilization from the French Revolution to the 20th century, with emphasis on the technological revolution and the predicament of modern man.

3 hours per week

HIST 67 JEWISH HISTORY FROM POST-BIBLICAL TIMES TO THE ENLIGHTENMENT

A study of the Babylonian exile and its impact upon the development of Judaism; the Second Commonwealth and the communities outside Palestine; the cultural, social, economic, and legal developments in Palestine and Babylonia; the development of the Talmud and the literature surrounding it; the relationship with Christianity and Islam; the communal structures and institutions in Europe and Africa; the trends and philosophies of thought.

3 hours per week

HIST 64 MODERN JEWISH HISTORY

A history of the Jewish people from the Enlightenment to the establishment of the State of Israel. The topics to be covered are emancipation, assimilation, anti-Semitism, economic, social and ideological developments, and Zionism.

3 hours per week

HIST 53 RUSSIAN HISTORY FROM 1860 TO THE PRESENT

This course deals with reform and revolution in Russia and the establishment of the Soviet regime. It includes an analysis and evaluation of the U.S.S.R. under its several leaders.

3 hours per week
HIST 62 MODERN NATIONALISM 3 CREDITS
This course examines the growth and significance of nationalism in the 19th and 20th centuries, and its importance as a force in unification as well as disruption.

3 hours per week

HIST 63 IMPERIALISM 3 CREDITS
An analysis of the extension of European control over non-European areas and the response of industrially-backward areas to Western ideas. Included are the rivalries among the imperialistic powers and the new concepts of imperialism in the post-World War II period.

3 hours per week

HIST 65 MODERN RADICAL MOVEMENTS IN WESTERN CIVILIZATION 3 CREDITS
The course examines the ideological basis of industrialism, laissez-faire, and doctrines of reform and transformation, as well as the co-related movements in the 19th and 20th centuries. It traces the emergence of post-democratic totalitarianism in Russia, Italy, and Germany, and contemporary expressions of Socialism, Marxism-Leninism, and revisionist views of liberalism and democracy.

3 hours per week

HIST 35 UTOPIAN DREAMERS OF THE WESTERN WORLD 3 CREDITS
A study of utopian thinkers and thought as a significant expression of Western culture. The course includes an analysis of the major works in the utopian literature and the historical backgrounds which produced them.

3 hours per week

HIST 68 THE ROLE OF WOMEN IN WESTERN CIVILIZATION 3 CREDITS
A study of the various roles—such as familial, social, legal, and political—that women have played in the development of Western Civilization. Emphasis is placed on historically important women, as well as outstanding fictional characters, in order to depict concretely woman's position in society.

3 hours per week
HIST 34  MILITARY HISTORY  3 CREDITS
Modern military history with emphasis on the strategic, cultural, ideological, and technological factors relating to warfare. Topics include war and society in old Europe, modern nationalism and conventional warfare, total war, limited war, and modern guerilla and counterinsurgency warfare.

3 hours per week

III. LATIN AMERICAN, ASIAN, AND AFRICAN HISTORY

HIST 57  LATIN AMERICAN HISTORY  3 CREDITS
This course traces the political, economic, social, and cultural evolution of the peoples and nations of Latin America. It studies the region’s development from the wars of independence to the contemporary problems and changing patterns of life in the 20 nations.

3 hours per week

HIST 32  THE CONTEMPORARY WORLD, ASIA  3 CREDITS
An examination of traditional and contemporary Chinese, Japanese, Indian and South East Asian civilizations with special emphasis on 19th and 20th century developments, including such topics as the conflicts between indigenous culture and external forces.

3 hours per week

HIST 33  THE CONTEMPORARY WORLD, AFRICA  3 CREDITS
Historical development of the Middle East and Africa, with emphasis on the cultural interchange, colonialism and the nationalist revolts, new governments and the problems of modernization, conflicts of interest of the great powers, and 20th century nationalistic rivalries.

3 hours per week

IV. HISTORICAL RESEARCH

HIST 40  THE ART OF HISTORY  3 CREDITS
The course deals with the theory and practice of historical research through the study of leading historians. The topics covered include the principles of research, library and bibliographic techniques, the validity and organization of materials,
and the art of handling quotations and footnotes.

3 hours per week

HIST 81 INDEPENDENT STUDY 1-3 CREDITS

Students may engage in study in areas in which they have special interest and necessary competence. Such study may include research, work outside of the college, and participation in individual and/or group projects. Students must obtain written permission from the instructor who will guide the study.

Prerequisite: Open to students with a B index or better 1-3 hours per week

INDUSTRIAL AND LABOR RELATIONS

ILR 12 INDUSTRIAL RELATIONS AND LABOR PROBLEMS SPRING 3 CREDITS

A historical, political, economic, and legal inquiry into the factors affecting labor-management relations. Explores pivotal issues of collective bargaining and current policy decisions and their relationship to labor problems.

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 in this course.

Prerequisite: ILR 12 3 hours per week

ILR 33 COLLECTIVE BARGAINING FALL 3 CREDITS

The course deals with the preparation, negotiation and administration of union labor contracts.

Prerequisite: ILR 12 3 hours per week

ILR 34 LABOR LAW SPRING 3 CREDITS

Introduction to the judicial, legislative and administrative laws 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

Examination of 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

3 hours per week

ILR 51 JOB ANALYSIS

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 undertakes a job analysis project.

Prerequisite: ILR 12 or BA 31

3 hours per week

ILR 81 INDEPENDENT STUDY

Independent study in the field of industrial labor relations is developed individually between the student and the faculty member and must be approved by the department.

1-3 hours per week

ILR 92 FIELD EXPERIENCE

Eight hours a week of supervised field experience in industrial and labor relations. An hour each week is devoted to classroom lecture and discussion of experiences in the field related to industrial and labor relations theory.

9 hours per week

INSURANCE

INS 31 PRINCIPLES AND PRACTICE OF INSURANCE I

An analysis of contracts for fire, automobile, casualty fidelity and surety, and burglary insurance. The course surveys insurance laws, including risks insured against, exclusions and endorsements. Types of carriers, claims adjustments, ratings and allied subjects.

4 hours per week
INS 32  PRINCIPLES AND PRACTICE OF INSURANCE II

The course includes 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

INS 33  INSURANCE LAW

Emphasis on the relationship of law to insurance, including the practical application of investigation and adjustment of insurance claims.

Corequisite: INS 31

INS 34  PRINCIPLES OF LIFE INSURANCE

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

INS 81  INDEPENDENT STUDY

Independent study in the field of insurance is developed individually between the student and the faculty member and must be approved by the department.

1-3 hours per week

INS 92  FIELD EXPERIENCE IN INSURANCE

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

Prerequisites: INS 31 and 33

Corequisites: INS 32 and 34
**ITALIAN**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Periods</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITAL 11</td>
<td>ELEMENTARY ITALIAN I</td>
<td>3</td>
<td>FALL and SPRING</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course provides intensive practice in speaking, reading, and writing. The essentials of Italian grammar are emphasized.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3 hours per week</td>
</tr>
<tr>
<td>ITAL 12</td>
<td>ELEMENTARY ITALIAN II</td>
<td>3</td>
<td>FALL and SPRING</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A continuation of ITAL 11, with increased emphasis on grammar, oral and written drill supplemented by reading of graduated texts of increasing difficulty. Comprehension and spoken usage stressed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: ITAL 11 or equivalent</td>
<td></td>
<td></td>
<td>3 hours per week</td>
</tr>
<tr>
<td>ITAL 13</td>
<td>INTERMEDIATE ITALIAN I</td>
<td>3</td>
<td>FALL and SPRING</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Progressive development of oral and writing skills based upon the foundations established in ITAL 11, 12. Intensive review is supplemented by practice in writing and speaking, and by readings in modern Italian literature.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: ITAL 12 or equivalent</td>
<td></td>
<td></td>
<td>3 hours per week</td>
</tr>
<tr>
<td>ITAL 14</td>
<td>INTERMEDIATE ITALIAN II</td>
<td>3</td>
<td>FALL and SPRING</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course consists of grammar and composition review, as well as reading in Italian literature on an intermediate level.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisites: ITAL 13 and MLA Placement Examination</td>
<td></td>
<td></td>
<td>3 hours per week</td>
</tr>
<tr>
<td>ITAL 17</td>
<td>INTENSIVE REVIEW OF ITALIAN GRAMMAR, READING AND COMPOSITION</td>
<td>3</td>
<td>FALL and SPRING</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Open to all students who have had 3 or more years of Italian in high school but have been subject to a substantial time lapse in language study.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: MLA Placement Examination</td>
<td></td>
<td></td>
<td>4 hours per week</td>
</tr>
</tbody>
</table>

102
ITAL 18 \hspace{1cm} \textbf{READINGS IN MODERN ITALIAN} \hspace{1cm} \textbf{FALL and SPRING} \hspace{1cm} 3 \text{ CREDITS}

Selected readings from contemporary short stories, novels, magazine and newspaper articles, cinema and theater reviews with emphasis on rapid reading and discussion in Italian.

Prerequisites: ITAL 14, 17 or 4 years of high school Italian

ITAL 22 \hspace{1cm} \textbf{ITALIAN CONVERSATION} \hspace{1cm} \textbf{FALL and SPRING} \hspace{1cm} 2 \text{ CREDITS}

Open to all students in regular attendance. Course stresses basic vocabularies and conversational patterns helpful to the tourist, and enriches his knowledge of the people and culture of Italy.

2 \text{ hours per week}

ITAL 51 \hspace{1cm} \textbf{SURVEY OF ITALIAN LITERATURE} \hspace{1cm} \textbf{FALL and SPRING} \hspace{1cm} 3 \text{ CREDITS}

Selected readings from the Classical period to the present. Instruction is entirely in Italian. Analysis of literary values and fine points of grammar.

Prerequisite: ITAL 14 or equivalent

ITAL 52 \hspace{1cm} \textbf{ITALIAN LITERATURE OF THE RENAISSANCE} \hspace{1cm} \textbf{FALL and SPRING} \hspace{1cm} 3 \text{ CREDITS}

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.

Prerequisite: ITAL 14 or equivalent

ITAL 53 \hspace{1cm} \textbf{LIFE AND WORKS OF DANTE ALIGHIERI} \hspace{1cm} \textbf{FALL and SPRING} \hspace{1cm} 3 \text{ CREDITS}

Selected readings in Dante’s “Divina Commedia” in relation to the religion and philosophy of Dante’s time. The course is conducted entirely in Italian.

Prerequisite: ITAL 14 or equivalent

ITAL 61, 62, 63, 64 \hspace{1cm} \textbf{WORKSHOPS} \hspace{1cm} \textbf{FALL and SPRING} \hspace{1cm} 1 \text{ CREDIT}

This series of workshops is designed for students who need extra help based upon the recommendation of the instructor,
stressing oral expression and grammar review. Workshops are open to students in elementary and intermediate courses on a voluntary basis. Students may be placed in them depending upon results of MLA Language Placement Examination. Workshops are keyed to the regular sequence of elementary and intermediate courses.

2 hours per week

ITAL 81 INDEPENDENT STUDY FALL and 1-3 CREDITS SPRING

Independent study in Italian is designed for advanced students and includes intensive work in the language, literature, culture and civilization. Study, research and projects are developed individually between the student and the faculty member and must be approved by the department.

1-3 hours per week

MATHEMATICS

MATH 01 ELEMENTARY ALGEBRA FALL or NO CREDIT SPRING

A comprehensive treatment of the topics outlined for the Ninth Year Mathematics course by the University of the State of New York.

3 hours per week

MATH 02 PLANE GEOMETRY FALL or NO CREDIT SPRING

A comprehensive treatment of the topics outlined for the Tenth Year Mathematics course by the University of the State of New York.

Prerequisite: MATH 01

3 hours per week

MATH 03 ELEVENTH YEAR MATHEMATICS FALL or NO CREDIT SPRING

Same course as Eleventh Year Mathematics in high school.

Prerequisite: MATH 01

4 hours per week

MATH 05 INTENSIVE MATHEMATICS REVIEW FALL or NO CREDIT SPRING

An intensive review of basic mathematics, as well as
an introduction to basic algebraic manipulations. The emphasis is on individualized attention, using programmed instructional materials under the direct supervision of the instructor.

4 hours per week

MATH 3 BUSINESS MATHEMATICS
FALL or SPRING
3 CREDITS

Problems of business mathematics, including markup, discounts, interest, payroll, tax calculation, and insurance. Problem solving by desk calculator. Not open to A.A. or A.S. students.

Prerequisite: MATH 05 or satisfactory scores on the mathematics placement examination

4 hours per week

MATH 4-5 ELEVENTH YEAR MATHEMATICS AND MATHEMATICS OF FINANCE
FALL or SPRING
3 CREDITS

An integration of MATH 03 and MATH 6 for students in A.A.S. programs who have not taken ELEVENTH YEAR MATHEMATICS, Intermediate Algebra, or who feel that they would benefit from review. Not open to students in A.A. or A.S. programs.

Prerequisite: MATH 01

4 hours per week

MATH 6 MATHEMATICS OF FINANCE
FALL or SPRING
3 CREDITS

College algebra oriented to business includes mathematics of investment, compound interest, present value, nominal and effective rates, annuities, amortization, depreciation, sinking funds, bonds, 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 open to students in A.A. or A.S. programs.

Prerequisites: Intermediate Algebra, ELEVENTH YEAR MATHEMATICS or MATH 03

3 hours per week

MATH 8 MATHEMATICS: SPRING 3 CREDITS

An Elementary Survey from a Historical Viewpoint

An elementary survey of mathematics designed with the non-transfer student in mind. Not open to students who have completed MATH 10 or higher.

Prerequisite: MATH 01

3 hours per week
MATH 9
UNDERSTANDING FALL and 3 CREDITS
MATHEMATICS: SPRING
A PRACTICAL APPROACH

This course is primarily designed for the Educational Assistant.

Students are to use mathematics laboratory equipment to gain insight into basic mathematical concepts and principles, which are to be developed through more formal discussions. A term project is required.

4 hours per week

MATH 10-11 ELEVENTH YEAR FALL or 3 CREDITS
MATHEMATICS AND SPRING
CONCEPTS OF MODERN
MATHEMATICS

An integration of MATH 03 and MATH 12 for A.A. and A.S. students who do not meet the prerequisites of MATH 12. Open to A.A.S. students who meet the prerequisites. Prerequisite: A satisfactory record in MATH 01 4 hours per week
MATH 12  CONCEPTS OF MODERN MATHEMATICS I  FALL or SPRING 3 CREDITS

A basic course for Liberal Arts transfer students designed to introduce them to the beauty and structure of mathematics and to the recent developments in the field. Topics include the Fundamental Theorem of Arithmetic, the Euclidean Algorithm, Network Theory, Tiling and Congruences. Recreational Mathematics is also introduced. Special sections are available for mathematics and science majors.

Prerequisite: A satisfactory record in 3 hours per week
MATH 01, 03 or 4-5

MATH 14  ANALYTIC GEOMETRY AND PRE-CALCULUS MATHEMATICS  FALL or SPRING 4 CREDITS

This is a pre-calculus course stressing real numbers, fields, open sentences, functions and relations, as well as an introduction to analytic geometry and to probability. Recommended for students planning to continue with calculus and/or mathematics electives.

Prerequisite: A satisfactory record in 4 hours per week
ELEVENTH YEAR MATHEMATICS,
MATH 03, MATH 5 or MATH 11.
Not open to students who have completed Advanced Algebra or Math 12A in high school.
Students who have completed Twelfth Year Mathematics or Advanced Algebra may not receive credit for MATH 14

MATH 15-16  CALCULUS I-II  FALL or SPRING 8 CREDITS

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

Prerequisite: Twelfth Year Mathematics 4 hours per week
or MATH 14 with a grade of C
or better

107
MATH 17-18 CALCULUS I-II
To be offered upon sufficient demand for year
An intensive course for students concentrating in mathematics whose previous performance in the subject has been at the level of B or higher. Topics include rate of change of function, derivatives applications, integration, applications of a definite integral, transcendental functions, determinants, linear equations, analytic geometry, hyperbolic functions, polar coordinates, vectors, solid geometry and partial differentiation. Math 17-18 is equivalent to Math 16, 21 and 56.

Prerequisites: Higher achievement on the placement examination and an outstanding high school record in mathematics

MATH 20  ELEMENTS OF STATISTICS
FALL or SPRING
The course introduces students to probability and statistics. It also includes tabulation and graphing of distributions, central and dispersion tendencies, comparison techniques, correlations and predictive techniques. Instruction and practice in the use of desk calculators. Recommended for students planning careers in economics, education, psychology, sociology, as well as data processing and environmental technology.

Prerequisite: A grade of C or better in MATH 11 or higher

MATH 21  CALCULUS III
FALL or SPRING
Partial differentiation, polar coordinates, solid geometry and vectors, hyperbolic functions.

Prerequisite: MATH 16 with a grade of C or better

MATH 22  CONCEPTS OF MODERN MATHEMATICS II
SPRING
A continuation of MATH 12 in greater depth. Some independent reading under the guidance of the instructor to introduce the student to research mathematics.

Prerequisite: MATH 11 or 12 with a grade of B or better or permission of the department
MATH 23 HISTORY OF MATHEMATICS FALL and SPRING 4 CREDITS
An introduction to the history of mathematics from Babylonian and Egyptian civilization to the present time. Emphasis is placed on mathematics as a cultural force in the development of Western civilization. Recommended for prospective teachers of elementary school, as well as for teachers of junior high school and secondary school mathematics. A fully transferable elective.
Prerequisite: MATH 11 or 12 or 14 or 15 4 hours per week
Not open to students who have completed MATH 8

MATH 24 INTRODUCTION TO THE SPRING 3 CREDITS THEORY OF NUMBERS
This course covers the classical number theory, and such related topics as divisibility, congruences, quadratic residues, continued fractions, Diophantine equations, prime and perfect numbers.
Prerequisite: MATH 11 or 12 or 14 or 15 3 hours per week

MATH 52 FINITE FALL or SPRING 3 CREDITS MATHEMATICS
Designed for non-science and non-mathematics majors, the course includes Boolean Algebra, advanced probability, matrices, Markov chains, and applications to the social and behavioral sciences.
Prerequisite: MATH 14 or Twelfth Year 3 hours per week
Mathematics or Advanced Algebra

MATH 55 DIFFERENTIAL FALL or SPRING 3 CREDITS EQUATIONS
This course delves into the 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 with a grade of C or better 4 hours per week

MATH 56 LINEAR FALL or SPRING 3 CREDITS ALGEBRA
A study of vector spaces, matrix algebra, transformations, and vector analysis.
Prerequisite: MATH 15 or 17 with a grade of C or better 4 hours per week

MATH 57-58 CALCULUS III-IV

To be offered upon sufficient demand for year

An advanced course in calculus from a vector calculus viewpoint. Topics include limits, sequences, and series.

Prerequisite: MATH 18 or 21 with a grade of B or better

MATH 81 INDEPENDENT STUDY

FALL and SPRING

1-3 CREDITS

Independent study in the field of mathematics is developed individually between the student and the faculty member and must be approved by the department.

MENTAL HEALTH—CHILD CARE

(Early Childhood Education)

Students majoring in either Mental Health or in Child Care are urged to follow the sequence of courses outlined in a special leaflet designed for this purpose. Formal prerequisites are being recommended for 1971-72. Non-majors may select the listed courses as electives with the exceptions of the field work courses, MH91, 92, 93, 96, 97 and 98.

For Mental Health majors only, NH 11 is a prerequisite for all Mental Health courses.

Corequisites are applicable to Mental Health majors only.

MH 11 INTRODUCTION TO HUMAN SERVICES AND AGENCIES

FALL and SPRING

3 CREDITS

The wide array of Human Services as provided by a large selection of agencies is reviewed. Students visit and evaluate selected agencies serving many fields, including mental health, psychological and social services, child care for exceptional and institutionalized children, and educational services in nurseries, day care and Headstart Programs.

3 hours per week
MH 21  CREATIVE ACTIVITIES I  FALL and  2 CREDITS
(Literature and Story-telling)  SPRING

This course surveys the objectives of the program in Early Childhood Education. The selection, guidance and evaluation of learning experiences with specific emphasis on methods and materials in language arts, and story-telling.

2 hours per week

MH 22  CREATIVE ACTIVITIES II  FALL and  2 CREDITS
(Arts and Crafts)  SPRING

Exploration of a variety of art media to explore principles, methods, planning and classroom organization necessary to achieve the curriculum and behavioral objectives of the programs in Early Childhood Education.

Prerequisite: MH 21  2 hours per week

MH 23  CREATIVE ACTIVITIES III  FALL and  2 CREDITS
(Music and Dance)  SPRING

Explores the musical literature, methods and techniques for utilizing music and dance to help achieve curriculum and behavioral objectives of the program in Early Childhood Education.

Prerequisite: MH 21  2 hours per week

MH 31  PRINCIPLES OF  FALL and  3 CREDITS
INTERVIEWING (MH)  SPRING

Basic principles of gathering information by utilizing interviewing techniques are covered in this course, as well as the development of a case history, progress achieved, and the problems encountered. Interviewing for informational purposes, analytical and research needs. Individual and group interviewing is also included. Practice sessions are structured as part of the course.

3 hours per week

MH 32  PSYCHOPATHOLOGY I  FALL and  3 CREDITS
(MH)  SPRING

Beginning with the historical development of psychopathology, students are introduced to the varieties of deviant behavior with appropriate examples. An overall review of the current theories of psychopathology serves as a refresher to the introduction of some of the problems of clinical analysis of patient behavior.

3 hours per week
MH 33 PSYCHOPATHOLOGY II FALL and SPRING
(MH)
3 CREDITS
Students observe severely disturbed patients and decided pathological personalities, including schizophrenia, paranoia, and the kinds of approaches that may be undertaken to help patients. Disorders are covered in depth. The wide array of therapies utilized by the MENTAL HEALTH TEAM are explored.
Prerequisite: MH 32
3 hours per week

MH 34 ACTIVITIES FALL and SPRING
THERAPY (MH)
2 CREDITS
Selected skills are introduced to students for working with mental patients. Focuses on the utilization of therapeutic crafts such as painting, leathercraft, and ceramics.
2 hours per week

MH 35 SKILL IN GROUP FALL and SPRING
LEADERSHIP (MH)
2 CREDITS
Nature and variety of group formation and functions are reviewed. Patterns of Group Cohesiveness, the dynamics affecting social change, and helping a group to define and reach its objectives are analyzed. Finally, the development of group leadership and the unique problems of the organizational structure as it affects the group and its leadership are explored.
2 hours per week

MH 81 INDEPENDENT FALL and SPRING
STUDY
1-3 CREDITS
Independent study in the field of mental health is developed individually between the student and the faculty member and must be approved by the department.
1-3 hours per week

MH91* OBSERVATION AND FALL and SPRING
RECORDING OF CHILD 3 CREDITS
BEHAVIOR (Child Care)
Students are assigned to work in a specific Early Childhood Educational Center such as day care centers, nursery schools, kindergarten centers, schools for exceptional children, and residential institutions. The course concentrates on objective observation of child behavior, and participation with children, in order to help students develop skills in understanding children's behavior and learning needs.
Corequisite: MH 21
6 hours per week
MH 92a PROGRAM PLANNING FOR CHILD-CENTERED ACTIVITIES (Child Care) 3 CREDITS

FALL and SPRING

Students assume an assigned measure of responsibility and work directly with the children of a selected child care agency. Careful planning for the formulation and the development of suitable children's programs guide students toward a professional role.

Prerequisite: MH 91 6 hours per week

MH93a SUPERVISED EXPERIENCE IN CHILD CARE PROGRAMS (Child Care) 3 CREDITS

FALL and SPRING

Students are assigned increasing responsibility in a program within the limits of the agency structure, including leadership of group activity.

Prerequisite: MH 91 6 hours per week

MH 96a MENTAL HEALTH—FIELD WORK I 3 CREDITS

FALL and SPRING

Students are assigned to work in a Mental Health agency where the focus is on preventive measures and therapy.

Corequisite: MH 31 6 hours per week

MH 97b MENTAL HEALTH—FIELD WORK II 3 CREDITS

FALL and SPRING

A public hospital is selected which serves institutionalized patients afflicted with a variety of social disorders. Students are assigned ward and patient responsibilities under faculty supervision.

Prerequisite: MH 96 6 hours per week

MH 98b MENTAL HEALTH—FIELD WORK III 3 CREDITS

FALL and SPRING

A special facility such as a Social Services Department, a Foster Patient Placement Agency or a Halfway House is utilized for student assignment. The focus of the field work is on preparation for patient discharge and referral to home and job.

Prerequisite: MH 96 6 hours per week

a. MH 91, 92, 93 are to be taken in sequence.
b. MH 96, 97, 98 are to be taken in sequence unless special permission is granted.
MUSIC

MUSIC 30  RUDIMENTS OF THEORY  FALL and  2 CREDITS
(for Non-Music Majors)  SPRING

Basic skills in music reading and writing include notation, rhythms, intervals, scales, keys, and chords. For non-music majors and students who have no previous musical training.

2 hours per week

MUSIC 31  AN INTRODUCTION TO MUSIC  FALL and  2 CREDITS
SPRING

Development of perceptive awareness of music through guided listening. Study of materials and forms of music and their use in the musical literature. Consideration of the works and styles of many composers. Assignments involve listening to phonograph records and tapes, readings, written reports, and attendance at concerts.

2 hours per week

MUSIC 32  THEORY OF MUSIC I  FALL and  3 CREDITS
SPRING

A study of the diatonic tonal system. Includes scales, intervals, chordal construction in various positions, chord relationships and successions, melodic construction and analysis, voice-leading techniques, metric and rhythmic organizations, harmonization of figured-bass exercises and melodies. Analysis of relevant techniques in representative traditional repertoire.

3 hours per week

MUSIC 33  THEORY OF MUSIC II  FALL and  3 CREDITS
SPRING

A continuation of MUSIC 32. Includes tones of figuration (passing-tones, neighboring tones, leaps, suspension and anticipation techniques), chords of the seventh and ninth, applied (secondary) dominant techniques in traditional musical repertoire.

Prerequisite: MUSIC 32  3 hours per week

MUSIC 34  THEORY OF MUSIC III  FALL and  3 CREDITS
SPRING

A continuation of MUSIC 33. The course diatonic harmony, two-and-three part counter-point and chromaticism. Harmonization of melodies in various styles.

Prerequisite: MUSIC 33  3 hours per week
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester</th>
<th>Credits</th>
<th>Prerequisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 35</td>
<td>THEORY OF MUSIC IV</td>
<td>FALL and SPRING</td>
<td>3</td>
<td>MUSIC 34</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3 hours per week</td>
</tr>
<tr>
<td>MUSIC 36</td>
<td>EAR TRAINING I</td>
<td>FALL and SPRING</td>
<td>2</td>
<td>MUSIC 34, MUSIC 36 EAR TRAINING I</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2 hours per week</td>
</tr>
<tr>
<td></td>
<td>Fundamentals of notation, rhythms, key signatures, tempo and dynamics, etc. Practice in elementary sight-singing and dictation. This course is designed to enable the student to sing melodies at sight and to develop aural perception.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUSIC 37</td>
<td>EAR TRAINING II</td>
<td>FALL and SPRING</td>
<td>2</td>
<td>MUSIC 36</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2 hours per week</td>
</tr>
<tr>
<td>MUSIC 38</td>
<td>EAR TRAINING III</td>
<td>FALL and SPRING</td>
<td>2</td>
<td>MUSIC 37</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2 hours per week</td>
</tr>
<tr>
<td></td>
<td>A continuation of MUSIC 37. Aural recognition and sight-singing applied to the principles of Music Theory. Analysis of melodic construction and harmonization, study of form in music, regular and irregular rhythms.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUSIC 39</td>
<td>EAR TRAINING IV</td>
<td>FALL and SPRING</td>
<td>2</td>
<td>MUSIC 38</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2 hours per week</td>
</tr>
<tr>
<td></td>
<td>A continuation of MUSIC 38.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUSIC 42</td>
<td>CONTEMPORARY MUSIC</td>
<td>FALL and SPRING</td>
<td>3</td>
<td>MUSIC 31</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3 hours per week</td>
</tr>
<tr>
<td></td>
<td>The course surveys music from the late 19th century to the present. It includes European and American composers. Attention is given to American compositions in both the traditional and vernacular idioms.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MUSIC 51 MUSICAL LITERATURE I
(This course 3 CREDITS will be offered FALL 1972)

Analytical study of cadences and phrase structures, utilizing monophonic and homophonic examples. Formal analysis of chorales, piano miniatures and art songs in simple (binary and ternary) forms, and freer types (keyboard preludes and fantasies). Several species of variation form are examined, as are compositions in rondo form. Symphonic works in the above-mentioned forms are utilized. The suite is studied as a complete form in this semester.

3 hours per week

MUSIC 52 MUSICAL LITERATURE II
(This course 3 CREDITS will be offered SPRING 1972)

Analysis of various types of canons, inventions and motets, fugue form and sonata form as applied in literature for keyboard, chamber combinations, and symphony orchestra, and the extension of rondo and fugue forms to the Baroque concerto. Simpler concertos by Corelli, Vivaldi, and Bach are studied, as well as relatively uncomplicated keyboard, chamber, and symphonic works by Haydn, Mozart, Beethoven, and Schubert. Fugues from Bach’s Well-Tempered Clavier and Art of the Fugue are examined.

3 hours per week
MUSIC: PERFORMANCE AND PRACTICE

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
<th>SEMESTER</th>
<th>REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 60, 61, 62, 63</td>
<td>3 CREDITS</td>
<td>Fall and Spring</td>
<td>3 hours per semester</td>
</tr>
<tr>
<td>MUSIC 64, 65, 66, 67</td>
<td>3 CREDITS</td>
<td>Fall and Spring</td>
<td>3 hours per semester</td>
</tr>
<tr>
<td>MUSIC 68, 69, 70, 71</td>
<td>3 CREDITS</td>
<td>Fall and Spring</td>
<td>3 hours per semester</td>
</tr>
</tbody>
</table>

The courses consist of a half-hour private lesson per week and participation in Orchestra, Band or Chorus. Acceptance into the course is based upon an audition which should demonstrate the student's readiness to begin work on the literature of the first semester. (Guidelines regarding minimum preparation are available from the departmental office.)

At the end of each semester students are asked to perform before a jury. Students failing this examination may not continue the course sequence. Under special circumstances, students who have not been allowed to continue are permitted to petition for a new audition. Courses in the sequences described may not be repeated.

MUSIC 81 INDEPENDENT STUDY

Independent study in the field of music, including such areas as theory, history and performance, is developed individually between the student and the faculty member and must be approved by the department.

1-3 hours per week

MUSIC 91* CHORUS

Prerequisite: Permission of Instructor

FALL and Spring

1 CREDIT

3 hours per week

MUSIC 92* BAND

Prerequisite: Permission of Instructor

FALL and Spring

1 CREDIT

3 hours per week

a. Students may enroll for more than one performing group. However, credit is allowed for only one activity (1 credit per semester).
MUSIC 93* ORCHESTRA  
FALL and  
SPRING  
1 CREDIT

Prerequisite: Permission of Instructor  
3 hours per week

NURSING

NURS 11 FUNDAMENTALS OF NURSING I  
FALL  
6 CREDITS

Introduction to selected knowledge, skills, and understandings basic to the process of nursing. The role and responsibilities of the nurse technician are explored. A variety of health settings is selected to provide learning experiences with the newborn, the pre-school child, the school-age child, the adolescent and the adult.

Prerequisite: BIO 01  
10 hours per week
Corequisites: BIO 15, PSYCH 11  
4 lecture, 6 laboratory

NURS 12 FUNDAMENTALS OF NURSING II  
FALL and  
SPRING  
6 CREDITS

Selected facts, principles and concepts derived from the natural and behavioral sciences are applied to the common elements in the nursing care of man. Primary physiological needs explored are oxygen, rest, activity, and sleep. A secondary need explored is reproduction. A variety of health settings is selected to provide learning experiences.

Prerequisites or Corequisites: BIO 11, 15, 17  
12 hours per week
PSYCH 11, 32  
3 lecture, 9 laboratory

NURS 31 NURSING IN PHYSICAL AND MENTAL ILLNESS I  
FALL and  
SPRING  
8 CREDITS

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.

Prerequisites: NURS 12  
BIO 15, 17  
PSYCH 32  
14 hours per week
5 lecture, 9 laboratory

Prerequisite or Corequisite: BIO 51

a. Students may enroll for more than one performing group. However, credit is allowed for only one activity (1 credit per semester).
NURS 32 NURSING IN PHYSICAL AND MENTAL ILLNESS II FALL and SPRING
A continuation of NURS 31.

Prerequisites: NURS 31

18 hours per week

BIO 51
6 lecture, 12 laboratory

ORIENTATION

OR11 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

Requirements:

a. All students are required to select two courses in Physical Education.

b. Students may elect two additional courses in Physical Education with a total of required and elected courses not to exceed four.

c. Students interested in majoring in Health and Physical Education should consult with the department chairman.

Limitations/Waivers:

Waivers requested for medical reasons, consideration of age or any other extenuating circumstances, require the written approval of the Chairman of the Department of Health, Physical Education and Recreation.

Students medically restricted by the college physician are assigned to PEC 81 to satisfy their physical education requirement. Conference and written permission by the department coordinator is necessary.

Students over 35 years of age may request an interview with the department chairman to discuss a special program to fulfill their requirements.
Course Information:

a. All courses in Physical Education are designed to include the fundamental development of specifically related rules and history, skills and techniques, and strategy and game experience. Fitness and lifetime carry-over values are inherent within course content.

b. No credit shall be given for repeating a course previously passed.

c. Students may not carry more than one Physical Education course per semester.

TEAM SPORTS
(Women only)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester</th>
<th>Credit</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEW 1</td>
<td>FUNDAMENTALS OF FIGURE CONTROL AND BODY CONDITIONING</td>
<td>FALL or SPRING</td>
<td>1 CREDIT</td>
<td>2 hours per week</td>
</tr>
<tr>
<td>PEW 2</td>
<td>BASKETBALL</td>
<td>FALL or SPRING</td>
<td>1 CREDIT</td>
<td>2 hours per week</td>
</tr>
<tr>
<td>PEW 4</td>
<td>FIELD HOCKEY AND VOLLEYBALL TECHNIQUES</td>
<td>FALL or SPRING</td>
<td>1 CREDIT</td>
<td>2 hours per week</td>
</tr>
<tr>
<td>PEW 6</td>
<td>SOFTBALL and VOLLEYBALL</td>
<td>SPRING</td>
<td>1 CREDIT</td>
<td>2 hours per week</td>
</tr>
</tbody>
</table>

(Men only)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester</th>
<th>Credit</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEM 1</td>
<td>FUNDAMENTALS OF PHYSICAL EDUCATION</td>
<td>FALL or SPRING</td>
<td>1 CREDIT</td>
<td>2 hours per week</td>
</tr>
<tr>
<td>PEM 2</td>
<td>BASEBALL</td>
<td>SPRING</td>
<td>1 CREDIT</td>
<td>2 hours per week</td>
</tr>
<tr>
<td>PEM 3</td>
<td>TOUCH FOOTBALL AND VOLLEYBALL TECHNIQUES</td>
<td>FALL</td>
<td>1 CREDIT</td>
<td>2 hours per week</td>
</tr>
<tr>
<td>PEM 5</td>
<td>BASKETBALL TECHNIQUES</td>
<td>FALL or SPRING</td>
<td>1 CREDIT</td>
<td>2 hours per week</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Name</td>
<td>Term</td>
<td>Credits</td>
<td>Hours per Week</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------------------</td>
<td>-------------</td>
<td>---------</td>
<td>----------------</td>
</tr>
<tr>
<td>PEM 6</td>
<td>SOFTBALL AND VOLLEYBALL</td>
<td>SPRING</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>INDIVIDUAL/DUAL SPORTS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Women only)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PEW 10</td>
<td>GYMNASTICS AND MOVEMENTS</td>
<td>FALL or SPRING</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>PEW 11</td>
<td>TENNIS I</td>
<td>FALL or SPRING</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>PEW 12</td>
<td>TENNIS II</td>
<td>FALL or SPRING</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>PEW 15</td>
<td>ARCHERY AND FENCING</td>
<td>FALL or SPRING</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>PEW 18</td>
<td>MODERN DANCE TECHNIQUES</td>
<td>FALL or SPRING</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>PEW 19</td>
<td>MODERN DANCE COMPOSITION</td>
<td>FALL or SPRING</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>(Prerequisite: PEW 18)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Men only)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PEM 11</td>
<td>TENNIS I</td>
<td>FALL or SPRING</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>PEM 12</td>
<td>TENNIS II</td>
<td>FALL or SPRING</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>PEM 15</td>
<td>ARCHERY AND FENCING</td>
<td>FALL or SPRING</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>PEM 17</td>
<td>WRESTLING AND TRACK AND FIELD</td>
<td>FALL or SPRING</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>a. Open to men with permission of instructor</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Name</td>
<td>Description</td>
<td>Term</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------------------</td>
<td>------------------------------------</td>
<td>-----------------</td>
<td>---------</td>
</tr>
<tr>
<td>PEM 19</td>
<td>BEGINNING GYMNASTICS</td>
<td>Fall or Spring</td>
<td>1 CREDIT</td>
<td>2 hours</td>
</tr>
<tr>
<td></td>
<td>CO-EDUCATIONAL ACTIVITIES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PEC 21</td>
<td>BASIC SWIMMING AND BOATING TECHNIQUES</td>
<td>Summer</td>
<td>1 CREDIT</td>
<td>2 hours</td>
</tr>
<tr>
<td>PEC 22</td>
<td>SOCIAL, FOLK, AND SQUARE DANCING</td>
<td>Fall or Spring</td>
<td>1 CREDIT</td>
<td>2 hours</td>
</tr>
<tr>
<td>PEC 23*</td>
<td>BOWLING</td>
<td>Fall or Spring</td>
<td>1 CREDIT</td>
<td>2 hours</td>
</tr>
<tr>
<td>PEC 24*</td>
<td>SKIING</td>
<td>Fall</td>
<td>1 CREDIT</td>
<td>2 hours</td>
</tr>
<tr>
<td>PEC 25*</td>
<td>SAILING</td>
<td>Spring</td>
<td>1 CREDIT</td>
<td>2 hours</td>
</tr>
<tr>
<td>PEC 26</td>
<td>GOLF AND BADMINTON</td>
<td>Fall or Spring</td>
<td>1 CREDIT</td>
<td>2 hours</td>
</tr>
<tr>
<td>PEC 27</td>
<td>KARATE AND SELF DEFENSE</td>
<td>Fall or Spring</td>
<td>1 CREDIT</td>
<td>2 hours</td>
</tr>
<tr>
<td>PEC 81</td>
<td>INDIVIDUAL STUDY</td>
<td>Fall or Spring</td>
<td>1-3 CREDITS</td>
<td>1-3 hours</td>
</tr>
</tbody>
</table>

Independent study in the field of physical education is developed individually between the student and the faculty member and must be approved by the department.

a. These courses require special fees.
PHYSICS

PHYS 11-12 GENERAL PHYSICS  FALL and  10 CREDITS
             SPRING 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: ELEVENTH YEAR  6 hours per week
             MATHEMATICS  4 lecture/recitation, 2 laboratory
Corequisite: MATH 14

PHYS 13-14 ADVANCED  FALL and  10 CREDITS
             GENERAL PHYSICS  SPRING  FOR YEAR

Similar to PHYS 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: MATH 14  6 hours per week
Corequisite: MATH 15-16 or 17-18

PHYS 21 MODERN PHYSICS  FALL and  4 CREDITS
             SPRING

The course covers such subjects as: 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  5 hours per week
             3 lecture/recitation, 2 laboratory

PHYS 24 ANALYTICAL MECHANICS  FALL or  4 CREDITS
             SPRING

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  5 hours per week
Corequisite: MATH 55  3 lecture/recitation, 2 laboratory
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Subject</th>
<th>Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 26</td>
<td>PHYSICS</td>
<td>ELECTRICITY AND MAGNETISM</td>
<td>4</td>
<td>FALL or SPRING  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.</td>
</tr>
<tr>
<td>PHYS 28</td>
<td>PHYSICS</td>
<td>ELEMENTS OF THERMODYNAMICS</td>
<td>3</td>
<td>FALL or SPRING  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; law temperature physics; Gibbs and Helmholtz potentials; thermal radiation.</td>
</tr>
<tr>
<td>POL SCI 51</td>
<td>POLITICAL SCIENCE</td>
<td>AMERICAN GOVERNMENT</td>
<td>3</td>
<td>3 hours per week  An examination of the structure of the national government and its functions. Topics include the three branches of government (executive, legislative and judicial), political parties, pressure groups, and current legislation.</td>
</tr>
<tr>
<td>POL SCI 52</td>
<td>POLITICAL SCIENCE</td>
<td>COMPARATIVE GOVERNMENT</td>
<td>3</td>
<td>3 hours per week  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 Africa and Asia.</td>
</tr>
</tbody>
</table>
| POL SCI 81 | POLITICAL SCIENCE| INDEPENDENT STUDY                   | 1-3     | 1-3 hours per week  Students may engage in study in areas in which they
have special interest and necessary competence. Such study may include research, work outside of the college, and participation in individual and/or group projects. Students must obtain written permission from the instructor who will guide the study.

*Prerequisite: Open to students with a 1-3 hours per week B index or better*

**PSYCHOLOGY**

**PSYCH 11**  
**GENERAL PSYCHOLOGY**  
_FALL or SPRING_  
3 CREDITS

Course probes the nature of psychology, its fields and divisions; the geosocial 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 DEVELOPMENT**  
_(Listed also as EDU 32)_  
_SPRING_  
3 CREDITS

This course focuses on human development from infancy through childhood, adolescence, and adulthood. It makes reference to intellectual growth, personal and social adjustment, and vocational and recreational interests, as well as the relationship between physical and mental development; and typical problems in various stages of the life-cycle.

*Prerequisite: PSYCH 11 3 hours per week*

**PSYCH 33**  
**SOCIAL PSYCHOLOGY**  
_FALL_  
3 CREDITS

An examination of basic theory, research methods and significant findings relating to the nature of individual behavior as it is affected by other individuals, groups, social institutions and the social structure.

*Prerequisite: PSYCH 11 3 hours per week*

**PSYCH 34**  
**PSYCHOLOGY OF PERSONALITY**  
_SPRING_  
3 CREDITS

A survey of the problems and issues with which personality theories must deal. Various theories will be surveyed in order to demonstrate the multiplicity of ways in which to deal
with the basic problems of personality.

Prerequisite: PSYCH 11

PSYCH 35 EDUCATIONAL PSYCHOLOGY

FALL 3 CREDITS

An introduction to current scientific theory and research relating to formal learning and teaching in classroom and other formal learning environments. New findings relating to: processes of human learning; concept-formation; language development; problem-solving and other cognitive abilities; characteristics of learning environments; learners and teachers affecting acquisition and retention; new approaches to motivating and directing learning; new approaches to organizing and transmitting information and knowledge.

Prerequisite: PSYCH 11

PSYCH 52 BUSINESS AND INDUSTRIAL PSYCHOLOGY

SPRING 3 CREDITS

In this course the principles and concepts of the behavioral sciences are applied in the work situation. Areas of study are: the nature of work; work environment; measurements of efficiency; motivation; attitudes; morale; fatigue; leadership; and the adjustment and adaptation of the work force.

Prerequisite: PSYCH 11

PSYCH 81 INDEPENDENT STUDY

FALL and SPRING 1-3 CREDITS

Independent Study in the field of psychology is developed individually between student and the faculty member and must be approved by the department.

1-3 hours per week

PUBLIC ADMINISTRATION

PA 11 STRUCTURE AND OPERATION OF GOVERNMENT AGENCIES

FALL 3 CREDITS

Analysis of the context and internal character of public agencies, their resources, organization, and operation. The various relationships involving administrative structure, patterns of organization and executive direction as they affect the design, functions and viability of organization in contemporary, urban democratic society.

3 hours per week
PA 12 DEVELOPMENT AND SPRING 3 CREDITS IMPLEMENTATION OF PUBLIC PROGRAMS

Empirical study of how public programs are developed and implemented to meet stated objectives. Selected programs currently in operation are examined and traced from inception to full-scale operation and local sponsorship.

3 hours per week

PA 31 GOVERNMENT FALL 3 CREDITS COMMUNICATIONS

Communications systems, practices and policy issues in modern government operations. Methods and techniques utilized for agency communications are examined. Focus will be on relationships among government agencies, quasi-public community-based agencies and the public at large.

3 hours per week

PA 32 PLANNING AND SPRING 4 CREDITS MANAGEMENT PROBLEMS OF PUBLIC AGENCIES-
CASE ANALYSIS

Research and analysis on actual agency situations involving complicated planning and management problems. Student participation in development of proposals with optimal responsiveness to urban public needs.

4 hours per week

PA 81 INDEPENDENT STUDY FALL and 1-3 CREDITS SPRING
INDEPENDENT STUDY

Independent study in the field of public administration is developed between the student and the faculty member and must be approved by the department.

1-3 hours per week

PA 91 FIELD EXPERIENCE FALL or 1 CREDIT SEMINAR—PROBLEMS SPRING AND ISSUES IN AGENCY ORGANIZATION AND ADMINISTRATION

Application of organization theory and aspects of the conceptual study of urban systems to actual agency situations encountered by students working as employees or on field experi-
ence assignments in public and quasi-public agencies. Analysis of day-to-day problems arising in these agencies in relation to theoretical knowledge of agency mission, authority, structure, and external relationships.

7-10 hours per week plus assigned field experience

PA 92 FIELD EXPERIENCE FALL or 3 CREDITS
SEMINAR—PROBLEMS SPRING AND ISSUES IN PROGRAMS ADMINISTRATION

Detailed definition and analysis of problems pertaining to program development and implementation. Examination of actual issues in program administration, inter-relating policy materials and operational consideration. Exchange of experiences and findings among participants to test theoretical premises and pragmatic assumptions affecting program operations and review.

2 or 3 hours per week plus assigned field experience

PA 93 FIELD EXPERIENCE FALL or 1 CREDIT
SEMINAR—TECHNIQUES SPRING AND OPERATIONS IN GOVERNMENT COMMUNICATIONS

Preparation and review of materials, strategies and operations affecting agency communications with special groups and the public at large. Analysis of actual agency situations.

1 hour per week plus assigned field experience

PA 94 FIELD EXPERIENCE FALL or 1 CREDIT
SEMINAR—PLANNING SPRING BUDGET AND REVIEW OPERATIONS OF PUBLIC AGENCIES

Practice in analysis and preparation of materials utilized in connection with planning, budget and review systems, and related activities of public agencies. Actual agency operations are to be studied.

1 hour per week plus assigned field experience
REAL ESTATE

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

RE 32 PRINCIPLES AND PRACTICE OF REAL ESTATE II
SPRING 3 CREDITS
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.
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.
Corequisite: RE 31
3 hours per week

RE 34 REAL ESTATE MANAGEMENT AND APPRAISAL
SPRING 3 CREDITS
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 81 INDIVIDUAL STUDY
FALL and SPRING 1-3 CREDITS
Individual study in the field of real estate is developed individually between the student and the faculty member and must be approved by the department.
1-3 hours per week
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 LEadership

INTRODUCTION TO RECREATION

An introduction to the historical and philosophical foundations of recreation and leisure. A study of the institutions providing recreation services, and the socio-economic factors which influence the growth and development of recreation. The course surveys the types of areas and facilities used in recreation.

LEADERSHIP PRINCIPLES

The importance of obtaining a knowledge of human dynamics, leadership abilities, and related techniques of teaching mechanical skills are stressed. Recreation leadership, personnel practices and policies, and techniques of supervision are presented.

SOCIAL RECREATION

Particular emphasis in this course is placed on developmental tasks and games of low organization for children. Lecture, discussion and application of social recreation parties, evening activities, trips, tournaments, and special events.

OUTDOOR RECREATION

The course traces the trends in outdoor recreation. The place of the recreation leader in outdoor programs is also considered, as is the scope and extent of programs in conservation, camping, aquatics and nature.
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.

Prerequisite: REC 12

REC 32 ORGANIZATION OF A RECREATION PROGRAM

The underlying principles for effective recreation programming are presented. Overview of the operation of recreation facilities, including budget, public relations, records and reports, equipment and evaluation.

Prerequisite: REC 11

REC 33 SKILLS IN CULTURAL AND CREATIVE ARTS

Training for leadership in the various cultural activities employed in recreational programs. Practical experiences are provided in the areas of music, dance, drama and recreational crafts.

REC 81 INDEPENDENT STUDY

Independent study in the field of recreation is developed individually between the student and the faculty member and must be approved by the department.

REC 91-92 FIELD 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.

Prerequisite: REC 12

1 hour per week seminar
RETAIL BUSINESS MANAGEMENT

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

3 hours per week

RBM 33  SALESMA SHIP  SPRING  3 CREDITS
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 MERCHANDISING  SPRING  3 CREDITS
Dynamics of the world of fashion include such topics as: 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.

3 hours per week

RBM 35  MERCHANDISE INFORMATION ANALYSIS  FALL  3 CREDITS
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. A survey of leather, rubber, plastic, paint, papers, 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 AND DESIGN  SPRING  3 CREDITS

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 FOR RETAILERS  FALL  3 CREDITS

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 81  INDEPENDENT STUDY  FALL and SPRING  1-3 CREDITS

Individual study in the field of retail business management is developed individually between the student and the faculty member and must be approved by the department.

1-3 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 30  SCIENCE SURVEY FOR FAL 3 CREDITS
BILINGUAL STUDENTS

A course offered in Spanish for students in the Bilingual Program. It is designed to prepare these students for regular laboratory science courses to be taken in following semesters as part of the degree requirement.

3 hours per week

SCI 31-32  HISTORY AND FALL and 4 CREDITS
PHILOSOPHY SPRING FOR YEAR
OF SCIENCE

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  INTRODUCTION TO FALL or 4 CREDITS
MODERN CONCEPTS SPRING
OF 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  INTRODUCTION TO FALL or 4 CREDITS
MODERN CHEMISTRY SPRING

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. Laboratory
work involves investigations of the properties of simple substances.

Prerequisite: MATH 3 or 5 hours per week

ELEVENTH YEAR MATHEMATICS
or equivalent 3 lecture/recitation, 2 laboratory

SCI 35 INTRODUCTION TO MODERN PHYSICS
FALL or 4 CREDITS
SPRING

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 3 or ELEVENTH YEAR MATHEMATICS 5 hours per week
3 lecture/recitation, 2 laboratory or equivalent

SCI 36 INTRODUCTION TO EARTH SCIENCE
FALL or 4 CREDITS
SPRING

For non-science majors, with emphasis on the earth's environment, meteorology, and oceanography. Field trips.

Prerequisite: MATH 3 or ELEVENTH YEAR MATHEMATICS 5 hours per week
3 lecture/recitation, 2 laboratory or equivalent

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, with approval, enroll in SEC SCI 12.)

4 hours per week

SEC SCI 12 INTERMEDIATE TYPEWRITING
SPRING 2 CREDITS

The course stresses the 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 exempted.)

Prerequisite: SEC SCI 11 or equivalent 4 hours per week
SEC SCI 13  ELEMENTARY  2 CREDITS
STENOGRAPHY

Presentation of the Pitman theory, practice in reading and writing contextual materials, pre-transcription. Open to those who have studied in high school for less than one year.

4 hours per week

SEC SCI 15  ELEMENTARY  2 CREDITS
STENOGRAPHY

Gregg shorthand, practice in reading and writing contextual materials, pre-transcription. Open to those who have studied in high school for less than one year.

4 hours per week

SEC SCI 16  INTERMEDIATE  FALL  2 CREDITS
STENOGRAPHY PITMAN

The course stresses the continued stenographic skills. Its emphasis is on taking dictation at sustained speeds, and reading shorthand, fluently. (Students who have satisfactorily completed the equivalent of this course may, with approval, be exempted.) Continued pre-transcription training.

Prerequisite: SEC SCI 13 or equivalent

4 hours per week

SEC SCI 18  INTERMEDIATE  SPRING  2 CREDITS
STENOGRAPHY GREGG

The course stresses the continued development of stenographic skills. Its emphasis is on taking dictation at sustained speeds and reading shorthand fluently. (Students who have satisfactorily completed the equivalent of this course may, with approval, be exempted.) Continued pre-transcription training.

Prerequisite: SEC SCI 14 or equivalent

4 hours per week

SEC SCI 31  ADVANCED  FALL  2 CREDITS
STENOGRAPHY

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.

Prerequisites: SEC SCI 12 and 14 or equivalent

4 hours per week
SEC SCI 32 ADVANCED 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 TYPEWRITING

Mastery of typewriting skills; high speed techniques. Course work includes 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

A broadly-based, comprehensive course simulating on-the-job secretarial duties concerning correspondence responsibilities, use of transmittal service, records management, receptionist and telephone techniques, travel procedures, 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 is stressed. (For secretarial majors.)

Prerequisites: SEC SCI 31 and 33 3 hours per week

SEC SCI 51 ELEMENTARY LEGAL STENOGRAPHY AND PROCEDURES

The course fosters the development of a comprehensive 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 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

SEC SCI THE SCHOOL SECRETARY FALL and SPRING 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 AND ACCOUNTS FALL

Students are introduced to the activities and responsibilities of the school secretary, including the preparation of a variety of reports usually completed in the school office; filing; records of school personnel, textbooks, and supplies; and school accounts. Open to those who have chosen the School Secretarial option.

2 hours per week

SEC SCI 67 BEGINNING MEDICAL SECRETARIAL PRACTICE FALL

Introduction to the semi-technical medical-activity responsibilities of the medical secretary. Analysis of medical care plans and their respective forms. Development of skill in the use of office machines and medical filing techniques and procedures. (Open to Medical Secretarial majors.)

**Prerequisites:** SEC SCI 12 and 14

SEC SCI 68 ADVANCED MEDICAL SECRETARIAL PRACTICE SPRING

The course covers the duties and responsibilities of a medical secretary. Included are 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. It also stresses the development of skills 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

A comprehensive study of medical terminology, including outlines, spelling, pronunciation and definitions in the area of cardiology, thoracic medicine, dermatology, eye, ear, nose, throat, urology, endocrinology, mental health, gynecology and obstetrics, and pediatrics. The course stresses the development of medical dictation and transcription ability. (Open to Medical Secretarial majors.)

Prerequisites: SEC SCI 12 and 14

SEC SCI 70 ADVANCED MEDICAL DICTATION AND TRANSCRIPTION

The course stresses the 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.

Prerequisite: SEC SCI 69

SEC SCI 81 INDEPENDENT STUDY

Independent study in the field of secretarial science is developed individually between the student and the faculty member and must be approved by the department.

SEC SCI 92a FIELD EXPERIENCE—EXECUTIVE SECRETARIAL

Eight hours per week of supervised work experience in business concerns in the community. One hour a week of class-
room discussion of on-the-job experience.

Prerequisites: SEC SCI 31 and 33

**SEC SCI 92b FIELD EXPERIENCE— SPRING 3 CREDITS**

**LEGAL SECRETARIAL**

Eight hours per week of supervised work experience in law firms in the community. One hour a week of classroom discussion of on-the-job experience.

Prerequisites: SEC SCI 31, 33, and 51

**SEC SCI 92c FIELD EXPERIENCE— SPRING 3 CREDITS**

**SCHOOL SECRETARY**

Eight hours per week of supervised work experience in schools in the community. One hour a week of classroom discussion of on-the-job experience.

Prerequisites: SEC SCI 31, 33, and 35

**SEC SCI 92d FIELD EXPERIENCE— SPRING 3 CREDITS**

**MEDICAL SECRETARY**

Eight hours per week of supervised work experience in medical environments of the community. One hour a week of classroom discussion of on-the-job experiences.

Prerequisites: SEC SCI 31-33, 69-70

**SOCIIOLOGY**

**SOCIO 31 PRINCIPLES**

**OF SOCIOLOGY**

**FALL and SPRING 3 CREDITS**

Students are introduced to the basic insights provided by the science of sociology. The techniques commonly used in studying 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 20th century civilization. Consideration is given to the problems and trend characterizing present-day urban society.

Prerequisite: SOCIO 31

3 hours per week
SOCIO 33 SOCIAL PROBLEMS AND AGENCY RESOURCES

FALL and SPRING

3 CREDITS

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. Emphasis is on the wide range of community agencies and the unique resources that are available for the practitioner.

Prerequisite: SOC 31

3 hours per week

SOCIO 35 THE SOCIOLOGY OF THE FAMILY

FALL and SPRING

3 CREDITS

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; developmental theories; specialized functions and effect on personality.

Prerequisite: SOCIO 31

3 hours per week

SOCIO 36 ETHNIC AND CULTURAL MINORITY GROUPS

FALL and SPRING

3 CREDITS

A study of the ethnic minority groups that are prevalent in modern city-living includes: ethnicity; racial; religious and social factors; conflict and cooperation; cultural change and adjustment; basic trends and current developments.

Prerequisites: SOCIO 31

Upper Freshman standing

3 hours per week

SOCIO 37 INTRODUCTION TO ANTHROPOLOGY

FALL and SPRING

3 CREDITS

The aim of the course is to approach a variety of aspects of the human condition such as evolution, the diversity of primitive societies, and compare the relationships of anthropological concepts with our knowledge of our own civilization and its history.

3 hours per week

SOCIO 81 INDEPENDENT STUDY

FALL and SPRING

1-3 CREDITS

Independent study in the field of sociology is developed individually between the student and the faculty member and must be approved by the department.

1-3 hours per week
SPANISH

SPAN11 ELEMENTARY SPANISH I
   FALL and SPRING 3 CREDITS
   This course provides intensive practice in speaking, reading, and writing. The essentials of Spanish grammar are emphasized.
   3 hours per week

SPAN 12 ELEMENTARY SPANISH II
   FALL and SPRING 3 CREDITS
   A continuation of SPAN 11, with increased emphasis on grammar, oral and written drills, supplemented by reading of graduated texts of increasing difficulty. Comprehension and spoken usage stressed.
   Prerequisite: SPAN 11 or equivalent
   3 hours per week

SPAN 13 INTERMEDIATE SPANISH I
   FALL and SPRING 3 CREDITS
   Progressive development of oral and written skills based upon the foundations established in SPAN 11, 12. Intensive review is supplemented by practice in writing and speaking, and by readings in Spanish literature.
   Prerequisite: SPAN 12 or equivalent
   3 hours per week

SPAN 14 INTERMEDIATE SPANISH II
   FALL and SPRING 3 CREDITS
   This course consists of grammar and composition review, and serves as an introduction to modern Spanish literature.
   Prerequisites: 3 years of high school Spanish and MLA Placement Examination or SPAN 13
   3 hours per week

SPAN 16 SPANISH PHONETICS
   FALL and SPRING 3 CREDITS
   A systematic study of the sound system, patterns of intonation, as well as organized development of vocabulary and idiomatic expressions. The course aims to improve students' pronunciation and ability to understand the spoken language, and to use it with fluency.
   Prerequisites: SPAN 14 or native conversational ability and permission of instructor
   3 hours per week
SPAN 17 INTENSIVE REVIEW OF SPANISH GRAMMAR, READING AND COMPOSITION
FALL and SPRING
3 CREDITS
Open to all students who have had 3 or more years of high school Spanish but have been subject to a substantial time lapse in language study.
Prerequisite: MLA Placement Examination
4 hours per week

SPAN 18 PROPER MODELS OF SPANISH GRAMMAR AND CONVERSATION FOR NATIVE SPEAKERS
FALL and SPRING
3 CREDITS
Designed for Spanish-speaking students who are unable to read and write in their own language. Stress is placed upon improvement of these skills.
Prerequisites: Native conversational ability and permission of instructor
3 hours per week

SPAN 20 LATIN AMERICA: ITS CULTURE, ART AND MUSIC
FALL and SPRING
3 CREDITS
A presentation of the outstanding facets of Latin American culture, examining all important historic, political, literary and artistic movements, and highlighting important individuals, ideas and periods. Grammar, literature and composition are emphasized through the readings of selected representative authors and works of each period. Course to be taught in Spanish.
3 hours per week

SPAN 22 SPANISH CONVERSATION
FALL and SPRING
2 CREDITS
A conversation course stressing basic conversational skills. The student may elect this course as a corequisite to the normal sequence 11, 12, 13, 14 for additional practice in conversation. Open to all students.
2 hours per week

SPAN 23 CONVERSATIONAL SPANISH FOR THE COMMUNITY
FALL and SPRING
1 CREDIT
Open to all students and community residents who have contact with New York’s Spanish community. The course aims to improve basic principles of conversation to facilitate communication.
2 hours per week
SPAN 24  CONVERSATIONAL SPANISH FOR TRAVEL  FALL and  SPRING  1 CREDIT

Open to all students. This course stresses basic vocabularies and conversational patterns to help American tourists abroad and enrich their knowledge of the language, peoples and cultures of Spanish-speaking countries.

2 hours per week

SPAN 30  READINGS IN PENINSULAR SPANISH LITERATURE IN TRANSLATION  FALL and  SPRING  3 CREDITS

A study of the important novels, plays and poets of Spain from the Archpriest of Hita to Garcia Lorca. Course to be taught in English. Open to all students.

3 hours per week

SPAN 31  READINGS IN LATIN AMERICAN LITERATURE IN TRANSLATION  FALL and  SPRING  3 CREDITS

For students who wish to explore the high points of Latin-American literature. Course to be taught in English. Open to all students.

3 hours per week

SPAN 32  READINGS IN PUERTO RICAN HISTORY AND LITERATURE  FALL and  SPRING  3 CREDITS

For all students who would like to gain insight into Puerto Rican literature and culture. Students may register in English or Spanish sections, depending upon their language preference.

3 hours per week

SPAN 40  SPANISH FOR STUDENTS IN CAREER PROGRAMS  FALL and  SPRING  2 CREDITS

This course stresses basic vocabularies and conversational patterns chiefly to help students in career areas to communicate more effectively with peoples of Spanish-speaking countries, and enrich their knowledge of the Spanish language and culture.

2 hours per week
SPAN 51 SURVEY OF SPANISH LITERATURE FALL and 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 14 or equivalent 3 hours per week

SPAN 52 READINGS IN SPANISH LITERATURE FALL and SPRING 3 CREDITS

The literature of the period 1898-1925 (the "Generation of 1898"), including 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 de texte.

Prerequisite: SPAN 14 or equivalent 3 hours per week

SPAN 53 LATIN AMERICAN LITERATURE FALL and SPRING 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 equivalent 3 hours per week

SPAN 54 ADVANCED SPANISH SPRING GRAMMAR, COMPOSITION AND CONVERSATION 3 CREDITS

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 3 hours per week

SPAN 55 HISTORY AND CIVILIZATION OF SPAIN FALL and 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 14 or equivalent 3 hours per week
SPAN 56 HONORS SEMINAR FALL and SPRING 3 CREDITS

With the consent of the instructor students may choose to analyze a problem in the areas of Spanish language and literature. The course is primarily intended for majors in Spanish or other languages.

Prerequisites: SPAN 51 and permission of instructor

SPAN 61, WORKSHOPS FALL and SPRING 1 CREDIT
62, 63, 64

Designed for students who need extra help based upon the recommendation of the instructor. Workshops are open to students in elementary and intermediate courses. Students may be placed in them depending upon results of MLA Placement Examination.

2 hours per week

SPAN 81 INDEPENDENT STUDY 1-3 CREDITS

Independent study in Spanish is designed for advanced students and includes intensive work in the language, literature, culture and civilization. Study, research and projects are developed individually between the student and a faculty member and must be approved by the department.

1-3 hours per week

SPEECH

Since it is a requirement of all the senior colleges of The City University of New York for students to complete three (3) hours of a basic speech course, it is suggested that Kingsborough students fulfill this requirement by registering for SPE 21.

SPE 21 ORAL COMMUNICATION FALL or SPRING 3 CREDITS

Through theory and practice, students learn to speak informatively, persuasively, and responsibly. The purpose of such training is to better enable them to understand and use constructively what others communicate, and to interact, purposefully, as members of small discussion groups.

3 hours per week
SPE 25  GROUP DISCUSSION  FALL or SPRING  3 CREDITS
The course develops member and leader responsibilities through careful analysis and application of relevant concepts and procedures drawn from group dynamics, creative thinking, business administration, rhetoric, semantics and social psychology.
3 hours per week

SPE 27  ORAL INTERPRETATION  FALL or SPRING  3 CREDITS
Students learn to recreate and communicate what writers and poets say in various types of literature. Guided preparation, analysis, presentation and evaluation of solo readings of material range from simple reports to poetry. Students are given opportunities to develop practical skill and enjoyment in reading aloud.
3 hours per week

SPE 29  FUNDAMENTALS OF VOICE, ARTICULATION AND PRONUNCIATION  FALL or SPRING  3 CREDITS
The course includes correction of problems of voice, articulation and pronunciation, including carry-over into communicative situations, such as conversation, oral reading, discussion, informative and persuasive speaking.
3 hours per week

SPE 51  DRAMATIC EXPERIENCE  FALL or SPRING  3 CREDITS
Students' 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, playwright, and stage designer.
3 hours per week

SPE 52  ACTING  FALL or SPRING  3 CREDITS
Basic techniques in sensory awareness, improvisation, sense memory, character study, preparation of a role with emphasis on the works of Constantin Stanislavsky. Special projects include performance workshop and scene study. Class limited to 18 members.
3 hours per week
SPE 53 MASS MEDIA FALL or SPRING 3 CREDITS

An objective and subjective look at mass media to discover the effects it has on human information and behavior. The course is concerned with the message media systems employed by individuals, groups, institutions and politics, and focuses on radio, television, newspapers, magazines, theater, film, and advertising.

3 hours per week

SPE 55 STAGECRAFT FALL and SPRING 3 CREDITS

This course offers students a basic understanding of scenic construction and rigging. Special attention is paid to backstage organization and management. Students are expected to participate in at least one theatrical production.

4 hours per week

SPE 56 DIRECTING: THE FUNDAMENTALS FALL or SPRING 3 CREDITS

It is the purpose of this course to study the basic principles of the art of play direction and to stimulate students' awareness and appreciation of the art of directing. Through theory and practice students learn to use the elements of direction to interpret the play.

4 hours per week

SPE 59 PLAY PRODUCTION FALL and SPRING 1 CREDIT

Students participating in theater production during their stay at Kingsborough can earn up to a total of four credits (one credit each semester) for successful participation in a production.

2-5 hours per week

SPE 81 INDEPENDENT STUDY FALL and SPRING 1-3 CREDITS

Independent study in the field of speech, including such areas as rhetoric, theater, and communication, is developed individually between the student and the faculty member and must be approved by the department.

1-3 hours per week
Gifts and Bequests

The Board of Higher Education, under the Education Law, acts as trustee in the administration of Kingsborough Community College under the supervision of the State University of New York.

The City of New York and the State of New York contribute generously to the support of this institution. However, there are certain needs for which the City and State do not provide, and these needs can be met only by gifts and bequests of public-spirited citizens. In response to repeated requests, we present, below, suggested forms which may be used by those who desire to make provisions in their wills for Kingsborough Community College.

The most desirable and useful gift is a gift of money or securities, for the general purposes of the College without any restrictions as to its use. In making such a gift, the following form may be used:

"I give, devise and bequeath to the Board of Higher Education of the City of New York, a corporation existing under and by virtue of the Education Law of the State of New York, as Trustee for Kingsborough Community College, the following bequest (a sum of money, or otherwise describe the gift), and I direct that the said fund be administered by the Board of Higher Education, as Trustee, and within its sole discretion, to apply or use the principal and income (or the net income of said fund or trust) for the scholastic and educational benefits of the students of Kingsborough Community College, or for any other useful or educational purpose for the benefit of the Student Body of the College, or for any allied purpose which would inure to the benefit of the school or the Student Body as determined by the Trustee."

A donor who prefers to provide for some special need may make a gift that is just as valuable as one for general purposes, particularly if the donor has consulted officers of the College in advance.

Gifts During Life

To donors who are able to make gifts now, it is suggested that consideration be given to the principles indicated above. Under federal income tax laws, there is a considerable savings to donors in the making of the gift during one's life, due to allowable deductions. The College will gladly furnish information on request.
RULES AND REGULATIONS FOR THE MAINTENANCE OF PUBLIC ORDER

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

Academic freedom and the sanctuary of the university campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends or who violate the norms of conduct established to protect that freedom. Against such offenders the university has the right, and indeed the obligation, to defend itself. We accordingly announce the following rules and regulations to be in effect at each of our colleges which are to be administered in accordance with the requirements of due process as provided in the Bylaws of the Board of Higher Education.

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

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

a. Have the affirmative responsibility of conserving and enhancing the education standards of the college and schools under his jurisdiction;

b. Be the advisor and executive agent to the Board and of his respective College Committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the bylaws, resolutions and policies of the Board, the lawful resolutions of any of its committees and the policies, programs and lawful resolutions of the several faculties;

c. Exercise general superintendence over the concerns, officers, employees and students of his education unit.
RULES

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

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

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

4. Theft from or damage to University/college premises or property, or theft of or damage to property of any person on University/college premises is prohibited.

5. Each member of the academic community or an invited guest has the right to advocate his position without having to fear abuse, physical, verbal, or otherwise from others supporting conflicting points of view. Members of the academic community and other persons on the college grounds, shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.

6. Action may be taken against any and all persons who have not legitimate reason for their presence on any campus within the University/college, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of their rights or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.

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

8. No individual shall have in his possession a rifle, shotgun or firearm, or knowingly have in his possession any other
dangerous instrument or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the University/college without the written authorization of such educational institution. Nor shall any individual have in his possession any other instrument or material which can be used and is intended to inflict bodily harm on an individual or damage upon a building or the grounds of the University/college.

PENALTIES

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

2. Any tenured or non-tenured faculty member, or tenured or non-tenured member of the administrative or custodial staff engaging in any manner in conduct prohibited under substantive Rules 1-8 shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the Bylaws of the Board of Higher Education, or suspension with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection, and/or arrest by the civil authorities. In addition, in the case of a tenured faculty member, or tenured member of the administrative or custodial staff engaging in any manner in conduct prohibited under substantive Rules 1-8 shall be entitled to be treated in accordance with applicable provisions of the Education Law or Civil Service Law.

3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1-8 shall be subject to ejection, and/or arrest by the civil authorities.
DEFINITIONS

A. ADMONITION. An oral statement to the offender that he has violated University rules.

B. WARNING. Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may be cause for more severe disciplinary action.

C. CENSURE. Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any University regulation within a period stated in the letter of reprimand.

D. DISCIPLINARY PROBATION. Exclusion from participation in privileges or extracurricular university activities as set forth in the notice of disciplinary probation for a specified period of time.

E. RESTITUTION. Reimbursement for damage or to misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

F. SUSPENSION. Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.

G. EXPULSION. Termination of student status for an indefinite period. The conditions of readmissions, if any is permitted, shall be stated in the order of expulsion.

H. COMPLAINT TO CIVIL AUTHORITIES.

I. EJECTION.

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

In addition to Henderson Rules, student conduct and discipline is governed by Article XV of the Bylaws of the Board of Higher Education. Students are urged to familiarize themselves with the content of this Article. Copies of the Bylaws are available in the Library.
STATE UNIVERSITY OF NEW YORK
Board of Trustees

Mrs. Maurice T. Moore,
B.A., LL.D., L.H.D., Chairman ....................New York City
James J. Warren, L.H.D., Vice Chairman ...................Albany
Warren W. Clute, Jr. ........................................Watkins Glen
Manly Fleischmann, A.B., LL.B. .........................Buffalo
John L. S. Holloman, Jr., B.S., M.D. ...........East Elmhurst
Morris Iushewitz ........................................New York City
Hugh R. Jones, A.B., LL.B. ..........................Utica
Clifton W. Phalen, B.S., LL.D., L.H.D. ..........New York City
Mrs. Bronson A. Quackenbush, A.B. ...............Herkimer
John A. Roosevelt, A.B. ................................Hyde Park
Oren Root, A.B., LL.B., LL.D. ..................New York City
Roger J. Sinnott, B.S. ..................................Utica
Don J. Wickham, B.S. ....................................Hector

CENTRAL ADMINISTRATION

Ernest L. Boyer, A.B., M.A., Ph.D., Litt.D. ..........Chancellor
Harry W. Porter, A.B., M.S., Ph.D. ..................Provost
Sebastian V. Martorana, B.S., M.A., Ph.D. ....Vice Chancellor for
Two Year Colleges
Martha J. Downey, B.S., M.A. ..............Secretary of the University
# THE BOARD OF HIGHER EDUCATION OF THE CITY OF NEW YORK

Frederick Burkhardt, *Chairman*
Francis Keppel, *First Vice-Chairman*
Edward S. Reid, *Second Vice-Chairman*

## Term Expires

<table>
<thead>
<tr>
<th>Name</th>
<th>Degree(s)</th>
<th>Term Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>David I. Ashe</td>
<td>B.S.S., J.D.</td>
<td>1972</td>
</tr>
<tr>
<td>Herbert Berman</td>
<td>B.A., LL.B.</td>
<td>1976</td>
</tr>
<tr>
<td>Frederick Burkhardt</td>
<td>A.B., Ph.D., B.Litt., LL.D.</td>
<td>1975</td>
</tr>
<tr>
<td>Maria Josefa Canino</td>
<td>B.A., M.S.</td>
<td>1978</td>
</tr>
<tr>
<td>Alexander A. Delle Cese</td>
<td>B.S., LL.D.</td>
<td>1979</td>
</tr>
<tr>
<td>Fileno DeNovellis</td>
<td></td>
<td>1971</td>
</tr>
<tr>
<td>Frederick O’R. Hayes</td>
<td>A.B., M.B.A., M.A.</td>
<td>1971</td>
</tr>
<tr>
<td>Norman E. Henkin</td>
<td>B.S.S., LL.B.</td>
<td>1978</td>
</tr>
<tr>
<td>Minneola P. Ingersoll</td>
<td>B.A.</td>
<td>1973</td>
</tr>
<tr>
<td>Robert Ross Johnson</td>
<td>B.A., B.D.</td>
<td>1977</td>
</tr>
<tr>
<td>John A. Morsell</td>
<td>Ph.D.</td>
<td>1976</td>
</tr>
<tr>
<td>Jack I. Poses</td>
<td>B.C.S., LL.D.</td>
<td>1974</td>
</tr>
<tr>
<td>Luis Quero Chiesa</td>
<td></td>
<td>1975</td>
</tr>
<tr>
<td>Edward S. Reid</td>
<td>B.A., LL.B.</td>
<td>1980</td>
</tr>
<tr>
<td>Barbara A. Thacher</td>
<td>A.B., M.A.</td>
<td>1979</td>
</tr>
<tr>
<td>Francisco Trilla</td>
<td>B.S., M.D.</td>
<td>1977</td>
</tr>
<tr>
<td>Eve Weiss</td>
<td>B.A., J.D.</td>
<td>1979</td>
</tr>
<tr>
<td>Nils Y. Wessell</td>
<td>B.S., M.Sc., Ph.D.</td>
<td>1974</td>
</tr>
<tr>
<td>Arleigh B. Williamson</td>
<td>B.A., M.A.</td>
<td>1972</td>
</tr>
<tr>
<td>President, Board of Education</td>
<td></td>
<td>ex-officio</td>
</tr>
</tbody>
</table>

N. Michael Carfora, Secretary of the Board
Arthur H. Kahn, B.S.S., LL.B., General Counsel

155
COUNCIL OF PRESIDENTS  
THE CITY UNIVERSITY OF NEW YORK

Robert J. Kibbee, Chairman
Milton G. Bassin, President..................................York College
William M. Birenbaum, President..........................Staten Island Community College
Peter J. Caffrey, Acting President..........................New York City Community College
James A. Colston, President...............................Bronx Community College
Edgar D. Draper, President................................Borough of Manhattan Community College
Leon M. Goldstein, President................................Kingsborough Community College
George James, M.D., President.............................Mount Sinai School of Medicine
John W. Kneller, President................................Brooklyn College
Candido de Leon, President.................................Eugenio Maria de Hostos Community College
Leonard Lief, President......................................Herbert H. Lehman College
Robert E. Marshak, President...............................The City College
Joseph S. Murphy, President.................................Queens College
Mina Rees, President.........................................University Graduate Center
Donald H. Riddle, President.................................John Jay College of Criminal Justice
Kurt R. Schmeller, President.................................Queensborough Community College
Herbert Schueler, President.................................Richmond College
Joseph Shenker, President.................................Fiorello H. LaGuardia Community College
Richard D. Trent, President.................................Medgar Evers College
Jacqueline Grennan Wexler, President.....................Hunter College
Clyde J. Wingfield, President..............................The Bernard M. Baruch College
OFFICERS OF THE UNIVERSITY

Robert J. Kibbee..........................Chancellor of The City University of New York

Seymour C. Hyman..........................Deputy Chancellor

Julius C. C. Edelstein......................Vice-Chancellor for Urban Affairs

Timothy S. Healy............................Vice-Chancellor for Academic Affairs

Bernard Mintz...............................Vice-Chancellor for Administration

Frank J. Schultz...........................Vice-Chancellor for Budget and Planning

David Newton...............................Vice-Chancellor for Faculty and Staff Relations

Allan B. Ballard, Jr........................University Dean for Academic Development

Nathaniel H. Karol........................University Dean for Business and Research Administration

Richard H. Logsdon.........................University Dean for Libraries

J. Joseph Meng.............................University Dean for Student Services

Benjamin Rosner............................University Dean for Teacher Education

Peter S. Spiridon...........................University Dean for Campus Planning and Development

Henry D. Paley.............................Director, University Relations
OFFICE OF THE PRESIDENT
Leon M. Goldstein, A.A.S., B.A., M.A., President
Mae Perlman, Secretary to the President
Joel H. Carver, B.A., Assistant to the President
William A. Means, B.A., Assistant to the President
Thomas L. Moses, B.A., M.A., Director of Publications and Public Information
Chester Koons, B.A., M.A., Director, Community Relations

OFFICE OF THE DEAN OF THE COLLEGE
Israel Glasser, B.A., M.P.A., Ph.D., Dean of the College
Sidney Helfant, B.A., M.A., Assistant Dean of the College
Morris Rabinowitz, B.A., M.A., Ph.D., Director of Institutional Research

OFFICE OF THE DEAN OF FACULTY
Michael Zibrin, Jr., A.B., M.B.A., Dean of Faculty
Richard M. Graf, B.A., M.A., Ed.D., Associate Dean of Faculty
Thelma L. Malle, B.S., M.A., Associate Dean of Faculty for Open Admissions
Irwin R. Hecht, B.S., M.A., Assistant Dean of Faculty
Fred B. Malamet, B.A., M.A., Assistant Dean of Faculty for Evening Studies, Continuing Education and Summer Session

OFFICE OF THE DEAN OF STUDENTS
Anthony F. Russo, B.A., M.A., Dean of Students
Murray S. Plissner, B.A., M.A., Ph.D., Associate Dean of Students
Marilyn Chernin, B.S., M.A., Assistant Dean of Students
Michael Newman, B.A., M.A., Ph.D., Director, Counseling Services
William Rivers, B.S., M.S.W., Director, College Discovery Program
Otis O. Hill, B.S., Director, West End Center

OFFICE OF THE DEAN OF INSTRUCTIONAL SERVICES
Alfred E. Mascolo, B.S., M.A., Dean of Instructional Services
Herbert Chussid, B.A., M.A., Registrar
Benjamin N. Eskenazi, B.S., M.S., Associate Registrar
Philip M. Gaynor, B.A., M.A., Grants Officer
Howard M. Reznikoff, B.B.A., Director, Computer Center
Morton Tanenbaum, A.B., Ed.M., Director of Admissions
OFFICE OF THE DEAN OF ADMINISTRATION AND PLANNING

Ralph Edwards, B.S., M.S., Ed.D., Dean of Administration and Planning
David B. Silver, A.B., J.D., Associate Dean of Administration and Planning
Julius R. Sternberg, B.A., M.A., Assistant Dean of Administration and Planning
Robert G. Jones, Business Manager
Bernard S. Rosenberg, B.S., M.B.A., M.A., Assistant Business Manager
Robert E. Berryman, B.A., Personnel Officer
DEPARTMENT AND PROGRAM ADMINISTRATION

Philip Stander, B.A., M.S., Ed.D., Acting Chairman, Department of Behavioral Sciences
Joseph N. Muzio, B.A., M.A., Ed.D., Acting Chairman, Department of Biological Sciences
Melvin L. Levine, B.B.A., M.B.A., J.D., C.P.A., Acting Chairman, Department of Business
Howard P. Nimchinsky, B.A., Ph.D., Acting Chairman, Department of English
Julio E. Hernandez-Miyares, B.A., LL.D., M.A., Acting Chairman, Department of Foreign Languages
Ronald H. Gerwin, B.S., M.Ed., Acting Chairman, Department of Health, Physical Education and Recreation
Joan T. Sedgwick, B.A., M.A., Acting Chairman, Department of History and Political Science
John R. Clune, B.A., M.L.S., M.A., Acting Chairman, Department of Library/Media Center
Bernard Eisenberg, B.E.E., B.S., M.S., Ph.D., Acting Chairman, Department of Mathematics and Computer Science
Sylvia Martin, B.S., M.A., Acting Chairman, Department of Nursing
Miles Goodman, B.S., M.A., Acting Chairman, Department of Physical Sciences
Frederic M. Thursz, B.A., M.F.A., Acting Chairman, Department of Speech, Music and Art
Naomi M. Glanzrock, B.A., Director, Institute of Tutorial Services
Muriel Greenhill, A.B., J.D., Director, Civil and Public Service Program
Benjamin Pacheco, B.S., M.S.W., Director, Bilingual Program
C. Frederick Stoeker, A.A., A.B., S.T.B., Ph.D., Director, Institute of Public Service
Merrill Ukelese, B.A., M.S.W., Director, Mental Health Program

ADMINISTRATIVE STAFF

Stephen Blake, Director of Maintenance
Jerry B. Chase, B.S., Assistant Registrar
Bertha Collins, B.A., Assistant Registrar
Leonore Dick, Assistant to the Business Manager
Milton Goldman, B.B.A., Assistant Director of the Computer Center
John Gooden, Director of Housekeeping
Martin Hanish, B.A., Assistant to the Business Manager
John Kaminski, B.F.A., Assistant to the Campus Facilities Officer
Michael Mundy, Systems Programmer
Gilbert L. Retrey, B.A., Assistant to the Campus Facilities Officer
Joseph Schaefer, Security Officer
Martin Schram, B.B.A., Assistant to the Director of Evening Studies, Continuing Education and Summer Session
Allan Schwartz, B.S., M.A., Assistant Registrar
Stephen R. Shaw, B.A., Assistant to the Director of Publications and Public Information
Jeffry L. Toperzer, B.B.A., Assistant to the Dean of Administration

COLLEGE PHYSICIAN AND NURSES

Joseph Beller, B.S., M.D. At Manhattan Beach and West End Center
Shirley Bernhard, R.N. At Manhattan Beach
Ruth Kahaner, R.N. At Manhattan Beach
Lillian Rubin, R.N. At West End Center

INSTRUCTIONAL STAFF

Patrick Joseph Abbazio, Instructor in History
  B.A. Brooklyn College
  M.A. University of California

Alvin Abelack, Instructor in Speech
  Diploma, Cambridge School of Radio Broadcast
  B.A., M.A., Brooklyn College

Leonard S. Abrams, Professor of Biology
  B.S., The City College
  M.A., Columbia University
  Ph.D., New York University

Elio Alba, Instructor in Spanish
  B.A., Havana Institute
  Doct. of Laws, Havana University
  M.A., Rutgers University

James D. Allen, Assistant Professor of English
  B.A., University of California
  Ph.D., University of Michigan

Louis Altschul, Assistant Professor of Psychology
  A.B., New York University
  Ph.D., Adelphi College
Isidor M. Aptebach, Assistant Professor of English
B.A., Yeshiva University
M.A., Columbia University

Neil Aronin, Instructor in Health and Physical Education
B.S., M.S., Brooklyn College

Marcia Babbitt, Instructor in Spanish for the Bilingual Institute
B.A., Temple University
M.A., State University of Iowa

Yvette Bader, Assistant Professor of Music
B.A., Brooklyn College
B.M., M.M., Manhattan School of Music
M.A., New York University
Ed.D., Columbia University

John Barlow, Professor of Psychology
A.B., Oberlin College
Ph.D., Duke University

Catherine Shea Barry, Assistant Professor of Secretarial Science
B.B.A., St. John's University
M.S., Hunter College

Warner Bass, Assistant Professor of Music
Mus.B., New York College of Music
M.A., New York University
M.A., Berlin University
M.M., State Academy of Music, Berlin

Dorothy A. Beckmann, Assistant Professor of Speech
B.A., M.A., Queens College
Ph.D., Columbia University

Bertram Beerbohm, Instructor in Psychology
B.S., The City College
M.A., Teachers College, Columbia University

Alfred E. Berkowitz, Assistant Professor of Retail Business Management
B.S., M.S., Long Island University

Joseph H. Berliner, Lecturer in Accounting
B.S., Brooklyn College
J.D., New York University School of Law
C.P.A., University of the State of New York

Carol A. Biermann, Assistant Professor of Biology
B.A., M.A., Brooklyn College
John Blunt, Assistant Professor of Earth Science  
B.A., B.S., University of Michigan  
M.S., Michigan State University  

Christine Anne Boes, Instructor in English  
B.S., M.A., New York University  

Jack Bolen, Instructor in Art  
B.F.A., M.F.A., Kansas City Art Institute  

Alfred H. Borenmann, Lecturer in Economics and Business Administration  
B.A., M.A., Ph.D., New York University  

Alfred Borrello, Associate Professor of English  
B.A., Ph.D., St. John’s University  
M.A., New York University  

Myron Brender, Assistant Professor of Psychology  
A.B., Ph.D., New York University  

Andrew J. J. Brennan, Instructor in Health and Physical Education  
B.S., Adelphi University  
M.S., Hunter College  

Martha Brown, Lecturer, Department of Student Services  
B.A., Fort Valley State College  
M.A., Atlanta University  
M.S.W., University of Chicago  

Marilyn Brusie, Assistant Professor of Nursing  
B.S., St. John’s University  
M.A., New York University  

Daniel Callahan, Instructor in Speech  
B.A., M.A., Brooklyn College  

Jocelyn A. Camp, Instructor in English  
B.A., Southwestern at Memphis  
M.A., Ph.D., University of Michigan  

Allen H. Candee, Assistant Professor of Business  
B.S., M.A., New York University  

Betty Caroli, Assistant Professor of History  
B.A., Oberlin College  
M.A., University of Pennsylvania  

Harvey Carroll, Lecturer in Chemistry  
A.B., Hunter College  
Ph.D., Cornell University
Joyce Carter, Instructor, Department of Student Services
B.A., Omaha University
M.A., Creighton University

Samuel Ceccarelli, Assistant Professor of English
B.A., St. Joseph's Seminary
B.A., Fordham University
M.A., St. Michael's College
Laurea, University of Bologna, Italy

Geraldine M. Chapey, Instructor in Psychology
B.S., St. John's University
M.A., Columbia University

Jerry B. Chase, Assistant Registrar
B.S., University of Colorado

Marilyn Chernin, Assistant Professor, Department of Student Services; Assistant Dean of Students
B.S., Brooklyn College
M.A., Columbia University

Henry Chupack, Professor of English
B.A., Brooklyn College
Ph.D., New York University

Herbert Chussid, Registrar
B.A., Long Island University
M.A., New York University

Vivian Clark, Instructor in Health, Physical Education and Recreation
B.S., State University of New York
M.A., Ed.M., Columbia University

John R. Clune, Assistant Professor, Library/Media Center; Acting Chairman, Library/Media Center
B.A., St. Joseph's Seminary and Cathedral College
M.L.S., Pratt Institute

Bertha Collins, Assistant Registrar
B.A., Brooklyn College

Raymond M. Coolidge, Jr., Instructor in English for the Bilingual Institute
B.A., M.A.T., Vanderbilt University

Robert Cooper, Assistant Professor of History
B.S., The City College
M.A., Brooklyn College
Ph.D., The City University of New York
Patricia Corcoran, Instructor in Nursing
  R.N., Jersey City Medical School of Nursing
  A.B., Hunter College
Mary V. Crowley, Assistant Professor of Speech
  B.A., Barry College
  M.A., Adelphi University
Judith Danoff, Assistant Professor of Mental Health
  B.A., Hunter College
  M.S., Brooklyn College
Martin E. Danzig, Professor of Sociology
  B.A., St. John's University
  M.A., Ph.D., New York University
Daniel T. M. Davis, Jr., Instructor in Mathematics
  B.S., M.A., University of Texas
Rosalind Depas, Instructor in English
  B.A., University of London, England
  M.A., University of the Saar, Germany
Irving Allen Dodes, Professor of Mathematics
  B.S., The City College
  M.A., Columbia University
  Ph.D., New York University
Andrew H. Drummond, Associate Professor of Speech
  B.A., Grinnell College
  M.F.A., Columbia University
  Ph.D., New York University
Ralph Edwards, Professor of Health, Physical Education and Recreation; Dean of Administration and Planning
  B.S., The City College
  M.S., University of Illinois
  Ed.D., Columbia University
Bernard Eisenberg, Assistant Professor of Mathematics; Acting Chairman, Department of Mathematics
  B.E.E., Brooklyn Polytechnic Institute
  B.S., Brooklyn College
  M.S., Rutgers University
  Ph.D., Adelphi University
Sidney Emerman, Assistant Professor of Chemistry
  B.S., Rutgers University
  Ph.D., Cornell University
Harold Engelsohn, Assistant Professor of Mathematics and Computer Science
  B.S., Brooklyn College
  M.A., New York University
Benjamin Eskenazi, Assistant Registrar
B.S., M.S., The City College

Norah C. Ettinger, Instructor in English
B.A., Hofstra University
M.A., Columbia University

Jeptha A. Evans, Jr., Instructor in English
B.A., Arkansas Polytechnic College
M.F.A., University of Iowa

Joseph Feit, Lecturer in Mathematics
B.A., M.A., Brooklyn College

Martin Feldman, Assistant Professor of Education
B.A., M.A., Brooklyn College
Ph.D., New York University

Ellen Fine, Instructor in French
B.A., Smith College
M.A., University of California

Bernice R. Finger, Assistant Professor of Nursing
Diploma, Jewish Hospital School of Nursing
B.S., M.A., New York University

Annette Fischer, Lecturer in Nursing
B.S., New York University
M.A., Teachers College, Columbia University

Roslyn Fishman, Instructor in Biology
B.A., Brooklyn College
M.S., Ohio State University

Carol Flomerfelt, Instructor in Health and Physical Education
B.S., Douglas College, Rutgers
M.A., Teachers College, Columbia University

Ronald Forman, Instructor in Mathematics
B.S., M.A., Brooklyn College

Helen Fried, Instructor in Speech
B.C.S., M.A., New York University

Sheldon Friedland, Instructor in Health and Physical Education
B.S., M.S., Brooklyn College

Jehosua Friedman, Instructor in Data Processing
B.A., M.A., Yeshiva University
Morton Friedman, Instructor in Mathematics
B.S., Brooklyn College
M.A., Teachers College, Columbia University
M.S., Adelphi University

Samuel Gale, Assistant Professor of Mathematics
B.A., Queens College
M.F.A., Princeton University
M.S., New York University

Arnold M. Gallub, Associate Professor of Physics
B.S., The City College
M.S., Ph.D., New York University

Bruce M. Gagnier, Assistant Professor of Art
B.A., Williams College
M.A., Columbia University

Irving Gersh, Assistant Professor of Hebrew
B.A., Brooklyn College
M.A., Columbia University
Ph.D., Brandeis University

Ronald H. Gerwin, Assistant Professor of Health and Physical Education; Acting Chairman, Department of Health, Physical Education and Recreation
B.S., Brooklyn College
M.Ed., Temple University

Barbara A. Ginsberg, Assistant Professor of Health and Physical Education
B.S., Brooklyn College
M.S., University of Wisconsin

Israel Glasser, Professor of History and Political Science; Dean of the College
B.A., Brooklyn College
M.P.A., Ph.D., New York University

Arlene Glassman, Instructor in Health, Physical Education and Recreation
B.S., New York University
M.S., Brooklyn College

Alan Golden, Instructor in Accounting
B.S., Brooklyn College
M.B.A., University of Colorado

Gene Goldstein, Lecturer in Accounting
B.B.A., M.S., The City College

a. On leave
Jeanette T. Goodman, Instructor in French
B.A., M.A., Hunter College

Miles Goodman, Assistant Professor of Chemistry; Acting Chairman, Department of Physical Science
B.S., Brooklyn College
M.A., Yale University

Richard M. Graf, Professor of French; Associate Dean of Faculty
B.A., M.A., New York University
Ed.D., Columbia University

Philip Greenberg, Assistant Professor of Mathematics
B.E., The City College
M.S., Polytechnic Institute of Brooklyn

Muriel Greenhill, Assistant Professor of Public Administration; Director, Civil and Public Service Program
A.B., Sarah Lawrence College
J.D., Columbia University

Louise B. Grinstein, Associate Professor of Mathematics
B.A., M.A., University of Buffalo
Ph.D., Columbia University

Stanley J. Gross, Assistant Professor of Health and Physical Education
B.S., Brooklyn College
M.S., Indiana University

Barbara M. Gurski, Associate Professor of Nursing
Diploma, St. Francis Hospital School of Nursing (San Francisco)
B.S., Boston College
M.A., Columbia University

Gary Halperin, Instructor in Health and Physical Education
B.S., Long Island University
M.A., New York University

Norman H. Hanover, Assistant Professor of History
A.B., New York University
M.A., Harvard University

Peter Hanssen, Assistant Professor of Art
B.S., M.F.A., Pratt Institute

Oscar Hargett, Instructor in Nursing
B.S., North Carolina A & T State University
B.S., North Carolina College
Sherry Harris, Instructor in Health and Physical Education
B.A., Herbert Lehman College

Gloria E. Hartman, Assistant Professor of Nursing
Diploma, St. Pauls School of Nursing, Manila, Philippines
B.S., Philippines Women's University
M.A., University of Santo Tomas, Philippines

Irwin R. Hecht, Assistant Professor of Biology; Assistant Dean of Faculty
B.S., M.A., Brooklyn College

Paul Hecht, Instructor in Spanish for the Bilingual Institute
B.A., M.A., Brooklyn College

William Heierman, Instructor in Mathematics
B.S., Georgia Institute of Technology
M.S., New York University

Sidney Helfant, Professor of History and Political Science; Assistant Dean of the College
B.A., M.A., The City College

Sherman Heller, Instructor in Mathematics
B.S., M.S., Polytechnic Institute of Brooklyn

Julio E. Hernandez-Miyares, Assistant Professor of Spanish; Acting Chairman, Department of Foreign Languages
B.A., Colegio de Belen, Havana
LL.D., University of Havana
M.A., New York University

Morton Hirsch, Assistant Professor of Economics
B.B.A., M.B.A., The City College

Hildegarde H. Hollmann, Instructor in Spanish
B.A., San Francisco State College
M.A., University of the Americas, Mexico

Alfonse K. Homeha, Instructor in History
B.A., Lane College
M.A., New York University

Florence Houser, Assistant Professor, Library/Media Center
B.A., Brooklyn College
B.L.S., Columbia University

Despoina S. Ikaris, Associate Professor of English
B.A., M.A., University of Pittsburgh
Ph.D., University of London, England
Charles G. Jacobs, Assistant Professor of Music
B.S., Johns Hopkins University
M.A., Ph.D., New York University

Louise Jaffe, Associate Professor of English
B.A., Queens College
M.A., Hunter College
Ph.D., University of Nebraska

Samuel Jaffe, Assistant Professor of Earth Science
B.S., Brooklyn College of Pharmacy, Long Island University
M.S., Ph.D., New York University

Louise G. James, Instructor in Nursing
Diploma, R.N., Harlem Hospital School of Nursing
B.S., University of Pennsylvania
M.S., Hunter College

John L. Joy, Professor of Biology
B.A., Wichita University
M.S., Ph.D., Kansas State University

Dagmar Kaiser, Instructor in Mathematics
B.A., Observatory of Prague, Czechoslovakia
B.A., Seton Hall University
M.A., Fordham University
M.A., New York University

Bella Kanturek, Assistant Professor of Nursing
Diploma, Mount Sinai Hospital School of Nursing
B.S., M.A., New York University

Sharad D. Karkhanis, Associate Professor, Library/Media Center
B.A., University of Bombay, India
M.A., Brooklyn College
M.L.S., Rutgers University

Moses Karman, Instructor in Mathematics
B.S., M.A., Brooklyn College

Richard A. Kaye, Assistant Professor of Health and Physical Education
B.S., New York University
M.S., The City College

David M. Keller, Assistant Professor of English
B.A., Brooklyn College
M.F.A., Yale University
Eunice R. Kessler, Associate Professor of Nursing
Diploma, Jewish Hospital
B.S., M.A., Ed.D., New York University

Irene R. Kiernan, Professor of Sociology
B.A., College of Mt. St. Vincent
M.A., Fordham University
Ph.D., New York University

Bernard Klein, Professor of History; College Historian
B.A., Brooklyn College
M.A., Ph.D., Columbia University

William Kluback, Associate Professor of History
A.B., George Washington University
A.M., Columbia University
Ph.D., Hebrew University, Jerusalem, Israel

Donald G. Koch, Instructor in Accounting
B.S., Temple University
M.B.A., New York University
J.D., Brooklyn Law School
C.P.A., University of the State of New York

Isabelle A. Krey, Assistant Professor of Secretarial Science
B.A., Hunter College
M.A., New York University

Michael Kublin, Instructor in History
B.A., Brooklyn College
M.A., Indiana University

Carmel Kussman, Instructor, Department of Student Services
B.A., University of California
M.A., State University of Iowa City

Seymour P. Lachman, Professor of History
B.A., M.A., Brooklyn College
Ph.D., New York University

Muriel Langsam, Instructor, Department of Student Services
B.A., Brooklyn College
M.A., Columbia University

Norman S. Lehrman, Lecturer in Economics and Business Administration
B.S., M.B., The City College
J.D., J.S.D., Ph.D., New York University

a. On leave
Rachel Lieff, Assistant Professor of Mathematics
B.A., B.E., University of Cincinnati
M.A., Columbia University

Ann Marie Leonetti, Professor, Department of Student Services
B.S., M.S., Ph.D., St. John’s University

Melvin L. Levine, Professor of Accounting; Acting Chairman, Department of Business
B.B.A., The City College
M.B.A., Long Island University
J.D., Brooklyn Law School
C.P.A., University of the State of New York

Milton A. Levy, Instructor in English
B.A., Upsala College

Vincent R. Liquori, Associate Professor of Biology
B.S., St. Francis College
M.S., Long Island University
Ph.D., New York University

Jacqueline Lord, Assistant Professor of English
B.S., Ph.D., New York University
M.A., Brooklyn College

Simeon Loring, Assistant Professor of Music
B.A., M.A., Brooklyn College

Consolacion A. Magdangal, Lecturer in Economics
B.S.C., M.A., Far Eastern University
M.B.A., New York University

Thelma L. Malle, Assistant Professor of Mathematics; Associate Dean of Faculty for Open Admissions
B.S., Columbia University
M.A., New York University

John B. Manbeck, Assistant Professor of English
A.B., Bucknell University
M.A., New York University

Gershen Marinbach, Instructor in Accounting
B.S.S., The City College
M.S., Long Island University
C.P.A., University of the State of New York
Theodore Markus, Assistant Professor of Biology
B.S., Brooklyn College
M.S., University of Michigan

Sylvia Martin, Associate Professor of Nursing; Acting Chairman, Department of Nursing
B.S., R.N., Hunter College
M.A., New York University

Alfred E. Mascolo, Professor of Business; Dean of Instructional Services
B.S., M.A., New York University

Marilyn J. McDonald, Lecturer in Nursing
B.S., College Misericordia
R.N., Wilkes-Barre

Thomas O. Meeks, Instructor in Physics
B.S., Massachusetts Institute of Technology
M.S., Yale University
Ph.D., Polytechnic Institute of Brooklyn

Irene Mendelsohn, Instructor in Nursing
R.N., Kings County Hospital
B.S., Hunter College

Sol P. Merkin, Instructor in Accounting
B.A., L.L.B., Brooklyn Law School
M.B.A., Baruch School of Business

Charles H. Metz, Associate Professor of Data Processing
B.B.A., St. John's University
M.S., University of Notre Dame

Paul R. Metz, Instructor in Health, Physical Education and Recreation
B.S., Long Island University
M.S., Brooklyn College

Eunice L. Miller, Professor of Secretarial Science
A.B., University of Rochester
M.A., Ph.D., New York University

Joyce Miller, Instructor in French and Italian
B.A., Pembroke College
M.A., New York University

Oscar Miller, Instructor in English
B.A., Yale University
M.A., University of Michigan
Teresa Miller, Assistant Professor, Department of Student Services
B.A., Brooklyn College
M.A., Ph.D., University of Pittsburgh

Max Mlynarski, Instructor in Mathematics
B.S., M.A., Brooklyn College

Frances ConsoLo Mostel, Assistant Professor of Secretarial Science
B.B.A., St. John's University
M.S., Long Island University
R.R.T., New York State

Joseph N. Muzio, Assistant Professor of Biology; Acting Chairman,
Department of Biological Science
B.A., Queens College
M.A., Ed.D., Columbia University

Richard J. Nachtsheim, Instructor in History
A.A., St. Charles College
B.A., M.A., S.T.B., Catholic University of America
M.A., Fordham University

Antonio Nadal, Jr., Lecturer in Spanish for the Bilingual Institute
A.A.S., Kingsborough Community College
B.A., Brooklyn College

Kenneth Neuberger, Instructor in Chemistry
B.A., University of Connecticut
Ph.D., University of California at Berkeley

Michael Newman, Associate Professor, Department of Student
Services; Director of Counseling
B.A., Brooklyn College
M.A., Columbia University
Ph.D., New York University

Edna Newmeyer, Assistant Professor of English
B.A., Brooklyn College
M.A., Hunter College
Ph.D., The City University of New York

Howard P. Nimchinsky, Assistant Professor of English; Acting
Chairman, Department of English
B.A., Brooklyn College
Ph.D., Columbia University

Edward H. Nober, Assistant Professor of Health and Physical
Education
B.S., Brooklyn College
M.A., Columbia University
Wayne Oberparleiter, Assistant Professor of Health, Physical Education and Recreation
B.A., Trenton State College
M.A., Teachers College, Columbia University

Mitchell Okun, Assistant Professor of History
B.A., Brooklyn College
M.A., University of Minnesota

Curtis G. Olsen, Assistant Professor of English
B.A., Augustana College
M.A., University of Wisconsin
Ph.D., University of Kentucky

Guzey Onor, Instructor in Health, Physical Education and Recreation
B.A., Yankton College
B.A., American College for Girls
M.A., State University of Iowa

Zelda Ostrove, Instructor in Nursing
B.S., Teachers College, Columbia University
Diploma R.N., Jewish Hospital of Brooklyn, School of Nursing

Benjamin Pacheco, Assistant Professor of Sociology for the Bilingual Institute; Director, Bilingual Program
B.A., Inter-American University, San German, Puerto Rico
M.S.W., New York University

Evelio Penton, Assistant Professor of Spanish
D.Ped., University of Havana
Diploma, Centro de Estudios, Havana
M.A., Columbia University

Judith A. Perez, Instructor in Health, Physical Education and Recreation
B.A., M.S., Hunter College

Arnold Perlmutter, Instructor in History
A.B., A.M., Boston University

Adele Pessen, Instructor in Speech
B.A., Brooklyn College
M.A., Columbia University

John P. Petrelli, Professor, Department of Student Services
B.A., Brooklyn College
M.A., New York University
Certified Psychologist, University of the State of New York

Angelica Petrides, Assistant Professor of Health and Physical Education
B.A., Hunter College
M.A., Columbia University
Peter Pilchman, Instructor in Biology
B.A., Queens College

Mildred M. Pitts, Assistant Professor of Nursing
Diploma, Lowell General Hospital School of Nursing, Lowell, Mass.
B.S., M.Ed., Columbia University

Irving Platto, Assistant Professor of Accounting
B.A., Brooklyn College
M.B.A., Long Island University
C.P.A., University of the State of New York

Murray S. Plissner, Associate Professor, Department of Student Services; Associate Dean of Students
B.A., M.A., Brooklyn College
Ph.D., New York University

June Polychron, Assistant Professor of Nursing
Diploma, Presbyterian School of Nursing, Denver, Colo.
B.S., M.A., Columbia University

John R. Price, Associate Professor of English
A.B., M.A., Ph.L., S.T.L., St. Louis University
Ph.D., University of Wisconsin

Stanley Rabinowitz, Assistant Professor of Mathematics
B.S., The City College
M.S., New York University
Ph.D., The City University of New York

Irving Resnick, Professor of Physics
B.A., Brooklyn College
M.S., University of North Carolina
Ph.D., Johns Hopkins University

Lester Rhoads, Associate Professor of Recreation
B.S., The City College
M.A., Ed.D., Columbia University

Eva Helga Richter, Instructor in English
A.M., University of Chicago

Edith S. Riggs, Assistant Professor of English
B.A., Hunter College
M.A., Ph.D., University of Florida

Margaret T. Rockwitz, Instructor in Spanish
B.A., College of Mt. St. Vincent
M.A., Middlebury College
Theresa Marie Rodin, Assistant Professor of Nursing
Diploma, St. Michael’s School of Nursing
B.A., St. John’s University
M.A., Columbia University
Joseph L. Rogers, Instructor, Department of Student Services
B.A., St. Bonaventure University
S.T.B., Catholic University
M.S., Siena College
Rose Kfar Rose, Assistant Professor of Chemistry
B.A., Hunter College
M.S., Purdue University
Sydney Rosenberg, Assistant Professor of History
B.A., Brooklyn College
M.A., Columbia University
Julius Rosenthal, Instructor in Mathematics
B.S., The City College
M.S., Courant Institute, New York University
Belle Rothberg, Instructor in English
B.A., M.A., Brooklyn College
Gordon A. Rowell, Professor, Library/Media Center
B.A., Bowdoin College
B.S., M.A., Columbia University
Anthony F. Russo, Associate Professor of Health, Physical Education and Recreation; Dean of Students
B.A., M.A., Hunter College
Lillian Sanchez, Instructor in English for the Bilingual Institute
B.A., Pace College
M.A., New York University
Leonard Saremsky, Assistant Professor of Mathematics
B.A., M.A., Brooklyn College
Gary Sarinsky, Instructor in Biology
A.A., Bronx Community College
B.S., Brooklyn College
M.A., Hofstra University
Hariet Sato, Instructor in Nursing
Diploma, Queens Hospital School of Nursing, Hawaii
B.S., M.A., New York University
Samuel Scherek, Assistant Professor of Health and Physical Education
B.S., M.S., Brooklyn College
Abram Schlemowitz, Lecturer in Art
  Certificates, Beaux Arts Institute; National Academy of Design;
  Design Laboratory

Paul Schmolling, Assistant Professor of Mental Health
  B.A., Ph.D., New York University

Adele Schneider, Assistant Professor, Library/Media Center
  B.A., Brooklyn College
  M.L.S., Pratt Institute

Louis H. Schuster, Professor of Business
  B.Sc., M.B.A., Ph.D., Ohio State University

Susan Schuster, Instructor, Library/Media Center
  B.A., Barnard College
  M.A., Teachers College, Columbia University
  M.L.S., School of Library Service, Columbia University

Allan Schwartz, Assistant Registrar
  B.S., Hunter College
  M.A., Columbia University

Amelia F. Schwartz, Instructor, Library/Media Center
  B.A., Brooklyn College
  M.L.S., Pratt Institute

Lewis M. Schwartz, Assistant Professor of English
  B.S., M.A., Ph.D., New York University

Ronald Schwartz, Associate Professor of Romance Languages
  B.A., Brooklyn College
  M.A., Ph.D., University of Connecticut

Dorothy Schweitzer, Assistant Professor of Biology
  B.A., New York University
  M.A., Brooklyn College

Joan T. Sedgwick, Assistant Professor of History; Acting Chairman,
  Department of History and Political Science
  B.A., Hunter College
  M.A., Columbia University

Michael SherKer, Assistant Professor of Art
  B.A., M.S., Brooklyn College

Bernard I. Shockett, Professor of Music
  B.Mus., Manhattan School of Music
  M.A., Brooklyn College
  Ph.D., New York University

Louis Shor, Instructor in Health, Physical Education and Recreation
  B.S., Long Island University
  M.A., Brooklyn College
David B. Silver, Assistant Professor of Business; Associate Dean of Administration and Planning
A.B., Amherst College
J.D., University of Pennsylvania

Frances S. Silverman, Instructor, Library/Media Center
B.A., Brooklyn College
M.S., Syracuse University, School of Library Science

Laurence R. Simon, Assistant Professor of Psychology
B.A., The City College
Ph.D., New York University

Denis Sivack, Lecturer in English
B.A., Siena College
M.A., Fordham University

Joyce Socolof, Instructor in Nursing
Diploma, Bellevue School of Nursing
B.S., New York University
M.S., Hunter College

Charles S. Soper, Assistant Professor of Nursing
A.A.S., Dutchess Community College
B.S., M.Ed., Teachers College, Columbia University

Miguel Soto, Assistant Professor of Spanish
B.A., University of Puerto Rico
M.A., Ph.D., Universidad Nacional de Mexico

Eleanor Spitzer, Instructor in English
B.A., Hunter College
M.A., California State College, Los Angeles

Peter James Squicciarini, Lecturer in Biology
B.A., Adelphi University
M.A., Hofstra University
Ph.D., New York University

Philip Stander, Assistant Professor of Education; Coordinator, Paraprofessional Teacher Education; Acting Chairman, Department of Behavioral Sciences
B.A., Brooklyn College
M.S., Queens College
Ed.D., Columbia University

Richard Staum, Associate Professor of Mathematics
B.A., M.A., Columbia University
Ph.D., Brooklyn Polytech
Julius R. Sternberg, Instructor in Political Science; Assistant Dean of Administration and Planning
B.A., M.A., Brooklyn College

Walter A. Stickney, Associate Professor, Library/Media Center; Coordinator, Communications Media Resources
B.S.S., The City College
M.A., Teachers College, Columbia University

John O. H. Stigall, Professor of English
A.B., Dartmouth College
M.A., Magdalen College, Oxford University, England
LL.B., Georgetown University
M.A., University of Kansas
M.A., Ph.D., University of Colorado

C. Frederick Stoerker, Associate Professor of Political Science; Director, Institute for Public Service
A.A., St. Joseph Junior College
A.B., Baker University
S.T.B., Boston University
Ph.D., University of Missouri

Cornelius W. Sullivan, Instructor in Sociology
B.A., Cathedral College
S.T.B., Catholic University
M.A., New School for Social Research

Stuart Suss, Instructor in History
B.A., The City College
M.A., New York University

Morton Tanenbaum, Assistant Professor, Department of Student Services; Director of Admissions
A.B., Ed.M., University of Rochester

Jack Taub, Lecturer in English
B.A., Rutgers University
M.A., University of Oregon

Mary Lou Thibeault, Associate Professor of English
A.A., Hartford College for Women
B.A., Mt. Holyoke College
M.A., Trinity College

Frederic M. Thursz, Associate Professor of Art; Acting Chairman, Department of Speech, Music and Art
B.A., Queens College
M.F.A., Columbia University
Angelo Tripicchio, Assistant Professor, Library/Media Center  
B.A., Brooklyn College  
M.L.S., Queens College

Richard Vagge, Assistant Professor of Accounting  
B.B.A., M.B.A., The City College  
C.P.A., University of the State of New York

Gerald Van De Vorst, Lecturer in Business  
B.A., Doctor of Laws, Free University of Belgium  
M.C.L., Columbia University

Morton Wagman, Assistant Professor of History  
B.A., Brooklyn College  
M.A., Ph.D., Columbia University

Ronald Walcott, Lecturer in English  
B.A., Hunter College

Delores Washington, Instructor in Nursing  
B.S., Hampton Institute  
M.A., Teachers College, Columbia University

Stephen Weidenborner, Assistant Professor of English  
B.A., Princeton University  
Ph.D., New York University

Denis Weintraub, Lecturer in Sociology  
B.S., A.M., M.A., New York University

Walter Weintraub, Professor of Business Administration  
B.S., M.B.A., New York University

Edward Wiener, Assistant Professor of Accounting  
B.B.A., St. John’s University  
M.A., New School for Social Research  
C.P.A., University of the State of New York

Eric Willner, Assistant Professor, Department of Student Services  
B.A., M.S., Yeshiva University  
Ph.D., New York University

Jack S. Wolkenfeld, Professor of English  
B.A., Brooklyn College  
M.A., Ph.D., Columbia University

Harvey A. Yablonsky, Associate Professor of Chemistry  
B.S., M.A., Brooklyn College  
M.S., Ph.D., Stevens Institute of Technology
Sophia Yaczola, Professor of Nursing
Diploma, Mercy Hospital
B.S., Duquesne University
M.A., Ed.D., Columbia University

Marvin Yanofsky, Instructor in Mathematics
B.A., Brooklyn College
M.S., Yeshiva University

Rina Yarmish, Lecturer in Data Processing
B.A., Queens College
B.H.L., Yeshiva University

Merrill Youkeles, Lecturer in Mental Health
B.A., Brooklyn College
M.S.W., University of Pennsylvania

Zev Zahavy, Assistant Professor of English
B.A., M.H.L., Ph.D., Yeshiva University

Arthur N. Zeitlin, Lecturer in Biology
B.S., Long Island University

Michael Zibrin, Jr., Associate Professor of Accounting; Dean of Faculty
A.B., M.B.A., University of Chicago

Christopher Zook, Instructor in Health and Physical Education
B.S., M.S., Long Island University

PROFESSIONAL ASSISTANTS

Gearlen M. Crump, College Laboratory Technician B (Physics)

Marlene DeBate, College Laboratory Technician A

Septimus Gibbs, College Laboratory Technician A

Burton Krancer, College Laboratory Technician A (Foreign Languages)
B.A., Brooklyn College; Diploma, Institut des Hautes Etudes Cinematographiques, Paris; Certificate, Institut de Phonetique, University of Paris

Catherine Kuzma, College Laboratory Technician A (Health, Physical Education and Recreation)
A.A.S., Kingsborough Community College

Barbara Ladman, College Laboratory Technician A (Biology)
B.S., Brooklyn College
Louis Lampert, College Laboratory Technician B (Computer Science)  
A.A.S., Long Island Agricultural and Technical Institute  
B.S., Brooklyn College

Edna S. Stonehill, College Laboratory Technician A (Library/  
Media Center)  
B.A., Brooklyn College

Estelle Meskin, College Laboratory Technician A (Library/Media  
Center)

Mircea Petru, College Laboratory Technician B (Foreign  
Languages)

Isaac Reid, College Laboratory Technician B, Pressman in Charge  
of Office Services  
Diploma, Empire School of Printing

Timothy D. Ryan, College Laboratory Technician B (Graphics)  
B.F.A., Pratt Institute

Marian Saccardi, College Laboratory Technician B (Biology)

Ernest R. Train, College Laboratory Technician A (Health Sciences,  
Health and Physical Education)

Stephen R. Unger, College Laboratory Technician A (Chemistry)  
B.A., Brooklyn College

William Yenna, College Laboratory Technician A  
B.A., Brooklyn College
HOW TO REACH COLLEGE LOCATIONS
BY SUBWAY

MANHATTAN BEACH

BMT Brighton (D, QB, QJ) to Sheepshead Bay or Brighton Beach; B-1 or B-21 bus.
BMT Sea Beach (N) to 86th St.; B-1 bus.
BMT West End (B, TT) to 25th Ave.; B-1 bus.
BMT Fourth Ave. (RR) train to 59th St.; Sea Beach (N) to 86th St.; B-1 bus.
IND (F) to Avenue X; B-1 bus.
IND (A) to Franklin Ave.; Shuttle to Prospect Park; BMT Brighton (D, QB, QJ) to Sheepshead Bay or Brighton Beach; B-1 or B-21 bus.
IRT Lexington Ave. (4, 5) or 7th Ave. (2, 3) to Borough Hall; Brighton Local (QB, QJ) to Sheepshead Bay or Brighton Beach; B-1 or B-21.
The following buses connect with B-1 bus, which goes directly to College: B-4; B-34; B-44 (via B-36); B-64; B-68; B-49, Ocean Ave. bus goes directly to College.

WEST END CENTER

Follow Manhattan Beach campus directions for Center.

BY CAR

MANHATTAN BEACH

From Manhattan, take Ocean Pkw’y. south to Brighton Beach Ave., east (left) to College. From the east: Belt Parkway west-bound to Knapp St. exit; follow the outline of Sheepshead Bay to Emmons, West End, Shore Blvd. to Norfolk St.

WEST END CENTER

Follow Manhattan Beach campus directions for Center.
# ADDENDUM

## NEW COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Term</th>
<th>Credits</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 36</td>
<td>PSYCHOLOGY OF BEHAVIORAL PATHOLOGY</td>
<td>SPRING</td>
<td>3</td>
<td>3 hours per week</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: PSYCH 31</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MH 35</td>
<td>AGING AND MENTAL HEALTH</td>
<td></td>
<td>3</td>
<td>4 hours per week</td>
</tr>
<tr>
<td>MH 36</td>
<td>THEORIES AND PRINCIPLES OF PSYCHOTHERAPY</td>
<td></td>
<td>3</td>
<td>3 hours per week</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: PSYCH 36</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG. 72</td>
<td>SURVEY OF ENGLISH LITERATURE II</td>
<td></td>
<td>3</td>
<td>3 hours per week</td>
</tr>
<tr>
<td>ENG. 73</td>
<td>SURVEY OF AMERICAN LITERATURE I</td>
<td></td>
<td>3</td>
<td>3 hours per week</td>
</tr>
<tr>
<td>ENG. 75</td>
<td>MODERN BRITISH AND AMERICAN LITERATURE</td>
<td></td>
<td>3</td>
<td>3 hours per week</td>
</tr>
<tr>
<td>ENG. 77</td>
<td>BLACK LITERATURE I</td>
<td></td>
<td>3</td>
<td>3 hours per week</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: ENG. 12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG. 78</td>
<td>BLACK LITERATURE II</td>
<td></td>
<td>3</td>
<td>3 hours per week</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: ENG. 12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PEC 20</td>
<td>PRINCIPLES OF CLASSIC BALLET</td>
<td>FALL OR SPRING</td>
<td>1</td>
<td>2 hours per week</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: PEC 27</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PEC 28</td>
<td>INTERMEDIATE KARATE &amp; SELF-DEFENSE</td>
<td>FALL OR SPRING</td>
<td>1</td>
<td>2 hours per week</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: PEC 27</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PEC 29</td>
<td>INTRODUCTION TO HATHA YOGA</td>
<td>FALL OR SPRING</td>
<td>1</td>
<td>2 hours per week</td>
</tr>
<tr>
<td>REC 15</td>
<td>SUMMER CAMP LEADERSHIP</td>
<td>FALL OR SPRING</td>
<td>2</td>
<td>2 hours per week</td>
</tr>
<tr>
<td>REC 40</td>
<td>SPORT AND AMERICAN SOCIETY</td>
<td>FALL OR SPRING</td>
<td>3</td>
<td>3 hours per week</td>
</tr>
<tr>
<td>REC 41</td>
<td>THE ATHLETE IN CONTEMPORARY SOCIETY</td>
<td>FALL OR SPRING</td>
<td>2</td>
<td>2 hours per week</td>
</tr>
<tr>
<td>HIST. 71</td>
<td>HISTORY OF PHILOSOPHY: THE CLASSICAL PHILOSOPHERS</td>
<td></td>
<td>3</td>
<td>3 hours per week</td>
</tr>
<tr>
<td>HIST. 72</td>
<td>HISTORY OF PHILOSOPHY: THE CONTEMPORARY PHILOSOPHERS</td>
<td></td>
<td>3</td>
<td>3 hours per week</td>
</tr>
<tr>
<td>POL. SCI. 53</td>
<td>STATE AND LOCAL GOVERNMENT</td>
<td></td>
<td>3</td>
<td>3 hours per week</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>Time Requirement</td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>---------</td>
<td>---------------------------------------</td>
<td></td>
</tr>
<tr>
<td>POL. SCI. 54</td>
<td>THE AMERICAN PRESIDENCY</td>
<td>3 CREDITS</td>
<td>3 hours per week</td>
<td></td>
</tr>
<tr>
<td>PHYS. 35</td>
<td>INTRODUCTION TO ASTRONOMY</td>
<td>3 CREDITS</td>
<td>3 hours per week</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SPRING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisite: Permission of Chairman or Instructor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCI. 37</td>
<td>CHEMISTRY AND THE ENVIRONMENT</td>
<td>4 CREDITS</td>
<td>5 hours per week, 2 lecture/3 laboratory</td>
<td></td>
</tr>
<tr>
<td>SPE. 20</td>
<td>SPOKEN ENGLISH</td>
<td>3 CREDITS</td>
<td>NO CREDITS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SPEECH WORKSHOP</td>
<td>3 hours per week</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPE. 23</td>
<td>SPEECH FOR FOREIGN-SPEAKING STUDENTS</td>
<td>3 CREDITS</td>
<td>3 hours per week</td>
<td></td>
</tr>
<tr>
<td>SPE. 54</td>
<td>PLAYWRITING</td>
<td>3 CREDITS</td>
<td>3 hours per week</td>
<td></td>
</tr>
<tr>
<td>SPE. 57</td>
<td>MODERN DRAMA</td>
<td>3 CREDITS</td>
<td>3 hours per week</td>
<td></td>
</tr>
</tbody>
</table>

**COURSE CHANGES**

Department of Behavioral Sciences

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mental Health 21 (Child Care)</td>
<td>Early Childhood Education 21</td>
</tr>
<tr>
<td>Creative Activities I (Literature and Storytelling)</td>
<td>Curriculum in Early Childhood Education</td>
</tr>
<tr>
<td>Mental Health 22 (Child Care)</td>
<td>Early Childhood Education 23</td>
</tr>
<tr>
<td>Creative Activities II</td>
<td>Music and Movement Workshop for Students in Education</td>
</tr>
<tr>
<td>Mental Health 23 (Child Care)</td>
<td>Early Childhood Education 22</td>
</tr>
<tr>
<td>Creative Activities III</td>
<td>Art Workshop for Students in Education</td>
</tr>
<tr>
<td>Mental Health 31 Principles of Interviewing</td>
<td>Early Childhood Education 31</td>
</tr>
<tr>
<td></td>
<td>Principles of Interviewing and Group Leadership</td>
</tr>
<tr>
<td>Mental Health 91 (Child Care)</td>
<td>Early Childhood Education 91</td>
</tr>
<tr>
<td>Observations and Recording of Child Behavior</td>
<td>Supervised Instructional Experience in Early Childhood Education</td>
</tr>
<tr>
<td>Mental Health 92 (Child Care)</td>
<td>Early Childhood Education 92</td>
</tr>
<tr>
<td>Program Planning for Child-Centered Activities</td>
<td>Supervised Instructional Experience in Early Childhood Education II</td>
</tr>
<tr>
<td>Mental Health 93 (Child Care)</td>
<td>Early Childhood Education 93</td>
</tr>
<tr>
<td>Supervised Experience in Child Care Programs</td>
<td>Supervised Instructional Experience in Early Childhood Education III</td>
</tr>
</tbody>
</table>
Change in Credits and Hours

Course Number and Title
Mental Health 21 (Child Care)
Creative Activities I (Literature and Story-Telling)
Mental Health 34. Activities Therapy

From
2 credits
2 hours

To
3 credits
3 hours

Deletion of Courses

Course Number and Title
Mental Health 32 (MH)
Psychopathology I
Mental Health 33 (MH)
Psychopathology II
Mental Health 98
Mental Health
Credits and Hours
3 credits
3 hours
3 credits
3 hours
3 credits
3 hours

Department of English

Change in Course Number and Title
From
English 51
Survey of English Literature
Modern Literature

To
English 71
Survey of English Literature I
Modern Continental Literature

Deletion of Courses

Course Number and Title
English 52
Survey of American Literature
English 54
Black Literature
Credits and Hours
3 credits
3 hours
3 credits
3 hours

Department of Health, Physical Education and Recreation

Change in Course Title

Course Number
PEM 19
PEW1
PEC 27

From
Gymnastics and Weight Lifting
Fundamentals of Physical Education
Judo/Karate for Beginners

To
Beginning Gymnastics
Figure Control and Body Conditioning
Self-defense; Karate I

From
1 credit
1 credit

To
1 credit
1 credit

From
2 hours
2 hours

To
2 hours
2 hours
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 31</td>
<td>Organic Chemistry I</td>
<td>Prerequisite Chemistry 12</td>
<td>Prerequisite Chemistry 12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mathematics 16</td>
<td>Mathematics 16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chemistry 12, Chemistry 31, Math 16 or 18</td>
<td>Chemistry 31</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Co-Requisite Math 14</td>
<td>Co-Requisite Math 14</td>
</tr>
<tr>
<td>Physics 11</td>
<td>General Physics I</td>
<td>Co-Requisite Math 55 or 57</td>
<td>Co-Requisite Math 55 or 57</td>
</tr>
<tr>
<td>Physics 21</td>
<td>Modern Physics</td>
<td>Co-Requisite Math 55 or 57</td>
<td>Co-Requisite Math 55 or 57</td>
</tr>
<tr>
<td>Physics 26</td>
<td>Electricity &amp; Magnetism</td>
<td>Prerequisite Math 12 or 14 or Math 12 or 14 or equivalent</td>
<td>Prerequisite Math 12 or 14 or equivalent</td>
</tr>
<tr>
<td>Science 34</td>
<td>Introduction to Modern Chemistry</td>
<td>Prerequisite Math 12 or 14 or equivalent</td>
<td>Prerequisite Math 12 or 14 or equivalent</td>
</tr>
<tr>
<td>Science 35</td>
<td>Introduction to Modern Physics</td>
<td>Prerequisite Math 12 or 14 or equivalent</td>
<td>Prerequisite Math 12 or 14 or equivalent</td>
</tr>
<tr>
<td>Science 36</td>
<td>Introduction to Earth Science</td>
<td>Prerequisite Math 12 or 14</td>
<td>Prerequisite Math 12 or 14</td>
</tr>
</tbody>
</table>