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.
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ACADEMIC CALENDAR 1970—1971

Fall 1970

Sept. 3-11, Thurs.-Fri. ........................................ Registration for Fall semester
Sept. 8, Tues. ..................................................... Freshman Convocation
Sept. 10, Thurs. ..................................................... Open House for Parents
Sept. 14, Mon. ....................................................... Classes begin, late registration
Sept. 17, Thurs. ..................................................... Program changes
Sept. 25, Fri. ......................................................... Last day for program changes
Sept. 30, Wed. ....................................................... No classes to start after 4 P.M.
Oct. 1 & 2, Thurs. & Fri. ........................................ Rosh Hoshannah — No classes
Oct. 5, Mon. ......................................................... Period opens for filing application for Advanced Standing
Oct. 5, Mon. ......................................................... Period opens for filing degree applications for January 1971
Oct. 8, Thurs. ....................................................... Evening Students — Period opens for filing applications for matriculation and transfer to day classes for the Fall 1971 semester
Oct. 9, Fri. .............................................................. No classes to start after 4 P.M.
Oct. 10, Sat. ............................................................ Yom Kippur — No classes
Oct. 21-Nov. 3, Wed.-Tues. ....................................... Pre-election Recess
Nov. 6, Fri. ............................................................. Last day for filing degree applications for January 1971.

Nov. 16, Mon. ......................................................... Mid-term evaluations
Nov. 26, Thurs. ....................................................... Thanksgiving Day — No classes
Dec. 4, Fri. .............................................................. Evening Students — Last day for filing applications for matriculation
Dec. 25-Jan. 1, Fri.-Fri. ............................................. Winter Recess
Jan. 4, Mon. ............................................................. Classes resume
Jan. 14, Thurs. ......................................................... Last day of classes
Jan. 15, Fri. ............................................................. Human Rights Day — No classes
Jan. 18-22, Mon.-Fri. ................................................ Final Examinations

Spring 1971

Jan. 22, Fri. ............................................................. Freshman Convocation
Jan. 25-29, Mon.-Fri. ................................................. Registration of Students
Jan. 26, Tues. ........................................................... Open House for Parents
Feb. 1, Mon. ............................................................. Classes begin — Late registration and program changes
ACADEMIC CALENDAR 1970—1971

Feb. 5, Fri. ..................................................... Last day for program changes
Feb. 15, Mon. .................................................. Washington’s Birthday — No classes
Feb. 16, Tues. .................................................. Period opens for filing applications for Advanced Standing
Feb. 16, Tues. .................................................. Period opens for filing degree applications for June 1971
Mar. 1, Mon. .................................................. Evening Students — Period opens for filing applications for matriculation and transfer to day classes
Mar. 19, Fri. .................................................. Mid-term evaluations
Mar. 19, Fri. .................................................. Last day for filing degree applications for June 1971
Mar. 19, Fri. .................................................. Last day for filing applications for Advanced Standing
Mar. 30, Tues .................................................. Presidential Inauguration
Apr. 5-9, Mon.-Fri. .......................................... Spring Recess
Apr. 14, Mon. .................................................. Classes resume
Apr. 30, Fri. .................................................. Evening Students — Last day for filing applications for matriculation and transfer to day classes
May 4, Tues. .................................................. Faculty Day — No classes
May 17, Mon. .................................................. Last day of classes
May 18, Tues. .................................................. Pre-examination Recess
May 19-25, Wed.-Tues. ..................................... Final examinations
June 7-11, Mon.-Fri. .......................................... Commencement Week

SUMMER SESSION a

a. The Summer Session schedule will be announced March 1, 1971.
DIRECTORY

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

Academic Information
Michael Zibrin, Jr.
Dean of Academic Affairs
769-9200

Admissions
Herbert Chussid, Registrar
769-9200

and Transcripts
Dr. William K. Lyles, Director
783-7605

College Discovery
Chester Koons, Director
769-9200

Community Relations
Fred B. Malamet,
Assistant Director of Evening Studies
and Continuing Education
769-9200

Cultural Events
Evening Studies
and Continuing Education

Financial Aid

Health Services

Evening Studies
and Continuing Education

Financial Aid

Health Services

Mid-Brooklyn Location

Nursing Program

Publications and
Public Information

Student Employment

Student Newspaper

Student Services

Summer Sessions

Upward Bound

West End Center

Mailing Address

Telephone:

Dr. John L. Joy, Director
769-9200

H. Desmond Lewis
769-9200

Ruth Kahaner, R.N.,
(Arlene Widelski, R.N., Evening),
Manhattan Beach
769-9200

Lillian Rubin, R.N.,
West End
769-4000

Shirley Bernhard, R.N.,
Mid-Brooklyn
783-7605

Thelma L. Malle, Dean
783-7605

Dr. Sophia Yacozola, Administrator
769-9200

Thomas L. Moses, Director
769-9200

Marilyn Chernin, Placement
and Career Counselor
769-9200

John Manbeck, Adviser
769-9200

Mary Lou Thibeault
Dean of Students
769-9200

Dr. C. Frederick Stoerker, Director
769-9200

John Robinson, Director
769-9200

Wayne Oberparleiter, Director
769-4000

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

Manhattan Beach (212) 769-9200
Mid-Brooklyn (212) 783-7605
West End Center (212) 769-4000
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 the sciences leading to the degree of Associate in Science (A.S.); and programs in business and the health sciences and technologies leading to the degree of Associate in Applied Science (A.A.S.).

The College provides, in addition, a day session during the summer, and during the regular academic year, 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.
ADMISSION PROCEDURES

The program at the college is administered by the Office of Admissions and the College's students are selected by the Admissions Committee. Information to students is sent by mail or hand delivery at the discretion of the Office of Admissions and the College. All students are required to submit the following materials:

- Application for Admission
- High School Transcript
- Class Schedule
- Recommendation Letter

The Admissions Committee, in its discretion, may require additional information from applicants. All decisions to admit students are made by the Admissions Committee.
ADMISSION PROCEDURES

THE ADMISSIONS PROGRAM of the College is administered by the Office of the Registrar, under supervision of the Dean of Academic Affairs. Inquiries regarding admission should be directed to the Registrar's 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 Registrar's Office.

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

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.
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 V.

HEALTH

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

a. The College does not issue Immigration Forms to non-matriculated students.
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 content of such courses meet the standards established by Kingsborough Community College; 2. the courses have been completed with grades of C or higher; and 3. statements of honorable dismissal from the other institutions are presented. Students seeking advanced standing must make formal application through the Registrar’s Office.

Advanced standing may be granted also for credits earned by way of New York State College Proficiency Examinations or the Advanced Placement Examination administered by the Educational Testing Service.

CHANGES IN STATUS OR CURRICULUM

A NON-MATRICULATED STUDENT who has removed all entrance conditions may gain matriculated status by satisfying one of the following requirements:

1. Nine credits with an index of 3.0
2. Twelve credits with an index of 2.5
3. Eighteen credits with an index of 2.0

NOTE: Credits offered for a change from non-matriculated to matriculated status must include a minimum of one required course in English, and one required course in Foreign Language, and one required course in Mathematics or Laboratory Science. Students who are not required to take Foreign Language may substitute History 11 or 31 for foreign language. (Changes from non-matriculate to matriculate are subject to financial ability and space.) Students requesting a change in curricu-

a. Changes from non-matriculate to matriculate are subject to financial ability and space.
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 Office of the Dean of Faculty.

**ATTENDANCE**

**UPPER FRESHMAN** (students who have completed a minimum of 15 1/2 credits) and sophomores have been granted, by vote of Faculty Council, the right to unlimited absences for the period of September, 1969, through June, 1970.

Before June, 1970, the unlimited absence regulation is subject to restudy by the Council, with the possibility of revision. Unlimited absences do not apply to students on probation, nor to students registered for laboratory courses, field-work courses, and physical education courses.

**FINAL EXAMINATIONS**

**THE DATES FOR** final examinations are given in the College's Academic Calendar. Students are responsible for familiarizing themselves with examination schedules.

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

**MAKE-UP FINAL EXAMINATIONS**

**STUDENTS, WHO FOR** legitimate reasons fail to appear for final examinations, may make application to take make-up examinations when next scheduled. Generally, the privilege of taking a make-up examination is restricted to those students (whose performance during the semester warrants granting of the application) who are passing 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.
Students requesting a change in curriculum must complete a form in the Registrar's Office not later than one month prior to the end of the semester and must meet the following conditions:

**REQUESTED CHANGE**

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

2. Career Program to Transfer Program

**REQUIREMENTS**

1. All entrance conditions for the new curriculum must be met before effective date of transfer.
2. Good academic standing at effective date of transfer.
3. A minimum of 12-credits of required courses (non-electives applicable to the new curriculum with at least a 2.5 index in the required courses for the new curriculum.

**WITHDRAWAL FROM A COURSE**

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

Application for withdrawal must be submitted immediately after the last day the student has attended class. Withdrawal filed before the termination of the sixth week of class will be assigned a grade of "W", withdrawal without penalty.

**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;
REQUIREMENTS FOR GOOD STANDING

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

The records of students are reviewed at the end of each semester. As a result of such review, students may be: a. placed on probation and given a reduced program or other curriculum change, with or without probation; or b. dropped from the College. These actions are taken in accordance with the “Sliding Scale-Probation” adopted by Kingsborough Community College.

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

a. Students receiving D grades may choose W (withdrawal) without penalty.
For example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade (and Point Value)</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></td>
<td></td>
<td></td>
<td>13</td>
</tr>
</tbody>
</table>

Grade Point Index (34 divided by 13) = 2.615, above C or B-

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
- Inc Incomplete; must be removed within six (6) months; if not completed, the incomplete is averaged as a WF.
<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>C</td>
</tr>
<tr>
<td>French</td>
<td>B</td>
</tr>
<tr>
<td>Italian</td>
<td>A</td>
</tr>
<tr>
<td>Physics</td>
<td>D</td>
</tr>
<tr>
<td>Chemistry</td>
<td>B</td>
</tr>
</tbody>
</table>

For example:

1. 12
2. 21
3. 13
4. 41
5. 62
6. 31
7. 52
8. 91
9. 01

(Chains 4 point juice (44) divided by 10)
FEES

Two Year College

<table>
<thead>
<tr>
<th>Course (Summer)</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>190</td>
<td>165</td>
</tr>
<tr>
<td>210</td>
<td>153</td>
</tr>
<tr>
<td>220</td>
<td>135</td>
</tr>
<tr>
<td>230</td>
<td>120</td>
</tr>
<tr>
<td>240</td>
<td>110</td>
</tr>
<tr>
<td>250</td>
<td>105</td>
</tr>
</tbody>
</table>

All courses include textbook.

In-Course Tuition:

- One Year College: $100
- Two Year College: $150

All fees are subject to change without notice.

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For more information, please contact the Office of Admission at 1-800-555-1234.
### 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>Full-time fully matriculated day students</th>
<th>Tuition per semester</th>
</tr>
</thead>
<tbody>
<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>$200 c</td>
</tr>
<tr>
<td>All others</td>
<td>$400 b</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evening and Summer Students</th>
<th>Per Contact Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matriculants</td>
<td></td>
</tr>
<tr>
<td>Legal residents of New York City</td>
<td>None (evening);</td>
</tr>
<tr>
<td></td>
<td>$10 (Summer)</td>
</tr>
<tr>
<td>Legal Residents of New York State, outside the City</td>
<td>$10</td>
</tr>
<tr>
<td>All others</td>
<td>$20</td>
</tr>
</tbody>
</table>

| Non-Matriculants                         |                      |
| Legal Residents of New York State (including New York City) | $15 |
| All others                               | $30                  |

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

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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.

The consolidated fee or any part thereof is not refundable at any time.

b. Students may take up to three 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 three above the prescribed number. (The prescribed number of credits is indicated at the end of each program of studies on pages 77 through 140.) 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 are required to submit an official Certificate of Residency at the time of registration.
General Fees

Day and evening matriculants taking
12 credits or more ........................................ $46 per semester

Other evening students and Summer students .......................... $20 per semester, or Summer session

Special Fees

Application for matriculation (non-refundable) ................. $6
Transcript (each) ........................................... $2
(This fee is waived for transcripts sent to other units of the City University or State University)
Special examinations (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% refund of tuition fees as a result of withdrawal from a course.)

Miscellaneous Fees

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

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

REFUNDS OF FEES

THE DATE ON which a change of program or withdrawal form is filed with the College, not the last date of attendance in class, is 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:
## I. Non-Military

<table>
<thead>
<tr>
<th>Fall &amp; Spring Semesters</th>
<th>Summer Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal before scheduled opening date of session</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal within one week after opening date</td>
<td>75%</td>
</tr>
<tr>
<td>Withdrawal during second week after opening date</td>
<td>50%</td>
</tr>
<tr>
<td>Withdrawal during third week after opening date</td>
<td>25%</td>
</tr>
<tr>
<td>Withdrawal after completion of third week</td>
<td>none</td>
</tr>
</tbody>
</table>

### Adult Education Courses

<table>
<thead>
<tr>
<th>Fall &amp; Spring Semesters</th>
<th>Summer Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal before opening date of class</td>
<td>90%</td>
</tr>
<tr>
<td>Withdrawal before third meeting of class</td>
<td>50%</td>
</tr>
<tr>
<td>Withdrawal thereafter</td>
<td>none</td>
</tr>
</tbody>
</table>

## II. Military

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

- **a.** Entry into military service must be documented with induction papers or military orders.
- **b.** No refund will be made to a student who has been assigned a grade, regardless of whether the grade is passing or failing. A grade will be assigned if the student has attended 13 weeks or more of a day or evening session, or 5 weeks or more of a Summer session.
- **c.** If the student has not attended for a sufficient time to qualify for a grade and continues in attendance to within two weeks of induction, refund of tuition and other fees (except the application fee) will be made as follows:
  
  Withdrawal before fifth calendar week after opening date of session (third calendar week for Summer sessions) | 100% |
  Withdrawal thereafter | 50% |
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 student, otherwise qualified, is denied the opportunity for higher education because of financial need.

Applicants for admission, as well as students already enrolled in the College, are invited to 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:

I. Scholarships and Grants

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

b. 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 $1000 depending upon need and the family’s ability to contribute to the educational expenses of the student. 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 is $1,500, or the amount needed, whichever is lesser.

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 9 months after graduation or termination, and may be extended over a 19-year period at an annual interest rate of 3%. Up to 50% of the indebtedness may be cancelled for students who enter the teaching profession for a period of five years. Students who teach for seven years in areas designated as disadvantaged may have the entire loan cancelled.

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, at no interest charge while the student is in attendance at college. The student begins to repay the loan nine months after he terminates his education, at an annual interest rate of 7%. 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 is $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%. 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 are in need of the earnings to attend 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 presently paid $1.60 per hour.
STUDENT LIFE

PROGRAMS

THE STUDENT LIFE programs at Kirkwood Community College are designed to help students achieve self-fulfillment and recognition in their first year of college and beyond. The College offers a wide range of opportunities for students to explore their interests and develop important skills in areas such as leadership, communication, and critical thinking. Kirkwood's campus life is vibrant and diverse, with a range of extracurricular activities and clubs available to meet the needs of all students. Whether you are interested in sports, the arts, or social justice issues, there is a community within Kirkwood that will support you in your growth and development.

COMMUNICATIONS

PRESCRIPTION ORIENATIONS

Discovered the ability to improve the quality of your life by participating in meaningful activities that contribute to your personal and academic growth. These orientations are designed to help you get the most out of your college experience by providing you with the tools and resources you need to succeed. Kirkwood offers a variety of orientations to help you get started, including academic advisement, career exploration, and cultural events. Whether you are a first-year student or a transfer, there is an orientation program that is right for you.

COLLABORATIVE SERVICES

INDIVIDUAL INTERVENTIONS

In addition to the services provided by Kirkwood's counseling and career services, we offer individual interventions to help you navigate the challenges of college life. Our team of professionals is dedicated to providing you with the support you need to achieve your academic and personal goals. Whether you are struggling with anxiety, depression, or another mental health issue, we are here to help. Our goal is to empower you to take control of your own life and reach your full potential.
STUDENT LIFE PROGRAMS

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

The Division of Student Services, under policies determined by the Board of Higher Education, the President, and the Faculty, offers a variety of services, including individual and group counseling to facilitate the adjustment of the student in the College and in the community.

ORIENTATION

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

In the first phase, counselors, representatives from the Registrar’s Office, and currently enrolled Kingsborough students, meet with entering students to discuss matters of interest, including the first semester courses for which they will be programmed. In the second phase, all incoming students attend a Freshman Convocation at which the Faculty and officers of administration are introduced to them. The third phase 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 Division of Student Services. The course is open to other students who feel they will benefit, substantially, thereby, 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.

FACULTY ADVISER SYSTEM

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

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

TEAM GUIDANCE

SINCE BOTH STUDENT counselors and faculty advisers are working to help the student develop to the fullest extent of his potential, Kingsborough has developed a team guidance approach.

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

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 two blocks of hours, on Tuesdays and Thursdays, during which no classes are regularly scheduled. The teaching staff shares in many student activities, as faculty advisers of clubs, 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 and dual sports, such as tennis, fencing and handball, to team sports, such as touch football, softball and basketball, as well as to co-ed activities which include modern dance, gymnastics, archery, volleyball, and bowling.

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

The program is governed by the rules of the National Junior College Athletic Association and participates in Region XV of 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 program adjustment.

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

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

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

PLACEMENT PROGRAM

COUNSELORS IN THE placement program discuss with students their career goals. The collection of current occupational information and instruction in its use is a significant part of the work of this program. Opportunities are provided for students to speak to people from various career areas via on-campus recruitment, field trips, career days and lectures. Guidance is given in job-seeking techniques, as well as assistance to students who seek part-time and summer employment.

CAMPUS FACILITIES

KINGSBOROUGH COMMUNITY COLLEGE is currently operating in three locations in Brooklyn—its permanent campus site at the eastern end of Manhattan Beach; a temporary location in Mid-Brooklyn, and a temporary location at West End Avenue, the West End Center.

The Manhattan Beach campus comprises a 60-acre site surrounded on three sides by the waters of Sheepshead Bay, Jamaica Bay, and the Atlantic Ocean. Currently, the major facilities in use there are two large classroom buildings, including a bookstore and a health service area; two steel buildings, which house the College’s Computer Center, library, auditorium, classrooms, lecture halls, faculty offices, chemistry and physics laboratories, and the main cafeteria.
MASTER PLAN COMPLETED

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 forward-looking 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. This design for a college of 6,000 students is highlighted by two clusters of four “inner colleges,” each college planned to serve approximately 750 students, and a covered concourse connecting the clusters with central specialized facilities.

According to the current schedule for construction, completion of Phase I of the permanent campus may be expected by Fall of 1973. The completion of Phase I will add a library and learning resources center; science, technology and visual arts; theater-auditorium; student-faculty center; four inner college clusters to house 3,000 students; 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 an additional cluster of four inner colleges, 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 in Mid-Brooklyn occupies extensive rented quarters at 317 Clermont Avenue. This building will serve as the College's main Mid-Brooklyn location until at least the Summer of 1971.

The 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 COLLEGE LIBRARIES

THE LIBRARY IS ONE of the major educational facilities at each Kingsborough Community College location. Extensive book and periodical collections are maintained which support a campus' curricular offerings. Augmenting these collections are pamphlets, documents, microfilms, U.S. government publications, encyclopedias, directories, and other reference sources. Microfilm editions of the *New York Times*, dating back to 1905, are also available for reference.

Most of the volumes in the libraries are available for borrowing by students and instructors. Generally, books are loaned for a period of three weeks and may be renewed for a similar period if no other borrowers are waiting for them. Professional librarians provide reference service and instruction in the use of all library materials.

The library at Manhattan Beach is presently located in a new temporary steel building on the campus. A multi-storied permanent library building is scheduled for completion in 1973 under the Kingsborough Master Plan. The Mid-Brooklyn library expanded its facilities in 1967-68 by increasing its seating capacity as well as the number of volumes available to students in the stacks.

EVENING STUDIES

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

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

2. Prospective degree candidates who are not eligible for admission to the day session as full matriculants. Such students may be accepted as non-matriculants in the evening session, and can attain 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.

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

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

CONTINUING EDUCATION

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

Recently, the program has also branched out into the areas of vocational and semi-professional training. For example, the Small Business Workshop was offered in both English and Spanish to train prospective small businessmen in the fundamentals of management.

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.

Continuing Education has, since its inception, moved into the community as well, to provide adult education services. In cooperation with central Brooklyn anti-poverty agencies, Kingsborough will be offering courses off-campus this year. The College is also planning a more inclusive program of cultural activities, including concerts, films, drama and dance, for community participation.

SUMMER SESSIONS

SUMMER OFFERINGS ARE an integral part of the educational services of Kingsborough Community College. The program was inaugurated in 1965. In 1966 the schedule was expanded to two six-week day sessions and one eight-week evening session.

The Summer program is designed for Kingsborough students who need additional credits to graduate on schedule; for non-matriculated students; for incoming freshmen who desire advance standing; 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 pre-requisites 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.

**CONCERN FOR THE INDIVIDUAL STUDENT**

KINGSBOROUGH COMMUNITY COLLEGE centers its attention on the individual student's personal needs, interests, and problems. These are the direct concern of the College's counseling services. His academic needs, as well, are met by an established College policy of small class enrollments, by an extensive series of special programs and courses, and by a Faculty Adviser system.

**SPECIAL COURSES**

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

**OPERATION INTELLECT**

THE LECTURE SERIES, now in its fifth year of operation, is conducted by members of Kingsborough Community College's faculty, and presented annually to four junior high schools and two high schools situated in the Bedford-Stuyvesant area near Kingsborough in Mid-Brooklyn. It is designed to expose disadvantaged students of promise to college instruction and thus stimulate them to seek higher education. In 1968, the series was expanded to include a half-day visit to the College's Mid-Brooklyn campus by students in the participating public schools.

**COLLEGE DISCOVERY**

IN THE SUMMER, 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 educational-disadvantaged students of good potential whose academic records precluded ordinary admission. After seven weeks of testing and instruction during the summer at its Mid-Brooklyn location, Kingsborough enrolled 104 students in the program in fall, 1965, as specially matriculated students.

In the summer, 1966, the College enrolled 100 new College Discovery students in an intensive program of preparation for fall matriculation. In the meantime, the program has continued to attract substantial numbers of new students.

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 partici-
pate in the College Discovery program are, in increasing numbers, recipients of schol­larships which enable them to pursue their studies for a degree at the senior college level.

**UPWARD BOUND**

UNDER A GRANT from the office of Economic Opportunity, the College became a participant in the nationwide "Upward Bound" program, which it is conducting with the cooperation of New York City's Board of Education and Community agencies in the East New York-Brownsville and Bedford-Stuyvesant areas of Brooklyn.

The project is designed to provide young people from disadvantaged areas with a pre-college preparatory program which will develop their skills and motivate them toward future college study.

Kingsborough was one of approximately 200 colleges to be chosen for the "Upward Bound" project from among some 600 throughout the country that applied. This, despite the fact that the College did not meet two preference criteria—that the colleges be four-year institutions and that they have residential facilities for students.
PROJECT TOP (Tutorial Opportunity Program) was created several years ago by Kingsborough Community College as a summer program of remediation and enrichment for children living in areas near the College’s Mid-Brooklyn Center. Co-sponsored by the Fort Greene Community Corporation, the program stresses reading, English as a Second Language, and arithmetic.

College students tutor the children who participate in this program on a one-to-two basis. This procedure has been shown to be educationally effective in raising reading and arithmetic grades.

SPECIAL PROGRAMS

KINGSBOROUGH COMMUNITY COLLEGE continually seeks to move ahead in its ongoing program of service to the community. In the past, three certificate programs were offered: the Small Business Management Workshop, Merchandise Management Trainee and Medical Records Clerk, and a degree program for education aides employed by the Board of Education.

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

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

Kingsborough also conducted a program to train Medical Records Clerks. The project was financed by the State from funds established under the Manpower Training Act to fill hospital vacancies. The program combined office and clerical procedures with field experience at hospitals. At present, a degree program, Medical Records Technician, is being developed and serves as an outgrowth of the publically-funded program.

The College was also one of the cooperating institutions taking part in the Education Associate program funded by the New York City Human Resources Administration. The Program offers employees of the Board of Education a full curriculum of study leading to the A.A.S. degree and the opportunity to continue at a four-year college, if qualified.

TEACHER EDUCATION

THROUGH A PROGRAM of close cooperation between Brooklyn College and Kingsborough Community College, students are able to prepare to major in the field of education.

The Department of Education at Brooklyn College provides counseling service to Kingsborough students interested in teaching careers and offers, at the Manhattan
Beach campus, the first course in its teacher-education sequence. The course carries full college credit for students subsequently admitted to Brooklyn College.

The link between the two colleges is an outgrowth of the effort by the Division of Teachers Education of the City University of New York to extend and coordinate teacher preparation among its component colleges. It enlarges the source of teacher recruitment within the city's colleges and broadens the socio-economic base of the population from which teachers are derived.
DEGREE PROGRAMS

KINGSTON COMMUNITY COLLEGE offers the Associate in Arts (A.A.) degree program in Applied Science and Technology education leading to the Associate in Applied Science (A.S.) and Associate in Science (A.S.) degrees in fields of study in Business Administration, Health Sciences, and Information Technology. These programs are designed to provide a solid foundation in the field and prepare students for transfer to four-year institutions.

The A.A. degree program is designed to provide students with a broad education that includes general education courses and specialized coursework in a specific field of study. The program is intended to prepare students for transfer to a four-year college or university and to provide a solid foundation for further education.

The A.S. degree program is designed to provide students with a comprehensive education in a specific field of study. The program includes general education courses and specialized coursework in a specific field of study, and is designed to provide students with the knowledge and skills necessary to transfer to a four-year college or university and to pursue advanced study in their field of interest.
KINGSBOROUGH COMMUNITY COLLEGE offers the Associate in Arts (A.A.) program at both the Mid-Brooklyn and Manhattan Beach locations. The Associate in Applied Science (A.A.S.) and Associate in Science (A.S.) programs are offered at Manhattan Beach. 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 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 Secretary, Legal Secretary, Medical Secretary and School Secretary. The transfer program in Business Administration also leads to the A.A.S. degree.

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

The Business programs are well adapted both for those who look toward continuation of their professional studies at senior colleges and for those whose needs will be met by a two-year program which will qualify them to enter 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.
### FIRST YEAR

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<tr>
<td></td>
<td>Accounting 11-12</td>
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<tr>
<td></td>
<td>Accounting 18</td>
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<tr>
<td></td>
<td>Business Administration 14.5</td>
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<tr>
<td></td>
<td>Economics 12</td>
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### SECOND YEAR

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TOTAL CREDITS REQUIRED FOR COMPLETION OF THIS PROGRAM ARE 68, EXCLUDING CREDITS WHICH EQUATE TOWARDS THE CONSTRUCTION OF THE PROGRAM BUT NOT THEIR COMPLETION.
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

Accounting (Recommended Program)

**FIRST YEAR**

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<td>Music</td>
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<td>Business Administration 11,12</td>
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<td>Mathematics a</td>
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**SECOND YEAR**

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<td>Physical Education 21, 22</td>
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Total credits required for completion of the program are 68; maximum credits which a student may take on a tuition-free basis are 71.

a. Choice of Mathematics course will depend on previous preparation. Students who wish transfer credit should take Math 12 or 14. Math 3 and 6 are not transfer courses.
ASSOCIATE IN ARTS (A.A.)

Liberal Arts and Sciences (Recommended Program)

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<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
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<td><em>English 12, 2</em></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><em>Art/Music</em></td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td><em>Foreign Language 14</em></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><em>Mathematics</em></td>
<td>3-4</td>
<td>3-4</td>
</tr>
<tr>
<td><em>History 11-12</em></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><em>Health Education 11</em></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><em>Physical Education 1, 2</em></td>
<td>1/2</td>
<td>1/2</td>
</tr>
<tr>
<td><strong>Total credits required for completion of the program are 64; maximum credits which a student may take on a tuition-free basis are 67.</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECOND YEAR</th>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>English d</em></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><em>Electives</em></td>
<td>6</td>
<td>6-7</td>
</tr>
<tr>
<td><em>Science</em></td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td><em>History 31-32 or 31-33</em></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><em>Physical Education 21, 22</em></td>
<td>1/2</td>
<td>1/2</td>
</tr>
<tr>
<td><strong>Total credits required for completion of the program are 64; maximum credits which a student may take on a tuition-free basis are 67.</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

a. The Foreign Language requirement is based upon work successfully completed in high school.

b. The minimum mathematics requirement is three credits. The course(s) selected will depend upon the student’s educational objectives and work completed in high school. Generally selections are made from among MATH 12 (formerly MATH 10), 14, or 15-16. MATH 12 is for students who passed 11th Year High School Math and may wish to take more math. Students who passed 12th Year High School Math or Advanced Algebra will not receive credit for MATH 12 or MATH 14. Those students may take MATH 20, 52, or 15-16. Students who do not elect Mathematics beyond the minimum requirements may substitute another required or elective course in the second semester.

c. History formerly Social Science. The two-year sequence of HIST 11-12 and 31-32/33 is changed so that all students must select only one of the sequences; either 11-12 or 31-32/33. The student must then select any additional 3-credit courses in the Department.

d. Two courses selected from English courses numbered in the 30’s, 40’s, 50’s, or 70’s.

e. In planning electives, the students should keep in mind that not fewer than 48 credits must be earned in the Liberal Arts and Sciences, exclusive of Health and Physical Education.

f. Two semesters from among the following Science courses are required of students whose career and study objectives fall outside the area of Science: Science 33, 34, 35, 36. College requirements are met by two courses, provided that at least one course does not duplicate subject areas studied in high school. Students may alternately select a one-year sequence from among the following: Chemistry 11-12, Physics 11-12, Physics 13-14, providing they have successfully completed another science in high school. Biology 15 is the introductory course for all students interested in college-level Biology. Biology 16 is the second semester, designed for students majoring in Biology. Biology 17 is designed for students interested in the allied health professions and emphasizes human anatomy and physiology.
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

Banking (Recommended Program)

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

<table>
<thead>
<tr>
<th>SECOND YEAR</th>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banking 32, 34</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Banking 35</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Banking 92</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>3-4</td>
<td>5-6</td>
</tr>
<tr>
<td>Science 31-32</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>History 11-12 or 31-32 or 31-33</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Speech 31</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Physical Education 21, 22</td>
<td>1/2</td>
<td>1/2</td>
</tr>
</tbody>
</table>

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

a. Choice of Mathematics course will depend on previous preparation. Math 11, 12, 50 or 52 is recommended.

ASSOCIATE IN SCIENCE (A.S.)

Biology (Recommended Program)

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art/Music</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>English 12, 2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Biology 13-14</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Speech 21</td>
<td>2</td>
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<tr>
<td>Chemistry 11</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Mathematics 15-16</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Physical Education 1, 2</td>
<td>1/2</td>
<td>1/2</td>
</tr>
<tr>
<td>Health Education 11</td>
<td>2</td>
<td>17 1/2</td>
</tr>
</tbody>
</table>

a. Students who have not had 12th year mathematics must take MATH 14, then continue with MATH 15-16.
SECOND YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>History 11-12 or 31-32 or 31-33</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry 12</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Foreign Language b</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Electives c</td>
<td>5</td>
<td>9</td>
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<tr>
<td>Physical Education 21, 22</td>
<td>1/2</td>
<td>1/2</td>
</tr>
</tbody>
</table>

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

b. Students who have completed four years of foreign language study in high school, or can demonstrate by examination equivalent competence in a language taught at Kingsborough Community College, are exempt from further language study. All others must either continue with the language studied in high school or complete two years of another language.

c. Electives should be selected from biology or the other science and mathematics offerings.

ASSOCIATE IN SCIENCE

Chemistry (Recommended Program)

FIRST YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 12, 2</td>
<td>3</td>
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</tr>
<tr>
<td>Foreign Language a</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry 11-12</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics 15-16 or 17-18 b</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Art/Music</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Health Education 11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Education 1, 2</td>
<td>1/2</td>
<td>1/2</td>
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</tbody>
</table>

18 1/2

SECOND YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>History 11-12 or 31-32 or 31-33</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry 31-32</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Physics 13-14</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Speech 21</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Electives c</td>
<td>3-4</td>
<td>2-3</td>
</tr>
<tr>
<td>Physical Education 21, 22</td>
<td>1/2</td>
<td>1/2</td>
</tr>
</tbody>
</table>

16 1/2-17 1/2

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

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

b. Students who have not had 12th Year High School Math must take MATH 14, then continue with MATH 15-16, then MATH 21, 55, or 56.

c. MATH 55 or 56 is recommended.
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

Business Administration (Recommended Transfer Program)

FIRST YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>First Semester Credit</th>
<th>Second Semester Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 12, 2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 11-12</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Business Administration 11, 14</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Economics 12/Mathematics a</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language b</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Health Education 11</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Physical Education 1, 2</td>
<td>1/2</td>
<td>1/2</td>
</tr>
<tr>
<td></td>
<td><strong>17 1/2</strong></td>
<td><strong>15 1/2</strong></td>
</tr>
</tbody>
</table>

SECOND YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Third Semester Credit</th>
<th>Fourth Semester Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art/Music</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Business Administration 12</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Electives c</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Electives d</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>History 11-12 or 31-32 or 31-33</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Speech 21</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Physical Education 21, 22</td>
<td>1/2</td>
<td>1/2</td>
</tr>
<tr>
<td></td>
<td><strong>15 1/2</strong></td>
<td><strong>15 1/2</strong></td>
</tr>
</tbody>
</table>

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

a. Choice of Mathematics course will depend on previous preparation. Students who wish transfer credit should choose Math 12 or 14.
b. The Foreign Language requirement is based upon work completed in high school. Students who have previously satisfied the language requirement (two years) may substitute appropriate electives in the Liberal Arts and Sciences.
c. Psychology 11 is recommended as one of the electives.
d. Two semesters from among the following courses satisfy the requirements: Science 33, 34, 35, 36, provided that at least one course does not duplicate subject areas studied in high school. Students may alternatively select a one-year sequence from among the following: Biology 15-17, Chemistry 11-12, Physics 11-12.

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

Civil and Public Service (Recommended Program)

Government Service Intern Option

FIRST YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>First Semester Credit</th>
<th>Second Semester Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics 12</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>English 12</td>
<td>3</td>
<td>3</td>
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</table>

44
<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>History 11-12</td>
<td>3</td>
</tr>
<tr>
<td>Public Administration 11-12</td>
<td>3</td>
</tr>
<tr>
<td>Elective b</td>
<td>3</td>
</tr>
<tr>
<td>Arts in the City 41-42</td>
<td>2</td>
</tr>
<tr>
<td>Public Administration 91-92 c</td>
<td>1</td>
</tr>
<tr>
<td>Health Education 11</td>
<td>2</td>
</tr>
<tr>
<td>Physical Education 1, 2</td>
<td>1/2</td>
</tr>
<tr>
<td><strong>SECOND YEAR</strong></td>
<td>15 1/2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics d</td>
<td>3</td>
</tr>
<tr>
<td>Political Science 51-52</td>
<td>3</td>
</tr>
<tr>
<td>Public Administration 31-32</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 11</td>
<td>3</td>
</tr>
<tr>
<td>Science 31-32</td>
<td>2</td>
</tr>
<tr>
<td>History 31-32</td>
<td>3</td>
</tr>
<tr>
<td>Public Administration 93-94 c</td>
<td>1</td>
</tr>
<tr>
<td>Elective b</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education 21, 22</td>
<td>1/2</td>
</tr>
<tr>
<td><strong>Total credits required for completion of the program are 68.</strong></td>
<td></td>
</tr>
</tbody>
</table>

a. To provide a social framework for courses in government and public administration.
b. Students will be advised that Sociology 31, 32 and 36, History 50, and Literature 62 (Black Literature) are of value.
c. Specific components of field experience activity will be identified as most directly related to the Public Administration courses in the curriculum and, therefore, appropriate for the assignment of academic credit. The remaining portion is required work-study experience in the program, and Civil Service credit will be earned for this work.
d. Depending on students’ background and competence.

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

**Computer Science (Recommended Program)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 12, 2</td>
<td>3</td>
</tr>
<tr>
<td>Social Science 11-12 or 31-32 or 31-33</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science 13, 14</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics 17-18 a</td>
<td>4</td>
</tr>
<tr>
<td>Art or Music</td>
<td>2</td>
</tr>
<tr>
<td>Physical Education 1.2</td>
<td>1/2</td>
</tr>
<tr>
<td><strong>Total credits required for completion of the program are 68.</strong></td>
<td></td>
</tr>
</tbody>
</table>

a. Students who do not have credit for 12th Year Mathematics in high school must take the sequence MATH 14, 15, 16, 21
SECOND YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science 35-36</td>
<td>5</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Mathematics b</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Science</td>
<td>4-5</td>
<td>4-5</td>
<td>4-5</td>
</tr>
<tr>
<td>Health Education</td>
<td>2</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>1/2</td>
<td>1/2</td>
</tr>
<tr>
<td>Physical Education 21, 22</td>
<td>1/2</td>
<td>15 1/2-16 1/2</td>
<td>16 1/2-17 1/2</td>
</tr>
</tbody>
</table>

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

b. MATH 55 or 56 is recommended.

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

Data Processing (Recommended Program)

FIRST YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 12, 2</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Accounting 11-12 or 11-13</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Business Administration 11</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Data Processing 11, 12</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Mathematics a</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Art/Music</td>
<td>2</td>
<td>3</td>
</tr>
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<td>Health Education 11</td>
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<tr>
<td>Physical Education 1, 2</td>
<td>1/2</td>
<td>1/2</td>
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</tbody>
</table>

| Total | 17 1/2 | 16 1/2 |

a. The Mathematics course selected will depend upon (1) the student’s previous preparation and (2) his educational objectives.

Math 12 is for students who passed 11th Year Math and wish to take a terminal course. Math 14 is for students who passed 11th Year Math and may wish to take more math. Students who passed 12th Year Math or Advanced Algebra will not receive credit for Math 12 or Math 14. Those students may take Math 20, 52 or 15-16.

Math 3 will also satisfy the Mathematics requirement but only for those students without 11th Year Math.
SECOND YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>First Semester Credit</th>
<th>Second Semester Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>History 11-12 or 31-32 or 31-33</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Economics 12</td>
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<tr>
<td>Business Administration 12</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Data Processing 31, 32</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Science 31-32</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Speech 21</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>1/2</td>
<td>1/2</td>
</tr>
<tr>
<td>Physical Education 21, 22</td>
<td>16 1/2</td>
<td>17 1/2</td>
</tr>
</tbody>
</table>

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

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

Industrial and Labor Relations (Recommended Program)

FIRST YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>First Semester Credit</th>
<th>Second Semester Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 12, 2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 11-12</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Art</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Business Administration 11, 12</td>
<td>3</td>
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</tr>
<tr>
<td>Economics 12/Mathematics a</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Industrial and Labor Relations 12</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Music</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Health Education 11</td>
<td>1/2</td>
<td>1/2</td>
</tr>
<tr>
<td>Physical Education 21, 22</td>
<td>16 1/2</td>
<td>17 1/2</td>
</tr>
</tbody>
</table>

SECOND YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Third Semester Credit</th>
<th>Fourth Semester Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electives</td>
<td>3-4</td>
<td>5-6</td>
</tr>
<tr>
<td>Industrial and Labor Relations 31</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Industrial and Labor Relations 33, 34</td>
<td>3</td>
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<tr>
<td>Industrial and Labor Relations 92</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Science 31-32</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>History 11-12 or 31-32 or 31-33</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Speech 21</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education 21, 22</td>
<td>1/2</td>
<td>1/2</td>
</tr>
</tbody>
</table>

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

a. Choice of Mathematics course depends on previous preparation: Math 11, 12, 50 or 52 is recommended.
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

Insurance (Recommended Program)

FIRST YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 12, 2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Art/Music</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Business Administration 11, 12</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Economics 12/Mathematics a</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Insurance 31, 32 b</td>
<td>4</td>
<td>4</td>
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<tr>
<td>Speech 21</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Health Education 11</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Physical Education 1, 2</td>
<td>1/2</td>
<td>1/2</td>
</tr>
</tbody>
</table>

SECOND YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
<td>3</td>
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<tr>
<td>Insurance 33, 34</td>
<td>2</td>
<td>2</td>
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<tr>
<td>Insurance 92</td>
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<tr>
<td>Science 31-32</td>
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<td>2</td>
</tr>
<tr>
<td>History 11-12 or 31-32 or 31-33</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education 21, 22</td>
<td>1/2</td>
<td>1/2</td>
</tr>
</tbody>
</table>

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

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

a. Choice of Mathematics course depends on previous preparation: Math 11, 12, 50 or 52 is recommended.
b. These courses are required for the New York State Insurance Brokerage examination.
c. Students employed by insurance agencies may qualify to take the agent's examination at the age of 18; the broker's license examination may be taken at 21

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

Educational Associate (Recommended Program)

FIRST YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 12, 2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Speech 21</td>
<td>2</td>
<td></td>
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<tr>
<td>Education 33</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Art</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Psychology 11</td>
<td>3</td>
<td></td>
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</tbody>
</table>
**SECOND YEAR**

<table>
<thead>
<tr>
<th>Course</th>
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<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>History 11-12 or 31-32 or 31-33</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Science 31-32</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Music</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Seminar and Practicum in Education 35-36</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Physical Education 21, 22</td>
<td>1/2</td>
<td>1/2</td>
</tr>
<tr>
<td></td>
<td>16 1/2</td>
<td>15 1/2</td>
</tr>
</tbody>
</table>

High school graduates are not eligible to take this program, unless they have been appointed by the New York City Board of Education as educational assistants.

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

c. Two courses selected from English numbering in the 30's, 40's, 50's or 70's.

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

**Child Care Worker (Recommended Program)**

<table>
<thead>
<tr>
<th>Course</th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 12, 2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education 1, 2</td>
<td>1/2</td>
<td>1/2</td>
</tr>
<tr>
<td>Health Education 11</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Sociology 31, 33</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 11, 32</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Mental Health 11</td>
<td>3</td>
<td></td>
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<tr>
<td>Elective</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Mental Health 21</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Mental Health 91</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>16 1/2</td>
<td>17 1/2</td>
</tr>
</tbody>
</table>
### SECOND YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>First Semester Credit</th>
<th>Second Semester Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education 21, 22</td>
<td>1/2</td>
<td>1/2</td>
</tr>
<tr>
<td>Sociology 35, 36</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Psychology 34, 36</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Mental Health 22, 23</td>
<td>2</td>
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<tr>
<td>Mental Health 92, 93</td>
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<td>3</td>
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<tr>
<td>Electives</td>
<td>6</td>
<td>6</td>
</tr>
</tbody>
</table>

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

a. During the first semester, all students are offered a core curriculum identical to both the Child Care and Mental Health offerings. After the first semester students will select a specific area of concentration in order to qualify as a child care worker or a community mental health assistant.

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

#### Community Mental Health Assistant (Recommended Program)

### FIRST YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>First Semester Credit</th>
<th>Second Semester Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 12, 2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education 1, 2</td>
<td>1/2</td>
<td>1/2</td>
</tr>
<tr>
<td>Health Education 11</td>
<td>2</td>
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<tr>
<td>Sociology 31, 33</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 11, 32</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Mental Health 11</td>
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<tr>
<td>Elective</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Mental Health 31</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Mental Health 96</td>
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<td></td>
</tr>
</tbody>
</table>

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

a. During the first semester, all students are offered a core curriculum identical to both the Child Care and Mental Health offerings. After the first semester students will select a specific area of concentration in order to qualify as a child care worker or a community mental health assistant.
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

Nursing (Recommended Program)

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Credit</td>
<td>Credit</td>
</tr>
<tr>
<td>English 12, 2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Biology 15-17</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Nursing 11, 12</td>
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<tr>
<td>Psychology 11, 32</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education 1, 2</td>
<td>1/2</td>
<td>1/2</td>
</tr>
<tr>
<td></td>
<td>16 1/2</td>
<td>16 1/2</td>
</tr>
</tbody>
</table>

SECOND YEAR

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit</td>
<td>Credit</td>
</tr>
<tr>
<td>Biology 51</td>
<td>4</td>
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<tr>
<td>Elective or Electives a</td>
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<tr>
<td>Nursing 31, 32</td>
<td>8</td>
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<tr>
<td>History 11-12 or 31-32 or 31-33</td>
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</tr>
<tr>
<td>Sociology 31</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education 21, 22</td>
<td>1/2</td>
</tr>
<tr>
<td></td>
<td>18 1/2</td>
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</tbody>
</table>

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

a. Music, Art or Speech.

ASSOCIATE IN SCIENCE (A.S.)

Pre-Physical Therapy (Recommended Program)

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Credit</td>
<td>Credit</td>
</tr>
<tr>
<td>English 12, 2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Biology 15-17</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry 11</td>
<td>3</td>
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<tr>
<td>Mathematics 15-16 a</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Music/Art/Speech</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Health Education 11</td>
<td>1/2</td>
<td>1/2</td>
</tr>
<tr>
<td>Physical Education 1, 2</td>
<td>15 1/2</td>
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</tbody>
</table>

51
### SECOND YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 12</td>
<td>4</td>
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</tr>
<tr>
<td>Physics 11-12</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Psychology 11, 32</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>History or Political Science</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Music/Art/Speech</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Education 21, 22</td>
<td>1/2</td>
<td>1/2</td>
</tr>
<tr>
<td>Elective b</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>15 1/2</strong></td>
<td><strong>17 1/2</strong></td>
</tr>
</tbody>
</table>

Total credits for completion of the program are 64; maximum credits which students may take tuition free are 67.

a. Students who have not had 12th year Mathematics must take MATH 14, then continue with MATH 15-16.

b. If the student has not satisfied the foreign language requirement, the elective credit may be used for this purpose.

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

**Recreation Program Leadership (Recommended Program)**

### FIRST YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 12, 2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 11, 32</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Recreation 11-12</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Recreation 13-14</td>
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<td>2</td>
</tr>
<tr>
<td>History 11-12 or 31-32 or 31-33</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Speech 21</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Health Education 11</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Physical Education 1, 2</td>
<td><strong>1/2</strong></td>
<td><strong>1/2</strong></td>
</tr>
<tr>
<td></td>
<td><strong>16 1/2</strong></td>
<td><strong>16 1/2</strong></td>
</tr>
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### SECOND YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art/Music</td>
<td>2</td>
<td>2</td>
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<tr>
<td>Recreation 31-32</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Recreation 33</td>
<td>2</td>
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<td>Recreation 91-92</td>
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<td>Science 31-32 a</td>
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<td>2</td>
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<tr>
<td>Sociology 31</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Health Education 35</td>
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<td>2</td>
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<tr>
<td>Electives</td>
<td></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>
Total credits required for completion of the program are 67; maximum credits which a student may take on a tuition-free basis are 70.

a. Students may choose BIO 11 (Fall 4 credits) and BIO 12 (Spring 4 credits) as a substitute for SCI 31-32.

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

Real Estate (Recommended Program)

FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit</td>
<td>Credit</td>
</tr>
<tr>
<td>English 12, 2</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 11-12</td>
<td>3</td>
</tr>
<tr>
<td>Art/Music</td>
<td>2</td>
</tr>
<tr>
<td>Business Administration 11, 12</td>
<td>3</td>
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<tr>
<td>Economics 12/Mathematics a</td>
<td>3</td>
</tr>
<tr>
<td>Speech 21</td>
<td></td>
</tr>
<tr>
<td>Health Education 11</td>
<td>2</td>
</tr>
<tr>
<td>Physical Education 1, 2</td>
<td>1/2</td>
</tr>
<tr>
<td>Total</td>
<td>16 1/2</td>
</tr>
</tbody>
</table>

a. Choice of Mathematics course depends on previous preparation; MATH 11 or 12 is recommended.

SECOND YEAR

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit</td>
<td>Credit</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
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<tr>
<td>Real Estate 31, 32 b</td>
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<tr>
<td>Real Estate 33, 34</td>
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<tr>
<td>Real Estate 92</td>
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<tr>
<td>Science 31-32</td>
<td>2</td>
</tr>
<tr>
<td>History 11-12 or 31-32 or 31-33</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education 21, 22</td>
<td>1/2</td>
</tr>
<tr>
<td>Total</td>
<td>17 1/2</td>
</tr>
</tbody>
</table>

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

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

b. These courses are required for the New York State Real Estate Brokerage examination.

c. Students employed by real estate brokers may qualify to take the New York State examination for real estate salesman at age 18; the broker’s license examination may be taken at 21.
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

Retail Business Management (Recommended Program)

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 12, 2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 11-12 or 11-13</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Art</td>
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<tr>
<td>Business Administration 11, 12</td>
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<td>3</td>
</tr>
<tr>
<td>Business Administration 14</td>
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<tr>
<td>Economics 12</td>
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<td></td>
</tr>
<tr>
<td>Speech 21</td>
<td>1/2</td>
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<tr>
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<td></td>
<td></td>
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<tr>
<td>Physical Education 1, 2</td>
<td>1/2</td>
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<table>
<thead>
<tr>
<th>SECOND YEAR</th>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electives</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Music</td>
<td></td>
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<tr>
<td>Retail Business 31</td>
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<td>Retail Business 33, 34</td>
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<td>Retail Business 35</td>
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<td>3</td>
</tr>
<tr>
<td>Science 31-32</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>History 11-12 or 31-32 or 31-33</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Physical Education 21, 22</td>
<td>1/2</td>
<td></td>
</tr>
</tbody>
</table>

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

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

Secretarial Science (Recommended Program)

Executive Secretarial Option

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 12, 2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 11-12 or 11-13</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Art/Music</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Business Administration 11</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>
Total credits required for completion of the program are 68; maximum credits which a student may take on a tuition-free basis are 71.

a. Depending upon completion of at least one year of shorthand and typewriting in high school. Students who have had no previous instruction will take Secretarial Science II and 13 for the first semester and defer Art and Speech to the second year.

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

Secretarial Science (Recommended Program)
Legal Secretarial Option

FIRST YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>First Semester Credit</th>
<th>Second Semester Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 12, 2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 11-12 or 11-13</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Art/Music</td>
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<tr>
<td>Business Administration 11</td>
<td>3</td>
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<tr>
<td>Economics 12/Math 3 or 6</td>
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<tr>
<td>Secretarial Science 12 a</td>
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<td>Secretarial Science 14 a</td>
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<tr>
<td>Speech 21</td>
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<tr>
<td>Health Education 11</td>
<td>1/2</td>
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<tr>
<td>Physical Education 1, 2</td>
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<td></td>
<td>16 1/2</td>
<td>17 1/2</td>
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</tbody>
</table>

SECOND YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Third Semester Credit</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Business Administration</td>
<td>3</td>
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</tr>
<tr>
<td>Electives</td>
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<tr>
<td>Science 31-32</td>
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<tr>
<td>Secretarial Science 92</td>
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</tr>
<tr>
<td>History 11-12, or 31-32 or 31-33</td>
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<td>3</td>
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<tr>
<td>Physical Education 21, 22</td>
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<td>1/2</td>
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<td></td>
<td>17 1/2</td>
<td>16 1/2</td>
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<tr>
<td>Course</td>
<td>First Semester</td>
<td>Second Semester</td>
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<td>------------------------------------------</td>
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<td>-----------------</td>
</tr>
<tr>
<td>Biology 15-17</td>
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<tr>
<td>English 12, 2</td>
<td>3</td>
<td>3</td>
</tr>
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<td>3</td>
</tr>
<tr>
<td>Business Administration 11</td>
<td>3</td>
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</tr>
<tr>
<td>Economics 12</td>
<td></td>
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</tr>
<tr>
<td>Math 3 or 6</td>
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<tr>
<td>Secretarial Science 12</td>
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<tr>
<td>Secretarial Science 14</td>
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</tr>
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<td>Physical Education 1, 2</td>
<td>1/2</td>
<td>1/2</td>
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<tr>
<td></td>
<td>16 1/2</td>
<td>17 1/2</td>
</tr>
</tbody>
</table>

a. Depending upon completion of at least one year of shorthand and typewriting in high school. Students who have had no previous instruction will take Secretarial Science 11 and 13 in the first semester and defer Art and Speech to the second year.

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

Secretarial Science (Recommended Program)

Medical Secretarial Option

<table>
<thead>
<tr>
<th>Course</th>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speech 21</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Art/Music</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

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

a. Depending upon completion of at least one year of shorthand and typewriting in high school. Students who have had no previous instruction will take Secretarial Science 11 and 13 in the first semester and defer Art and Speech to the second year.
<table>
<thead>
<tr>
<th>Course</th>
<th>First Semester Credit</th>
<th>Second Semester Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 12, 2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language a</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Physics 13-14</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Mathematics 15-16 or 17-18 b</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Art or Music and Speech 21</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Physical Education 1, 2</td>
<td>1/2</td>
<td>1/2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17 1/2</strong></td>
<td><strong>17 1/2</strong></td>
</tr>
</tbody>
</table>

**SECOND YEAR**

<table>
<thead>
<tr>
<th>Course</th>
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<th>Fourth Semester Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>History 11-12 or 31-32 or 31-33</td>
<td>3</td>
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<tr>
<td>Computer Science 51</td>
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<td>Mathematics 55, 56</td>
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<td>Electives c</td>
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<td>Physical Education 21, 22</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>17 1/2</strong></td>
<td><strong>15 1/2</strong></td>
</tr>
</tbody>
</table>

Total credits required for completion of the program are 66; maximum credits which a student may take on a tuition-free basis are 71.

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

b. Students who have not had 12th Year High School Math must take MATH 14, then continue with MATH 15-16, then MATH 21, 55, 56.

c. Electives to include an additional 6 credits in Mathematics and/or Computer Science.
Total credits required for completion of the program are 68; maximum credits which a student may take on a tuition-free basis are 71.

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

Secretarial Science (Recommended Program)
School Secretarial Option

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>First Semester</th>
<th>Second Semester</th>
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</thead>
<tbody>
<tr>
<td>English 12, 2</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Accounting 11-12 or 11-13</td>
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<tr>
<td>Art/Music</td>
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<tr>
<td>Business Administration 11</td>
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<tr>
<td>Economics 12</td>
<td></td>
<td>3</td>
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<tr>
<td>Mathematics 3 or 6</td>
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<tr>
<td>Secretarial Science 12&lt;sup&gt;a&lt;/sup&gt;</td>
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<td>2</td>
</tr>
<tr>
<td>Secretarial Science 14&lt;sup&gt;a&lt;/sup&gt;</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Speech 21</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Health Education 11</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Physical Education 1, 2</td>
<td>1/2</td>
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<td></td>
<td>16 1/2</td>
<td>17 1/2</td>
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</table>

<table>
<thead>
<tr>
<th>SECOND YEAR</th>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration 33</td>
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<tr>
<td>Elective</td>
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<td>Secretarial Science 53, 54</td>
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<tr>
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<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Secretarial Science 92</td>
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</tr>
</tbody>
</table>

57
ASSOCIATE IN SCIENCE (A.S.)

Physics (Recommended Program)

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 12, 2</td>
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<td>3</td>
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<tr>
<td>Foreign Language</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Physics 13-14</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Math 15-16 or 17-18</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Art/Music</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Physical Education 1, 2</td>
<td>1/2</td>
<td>1/2</td>
</tr>
<tr>
<td></td>
<td>17 1/2</td>
<td>17 1/2</td>
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</table>

<table>
<thead>
<tr>
<th>SECOND YEAR</th>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>History 11-12 or 31-32 or 31-33</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Speech 21</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Health Education 11</td>
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<td>2</td>
</tr>
<tr>
<td>Physics Electives</td>
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<tr>
<td>Chemistry 11-12</td>
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<tr>
<td>Mathematics 55, 56</td>
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</tr>
<tr>
<td>Physical Education 21, 22</td>
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<td>1/2</td>
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<tr>
<td></td>
<td>16 1/2-17 1/2</td>
<td>16 1/2-17 1/2</td>
</tr>
</tbody>
</table>

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

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

b. Students who have not had 12th Year High School Math must take MATH 14, then continue with MATH 15-16, then MATH 21, 55, or 56.
COURSES OF STUDY

ARTS: THE COURSES in Art and Music emphasize the history and appreciation of these arts, as well as prepare the student for continued pursuit of these interests.

HEALTH AND PHYSICAL EDUCATION: The prescribed course in Health Education is concerned with mental as well as physical health. The program in Physical Education concentrates on physical fitness; team sports; individual activities, and dance, in the first, second, third and fourth semesters, respectively. One semester of Physical Education is required of each matriculated student for each semester of full-time day attendance at the College. Veterans who have completed two years or more in service shall be required to take one year (any two terms) of Physical Education.

Special Physical Education classes are conducted for students whose physical activity must be limited because of permanent disabilities. The instructors work closely with the students and design for each individual a program of activity and skill development which he is capable of undertaking.

Every full-time Kingsborough student is required to participate in the regular or the modified Physical Education program, unless it is certified by a physician that his condition requires exemption from all Physical Education activity. A note giving permission to participate is required of those enrolling in Modified Physical Education classes.

MATHEMATICS: In the case of Associate in Arts (A.A.) and Associate in Science (A.S.) candidates, the courses in Mathematics are differentiated in accordance with students' previous preparation and their educational or career objectives. Those pursuing an Associate in Applied Science (A.A.S.) program in Business are required to complete one semester's work appropriate to the area of specialization. Mathematics is not required of Nursing students, provided they have fulfilled entrance requirements in that subject. There is no Mathematics requirement either for admission or graduation for students in the A.A.S. program in Recreation Supervision.

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

MODERN FOREIGN LANGUAGES: Courses in French, Hebrew, Italian, and Spanish are now offered, with instruction in additional languages to be added as the College grows and expands. Students have the option of continuing the language they studied in high school or beginning a new language. Those beginning another language are required to complete two years of that language.

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

SCIENCE: A minimum of one year of Science is required of every student, depending on the degree program being followed. At least one semester must be in a science not
studied in high school. Among the offerings are introductory courses in Biology,
Chemistry, Earth Science, and Physics, and a course in the History and Philosophy of
Science, which are designed specifically for students who do not plan to major in sci­
ence or an allied field.

HISTORY: The first year’s courses in History deal thoroughly and comprehensively
with American Civilization. The second year’s courses cover the Contemporary World —
its cultures, economics, geography, governmental forms and international
relations.

Foreign students who have not taken American History previously are required to
take as part of their degree requirements one year’s work in American Civilization or
an equivalent year’s work in American History and American Government.

SPEECH: Speech 21, Oral Communication, is a required course in some of the degree
programs. Additional elective courses are available, and corrective non-credit courses
are given for those deemed to need them.

ADDITIONAL COURSES AND ELECTIVES: Students in the Associate in Arts
(A.A.) program have the opportunity to select their additional work in the Arts and
Sciences with the assistance of the Division of Student Services and faculty advisers.
Selections are made in consideration of the student’s total preparation and educational
records and his personal professional needs, as well as his plans and special interests.

REQUIREMENTS FOR GRADUATION

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

Following are the minimum course and credit requirements for the various pro­
grams:

ASSOCIATE IN ARTS (A.A.)

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

Courses: Art: 2 credits
        English: 12 credits

Foreign Language: Students who have completed four years of for­

eign language study in high school, or who can demonstrate, by

examination, equivalent competence in a language taught at Kings­

borough Community College, are exempt from further language

study; all others must either continue with the language studied in

high school or complete two-years of another language.
Health Education: 2 credits
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.)

Following are the minimum course and credit requirements for the A.A.S. programs:

Total Credits: 68 except: (64 for Business Administration transfer program and Educational Associate transfer option.)

Courses:
- Accounting: 6 credits
- Art: 2 credits
- Economics: 6 credits
- Foreign Language: Students in the transfer program in Business Administration without previous language study are required to complete 6 credits (in the same language); those with two years of high school language credits are exempt from further language study. There are no foreign language requirements for students in other A.A.S. programs.
- Health Education: 2 credits
- Mathematics: 3 credits (Mathematics is not required for the Recreation Supervision program.)
- 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: 2 credits

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

a. The Educational Associate program is currently not available to incoming high school graduates.
ASSOCIATE IN SCIENCE (A.S.)

Programs leading to the A.S. degree are designed for students who plan to transfer to a senior college and to major in Mathematics or Science. Kingsborough Community College currently offers A.S. programs in Biology, Chemistry, Computer Science, Mathematics, Physics, and Pre-Physical Therapy. Following are the minimum course and credit requirements for all five programs.

Total Credits: 68.

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

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

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

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* Foreign Language is not required in the Computer Science program.
COURSE OFFERINGS

General Information for New Candidates

Any Biology Elective can be taken in the second year with the completion of 2MSc (Microbiology). Other Mathematics courses should be selected in the first year or second year.

Courses: Chemistry 11-12 and Mathematics 11-12 are strongly recommended.

Physics 11-12 and Calculus 11-12 are required.

Courses: Chemistry 11-12, Mathematics 11-12, and Physics 11-12 are recommended for students interested in a further education in Chemistry, Mathematics, or Physics.

Course Offerings

Courses usually required by students in the first year of study:

- Mathematics 11-12
- Chemistry 11-12
- Physics 11-12

Other courses may be required by individual programs. Please consult your academic advisor for further information.
COURSE OFFERINGS

GENERAL INFORMATION FOR A.S. CANDIDATES

a. ANY BIOLOGY ELECTIVE can be taken the second year with the exception of Biology 51 (Microbiology). Other Math/Science electives should be selected from the listings under Mathematics, Chemistry and Physics. Selection of electives should be made only after consultation with an adviser.

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

Mathematics: Physics should be selected as the laboratory science in the first year. Calculus should be begun as soon as possible, with Linear Algebra (mathematics 56) and Differential Equations (mathematics 55) taken in the second year. Most students will also take Advanced Calculus (mathematics 57-58) in the second year; students who do not take Advanced Calculus may substitute a minimum of 9 credits in other mathematics and/or computer science courses.

Physics: Physics 13-14 Advanced General Physics (10 credits) should be selected as the laboratory science in the first year. In the second year Chemistry 11-12 General Chemistry (8 credits), an additional 8 credits of Physics electives, and Math 55 Differential Equations (3 credits) and Math 56 Linear Algebra (3 credits) should be chosen as Math/Science and free electives.

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

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

COURSE OFFERINGS

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

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

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

Field Experience and Honors courses are numbered 91 to 100.

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

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

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

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

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

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

ACCOUNTING

ACCT 11-12 FALL and SPRING 6 CREDITS FOR YEAR

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

Prerequisite: Intermediate Algebra or MATH 03 4 hours per week

ACCT 13 CONCEPTS OF ACCOUNTING FALL and SPRING 3 CREDITS (Open only to non-accounting students; instead of Acct 12)

An introduction to accounting as an information system: 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

ACCT 31 INTERMEDIATE ACCOUNTING I FALL or SPRING 3 CREDITS

Review of the work sheet as an account's basic tool. Accounting concepts and conventions are applied to corporate organization and management. Special emphasis on problems relating to capital stock, retained earnings, balance sheet classifications, and inventory measurements. Each item affecting working capital is analyzed, including preparation of the statement of application of funds.

Prerequisite: ACCT 12 3 hours per week
Detailed study of the techniques and methods of cost accounting: Materials Control, accounting for labor, nature and application of manufacturing overhead, job order costs and process costs.
Prerequisite: ACCT 12 2 hours per week

The use of cost accounting principles and practices in managerial planning and control with respect to product pricing and production efficiency: Standard costs, joint product and by-product costs, profit-volume analysis, direct costing and capital budgeting.
Prerequisite: ACCT 32 2 hours per week

A study of the prevailing Federal and New York State income tax laws and regulations: concepts of taxable, gross, and net income, and deductions and exemptions as applied to various classes of individual taxpayers. Preparation of individual income tax returns on government forms is required.
Prerequisite: ACCT 12 4 hours per week

An introduction to practical problems in statement analysis. Details of the balance sheet; significance and value of ratios, trends, proportions, and internal and external comparisons. Analysis of working capital, receivables and inventories, trial balances, consolidated statements, budgets, and projections.
Prerequisite: ACCT 12 3 hours per week

Eight hours a week of supervised field experience in accounting records. An hour each week is devoted to classroom lecture and discussion of experience in the field related to accounting theory.
Prerequisite: ACCT 33 9 hours per week

A sequence of problems and theories which provide the student with an objective approach to Art and culture. Museum visits and audio-visual aids will be used.
ART 33  SURVEY OF ART HISTORY I  FALL  3 CREDITS
A chronological survey of art from prehistory to the Renaissance: A sequence of movements in art from the Stone Age to Florentine art of 1400.  3 hours per week

ART 34  SURVEY OF ART HISTORY II  SPRING  3 CREDITS
A chronological survey of art from the Renaissance to the present: A sequence of movements in art from 1400 to contemporary, experimental art.  Prerequisite: ART 33  3 hours per week

ART 35  MODERN ART I  FALL  3 CREDITS
A study of the pioneers of Modern Art, i.e. 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.  3 hours per week

ART 36  MODERN ART II  SPRING  3 CREDITS
A study of 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.  Prerequisite: ART 35  3 hours per week

ARTS IN THE CITY 41-42  FALL and SPRING  2 CREDITS
Problems of the urban environment confronted in aesthetic terms for students enrolled in the Civil and Public Service Program. An interdisciplinary approach to plastic and visual arts developing from the demands of New York existence.  2 hours per week

ART 55  DESIGN I  FALL and SPRING  2 CREDITS
An introduction to historical concepts of two-dimensional space organization; their applications, traditional and innovative, through a variety of techniques.  4 hours per week

ART 56  DESIGN II  SPRING  2 CREDITS
Introduction to the concepts of three-dimensional space organization; their applications, traditional and innovative, through a variety of sculpture techniques.  Prerequisite: ART 55  4 hours per week

ART 57  DRAWING I  FALL and SPRING  2 CREDITS
Introduction to basic concepts of drawing: Still-life and draped figure models will be used.  4 hours per week
ART 58  DRAWING II          FALL and SPRING  2 CREDITS
Continued exploration of drawing media, traditional and experimental in conjunc-
tion with still-life and figure models.
Prerequisite: ART 57  4 hours per week

BANKING

BKG 14  MONEY AND BANKING          FALL or 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. Money and banking in relation
to prices and economic growth.
Prerequisites: ECO 12 and BA 11  3 hours per week

BKG 32  PRINCIPLES OF FINANCE

FALL  3 CREDITS
Problems involved in determining the organization of a business enterprise, the
raising and use of funds, including promotion, financial plans and activities, expansion,
merger, consolidation, reorganization, and bankruptcy.
Prerequisite: ECO 12  3 hours per week

BKG 34  INVESTMENTS            SPRING  3 CREDITS
(Listed also as ECO 34)
Detailed analysis of the investment market, investment institutions, and security
exchanges. The various methods of investment analysis are examined.
Prerequisite: BKG 32  3 hours per week

BKG 35  ANALYZING FINANCIAL STATEMENTS

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

BKG 92  FIELD EXPERIENCE IN BANKING

SPRING  3 CREDITS
Eight hours a week of supervised field experience in banking. An hour each week is
devoted to classroom lecture and discussion of experience in the field related to bank-
ing theory.
Prerequisite: BKG 32
Corequisite: BKG 34  9 hours per week
BIOLOGY

BIO 15 CONCEPTS OF MODERN BIOLOGY I
FALL and SPRING 4 CREDITS

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

BIOLOGY 15 has replaced BIOLOGY 11 and 13, and will be taken by all students majoring either in Biology or the Allied Health Sciences and Technologies. It is also open to Liberal Arts students desiring a one-year course in Biology.

6 hours per week

BIO 16 MOLECULAR BIOLOGY
SPRING 4 CREDITS

This course presents the major biological principles of biochemistry, metabolism, ultrastructure, development, and homeostatic control mechanism necessary for a basic foundation in the biological sciences. The material will be presented from a molecular as well as an organismic point of view, incorporating the concepts of cybernetics and control mechanisms.

It is the second semester in the one-year Biology sequence intended for Biology majors.
Prerequisite: BIO 15
Corequisite: CHEM 11-12

6 hours per week

BIO 17 CONCEPTS OF MODERN BIOLOGY II — FUNCTIONAL ACTIVITIES OF THE HUMAN BODY
SPRING 4 CREDITS

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

It is the second semester in the one-year Biology sequence intended for Nursing, Health Sciences, and Liberal Arts students.
Prerequisite: BIO 15

6 hours per week

BIO 21-22 COMPARATIVE ANATOMY AND EMBRYOLOGY
FALL and SPRING 8 CREDITS

An integrated study of fundamental processes such as fertilization, growth, differentiation and development underlying the early embryology and adult structures of the vertebrates. Emphasis on the frog, chick, pig, Necturus, 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: history of microbiology; pure culture techniques; microorganisms and their environments (water, milk, food, sewage, etc.); physical and chemical factors affecting growth; immunology; epidemiology; and the relationship between man and the microbiological world.

Prerequisite: BIO 12 or 14

6 hours per week
3 lecture/recitation, 3 laboratory

BIO 52 MARINE BIOLOGY SPRING 3 CREDITS

The interrelationships between various environmental factors (physical, chemical, and biological) and the distribution and physiology of selected marine organisms. Special attention is given to ecological techniques and taxonomic methods. Field trips supplement laboratory work.

Prerequisites: BIO 14 and CHEM 12

5 hours per week
2 recitation, 3 laboratory

BIO 53 TERRESTRIAL BIOLOGY FALL 3 CREDITS

Representative terrestrial invertebrates and vertebrates in relation to their respective habitats. Emphasis is placed on development of the concept of the ecological niche. Field trips serve to demonstrate ecological techniques. Laboratory procedures include morphological as well as taxonomic studies.

Prerequisites: BIO 14 and CHEM 12

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 the students with the fundamentals of ecology so that he is better able to cope with the ecological problems confronting man. An essential component of the course is the participation of the student in projects geared to correct certain existing ecological conditions. This course is open to all students, regardless of degree objective. Guest lecturers will participate.

4 hours per week

BUSINESS ADMINISTRATION

BA 11 BUSINESS MANAGEMENT AND ORGANIZATION FALL or SPRING 3 CREDITS

A study of the business firm in terms of its environment and functional requirements. Analysis of planning problems and the structure of decision-making for policy and action. The strategy and behavior of organizations; division of labor; flow of authority; delegation and communication. The focus is on enterprise types; management
functions; operations; and the leadership role, in an integrated framework of principles and concepts.

**BA 12 BUSINESS LAW**  
FALL or SPRING  
3 CREDITS  
A survey of the American legal system, analysis of legal problems and consideration of the essential principles of the law of business contracts and its relationship to typical business situations. Appropriate New York State cases and recent decisions are studied.

**BA 14 PRINCIPLES OF MARKETING**  
FALL or SPRING  
3 CREDITS  
The principles and practices of the distribution process. Areas of study are: product pricing; promotion; channels of distribution; market research; governmental regulation. The course is designed to enable consideration of marketing strategy from a customer point of view.
Prerequisite: BA 11

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

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

**BA 52 ADVERTISING: THEORY AND PRACTICE**  
SPRING  
3 CREDITS  
A basic course in the methods of advertising and its role in business. The areas of media, copy, research, layout, production, direct mail, and campaign strategy are introduced.
Prerequisite: BA 14
Coordinated and supervised practical work experience in Business Administration. The student has the opportunity to gain insight into the various technical phases of the work in the organization in which he is employed. Students are required to complete workbooks describing major phases of the organizations to which they are assigned. Eight hours per week in the field, one hour of classroom discussion.

Prerequisites: BA 14 and BA 31

**CHEMISTRY**

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

Chemical principles in terms of states of matter, gas laws, kinetic theory, chemical combination, atomic theory, chemical equations and stoichiometry, properties of selected elements and compounds. The periodic table, bonding, atomic structure, redox equations, electrolytic theory.

Prerequisite: 11th YEAR MATHEMATICS

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

Bonding, resonance and reaction mechanism theory; aliphatic and aromatic organic compounds, stereochemistry and functional groups. Introduction to physical chemistry, qualitative organic analysis, and ionic reactions.

Prerequisites: CHEM 12 and MATH 16 or 18

**CHEM 52  QUANTITATIVE INORGANIC ANALYSIS**
FALL or SPRING  4 CREDITS

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

**COMPUTER SCIENCE**

**COMP SCI 13  INTRODUCTION TO STATISTICS**
FALL  4 CREDITS

The problems of condensation, correlation, critical ratios and regression equations
in classical statistics. The chi-square coefficient. Thorough training in calculations with desk calculators of various kinds.

Corequisite: MATH 10 or 14 or MATH 15 or 17

4 hours per week

COMP SCI 14 INTRODUCTION SPRING 5 CREDITS TO COMPUTING

The nature of a computer center, the systems approach, introduction to unit record operations, programming of an IBM 360 in assembly language.

Prerequisite: COMP SCI 13

Corequisites: MATH 15 or 16, or MATH 17 or 18

COMP SCI 35-36 NUMERICAL FALL and SPRING 9 CREDITS ANALYSIS — MATHMATICAL PROGRAMMING FOR YEAR

The numerical analysis portion of the one-year course covers: 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.

The programming portion, integrated with the above applies FORTRAN IV or a similar sophisticated compiler to the solution of these problems.

Prerequisites: COMP SCI 14 and MATH 16 FIRST TERM: 5 CREDITS, or MATH 18 5 hours per week

Corequisites: MATH 55 and MATH 56

SECOND TERM: 4 CREDITS, 4 hours per week

COMP SCI 51 PROGRAMMING FALL or SPRING 3 CREDITS IN FORTRAN IV

An introduction to numerical analysis and empirical statistics combined with a thorough study of programming using the Fortran IV language. Students have use of an IBM 360 computer. Recommended as an elective for students whose interests lie in mathematics, sciences, social science and education.

Prerequisite: MATH 11 or higher 3 hours per week

DATA PROCESSING

DP 11 INTRODUCTION TO FALL 4 CREDITS DATA PROCESSING

A thorough introduction to data processing, including the use of electronic desk calculators and unit record equipment such as the key punch, sorter, reproducer, interpreter, collator and accounting machine.

A detailed introduction to the concepts, structure and operation of electronic data processing systems including such topics as: computer design; coding representations
of information in computers; principles of arithmetical operation, decimal, binary, and hexadecimal; input/output devices; flowcharting and coding of problems; machine language and assembler language programming; a brief introduction to problem-oriented languages such as FORTRAN and COBOL.

A detailed introduction to the architecture of the IBM System/360.

DP 12 ASSEMBLER LANGUAGE PROGRAMMING

A detailed study of Assembler language programming for the IBM System/360. Typical business applications will be considered. Programs written by the students will be tested on an IBM System/360 at the Kingsborough Computer Center.
Prerequisite: DP 11

DP 31 COBOL PROGRAMMING

A detailed study of COBOL programming. Typical business applications will be considered. Programs written by the students will be tested on an IBM System/360 at the Kingsborough Computer Center.
Prerequisite: DP 11

DP 32 ADVANCED PROGRAMMING

Topics will include advanced programming instructions and techniques such as: the translate and execute instructions; subroutines and subprograms.
Most of the course will consist of a thorough introduction to the IBM System/360 disk operating system and will include such topics as: interaction of the control program and the problem program within the systems environment; job control; program libraries; supervisor and input/output macros; sequential access method; indexed sequential access method.
Prerequisite: DP 12 and 31

DP 52 PROGRAMMING IN COBOL

An introduction to data manipulation and basic payroll and accounting procedures combined with a thorough study of the COBOL programming language. Students have use of an IBM 360 computer. Recommended as an elective for students in accounting, business, and other technologies, as well as for those who wish to develop a basic skill in programming.
Prerequisite: MATH 5, 6, 11 or higher.

ECONOMICS

ECO 12 FUNDAMENTALS OF ECONOMICS

Principles of economics, with emphasis on the nature of economic institutions and
theories and their significance in contemporary society. The application of techniques of analysis to economic problems, including such topics as value, price, and distribution. A study of competitive and monopolistic markets.  

3 hours per week

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

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

3 hours per week

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

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

3 hours per week

ECO 34 INVESTMENTS (Listed also as BKG 34)

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

3 hours per week

EDUCATION

EDU 32 HUMAN GROWTH DEVELOPMENT (Listed also as PSYCH 32)

The sequential nature of development from infancy through childhood, adolescence, and adulthood, in reference to intellectual growth, personal and social adjustment, and vocational and recreational interests. The relationship between physical and mental development; typical problems in various stages of the life-cycle.
Prerequisite: PSYCH 11

3 hours per week

EDU 33 EDUCATION IN MODERN SOCIETY

The study of educational processes in relation to contemporary society. Cultural forces and institutions helping to shape education, and some resulting issues and problems. The school as an institution of education, its guiding theories and basic practices. The role of the teacher. Pertinent references to education in other countries.
Prerequisite Sophomore standing

3 hours per week
EDU 37  THE HISTORICAL DEVELOPMENT OF EDUCATION IN THE UNITED STATES

This course will trace the history, growth and development of education in the U.S. from colonial times to the present. Major emphasis will be placed upon the manner in which the school as an institution responded to the changing social, political and economic currents of the times. The role of the school as a major factor in the development of an American character will be stressed.

3 hours per week

ENGLISH

ENG 2  AMERICAN AND ENGLISH LITERATURE AND WRITING II (1970 only)

A course in the development of writing and reading skills. Training in expository writing extends throughout the year. In reading, concentration is on exposition in the first semester, and on fiction, poetry, and the drama in the second semester.

3 hours per week

ENG 12  FRESHMAN ENGLISH

A course designed to help the student achieve a standard of adequacy in the reading and writing skills demanded by his college courses. Students and teachers will meet both in the normal class setting and in small groups for individual instruction.

Students will be required to attend short-term courses to develop specific skills. Frequent writing assignments throughout the semester. (Only grades of P & W will be given).

3 hours per week plus conferences

ENG 14  ENGLISH FOR STUDENTS WHOSE NATIVE LANGUAGE IS SPANISH

An intensive course in English for native speakers of Spanish. The course provides progressive and systematic training in English language skills. This course is open only to members of the Bilingual Program.

12 hours per week plus language laboratory

ENG 15  ENGLISH FOR STUDENTS WHOSE NATIVE LANGUAGE IS SPANISH

Emphasis changes to a more abstract use of English. Intensive conversation and the development of reading comprehension skills. This course is open only to members of the Bilingual Program.

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 members of the Bilingual Program.

12 hours per week plus language laboratory

ENG 17 ENGLISH FOR STUDENTS WHOSE NATIVE LANGUAGE IS SPANISH 2 CREDITS

For those students who need further work in advanced English language training prior to entering regular college English classes.

This course is open only to members of the Bilingual Program.

12 hours per week plus language laboratory

ENG 21 ENGLISH COMPOSITION AND LITERATURE 3 CREDITS

An introduction to the literary genres, poetry, drama and fiction, with continued emphasis on the development of writing skills.

Prerequisite: ENG 12

5 hours per week plus conferences

ENG 31 WORLD LITERATURE AND WRITING II 3 CREDITS

Readings in classic Western literatures, the courses of our culture: 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

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

Prerequisite: ENG 12

3 hours per week

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. The course will deal with such figures as Gide, Joyce, Yeats, Cummings, Ionesco, Beckett and Norman Mailer. Appropriate writing assignments throughout the semester.

Prerequisite: ENG 12

3 hours per week
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
3 hours per week

ENG 42 POETRY 3 CREDITS

Study of the styles, forms and themes of poetry with attention to their purpose and effect. Appropriate writing assignments throughout the semester.
Prerequisite: ENG 12
3 hours per week

ENG 43 DRAMA 3 CREDITS

Analysis of dramatic structure and study of plays representing major dramatic styles. Appropriate writing assignments throughout the semester.
Prerequisite: ENG 12
3 hours per week

ENG 44 THE TRAGIC VISION 3 CREDITS

Study of the tragic vision from ancient times until the present day, attempting to understand its patterns and changing concepts in various literary genres. Appropriate writing assignments throughout the semester.
Prerequisite: ENG 12
3 hours per week

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: ENG 12
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 1 CREDIT

A course to train students in all phases of newspaper production, such as: reporting, writing, editing, layout production, photography, advertising. Assignments in practi-
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 but including some consideration of the non-dramatic verse. Appropriate writing assignments throughout the semester.
Prerequisite: ENG 12
3 hours per week

ENG 54 BLACK LITERATURE 3 CREDITS
Analysis of black literature and study of its history and development. Appropriate writing assignments throughout the semester.
Prerequisite: ENG 12
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 course.
3 hours per week

ENG 61 SEMINAR: THE HISTORY OF LITERARY THEMES 3 CREDITS
An intensive study of how significant ideas and themes are transmitted in literature. Each semester one topic will be chosen for examination.
Attendance in this seminar is limited and requires the permission of Department Chairman or his representative.
3 hours per week

ENG 62 SEMINAR: APPROACHES TO INTERPRETATION AND CRITICISM 3 CREDITS
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.

FRENCH

FR 11 ELEMENTARY FRENCH I

An introduction to the French language as a medium of communication: grammar, composition, conversation, and oral and written drill.

FR 12 ELEMENTARY FRENCH II

A continuation of FR 11, with increased emphasis on organic use of French, supplemented by the reading of texts of graduated difficulty. Comprehension and conversational skills are stressed.
Prerequisite: FR 11 or equivalent

FR 13 INTERMEDIATE FRENCH

Progressive development of oral and writing skills upon the foundations established in Elementary French. Intensive review supplemented by practice in writing and speaking, and by readings in modern French literature.
Prerequisite: FR 12 or equivalent

FR 14 INTERMEDIATE FRENCH II

This course is open to students who have completed French 13 or 3 years of high school French. The course will consist of grammar and composition review and readings of modern authors on an intermediate level.

FR 17 INTENSIVE REVIEW OF FRENCH GRAMMAR, READING AND COMPOSITION

Open to all students who have had 3 or more years of French high school preparation but have been subject to substantial time lapse in language study.
Prerequisite: MLA Placement Examination

FR 18 READINGS IN MODERN FRENCH

Emphasis on rapid reading, composition and oral discussion. Readings include con-
temporary short stories; essays; poetry as well as newspaper and magazine articles and reviews.

Prerequisites: FR 14 or 17 or 4 years of h.s. French and
MLA Language Placement Examination

FR 22  CONVERSATIONAL FRENCH  FALL and SPRING  1 CREDIT

Open to all students in regular attendance and also in the Adult Education Program. Course will stress basic vocabularies and conversational patterns useful to tourists.

2 hours per week

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

Designed for non-French speaking students. A study of the important novels, poetry and plays of 19th century French literature. The works of Balzac, Stendahl, Flaubert, and the Romantic and Symbolist poets will be read and discussed in English.

3 hours per week

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

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

3 hours per week

FR 51 SURVEY OF  FALL and SPRING  3 CREDITS
FRENCH LITERATURE

Advanced study of French literature from selected writings of representative authors and analysis of literary values. Instruction is entirely in French after the first month; fine points of grammar are explained. Written and oral reports are required.
Prerequisite: FR 14 or equivalent

3 hours per week

FR 53 FRENCH LITERATURE  FALL and SPRING  3 CREDITS
OF THE 20TH CENTURY

The significant forms of 20th Century literature, with particular focus on the major poets, playwrights, and novelists. Conducted entirely in French on an advanced level, employing explanations of the text, composition, and discussion.
Prerequisite: FR 14

3 hours per week

FR 54 FRENCH LITERATURE  FALL and SPRING  3 CREDITS
OF THE 19TH CENTURY

A study of selected authors: Stendhal, Balzac, Flaubert, Baudelaire, and Hugo. Emphasis on developing improved written expression and critical appreciation. Ex-
FR 56 ADVANCED FRENCH  FALL and SPRING  3 CREDITS
GRAMMAR, COMPOSITION,
AND CONVERSATION

For students wishing further work at an advanced level, through analysis of grammar, reading, and discussion. Emphasis on conversation and the development of oral and written linguistic ability.
Prerequisite: FR 14 or equivalent
3 hours per week

FR 57 FRENCH PHONETICS AND  FALL and SPRING  3 CREDITS
CONVERSATION

A systematic study of the sound system, patterns of intonation as well as organized development of vocabulary and idiomatic expressions. Course aims to improve student's pronunciation and his ability to understand the spoken language and use it with fluency.
Prerequisite: FR 14, 17 or 4 years of h.s. French and MLA Language Placement Examination
3 hours per week

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 will present a suitable term paper and take a final examination to receive credit.
Prerequisite: FR 51 and permission of instructor
3 hours per week

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

Designed for students who need extra help based upon the recommendation of the instructor. Each semester one course will be devoted to oral drill and comprehension and another to reading and writing practice.
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 four areas: physical and mental health, sex and human reproduction, drugs and alcohol.
2 hours per week

HE 35 EDUCATION FOR SAFE LIVING  FALL and SPRING  2 CREDITS
Principles for safe living; 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 MARRIAGE AND FAMILY LIVING

FALL and SPRING 2 CREDITS

The role of the family in satisfying human needs and transmitting the social heritage. Human relations in dating, courtship, mate selection, marriage, and parenthood are examined in the context of contemporary American society.

Prerequisite: HE 11 2 hours per week

HEBREW

HEB 11 ELEMENTARY HEBREW

FALL and SPRING 3 CREDITS

An introduction to Hebrew, emphasizing aural and written skills, reading and comprehension.

3 hours per week

HEB 12 ELEMENTARY HEBREW II

FALL and SPRING 3 CREDITS

A continuation of HEB 11, with increased emphasis on the integrated use of Hebrew, supplemented by reading of graduated texts of increasing difficulty. Comprehension and conversational skills are stressed.

Prerequisite: HEB 11 or equivalent 3 hours per week

HEB 13 INTERMEDIATE HEBREW I

FALL and SPRING 3 CREDITS

Progressive development of oral writing skills upon the foundations established in Elementary Hebrew. Intensive review supplemented by practice in writing and speaking, and by readings in modern Hebrew literature.

Prerequisite: HEB 12 or equivalent 3 hours per week

HEB 14 INTERMEDIATE II HEBREW

FALL and SPRING 3 CREDITS

Further development of written and oral language skills. Review of grammar. Introduction to modern Hebrew literature.

Prerequisite: HEB 13 or 3 years of h.s. Hebrew 4 hours per week

3 lecture/recitation, 1 laboratory

HEB 30 INTERMEDIATE II

FALL and SPRING 3 CREDITS

Reading and analysis of Hebrew classics in cultural and historical context. De-
signed for non-Hebrew speaking students. All reading and discussion in English.

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

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

HEB 52 READING IN MODERN HEBREW
FALL and SPRING 3 CREDITS
Emphasis on poetry, short stories and novels of the Hebrew Renaissance. Attention given to the cultural influences of modern Hebrew expression.
Prerequisite: HEB 4 or equivalent

HEB 53 LITERARY MASTERPIECES OF MODERN HEBREW
FALL and SPRING 3 CREDITS
Study of poetry, essays and short stories of the Hebrew Renaissance in historical and cultural context.
Prerequisite: HEB 14 or equivalent

HEB 54 READINGS IN HEBREW LITERATURE
FALL and SPRING 3 CREDITS
Reading and analysis of Hebrew texts of the ancient, medieval and modern period. Emphasis on linguistic and ideological aspect of these writings.
Prerequisite: HEB 14 or equivalent

HEB 55 HISTORY AND CIVILIZATION OF ISRAEL
FALL and SPRING 3 CREDITS
A chronological study of major trends and developments to the present. Examination of political, literary and artistic moments, highlighting important individuals, ideas, and periods. Selected readings of texts representative of each period. Continued laboratory practice is optional.
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 on language, cultural context and unique Hebraic values contained in these selections.
Prerequisite: HEB 14 or equivalent 3 hours per week

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

HISTORY

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

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

3 hours per week

HIST 31 THE CONTEMPORARY WORLD 1 FALL and SPRING 3 CREDITS

A social, cultural, political and economic approach to the development of 19th and 20th century European civilization, with emphasis on such items as the technological revolution and the predicament of modern man.

3 hours per week

HIST 32 THE CONTEMPORARY WORLD 2A FALL and SPRING 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 2B FALL and SPRING 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 prob-
lems of modernization, conflicts of interest of the great powers and 20th century nationalistic rivalries.

3 hours per week

HIST 50 THE BLACK IN AMERICAN HISTORY
FALL and SPRING 3 CREDITS

A study of the Black American within the context of American Civilization. The role of the Black American in the growth of the nation will be examined with the aim of understanding his contribution and his problems as well as the attitudes of all Americans, black and white, toward the Black American. Primary sources, both historical and current, will be utilized.

3 hours per week

HIST 51 THE ANCIENT AND MEDIEVAL WORLD
FALL 3 CREDITS

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

Prerequisite: One year of History

3 hours per week

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

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

Prerequisite: One year of History

3 hours per week

HIST 54 AMERICAN DIPLOMATIC HISTORY
SPRING 3 CREDITS

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

Prerequisite: History 11-13 or 31-21 or 31-33

3 hours per week
HIST 57 LATIN AMERICAN HISTORY

These courses trace the political, economic, social, and cultural evolution of the peoples and nations of Latin America, and study the region's development from the wars of independence to the contemporary problems and changing patterns of life in the twenty nations. Open to students above freshman status.

3 hours per week

HIST 58 CENTURY OF AMERICAN REVOLUTION SPRING 1688—1789

This course will trace the social, political, economic, and intellectual developments in the American Colonies that led to the Revolution and the War for Independence. The course will also consider the problems of independence and the difficulties of creating a new nation.

3 hours per week

HIST 59 TWENTIETH-CENTURY AMERICA FALL

This course will look at the political, social, economic, and cultural development of the United States from 1900 to the present. It will explore in depth such issues as Progressivism, the New Deal, the rise of Labor, struggle for civil rights and America's emergence as a world power.

3 hours per week

HIST 60 AMERICAN INTELLECTUAL HISTORY SPRING

This course will trace the development of the American mind from the colonial period to the present. It will examine 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 FALL and SPRING

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

3 hours per week

HIST 62 MODERN NATIONALISM FALL and SPRING

A study of the growth and significance of nationalism in the 19th and 20th centuries. Nationalism as a force in unification as well as disruption will be examined.

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

HIST 64 MODERN JEWISH HISTORY  FALL and SPRING  3 CREDITS
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, antisemitism, economic and social and ideological developments and Zionism.
3 hours per week

HIST 65 MODERN RADICAL MOVEMENTS IN WESTERN CIVILIZATION  FALL and SPRING  3 CREDITS
This course will examine 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. 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, will be traced.
3 hours per week

HIST 81 INDEPENDENT STUDY  FALL and SPRING  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.
1-3 hours per week

INDUSTRIAL AND LABOR RELATIONS

ILR 12 INDUSTRIAL RELATIONS AND LABOR PROBLEMS  SPRING  3 CREDITS
The historical, political, economic, and legal factors affecting labor-management relations. Pivotal issues of collective bargaining and current policy decisions and their relationship to labor problems, are explored.
Prerequisite: BA 11 3 hours per week
3 CREDITS

FALL

HR 391 JOB EVALUATION
WAGE AND SALARY
ADMINISTRATION

Various methods of evaluating jobs, job descriptions, wage surveys, wage scales,
income, wage and salary administration, and incentive systems. Includes
practical case studies.

Prerequisites: HR 112

SPRING

Human resources law affecting employment relations: affirmative action, collective
bargaining agreements, employment discrimination, unemployment compensation,
worker's compensation, unemployment compensation, and related administration
ILR 31  JOB EVALUATION, FALL 3 CREDITS
WAGE AND SALARY
ADMINISTRATION

Various methods of evaluating jobs, job descriptions, wage surveys, wage structures, wage and salary determination, and incentives are treated.
Prerequisite: ILR 12
3 hours per week

ILR 33  COLLECTIVE FALL 3 CREDITS
BARGAINING

Preparation, negotiation, and administration of union labor contracts.
Prerequisite: ILR 12
3 hours per week

ILR 34  LABOR LAW SPRING 3 CREDITS

Judicial, legislative and administrative law affecting labor relations. Significant historical data and current legislative and judicial trends are examined.
Prerequisite: ILR 33
3 hours per week

ILR 36  TRAINING IN SPRING 3 CREDITS
INDUSTRY

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 FALL 3 CREDITS

A fundamental course in the theory and practice of job study. Areas covered are the role and uses of job analysis; techniques, methods, and procedures in conducting job studies, and ensuing job specifications. Each student will undertake a job analysis project.
Prerequisite: ILR 12 or BA 31
3 hours per week

ILR 92  FIELD EXPERIENCE SPRING 3 CREDITS
IN INDUSTRIAL AND
LABOR RELATIONS

Eight hours of supervised field experience per week, and one hour of classroom lecture and discussion of experiences in the field.
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. A survey of insurance law, including risks insured against, exclusions, and endorsements. Types of carriers, claims adjustments, rating and allied subjects.

4 hours per week

INS 32 PRINCIPLES AND PRACTICE OF INSURANCE II

A study of the following kinds of insurance contracts: inland and ocean marine, public liability and negligence, workers' compensation, accident and health, and other miscellaneous lines of coverage. An analysis of agents' and brokers' duties and responsibilities.

Prerequisite: INS 31

4 hours per week

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

2 hours per week

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

2 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

9 hours per week

ITALIAN

ITAL 11 ELEMENTARY ITALIAN I

Fundamentals of the language in preparation for aural comprehension, speaking, reading and writing.

3 hours per week
ITAL 12 ELEMENTARY ITALIAN II 
FALL and SPRING 3 CREDITS

Increasing emphasis upon the organic use of Italian, with grammar and oral and
written drill, supplemented by reading of graduated texts of increasing difficulty.
Comprehension and spoken usage stressed.
Prerequisite: ITAL 11 or equivalent

ITAL 13 INTERMEDIATE ITALIAN I 
FALL and SPRING 3 CREDITS

Progressive development of oral and writing skills based upon the foundations es­
tablished in Elementary Italian. Intensive review of grammar supplemented by prac­
tice in writing and speaking and by readings in Modern Italian literature.
Prerequisite: ITAL 12 or equivalent

ITAL 14 INTERMEDIATE ITALIAN II 
FALL and SPRING 3 CREDITS

This course will consist of grammar and composition review as well as reading in
Italian literature on an intermediate level.
Prerequisite: ITAL 13 and MLA Placement Examination

ITAL 17 INTENSIVE REVIEW OF ITALIAN GRAMMAR,
READING AND COMPOSITION 
FALL and SPRING 3 CREDITS

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.
Prerequisite: MLA Placement Examination

ITAL 18 READINGS IN MODERN ITALIAN 
FALL and SPRING 3 CREDITS

Selected readings from contemporary short stories, novels, magazine and newspa­
er articles, cinema and theatre reviews with emphasis on rapid reading and discus­
sion in Italian.
Prerequisite: ITAL 14, 17 or 4 Years
of h.s. Italian

ITAL 22 ITALIAN CONVERSATION 
FALL and SPRING 1 CREDIT

Open to all students in regular attendance. Course will stress basic vocabularies and
conversational patterns helpful to the tourist and will enrich his knowledge of the peo­
ple and culture of Italy.

2 hours per week
ITAL 51  SURVEY OF ITALIAN LITERATURE
FALL and SPRING  3 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  3 hours per week

ITAL 52  ITALIAN LITERATURE OF THE RENAISSANCE
FALL and SPRING  3 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  3 hours per week

ITAL 53  LIFE AND WORKS OF DANTE ALIGHIERI
FALL and SPRING  3 CREDITS

Selected readings in Dante’s “Divina Commedia” in relation to the religion and philosophy of Dante’s time. This course will be conducted entirely in Italian.
Prerequisite: ITAL 14 or equivalent  3 hours per week

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

Designed for students who need extra help based upon the recommendation of the instructor, stressing oral expression and grammar review. Workshops will be 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 will be keyed to the regular sequence of elementary and intermediate courses.
Prerequisite: ITAL 14 or equivalent  2 hours per week

MATH 01  ELEMENTARY ALGEBRA
FALL or SPRING  NO CREDIT

A comprehensive treatment of the topics outlined for the Ninth Year Mathematics course by the University of the State of New York. Primarily for non-matriculants and students in special programs.
3 hours per week

MATH 02  PLANE GEOMETRY
FALL or SPRING  NO CREDIT

A comprehensive treatment of the topics outlined for the Tenth Year Mathematics course by the University of the State of New York. Primarily for non-matriculants and students in special programs.
Prerequisite: ELEMENTARY ALGEBRA or MATH 01  3 hours per week
MATH 03  ELEVENTH YEAR  FALL or SPRING  NO CREDIT
MATHEMATICS

Same course as 11th Year Mathematics in high school. A non-credit course that must be taken by students who need it to satisfy admission requirements.
Prerequisite: ELEMENTARY ALGEBRA or MATH 01

4 hours per week

MATH 05  INTENSIVE  FALL or SPRING  NO CREDIT
MATHEMATICS REVIEW

A comprehensive treatment 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: mark-up, discounts, interest, payroll, tax calculation, and insurance. Problem solving by desk calculator. Not recommended for transfer credit. Not open to students in transfer curricula: A.A. or A.S.
Prerequisite: MATH 05 or satisfactory scores on the mathematics placement examination.

3 hours per week

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

An integration of Math 03 and Math 6 for students in A.A.S. programs who do not present ELEVENTH YEAR MATHEMATICS or Intermediate Algebra, or who feel that they would benefit from review. Not recommended for transfer credit. Not open to students in A.A. or A.S. programs.
Prerequisites: A satisfactory record in ELEMENTARY ALGEBRA, or MATH 01

4 hours per week

MATH 6  MATHEMATICS OF FINANCE  FALL or SPRING  3 CREDITS

College Algebra oriented to business: 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 recommended for transfer credit. Not open to students in A.A. or A.S. programs.
Prerequisites: Intermediate Algebra,

3 hours per week

ELEVENTH YEAR MATHEMATICS or MATH 03
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.
Prerequisites: ELEVENTH YEAR MATHEMATICS, Intermediate Algebra or MATH 03.
Not open to students who have completed MATH 10 or higher

MATH 10-11 ELEVENTH YEAR MATHEMATICS and 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.
Prerequisites: A satisfactory record in ELEMENTARY ALGEBRA or MATH 01

MATH 12 CONCEPTS OF MODERN MATHEMATICS

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 studies 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.
Prerequisites: A satisfactory record in ELEVENTH YEAR MATHEMATICS, MATH 03 or MATH 4-5

MATH 14 ANALYTIC GEOMETRY and PRE-CALCULUS MATHEMATICS

A pre-calculus course stressing real numbers, fields, open sentences, functions, and relations; introduction to analytic geometry and to probability. Recommended for students planning to continue with calculus and/or mathematics electives.
Prerequisites: A satisfactory record in ELEVENTH YEAR MATHEMATICS, MATH 11, MATH 03 or MATH 5. Not open to students who have completed Advanced Algebra or Math 12A in high school.

MATH 15, 16 CALCULUS I and II

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

Prerequisites: 12th Year Mathematics or MATH 14

MATH 17-18 CALCULUS I and II To be offered upon sufficient demand 8 CREDITS for year

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

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

MATH 20 ELEMENTS OF FALL or SPRING 3 CREDITS STATISTICS

Introduction to probability and statistics; condensation of data, tabulation and graphing of distributions, central and dispersion tendencies, comparison techniques, correlations, and predictive techniques. Instruction and practice in the use of desk calculators. Recommended for students planning careers in Economics, Education, Psychology, Sociology, as well as for Data Processing majors.

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

MATH 21 CALCULUS III FALL or SPRING 4 CREDITS

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

Prerequisites: MATHEMATICS 16 with a grade of C or better.

MATH 22 CONCEPTS OF SPRING 3 CREDITS MODERN MATHEMATICS II

A continuation of MATH 12 in greater depth. Some independent reading under the guidance of the instructor will introduce the student into research mathematics.

Prerequisites: MATH 11 or 12 with a grade of B or better.

MATH 23 HISTORY OF FALL and SPRING 4 CREDITS MATHEMATICS

An introduction to the history of mathematics from Babylonian and Egyptian civilization to the present time. Emphasis is placed upon 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.

Prerequisites: MATHEMATICS 11, 12, 14, 15 or 17.

Not open to students who have completed MATH 8
MATH 24 INTRODUCTION TO THE THEORY OF NUMBERS

Classical number theory: divisibility, congruences, quadratic residues, continued fractions, Diophantine equations, prime and perfect numbers.
Prerequisites: MATH 11, 12, 14, 15, 17 with a 3 hours per week grade of C or better

MATH 52 FINITE MATHEMATICS FALL or SPRING 3 CREDITS

A course designed for non-science, non-mathematics majors, includes Boolean Algebra, advanced probability, matrices, Markov chains, and applications to the social and behavioral sciences.
Prerequisites: MATH 14 or 12th year Mathematics or 3 hours per week

ADVANCED ALGEBRA

MATH 55 DIFFERENTIAL EQUATIONS FALL or SPRING 3 CREDITS

Solution of ordinary linear differential equations, operational techniques, solution by series, numerical solutions, Laplace transforms, applications in engineering and the sciences.
Prerequisites: MATH 15 or 17 4 hours per week

MATH 56 LINEAR ALGEBRA FALL or SPRING 3 CREDITS

A study of vector spaces, matrix algebra, transformations, and vector analysis.
Prerequisites: MATH 15 or 17 4 hours per week

MATH 57-58 CALCULUS III and IV To be offered upon sufficient demand FOR YEAR

An advanced course in the Calculus from a vector calculus viewpoint; and topics in limits, sequences and series.
Prerequisites: MATH 16 or 18 4 hours per week

MENTAL HEALTH (Subject to change 1970-71)

MH 11 (Human Services) INTRODUCTION TO HUMAN SERVICES AND AGENCIES

The wide array of Human Services as provided by a large selection of agencies will be reviewed. Included in this will be the carefully selected agencies serving the Mental Health field, 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 (Child Care) CREATIVE SPRING 2 CREDITS
ACTIVITIES I (LITERATURE AND STORY TELLING)

This course is the introduction to the basic media appropriate for young children. The focus will be on two areas: the array of literature, and the kinds of material that can be utilized to teach the student the techniques of story telling.

2 hours per week

MH 22 (Child Care) CREATIVE FALL 2 CREDITS
ACTIVITIES II (MUSIC AND DANCE)

The fundamentals of music and dance will be introduced to the student. The course will include the varied interests of the child; the types of music and dance, and the methodology for encouraging the children's participation in music and dance.

2 hours per week

MH 23 (Child Care) CREATIVE SPRING 2 CREDITS
ACTIVITIES III (ARTS AND CRAFTS)

Media selected from the arts and crafts field will be developed in order to teach the student specific skills in these areas. The course will include the literature of arts and crafts and the methodology of utilizing these skills for programming in a children's setting.

2 hours per week

MH 31 (MH) ACTIVITIES THERAPY SPRING 2 CREDITS

Selected skills will be introduced to the student for working with mental patients. The focus of the program is on the utilization of therapeutic crafts such as painting, leathercraft and ceramics.

2 hours per week

MH 32 (MH) PSYCHOPATHOLOGY I FALL 3 CREDITS

Beginning with the historical development of psychopathology, a student is introduced to the varieties of deviant behavior with appropriate examples. An overall review of the current theories of psychopathology will serve as a refresher to the introduction of some of the problems of clinical analysis of patient behavior. The course will include etiology, the development of mental illness as well as the development of case histories.

3 hours per week

MH 33 (MH) PSYCHOPATHOLOGY II SPRING 3 CREDITS

The student will observe severely disturbed patients with decided pathological personalities including schizophrenia, paranoia, and the kinds of approaches that may be
undertaken to help patients. Disorders will be covered in depth, including the symp-
toms of sociopathic and psychotic disorders. The wide array of therapies utilized by
the Mental Health Team will be explored.
Prerequisite: Psychopathology I

MH 34 (MH) PRINCIPLES OF INTERVIEWING FALL 3 CREDITS

The basic principles of gathering information by utilizing interviewing techniques
will be 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 will also be included.
Practice sessions will be structured as part of the course.

MH 35 (MH) SKILL IN GROUP LEADERSHIP SPRING 2 CREDITS

The nature and variety of group formation and functions will be reviewed. Patterns
of Group Cohesiveness, the dynamics affecting social change and helping a group to
define and reach its objectives will be reviewed. Finally, the development of group
leadership and the unique problems of the organizational structure as it affects the
group and its leadership will be analyzed.

MH 91 (Child Care) VISITS, OBSERVATION, DEMONSTRATION SPRING 3 CREDITS
AND RECORDING OF CHILD BEHAVIOR

A variety of Child Care Agencies will be visited by the students including Day Care
Centers, Nursery Schools, Kindergarten Centers, Schools for Exceptional Children,
and Residential Institutions. The course will concentrate on the objective observation
of child behavior in order to create an awareness of the normative pattern.

MH 92 (Child Care) PROGRAM FALL 3 CREDITS
PLANNING FOR CHILD-CENTERED ACTIVITIES

The student begins to assume an assigned measure of responsibility, under faculty
supervision, to work directly with the children of the selected child care agency. The
skills of careful planning for the formulation and the development of suitable nurseries
or children’s programs will guide the student towards a professional role.

MH 93 (Child Care) SUPERVISED EXPERIENCE IN SPRING 3 CREDITS
CHILD CARE PROGRAMS
The student will be assigned a full professional responsibility, under the supervision of a faculty member, to assume part of a program within the limits of the agency structure.

MH 96 MENTAL HEALTH SERVICES IN THE COMMUNITY

The student will be assigned to work in a Clinic or Mental Health Agency where mild or moderate clients represent the major agency population. The focus will be on preventive measures rather than therapy.

MH 97 MENTAL HEALTH IN A HOSPITAL SETTING (IN-patient)

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

MH 98 MENTAL HEALTH IN A HOSPITAL SETTING (Out-patient)

A special facility such as a Social Services Department, a Foster Patient Placement Agency or a Halfway House will be utilized for student assignment. The focus of the Field Work will be on preparation for patient discharge and returning him to his home and job.

MUSIC

MUSIC 31 AN INTRODUCTION TO MUSIC

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 involving listening to phonograph records and tapes, readings, written reports, and attendance at concerts.

MUSIC 32 THEORY OF MUSIC I

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.
MUSIC 33 THEORY OF MUSIC II

Continuation of Theory of Music I. Includes tones of figuration (passing-tones, neighboring tones, leaps, suspension and anticipation techniques), chords of the seventh and ninth, applied (secondary) dominant techniques, the process of modulation and form. Continuation of analysis of relevant techniques in traditional musical repertoire.
Prerequisite: MUSIC 32

MUSIC 34 EAR TRAINING I

Fundamentals of notation, rhythms, key signatures, tempo and dynamics, etc. Practice in elementary sight-singing and dictation. The course is designed to enable the student to sing melodies at sight and to develop aural perception.

MUSIC 41 CONTEMPORARY MUSIC

A survey of music from the late 19th century to the present. The course will include European and American composers. Attention will be given to American compositions in both the traditional and vernacular idioms.
Prerequisite: MUSIC 31

MUSIC 91 CHORUS

Prerequisite: Permission of Instructor

MUSIC 92 BAND

Prerequisite: Permission of Instructor

MUSIC 93 ORCHESTRA

Prerequisite: Permission of Instructor

NURSING

NURS 11 FUNDAMENTALS OF NURSING I

Introduction to selected knowledge, skills, and understandings basic to the process of nursing. The role and responsibilities of the nurse technician are explored. Selected facts, principles, and concepts derived from the biological and behavioral sciences are applied to the common elements in the nursing care of man. Emphasis is placed upon meeting selected primary needs of man as an individual, as a member of a family, and as a member of society from neonatal period to senescence. 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. Primary needs considered are — physical: environment, nutritional intake and output; psychological: affection, self-esteem, and interdependence; sociological: man as an individual and as a member of society.

**Prerequisite:** BIO 01

**Corequisite:** BIO 15

**PSYCH 11**

NURS 12 FUNDAMENTALS OF NURSING II

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

**Prerequisite:** NURS 17

**BIO 11**

**PSYCH 11**

**Prerequisite or Corequisite:** BIO 17

**PSYCH 32**

NURS 31 NURSING IN PHYSICAL AND MENTAL ILLNESS I

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

**Prerequisites:** NURS 12

**BIO 15**

**BIO 17**

**PSYCH 32**

**Prerequisite or Corequisite:** BIO 51

NURS 32 NURSING IN PHYSICAL AND MENTAL ILLNESS II

Continuation of NURS 31. Health problem areas: accidents, disorders of mobility, tumors, emotional disorders.

**Prerequisite:** NURS 31

**BIO 51**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Credits</th>
<th>Pre-requisites</th>
<th>Hours per Week</th>
<th>Lecture</th>
<th>Laboratory</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 12 FUNDAMENTALS OF NURSING II</td>
<td>SPRING</td>
<td>6</td>
<td>Prerequisite: BIO 01</td>
<td>10</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>NURS 31 NURSING IN PHYSICAL AND MENTAL ILLNESS I</td>
<td>FALL</td>
<td>8</td>
<td>Prerequisite: NURS 17</td>
<td>12</td>
<td>3</td>
<td>9</td>
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<tr>
<td>NURS 32 NURSING IN PHYSICAL AND MENTAL ILLNESS II</td>
<td>SPRING</td>
<td>10</td>
<td>Prerequisite: NURS 31</td>
<td>18</td>
<td>6</td>
<td>12</td>
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</table>
ORIENTATION

OR. 11  EFFECTIVE STUDY  FALL or SPRING  1 CREDIT

The basic problems and methods of study are examined: scheduling of study conditions that impede or facilitate learning, the role of emotions and attitudes in learning difficulties. Reading and related individual problems.

1 hour per week.

PHYSICAL EDUCATION

PE 1  FUNDAMENTALS OF PHYSICAL EDUCATION  FALL or SPRING  1/2 CREDIT

Designed to assist the student in the development and improvement of physical efficiency, body mechanics, physiologic function, and motor skills. Emphasis on agility, coordination, endurance, and strength involving activities in: self-testing, tumbling, gymnastics, and related sports skill.

2 hours per week

PE 2  TEAM SPORTS  FALL or SPRING  1/2 CREDIT

An activity course with emphasis on learning the skills and strategies of team sports selected from the following: field hockey, lacrosse, soccer, softball, touch football, and volleyball.

2 hours per week

PE 21  INDIVIDUAL SPORT ACTIVITIES  FALL or SPRING  1/2 CREDIT

Emphasis is on learning the skills and strategies of individual sports activities to be selected from archery, badminton, karate, fencing, golf, squash, swimming, tennis, wrestling, and modern dance.

2 hours per week

PE 22  COED ACTIVITIES IN PHYSICAL EDUCATION  FALL or SPRING  1/2 CREDIT

Includes activities which foster lifetime values in a coed setting. Among these activities are folk, square and social dancing, modern dance composition, skiing, sailing, bowling and advanced tennis.

2 hours per week

PHYSICS

PHYS 11-12  GENERAL PHYSICS  FALL and SPRING  10 Credits FOR YEAR

A non-calculus survey of classical and modern physics, including motion, force,
momentum, energy, heat, kinetic theory, sound, electricity and magnetism, light, atomic and nuclear physics, and discussion of crucial experiments in these fields. Mathematics or Science majors see PHYS 13 and 14.

Prerequisite: ELEVENTH YEAR MATHEMATICS 6 hours per week:
Corequisite: MATH 14 4 lecture/recitation, 2 laboratory

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

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

Prerequisite: 12th Year Mathematics 6 hours per week:
Corequisite: MATH 15-16 or 17-18

PHYS 21 MODERN PHYSICS  FALL or SPRING  4 CREDITS

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

Prerequisite: PHYS 14
Corequisite: MATH 55 or 57

PHYS 24 ANALYTICAL  FALL or SPRING  4 CREDITS
MECHANICS

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

Prerequisite: PHYS 14
Corequisite: MATH 55

PHYS 26 ELECTRICITY  FALL or SPRING  4 CREDITS
AND MAGNETISM

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

Prerequisite: PHYS 14
Corequisite: MATH 55 or 57

PHYS 28 ELEMENTS OF  FALL or SPRING  3 CREDITS
THERMODYNAMICS

The Zeroth, First, Second, and Third Laws of Thermodynamics and their consequences; thermodynamic variables and equations of state; entropy; phase transitions; theory of dilute solutions; low temperature physics; Gibbs and Helmholtz potentials;
thermal radiation.
Prerequisites: PHYS 14, CHEM 12, and MATH 55 3 hours per week

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<tr>
<th>Course Code</th>
<th>Title</th>
<th>Term</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PHYS 50</td>
<td>INTRODUCTION TO MATHEMATICAL PHYSICS</td>
<td>FALL or SPRING</td>
<td>3</td>
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<tr>
<td></td>
<td>Selected topics in mathematical physics: probability and statistics; review of differential equations; vectors; partial differential equation; Fourier analysis; Eigenvalue problems; special functions, orthonormal sets. May be counted as a mathematics or physics course. Prerequisites: PHYS 14 and MATH 55 3 hours per week Corequisite: MATH 57</td>
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POLITICAL SCIENCE

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<th>Course Code</th>
<th>Title</th>
<th>Term</th>
<th>Credits</th>
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<tbody>
<tr>
<td>POL SCI 51</td>
<td>AMERICAN GOVERNMENT</td>
<td>FALL or SPRING</td>
<td>3</td>
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<td></td>
<td>An examination of the structure of the national government and its functions. Topics studied include the three branches of government (executive, legislative and judicial), political parties, pressure groups, and current legislation. Open only to sophomores. 3 hours per week</td>
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<tr>
<td>POL SCI 52</td>
<td>COMPARATIVE GOVERNMENT</td>
<td>SPRING</td>
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<td>An analysis of the major types of political systems — democratic, authoritarian, transitional — and the political process in selected foreign countries, including the role of ideology, economics, elite groups, political parties, and political institutions. Comparison of western and non-western systems, with emphasis on Britain, France, the Soviet Union, Fascist Germany, Italy, and selected one-party states in Asia and Africa. Prerequisite: POL SCI 51 3 hours per week</td>
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<tr>
<td>POL SCI 81</td>
<td>INDEPENDENT STUDY</td>
<td>FALL and SPRING</td>
<td>1-3</td>
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<td>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. 1-3 hours per week</td>
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PSYCHOLOGY

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<th>Course Code</th>
<th>Title</th>
<th>Term</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PSYCH 11</td>
<td>GENERAL PSYCHOLOGY</td>
<td>FALL or SPRING</td>
<td>3</td>
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<tr>
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<td>An examination of the nature of psychology, its fields and divisions; the biosocial bases of behavior; individual differences; intelligence; the dynamics of behavior; emotions. Sensory and motor functions; learning, remembering, and forgetting; personali-</td>
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ty; mental hygiene; social psychology. Specific reference to the problems of human adjustment.

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

The sequential nature of development from infancy through childhood, adolescence, and adulthood, in reference to intellectual growth, personal and social adjustment, and vocational and recreational interests. The relationship between physical and mental development; typical problems in various stages of the life-cycle.
Prerequisite: PSYCH 11

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

PSYCH 34 PSYCHOLOGY OF PERSONALITY
SPRING 3 CREDITS

An examination of the problems and issues with which personality theories must deal as well as a survey of those theories.
Prerequisite: PSYCH 11

PSYCH 35 EDUCATIONAL PSYCHOLOGY
FALL 3 CREDITS

Introduces students to current scientific theory and research relating to formal learning and teaching in classroom and other formal learning environments. Considerers especially 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. Especially useful for students engaged in or anticipating careers involving a teaching function (teachers, recreation leaders, training supervisors, mental health workers, etc.).
Prerequisite: PSYCH 11 and sophomore level

PSYCH 52 BUSINESS AND INDUSTRIAL PSYCHOLOGY
SPRING 3 CREDITS

Principles and concepts of the behavioral sciences are applied in the work situation. Areas of study are: the nature of work, work environment, measurement of efficiency,
motivation, attitudes, morale, fatigue, leadership, and the adjustment and adaptation of the work force.
Prerequisite: PSYCH 11 3 hours per week

PUBLIC ADMINISTRATION

PA 11 STRUCTURE AND FALL 3 CREDITS OPERATION OF GOVERNMENT AGENCIES

Analysis of the internal character of public agencies — their resources, organization, operation and the relation between administrative structure and executive direction as they affect the design and reshaping of organizations. Methods of handling relationships among units in the public sector working toward similar goals will also be considered.
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 agencies currently in operation will be examined and traced from inception to full-scale operation. Use will be made of guest speakers from appropriate agencies as well as program-related research, demonstration and evaluation techniques.
3 hours per week

PA 31 GOVERNMENT FALL 3 CREDITS COMMUNICATIONS

Communications systems, practices and issues in modern government operations, and methods and techniques utilized for internal agency communications will be examined. Practice in the analysis and preparation of research and program reports will be required.
3 hours per week

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

The use of case studies to analyze and develop solutions to contemporary problems of planning and management which confront public agencies and community-based organizations will be examined, with emphasis on the administrative fostering of optimum responsiveness to public needs.
4 hours per week

PA 91-92, 93-94 FALL and SPRING 1 CREDIT

Field experience through internship or special projects related to employment in
public agencies or community-based organizations. Periodic meetings for review and evaluation by the instructor in cooperation with agency personnel.

7-10 hours per week

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, including salesmanship and advertising.
Prerequisite: RE 31
3 hours per week

RE 33 URBAN LAND ECONOMICS
FALL 3 CREDITS
Economic analysis of urban land economy, land utilization, real estate income zoning regulations, and city planning. Study of problems related to public control over land enterprises.
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 92 FIELD EXPERIENCE IN REAL ESTATE
SPRING 3 CREDITS
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
9 hours per week
## RECREATION PROGRAM LEADERSHIP

### REC 11 INTRODUCTION TO RECREATION FALL 3 CREDITS

The historical, 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. Surveys the types of areas and facilities used in recreation.

3 hours per week

### REC 12 RECREATION LEADERSHIP PRINCIPLES SPRING 3 CREDITS

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

Prerequisite: REC 11

3 hours per week

### REC 13 SOCIAL RECREATION FALL 2 CREDITS

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

2 hours per week

### REC 14 OUTDOOR RECREATION SPRING 2 CREDITS

The development and trends in outdoor recreation, and the place of the recreation leader in outdoor programs are considered; the scope and extent of programs in conservation, camping, aquatics and nature.

2 hours per week

### REC 31 RECREATION FOR THE ILL, AGED, AND HANDICAPPED FALL 3 CREDITS

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

3 hours per week

### REC 32 ORGANIZATION OF A RECREATION PROGRAM SPRING 3 CREDITS

The underlying principles for effective recreation programming are presented; overview of the operation of recreation facilities including: budget, public relations, rec-
ords and reports, equipment and evaluation.

Prerequisite: REC 12

3 hours per week

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.

2 hours per week

REC 31-92 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

4 1/2 hours per week

1 hour per week seminar

RETAIL BUSINESS MANAGEMENT

RBM 31 ELEMENTS OF RETAIL BUSINESS MANAGEMENT

Management techniques essential to planning, organization, control, and operation of retail establishments; the fundamentals underlying modern merchandising practices; recent developments in trading area analysis, shopping center, consumer relations, warehousing, transportation, and stock control; data processing. Retail case studies and field trips.

3 hours per week

RBM 33 SALESMANSHIP

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

Dynamics of the world of fashion; selection and merchandising of fashion products;
market evaluation; forecasting fashion trends; consumer buying habits; stock planning; buying committees; resident buying offices; domestic and foreign markets. Field trips to New York’s famous Seventh Avenue.

RBM 35 MERCHANDISE INFORMATION ANALYSIS

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

RBM 36 MERCHANDISE DISPLAY

Basic principles of display. Laboratory practice in merchandise designing and building interior, window, and point-of-purchase displays. Field trips and guest demonstrations.

RBM 38 APPAREL CONSTRUCTION AND DESIGN

The construction, design, and selection of children’s, men’s, and women’s apparel. Principles of good taste in combining fabric, trimming, and structure. Limitations on fashion design that are inherent in price ranges, size ranges, occasion-use, and customer preference. Laboratory demonstrations of common style variations, and the limitations and possibilities in different types of styling. Laboratory experience in draping muslin on the three-dimensional form.

RBM 51 DATA PROCESSING FOR RETAILERS

Electronic data processing as an aid to retail management; includes the recording of data at point-of-sale, back-office data recording, inventory control, automatic ordering of staples, perpetual open-to-buy, fashion forecasting, merchandising by classification, sales trends, improvement in turnover, seasonal planning, improvement in stock sales ratio, shipping and warehousing, accounts receivable and payable, and payroll.
RBM 92 FIELD EXPERIENCE
RETAIL BUSINESS MANAGEMENT

Eight hours per week of supervised field experience in retail management plus one hour of seminar discussion.

9 hours per week

SCIENCE

SCI 31-32 HISTORY AND PHILOSOPHY OF SCIENCE FALL and SPRING

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 MODERN BIOLOGY

For non-science majors. Emphasizes the modern theory of evolution and its application to current problems in ecology and conservation. The necessary background in cell biology, mitosis, meiosis, embryology, and genetics is provided through coordinated lecture and laboratory sessions.

5 hours per week

SCI 34 INTRODUCTION TO MODERN CHEMISTRY

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

5 hours per week

SCI 35 INTRODUCTION TO MODERN PHYSICS

For non-science majors, with emphasis on the 20th century revolution in physics: the classical background; the Special Theory of Relativity; quantum theory; atomic structure and properties of matter.
Prerequisite: MATH 10 or 14

5 hours per week
SCI 36  INTRODUCTION TO EARTH SCIENCE  FALL or SPRING  4 CREDITS

For non-science majors, with emphasis on the earth's environment, meteorology, and oceanography.
Prerequisite: MATH 10 or 14

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

SECRETARIAL SCIENCE

SEC SCI 11  ELEMENTARY TYPEWRITING  FALL  2 CREDITS

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

4 hours per week

SEC SCI 12  INTERMEDIATE TYPEWRITING  SPRING  2 CREDITS

Continued development of typing speed and control. Application to production typing of business forms including letters, tabulated materials, business reports and manuscripts. Emphasis on business standards. (Students who have satisfactorily completed the equivalent of this course may, with approval, be exempt.)
Prerequisite: SEC SCI 11 or equivalent

4 hours per week

SEC SCI 13  ELEMENTARY STENOGRAPHY  2 CREDITS

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

4 hours per week

SEC SCI 14  INTERMEDIATE STENOGRAPHY  SPRING  2 CREDITS

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

4 hours per week

SEC SCI 31  ADVANCED STENOGRAPHY  FALL  2 CREDITS

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

SEC SCI 32 ADVANCED SPRING 3 CREDITS
STENOGRAPHY AND TRANSCRIPTION

Speed dictation at rates of 120 to 140 words per minute. Concomitant development of dictation and transcription skills to meet office production standards.
Prerequisite: SEC SCI 31 and 33, or equivalent 6 hours per week

SEC SCI 33 PRODUCTION FALL 2 CREDITS
TYPEWRITING

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

SEC SCI 34 SECRETARIAL SPRING 2 CREDITS
PRACTICE

Executive secretarial projects simulating on-the-job secretarial duties concerning correspondence responsibilities, use of transmittal services, records management, receptionist and telephone techniques, travel procedures, arrangement and planning of details of meetings, financial and legal duties, procedures for preparing business reports. Attention to fostering good human relations in the office and to developing attitudes and traits of the successful executive secretary. (For secretarial majors.)
Prerequisites: SEC SCI 31 and 33 3 hours per week

SEC SCI 51 ELEMENTARY FALL 2 CREDITS
LEGAL STENOGRAPHY
AND PROCEDURES

Development of legal shorthand vocabulary through dictation and transcription of all types of non-litigation materials. Introduction to transcription of legal materials and development of skill in taking dictation and in transcribing bonds, legal forms, and communications, including letters, contracts, proxies, wills, bonds, releases, and legal documents involving the settlement of estates, land and real estate sales, leases, mortgages, and partnership and incorporation procedures. (Open to those who have chosen the Legal Secretarial option.)
Prerequisites: SEC SCI 12 and 14, or equivalent 4 hours per week

SEC SCI 52 ADVANCED SPRING 3 CREDITS
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 6 hours per week

SEC SCI 53-54 THE SCHOOL SECRETARY FALL and SPRING 4 CREDITS 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 2 CREDITS

Activities and responsibilities of the school secretary, including the preparation of reports usually completed in the school office, such as attendance, accidents, and payroll; filing; records of school personnel, textbooks, and supplies; school accounts. Open to those who have chosen the School Secretarial option.

2 hours per week

SEC SCI 67 BEGINNING MEDICAL SECRETARIAL PRACTICE FALL 2 CREDITS

Introduction to the semi-technical medical-activity responsibilities of the medical secretary concerning medical records, communications, medical reports and writings, scientific records, biographical material, medical research papers and manuscripts. Analysis of medical care plans and their respective forms including Workmen’s Compensation, Medicare, Medicaid. Development of skill in the use of office machines and medical filing techniques and procedures. (Open to Medical Secretarial majors.)

Prerequisite: SEC SCI 12 and 14 3 hours per week

SEC SCI 68 ADVANCED MEDICAL SECRETARIAL PRACTICE SPRING 2 CREDITS

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

Prerequisite: SEC SCI 67 3 hours per week
SEC SCI 69  BEGINNING  FALL  2 CREDITS
MEDICAL DICTATION  AND TERMINOLOGY

Comprehensive study of medical terminology including outlines, spelling, pronunciation and definitions in the areas of cardiology, thoracic medicine, dermatology, eye, ear, nose, throat, urology, endocrinology, mental health, gynecology and obstetrics, and pediatrics. Development of medical dictation and transcription ability. (Open to Medical Secretarial majors.)
Prerequisite: SEC SCI 12 and 14

SEC SCI 70  ADVANCED  SPRING  3 CREDITS
MEDICAL DICTATION  AND TRANSCRIPTION

Continued development of medical shorthand vocabulary in the areas of Gastroenterology, Chemotherapy, Orthopedics, Neurology, and medical abbreviations. High speed drills in dictation and transcription. Development of skill in taking dictation from 120-140 words per minute. Accurate transcription of case histories, letters, hospital records, medical journal articles, and medical reports. Accurate transcription to meet medical office standards.
Prerequisite: SEC SCI 69

SEC SCI 92a  FIELD  SPRING  3 CREDITS
EXPERIENCE, EXECUTIVE SECRETARIAL

Eight hours per week of supervised work experience in business concerns in the community where the student puts into practice the principles learned in the classroom. One hour a week of classroom discussion of on-the-job experience.
Prerequisites: SEC SCI 31 and 33

SEC SCI 92b  FIELD  SPRING  3 CREDITS
EXPERIENCE, LEGAL SECRETARIAL

Eight hours per week of supervised work experience in law firms in the community, where the student puts into practice the principles learned in the classroom. One hour a week of classroom discussion of on-the-job experience.
Prerequisites: SEC SCI 31, 33, and 51

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

Eight hours per week of supervised work experience in schools in the community, where the student puts into practice the principles learned in the classroom. One hour
SEC SCI 92d FIELD EXPERIENCE, MEDICAL SECRETARY

Eight hours per week of supervised work experience in medical environments of the community. The student will apply principles learned in the classroom. One hour a week of classroom discussion of on-the-job experiences.
Prerequisites: SEC SCI 31-33 and SEC SCI 69-70

SOCIOLOGY

SOCIO 31 PRINCIPLES OF SOCIOLOGY

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

SOCIO 32 URBAN SOCIOLOGY

The development of the modern city as the fundamental expression of Twentieth Century civilization. Consideration is given to the problems and trend characterizing present-day urban society.
Prerequisite: SOCIO 31

SOCIO 33 SOCIAL PROBLEMS AND AGENCY RESOURCES

An array of current social problems stemming out of the pressures of our industrialized society. Careful attention is given to the possible solutions and choices for remedial action. The wide range of community agencies and the unique resources that are available for the practitioner are emphasized.
Prerequisite: SOCIO 31

SOCIO 35 THE SOCIOLOGY OF THE FAMILY

The Sociology of the family is reviewed with special emphasis on the emotional and psychological support that it provides to the individual person. Other areas include: definitions, pattern variations, developmental theories, specialized functions and effect on personality. The student is thereby prepared to work with the patient's family.
Prerequisite: SOCIO 31
SOCIO 36 ETHNIC AND CULTURAL MINORITY GROUPS

The 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, and basic trends and current developments. The course prepares the student to work with minority group families.
Prerequisite: SOC 31
3 hours per week
Upper Freshman standing

SOCIO 37 INTRODUCTION TO ANTHROPOLOGY

The study of man and his ways, of what man is and what he has been, of what men expect of life, and how they seek to achieve their ends in living. Human evolution, the diversity of primitive societies, and the relationships of anthropological concepts with our knowledge of our own civilization and its history.
Prerequisite: None
3 hours per week

SPANISH

SPAN 11 ELEMENTARY SPANISH I

An introduction to the fundamentals of the language, emphasizing aural and written skills, reading and comprehension.
3 hours per week

SPAN 12 ELEMENTARY SPANISH II

Increasing emphasis upon the organic use of Spanish, with grammar and oral and written drill, supplemented by reading of graduated texts of increasing difficulty. Comprehension and spoken usage stressed.
Prerequisite: SPAN 11 or equivalent
3 hours per week

SPAN 13 INTERMEDIATE SPANISH I

Building of oral and written skills upon the foundations established in Span 11 and 12, or the equivalents. Stress upon thorough review, increasingly supplemented by reading, oral, and written Spanish. Reading of moderately difficult texts as a basis for serious study of Spanish literature, language, and civilization.
Prerequisite: SPAN 12 or equivalent
3 hours per week
SPAN 14  INTERMEDIATE SPANISH II  FALL and SPRING 3 CREDITS

This course will consist of a review of grammar, composition and serve as an introduction to contemporary readings in Spanish literature.
Prerequisite: 3 years of h.s. Spanish and MLA
Language Placement Examination or SPAN 13

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 the student’s pronunciation, ability to understand the spoken language and to use it with fluency.
Prerequisite: SPAN 14 or native conversational ability

SPAN 17  INTENSIVE REVIEW FALL and SPRING 3 CREDITS

OF SPANISH, GRAMMAR, READING AND COMPOSITION

Open to all students who have had 3 or more years of Spanish high school preparation but have been subject to a substantial time lapse in language study.
Prerequisite: MLA Placement Examination

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 will be placed upon improvement of these skills.
Prerequisite: Native conversational ability and permission of instructor

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 will be emphasized through the readings of selected representative authors and works of each period. Course to be taught in Spanish.

SPAN 22  SPANISH CONVERSATION  FALL and SPRING 1 CREDIT

A conversation course stressing basic conversational skills. The student may elect
this course as a co-requisite to the normal sequence 11, 12, 13, 14 for additional practice in conversation.

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 will 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 will stress 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

Designed for non-Spanish speaking students. A study of the important novels, plays and poets of Spain from the Archpriest of Hita to Garcia Lorca. 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 without requisite skills in the Spanish language. Open to all students.

3 hours per week

SPAN 32 READINGS IN PUERTO-RICAN HISTORY, CULTURE 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 51 SURVEY OF SPANISH LITERATURE

Fall and Spring 3 CREDITS

An advanced course for students successfully completing SPAN 13 or the equiva-
lent. 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 READING IN SPANISH LITERATURE

The literature of the period 1898-1925 (the "Generation of 1898"), including particularly the works of Garcia Lorca, Unamuno, Jimenez, and Ganivet, with emphasis on specific full length works. Objectives are linguistic (better understanding of written Spanish) as well as literary. Explanation of the text.

Prerequisite: SPAN 14 or equivalent

3 hours per week

SPAN 53 LATIN AMERICAN LITERATURE

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, GRAMMAR, COMPOSITION, AND CONVERSATION

After a rapid review of principles basic to earlier work, the course concentrates upon the development of skill and facility in composition and conversation.

Prerequisite: SPAN 14 or equivalent

3 hours per week

SPAN 55 HISTORY AND CIVILIZATION OF SPAIN

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

Prerequisite: SPAN 13 or 3 years of h.s. Spanish

3 hours per week

SPAN 56 HONORS SEMINAR

With the consent of the instructor, students may choose to analyze a problem in the areas of Spanish language and literature and will present a suitable term paper and take a final examination to receive credit for this course. This course is primarily intended for majors in Spanish or other languages.

Prerequisite: SPAN 51 and permission of instructor

3 hours per week

SPAN 61, 62, 63, 64 WORKSHOPS

Designed for students who need extra help based upon the recommendation of the
instructor, stressing oral expression and grammar review. Workshops will be 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 will be keyed to the regular sequence of elementary and intermediate courses.

2 hours per week

**SPEECH**

**SPE 21 ORAL COMMUNICATION**

FALL or SPRING 2 CREDITS

Through theory and practice students learn to speak informatively, persuasively, and responsibly; to understand and use constructively what others communicate and to interact purposefully as members of small discussion groups.

3 hours per week

**SPE 25 GROUP DISCUSSION**

FALL and SPRING 3 CREDITS

Theory and practice interrelated to develop understanding of purpose and method in the process of group communication. 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.

Prerequisite: SPE 21

3 hours per week

**SPE 51 DRAMATIC EXPERIENCE**

FALL or SPRING 3 CREDITS

Emphasis on the unique demands of the drama upon the sensitivities of an audience. Students’ emotional appreciation and critical faculties are stimulated through the study of dramatic style and form. Workshop techniques, slides, and films provide insights into the craft of the actor, playwright, and stage designer.

Prerequisite: SPE 21

3 hours per week

**SPE 52 ACTING**

FALL and 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.

Prerequisite: SPE 51

3 hours per week

**SPE 53 MASS MEDIA**

FALL and SPRING 3 CREDITS

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

3 hours per week

SPE 55 STAGECRAFT FALL and SPRING 3 CREDITS

To give a student a basic understanding of scenic construction and rigging and in backstage organization and management. Students will be expected to participate in at least one theatrical production.

Prerequisite: SPE 51

4 hours per week

SPE 56 PLAY PRODUCTION FALL and Spring

Students participating in theatre production during their stay at Kingsborough Community College can earn up to a total of four credits (one credit each semester) for successful participation in a production.
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, within its sole discretion, and 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.

To donors who are able to make gifts now it is suggested that consideration be given to the principles indicated above for making bequests. Under federal income tax laws, there is a considerable savings to donors in the cost of the gift, 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 to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

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

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

H. COMPLAINT TO CIVIL AUTHORITIES.

I. EJECTION

Adopted by the Board of Higher Education June 23, 1969, Calendar No. 3 (b)
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Fay Fein
College Office Assistant A, Office of Director of Housekeeping
For example:

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<th>Course</th>
<th>Grade (and Point Value)</th>
<th>Credits</th>
<th>Total Grade Points (Points x Credits)</th>
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<td>3</td>
<td>12</td>
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<tr>
<td>French</td>
<td>D (1)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Music</td>
<td>C (2)</td>
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<td>4</td>
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<tr>
<td>Physics</td>
<td>B (3)</td>
<td>5</td>
<td>15</td>
</tr>
</tbody>
</table>

Grade Point Index (34 divided by 13) = 2.615, above C or B-

**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
- **Inc** Incomplete; must be removed within six (6) months; if not completed, the incomplete is averaged as a **WF**.
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Department of Business

Evelyn Garbarini
College Office Assistant A,
Office of Director of Maintenance

Amelia Gebbia
Alpha Key Punch Operator IBM
Computer Center

Rosalind Gehrman
College Office Assistant A,
Computer Center

Ida Gellman
College Assistant,
Computer Center

Dorinne Gibbs
College Administrative Assistant,
College Discovery Program,
Mid-Brooklyn

Septimus Gibbs
Office Appliance Operator,
Office Services

Norma Glassman
Secretary, Upward Bound Program

Marian Glick
College Secretarial Assistant A,
College Discovery Program,
Mid-Brooklyn

Sylvia Golden
College Office Assistant A,
Central Typing Pool

Dinah Goldman
College Office Assistant B,
Office of Director of College Brighton

Sally Goodman
College Office Assistant A,
Central Typing Service

Emily Gorman
College Office Assistant B,
Office of Administrator of Nursing Program

Arlene Gottesman
College Secretarial Assistant B,
Office of Director, Mid-Brooklyn

Helen L. Green
College Office Assistant A,
Fiscal Office

Harriet Greengart
College Assistant, Publications and
Public Information

Jules Hager
Property Officer,
Central Receiving Warehouse

Ernestine Haskins
College Office Assistant A,
College Discovery Program

Beverly Hauser
College Assistant,
Personnel Office

Selma Hoffner
Secretary, Work Study and
Financial Aid

Pauline Howard
College Office Assistant A,
Office of Registrar
<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Department</th>
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</thead>
<tbody>
<tr>
<td>Claire Jacobs</td>
<td>College Office Assistant B, Office of Dean of Administration</td>
</tr>
<tr>
<td>Sylvia Javors</td>
<td>Bookkeeper, Kingsborough Community College Association</td>
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<tr>
<td>Harriet Katz</td>
<td>College Office Assistant A, Office of Registrar</td>
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<tr>
<td>Helen Katz</td>
<td>College Office Assistant B, Personnel Office</td>
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<tr>
<td>Florence Kaufman</td>
<td>College Office Assistant A, Office of Registrar</td>
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<tr>
<td>Emily Kingston</td>
<td>College Administrative Assistant, Office of Registrar</td>
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<tr>
<td>Blanche Koffler</td>
<td>College Office Assistant A, Office of Registrar</td>
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<tr>
<td>Barbara Kramer</td>
<td>College Office Assistant B, Library, Mid-Brooklyn</td>
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<tr>
<td>Frieda Kramer</td>
<td>College Office Assistant B, Fiscal Office</td>
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<tr>
<td>Doris Landman</td>
<td>College Office Assistant A, Communications Media Resources</td>
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<tr>
<td>Helen Langer</td>
<td>College Office Assistant B, Office of Administration, West End Center</td>
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<tr>
<td>Sylvia Lazarowitz</td>
<td>College Office Assistant B, Office of the Dean of Students</td>
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<tr>
<td>Evalin Lesser</td>
<td>College Office Assistant A, Office of Dean, Mid-Brooklyn</td>
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<tr>
<td>Anne Levy</td>
<td>College Office Assistant B, Campus Facilities Office</td>
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<tr>
<td>Irene Levy</td>
<td>College Office Assistant A, Office of Registrar</td>
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<tr>
<td>William L. McConnell</td>
<td>College Assistant, Security Staff</td>
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<tr>
<td>Nancy Memolo</td>
<td>Key Punch Operator, Computer Center</td>
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<tr>
<td>Ceil Menahem</td>
<td>College Office Assistant A, Office of Registrar</td>
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<tr>
<td>Florence Messerer</td>
<td>College Office Assistant A, Office of College Darwin and Director of Summer Sessions</td>
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<tr>
<td>Anthony Miceli</td>
<td>Attendant, Mail Room</td>
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<tr>
<td>John Mitchell</td>
<td>Security Officer</td>
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<tr>
<td>Thomas Moore</td>
<td>Office Appliance Operator, Office Services</td>
</tr>
<tr>
<td>Mildred Nemiroff</td>
<td>College Office Assistant B, Office of Assistant Dean of Academic Affairs</td>
</tr>
</tbody>
</table>
Rosalyn Neustadt
Violette Novet
Rhoda Ostrow
Selma Pastman
John Pierro
Ray Pearl
Betty Pelcyger
Beatrice Pines
Laura Pogostin
Albert Prinza
Jessie Quartner
Ruth Rackoff
Joseph Rehill
Eleanor Rempel
Evelyn Resnick
Lynn Ribakove
Louis Riccardi
Ellen Robinson
Dorothy Rosenthal
Barbara Rubinstein
Charlotte Sacks
Raymond Salamo
Diana Schecker
Beulah Schefen

College Secretarial Assistant B,
Office of Dean of Educational Development

College Assistant, Personnell Office

College Office Assistant B,
Office of Director of Evening Studies
and Continuing Education

College Office Assistant A,
Purchasing Office

College Assistant, Mailroom

College Office Assistant B,
Purchasing Office

Secretary, Nurse Tutorial Study
Program

College Assistant,
Office of Registrar

College Office Assistant A,
Office of Registrar

IBM Tab Operator, Data Processing

Telephone Operator, Switchboard

College Office Assistant A,
Office of President

Senior Tab Operator,
Data Processing

College Office Assistant A,
Office of Dean of Administration

College Office Assistant B,
Office of College Darwin Counselor

College Assistant, Payroll Office

Messenger, Office of Dean of
Administration

College Secretarial Assistant A,
Personnel Office

College Administrative Assistant,
Library

College Assistant, Evening,
Student Services

College Office Assistant B,
Publications and Public Information

Motor Vehicle Operator,
Office of President

College Administrative Assistant,
Publications and Public Information

College Assistant, Office of Registrar
Edith Scheiman

Stella Scher

Charles F Schmutz, Jr.

Martin Schram

Bernice Schrank

Frances B. Schulof

Vicki Seff

Estelle Segal

Helen Shelofsky

Mimi Sherwin

Florence Silver

Rhona B. Silverman

Lillian Sims

Harriet Singer

Joe W Smoot

Frances Sona

Helen Stein

Marilyn Stiefel

Jean Talberth

Vera Thomas

Annie Waifsfeld

Betty Weber

Grace Weissman

Ann Weissman

Alvin Wolk

College Office Assistant B, Library

College Office Assistant B, Purchasing Office

College Assistant, Security Staff

College Associate, Evening Studies

College Office Assistant A, Office of Registrar

College Office Assistant A, Office of Dean, Mid-Brooklyn

College Assistant, Switchboard (Evening)

Secretary, Student Activities

College Secretarial Assistant A, Office of Dean of Educational Development

College Secretarial Assistant A, Purchasing Office

College Secretarial Assistant A, Department of Health, Physical Education and Recreation

College Office Assistant A, Department of Languages

College Assistant, College Discovery Program

College Office Assistant A, Office of Associate Dean of Academic Affairs

Office Appliance Operator

College Office Assistant A, Fiscal Office

College Assistant, Office of Registrar

College Secretarial Assistant A, Office of Continuing Education

College Office Assistant B, Fiscal Office

College Secretarial Assistant A, Department of Language, Literature and the Arts

College Office Assistant B, Student Services, West End Center

College Office Assistant A, Office of Registrar

Telephone Operator, Switchboard

College Assistant, Purchasing Office

College Assistant, Data Processing
HOW TO REACH COLLEGE LOCATIONS
BY SUBWAY

MANHATTAN BEACH

BMT Brighton (D, QB, QJ) to Sheepshead Bay; B-1 bus to College.
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, QJ, QB) to Sheepshead Bay; B-1 bus.
IRT Lexington Ave. (4, 5) or 7th Ave. (2, 3) to Borough Hall; Brighton
Local (QJ, QB) to Sheepshead Bay; B-1 bus.
The following buses connect with B-1 bus, which goes directly to College; B-4; B-34;
B-44 (via B-36); B-49; B-64; B-68.

MID-BROOKLYN

BMT Brighton trains (D, QB, QJ) to DeKalb Ave.; B-38 bus to College.
BMT Sea Beach (N) and West End (B) trains to DeKalb Ave. (except
during rush hours); B-38 bus to the 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 westbound to Knapp St. exit; follow the out-
line of Sheepshead Bay to Emmons, West End, Shore Blvd. to Norfolk St.

MID-BROOKLYN

From Manhattan, West Side Highway until exit at Canal St.; Canal St. to Man-
hattan Bridge to Flatbush Ave.;
Flatbush Ave. to Lafayette St. Left turn at Lafayette St. to Clermont Ave.

WEST END CENTER

Follow Manhattan Beach campus directions for Center.
 HOW TO REACH COLLEGE LOCATIONS

BY SUBWAY

MANHATTAN BEACH

BART Brighton (D, F, G) to Street Plaza; B-13 up to College.
BART Sea Beach (M) to Ocean Park; B-14 up.
BART Fair Ave (R) to 28th St; B-13 up.

IND (A) to Avenue X; B-1 up.
IND (Q) to Broadway Ave; B-1 up.
IND (P) to Anaheim Ave; B-1 up.
IND (Q) to 20th St; B-1 up.
IND (G) to 25th St; B-1 up.

BART Ocean Beach (M) to 22nd Ave; B-1 up.

Please consult with A-1 or 2nd Ave.

BY CAR

MANHATTAN BEACH

From Manhattan Beach, drive Ocean Blvd.; turn onto 28th Street; continue.

From Manhattan Beach, drive 28th Street; continue.

WEST END CENTER

Please consult with A-1 or 2nd Ave.