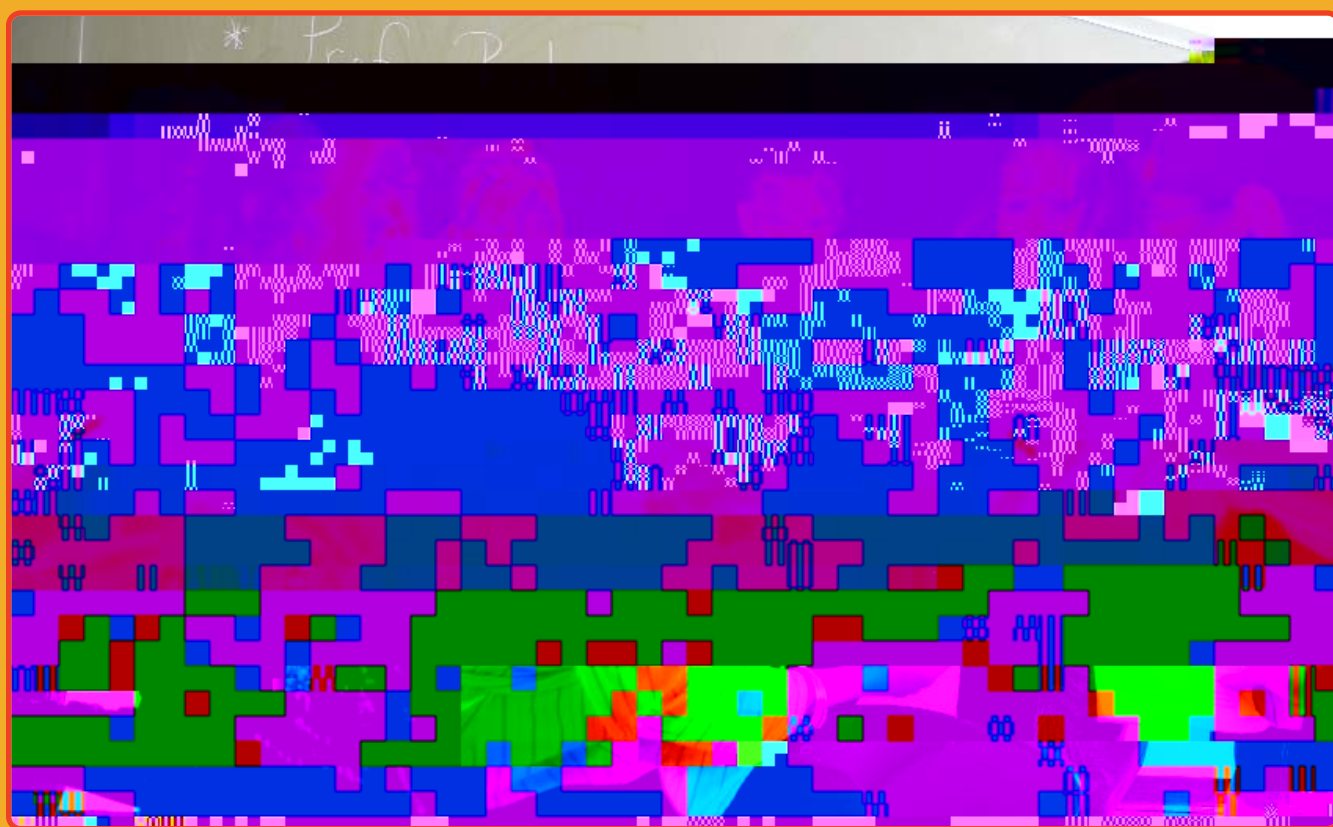


Kingsborough Community College

2010-2011 College Catalog



Kingsborough Community College Catalog 2010-2011

A College of The City University of New York

PLEASE NOTE: Any additions and/or revisions made after September 2010 can be viewed on the Kingsborough Community College website at www.kbcc.cuny.edu.

Kingsborough Community College
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(718) C-O-L-L-E-G-E
www.kbcc.cuny.edu
A College of The City University of New York

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KINGSBOROUGH COMMUNITY COLLEGE

Overview

Founded in 1963, Kingsborough Community College serves approximately thirty thousand students per year, offering a wide range of credit and non-credit courses in the liberal arts and career education, as well as a number of specialized programs. Kingsborough serves a widely diverse student population, represented by 142 national backgrounds and 73 national languages, and ranks among the top community colleges in the country in associate degrees awarded to minority students.

The college is located on a breathtaking 70-acre campus in Manhattan Beach, on the southern tip of Brooklyn, New York. The campus overlooks three bodies of water: Sheepshead Bay, Jamaica Bay and the Atlantic Ocean.

Our Vision

The Kingsborough Community College vision for the future offers a renewed focus on student learning that drives decision making within the institution. The vision statement says, "Kingsborough Community College shall be an institution focused on the question, 'How do our individual and collective actions contribute to student learning?' To achieve its vision, Kingsborough strives for high quality and continuous improvement in all areas related to student learning, including the faculty, instructional programs, student services, administrative and support staff, and the campus environment. In addition, Kingsborough encourages students to take an active involvement in their own learning."

What We Offer

Kingsborough Community College offers open access to education by accepting all students with a high school diploma or GED. The college provides developmental courses and English as a second language instruction to better prepare all students to successfully complete their academic programs.

Kingsborough Community College is a comprehensive community college, offering a broad array of educational opportunities in line with its current mission: preparation for transfer to a four-year institution, career development, general education, adult and continuing education, and support services.

In addition, Kingsborough offers a number of programs for special populations, including the My Turn program for senior citizens; College Now, a unique partnership with area high schools that was developed at Kingsborough and is now being replicated by colleges throughout the city; and the Leon M. Goldstein High School for the Sciences, a public school located on the Kingsborough campus.

Kingsborough's academic calendar is divided into two major semesters, each consisting of a 12-week session, followed by an optional 6-week module.

Kingsborough – Brooklyn's Community College

As Brooklyn's community college, Kingsborough sponsors hundreds of community events each year that attract visitors to the campus, including a free summer music festival and a performing arts festival. Last year more than 200,000 people attended special events hosted by Kingsborough.

Looking Toward The Future

Kingsborough Community College is committed to enhancing learning opportunities for the Brooklyn community. Following its long-standing and exemplary record, Kingsborough will continue to anticipate and respond to the ever-changing needs

MATRICULATION

Applicants who plan to earn a degree should apply for matriculated status, and may attend either weekdays during the day or evening and/or on weekends. Day session students should be prepared to carry a minimum of 15 credits or equated credits per semester.

Basic Admission Requirements for Matriculated Status

FRESHMAN APPLICANTS are those who have never previously attended any college or other post-secondary school such as a trade, technical, business or health profession school. Freshman applications must include the student's official high school transcript with date of graduation or General Equivalency Diploma (GED) scores. We cannot accept high school certificates, Individual Education Plan (IEP) diplomas or transcripts from unaccredited high schools. Please refer to admission applications for specific details.

TRANSFER STUDENTS who have previously attended a college or other college-level post-secondary school must submit a Transfer Application along with an official transcript from each college or post-secondary school attended. If the applicant has earned less than 24 credits, an official high school transcript or original GED scores must also be provided.

ADVANCED STANDING CREDIT: A maximum of 30 credits will be accepted toward degree completion through the combined options of testing and course transfer, provided that each course was completed with a satisfactory grade; the course content is equivalent to a Kingsborough course; and the course is appropriate to the student's graduation requirements.

Credit will be awarded for courses from a regionally accredited non-CUNY college in which the grade earned was "C" or better. In those cases where a grade of "C-" carries two quality points on a four point scale, transfer credit will be granted. All passing grades are accepted from CUNY colleges.

The college also awards advanced standing credit through sources like the Advanced Placement Examinations (AP Exam) of the Educational Testing Service and the College-Level Examination Program (CLEP) of the College Entrance Examination Board, when the matriculated student has met all the pre-requisites for that course. Each academic department will determine for its disciplines, which, if any, exams and scores are acceptable. The college will exempt or award no more than two courses based on these exams and the credit awarded will count towards the transfer credit maximum of 30 credits.

Students requesting transfer credit should contact the Registrar's Office, Room A-101, ext. 5136.

INTERNATIONAL STUDENTS APPLICANTS who are not citizens or permanent residents of the United States, whose native language is not English and whose previous education was not in English are required to take the Test of English as a Foreign Language (TOEFL) and score at least 475 if the test was taken on paper, 152 if taken on computer (CBT) or 53 if taken on the internet (IBT). Since it may take a considerable length of time for the TOEFL to be scored and many months for transcripts to arrive from outside the United States, applicants with foreign school documents are urged to complete their applications for admission at least six months prior to the start of the semester.

Kingsborough does not evaluate foreign school documents or make admission decisions for international students: All foreign school documents are evaluated by the University Application Processing Center. The College is authorized to enroll non-immigrant alien students and issue US Immigration form I-20 to those who are matriculated, in good academic standing and who register for at least 12 credits including equated credits. International students may not commence studies until they have an approved F-1 status.

NON-DEGREE STATUS APPLICANTS who wish to earn college credit without working toward a degree may request non-degree status. They may, if they wish, change to matriculated status in a future semester subject to the College's requirements for doing so and use their credits toward their degree. Non-degree students are not entitled to financial aid. Consult the College academic calendar for filing dates and deadlines to apply for matriculation. For further information, refer to the details under the Academic Information section of this catalog.

Direct On-the-Spot Admission: Applicants who currently hold a U.S. high school diploma, have received a state General Equivalency Diploma by virtue of satisfactory scores on the GED examinations, or currently attend or have previously attended an accredited U.S. college may be eligible to apply for preliminary acceptance to Kingsborough. For further information, call the Academic Village Center at 718-368-6700.

ADMISSION APPLICATION PROCEDURES

Matriculated Status

United States Citizens and Permanent Residents who have NOT previously attended a college or university, including applicants who are high school seniors currently attending a New York City public school or a parochial or private school, should apply online for admission at www.cuny.edu.

United States Citizens and Permanent Residents who have attended a post-secondary institution such as a Hospital School of Nursing, secretarial science school, non-college-degree-granting technical institute or LPN training school must file a transfer application. However, these applications are not eligible for transfer of credits.

Admission Deadline Dates

Students who wish to enroll at Kingsborough Community College must apply online at www.cuny.edu and list Kingsborough as their first choice on their Admissions application. The suggested filing dates should be observed.

Preference may be given to applications received by dates listed below. Please inquire with the Academic Village Center in Room V-100, 718-368-6700, about possible deadline extensions.

- I. Deadlines for students who wish admission as matriculants:
 - September (Fall) admission — January 15
 - September (Fall) admission with advanced standing — March 15
 - March (Spring) admission—September 15
- II. Students who wish admission as non-degree students should

TUITION

TUITION AND FEES SET FORTH IN THIS PUBLICATION ARE SUBJECT TO CHANGE BY THE BOARD OF TRUSTEES OF THE CITY UNIVERSITY OF NEW YORK.

Tuition is charged each semester* and is payable at registration.

New York State TAP Awards (where the student can prove eligibility with an Award Certificate) reduces or eliminates the student's liability on the day of registration.

KINGSBOROUGH COMMUNITY COLLEGE, UNDER THE JURISDICTION OF THE CITY UNIVERSITY OF NEW YORK, PROVIDES FOR REDUCED TUITION RATES FOR NEW YORK CITY AND STATE RESIDENTS. PLEASE REFER TO THE RESIDENCY REQUIREMENTS BELOW.

Matriculated New York City Residents

Students must have at least 12 consecutive months of residency in New York State which includes 6 months of consecutive residency in New York City immediately preceding the first day of classes.

FULL-TIME (12 or more credits, 12 or more equated credits*)

\$1,550.00 (inclusive of required fees)

PART-TIME (less than 12 credits, less than 12 equated credits)

120.00 per credit* or equated credit* (plus required fees).

NON-DEGREE – NEW YORK CITY RESIDENTS

160.00 per credit* or equated credit* (plus required fees)

NON-DEGREE – NON-RESIDENTS

250.00 per credit* or equated credit* (plus required fees)

NOTE: Students who reside in counties outside New York City but within New York State must present a y0.0001jntieD4 Students who resid]TJ

Penalty Fees

- A. Late Registration.....\$25
(to enroll after last day of regular registration)
- B. Program change.....\$18
This fee is waived when:
 - a. the college initiates the change
 - b. a course is dropped without replacement
- C. Non-payment/Late Payment Service Fee.....\$15
- D. Payment Reprocessing\$15
(payment with a personal check which is not honored by the bank)

NOTE: No student will be permitted to register for a new term unless,

REGISTRAR'S OFFICE

Room A-101, ext. 5136

The Registrar's Office maintains academic records for all students and is responsible for the registration of students into classes after they have been admitted to the college.

A prerequisite to attend classes is the completion of registration each semester, following instructions from the Registrar's Office. Students who do not receive registration material by the start of announced registration periods should immediately contact the Registrar's Office. No student is considered registered until all appropriate forms are filed with the Registrar's Office and tuition and fees are paid.

The following services performed by the Registrar's Office are available upon application:

- Advance Standing evaluation of transfer credit
Filing dates—Academic Calendar*
- Certification of enrollment to outside agencies
- Change of:
 - Address, name and/or social security number
 - Curriculum
Filing dates—Academic Calendar*
 - Grades
 - Matriculation Status
Filing dates—Academic Calendar*
 - Session (Day to Evening/Evening to Day)
Filing dates—Academic Calendar*
- Exams:
 - Finals—conflicts/make-ups
Filing dates—Academic Calendar*
 - Graduation
Filing dates—Academic Calendar*
- Permit to attend other CUNY colleges
Filing dates—CUNY Portal
- Readmission
- Records access
- Transcripts
- Withdrawal from college and/or course
Filing dates—Academic Calendar*

* The latest ACADEMIC CALENDAR, with information on filing dates and deadlines, is available on the College's website, www.kbcc.cuny.edu.

DEPARTMENT OF STUDENT DEVELOPMENT

Room A-216, ext. 5563

The Department of Student Development is dedicated to helping students achieve self-understanding and direction, and assisting them in developing their maximum educational, social and personal potential. To aid students in their adjustment to the college community, and in the realization of goals during and after college, the department offers a variety of specialized supportive services within a framework designed to promote optional academic and personal growth for each student.

Counseling and Related Services

The student-counselor relationship is central to the Department of Student Development's efforts to assist students. This counseling relationship begins with a new student orientation and enrollment in the freshman orientation course (SD01000). Individual and group counseling sessions that focus on issues related to academic and career planning as well as personal and social concerns are offered by counselors. Counselors are available to meet with students both day and evening, whenever classes are in session.

Students who require extensive help with individual problems can receive professional, specialized counseling offered on a strictly confidential basis. Where protracted or particular help is required, referrals are made to appropriate experts on campus or to community resources or agencies.

Some programs that offer individualized counseling include: Access-Ability Services; New Start; College Discovery/ Bilingual Studies; Freshman Services English as a Second Language; Returning Adults; Women's Center Retention; Substance Abuse Prevention; Personal Counseling; Career Development, Transfer and Placement; Financial Aid; Health Education for Lifestyle Management; Student Life; Evening and Weekend Student Services; International Student Affairs; and College Opportunity to Prepare for Employment (COPE).

New Student Orientation/Campus Fest

Freshman Services and College Advisement, in collaboration with the Office of Career Counseling, Placement and Transfer, and the Office of Student Life have developed a "new student" orientation known as Campus Fest to assist students with their transition to college. Entering a new college setting, no matter how large or small can be a bit frightening at first. Students are in a new environment, with new people, and have much more independence than ever before. Campus Fest is aimed at alleviating some of the anxiety surrounding these issues as well as answering student questions about Kingsborough Community College. It is the first opportunity to meet other incoming students, receive information about college resources and experience our beautiful college campus. Campus Fest is an excellent opportunity to help students feel prepared to begin college and to give them the greatest opportunity to start strongly. It takes place twice a year for students who have never attended Kingsborough before.

KCC Community Service Leadership Program

Kingsborough Community College encourages service for many reasons, including bringing students into closer contact with their

College Discovery, Room L-516, ext. 5520

The College Discovery Program was designed to assist economically and academically disadvantaged students with good potential to succeed in college. Under the sponsorship of The City University of New York, College Discovery students receive financial assistance, specialized counseling, tutorial and developmental services. Students are accepted into the program through the University Application Processing Center.

C.O.P.E. Program, Room T4-216, ext. 4660

C.O.P.E. (The College Opportunity to Prepare for Employment Program) provides special services to students who are enrolled in a vocationally-oriented associate degree programs and who receive public assistance through the Human Resources Administration and qualify as Temporary Assistance for Needy Families/TANF (formerly Aid to Families with Dependent Children/AFDC) recipients. The program also offers its services to other students who are low income and the parent of a minor. Services include personal and academic counseling, HRA advisement of policy changes, preparing for HRA appointments and meeting workfare requirements. C.O.P.E. also assists its students with forms that entitle them to childcare and carfare supplements. There is also job preparation and placement assistance including workshops in the application process, interview preparation, job search and computer tutorials.

Financial Aid, Room U-201, ext. 4644

The key to financing a college education successfully is to determine a budget. The student budget is defined as the number of dollars students need to attend The City University of New York (CUNY) for one year. It is composed of direct educational expenses (tuition, fees, books) and indirect educational expenses (housing, food, transportation, and some personal expenses). CUNY has established two standard budgets: (1) students living with parents and (2) students living away from parents.

Balanced against student budgets is the Expected Family Contribution (EFC). The EFC is calculated by the need analysis system that is established by Congress, and is defined as the number of dollars that students and their families can contribute toward the budget. To ascertain each student's need, the EFC is subtracted from the budget established for that student. The need establishes the maximum amount of dollars that can be awarded from all financial aid programs.

Health Services Office, Room A-108, ext. 5684

The College Health Office reviews student medical forms and evaluates health status, facilitates the removal of physical or emotional handicaps to learning and ascertains the need for special adaptations of the college program to ensure the maximum development of each student (see page 10). First aid, emergency treatment, educational, preventative and advisory services are provided. Registered nurses are in attendance when classes are in session to assist students with specific health problems. Any accident or illness incurred during school hours or en route to the college should be reported immediately.

High School Ambassadors, Room C-123, ext. 5597

High School Ambassadors are students who work directly with the Admissions Information Center in recruiting students from their respective high schools. Ambassadors also conduct telephone outreach to newly entering students when necessary.

Men's Resource Center, Room U-218, ext. 5864

The Men's Resource Center provides academic and peer support to self-identified men of color, to help empower them and improve their college experience. Services provided to help students achieve their goals include professional and peer mentoring; intensive academic support; networking with other students; career exploration; and cultural & educationally-focused trips and activities.

My Turn Program, Room F-219, ext. 5079

My Turn is a tuition-free college education program for New York State residents 60 years of age and older. My Turn students are permitted to take as few or as many credits per semester as they wish. The program includes special counseling and other services. The registration fee is \$80 each semester and all penalty fees must be paid. Age and residence documentation must be submitted with the admission application. Students are accepted on a matriculated or non-degree basis, subject to availability of space. To apply, check appropriate filing dates in Registrar's Office.

New Start Program, Room C-102, ext. 5115

The New Start Program assists students who have experienced academic difficulty at participating senior colleges. Eligible students are admitted to Kingsborough in good standing and they may enroll in any of Kingsborough's degree programs on a full- or part-time basis. Up to 30 previously earned college credits can be applied toward an associate degree at Kingsborough. New Start students are offered specialized support services, including counseling and academic advisement. After graduation from Kingsborough, students may continue their education at a senior college under the CUNY transfer guarantee policy.

Peer Advisor Program, Room C-123, ext. 5597

The Peer Advisor Program prepares students to play a significant part in assisting all students, particularly freshmen, in making an easier adjustment to college. Qualified students are trained to use a student-to-student approach to provide information, help with problems and provide needed support. In addition, Peer Advisors give service to the college community in general.

Veterans Affairs Program, Room A-216, ext. 5563

All veterans and eligible dependents should visit the Veterans Ice033rs give sern.r Tcmpm

NEW YORK STATE TUITION ASSISTANCE PROGRAMS

The Tuition Assistance Program (TAP)

Sponsored by the State of New York, TAP provides tuition assistance for New York State residents who are matriculated and enrolled full-time, i.e., a minimum of 12 credits and/or chargeable hours in the major, a minimum of 6 credits must be in credit-bearing courses, and recipients must be income-eligible as defined by TAP.

All students must re-apply for TAP on an annual basis. Application is made to the New York State Higher Education Services Corporation (NYSHESC) using the FAFSA which is available on-line at www.fafsa.ed.gov beginning in early Spring of each year.

A TAP award year at Kingsborough Community College consists of the Fall and Winter sessions ("Fall") plus the Spring and Summer sessions ("Spring"). For additional information regarding TAP eligibility requirements, visit www.hesc.org and/or the Kingsborough website, www.kbcc.cuny.edu.

Students whose applications for TAP are approved will receive an award certificate from NYSHESC. The amount of the TAP award is scaled according to the level of study, tuition charges, the verified net-taxable income, and the number of TAP payments previously received. Community college students are limited to three years worth of TAP eligibility.

If students receive the award certificate prior to registration, tuition will be reduced by the amount stated on the certificate. If certificates are received after registration, students must pay the tuition at the time of registration and will receive a refund of the TAP award during the semester.

Eligibility for TAP

To be eligible for TAP, students must be:

1. New York State residents,
2. U.S. citizens or permanent residents,
3. matriculated,
4. income eligible,
5. enrolled full-time (a minimum of 12 credits/chargeable hours required in the student's major)
6. able to meet minimum standards of satisfactory academic standing, academic progress and program pursuit as defined by the New York State Education Department for Kingsborough Community College students.
7. must have a U.S. high school diploma, a G.E.D., or pass an approved ability to benefit test.

Satisfactory Academic Standing to Continue TAP Awards

TAP requires the maintenance of a minimum, satisfactory, academic standing. Students who fail to pursue a program of study or who fail to make satisfactory, academic progress, will lose TAP eligibility for the following semester.

Pursuit of Program/Academic Progress

Students are required to complete a certain minimum number of credits or chargeable hours each semester, accumulate a specified minimum number of total credits and achieve a specified minimum cumulative grade point average (GPA) to be eligible for each TAP payment. Additional information/explanation is available from the TAP Certification Office located in Room P-204.

First NYS TAP Award received BEFORE July 1, 2006

	at the end of TAP payment #					
TAP PAYMENTS #	1	2*	3	4	5	6***
Minimum Accumulated Degree Credits	0	6	18	31	45	60
Minimum Cumulative Degree Index (GPA)	0	1	1.2	2.00**	2.00	2.00
Minimum Credits/Equivalent Credits to be completed during current semester	6	6	9	9	12	12

First NYS TAP Award received AFTER July 1, 2006

	at the end of TAP payment #					
TAP PAYMENTS #	1	2*	3	4	5	6***
Minimum Accumulated Degree Credits	3	9	18	30	45	60
Minimum Cumulative Degree Index (GPA)	.5	.75	1.3	2.00**	2.00	2.00
Minimum Credits/Equivalent Credits to be completed during current semester	6	6	9	9	12	12

First NYS TAP Award received AFTER July 1, 2007

	at the end of TAP payment #					
TAP PAYMENTS #	1	2*	3	4	5	6***
Minimum Accumulated Degree Credits	0	6	15	30	45	60
Minimum Cumulative Degree Index (GPA)	0	1.50	1.8	2.00**	2.00	2.00
Minimum Credits/Equivalent Credits to be completed during current semester	6	6	9	9	12	12

NOTE: While a student must be enrolled full-time to be minimally eligible for TAP consideration, s/he must complete the number of credits noted by semester in the chart.

* Transfer students must register for at least six (6) degree credits to receive TAP.

** Students who have two years of TAP or the equivalent must have a 2.0 GPA or higher to remain eligible for TAP.

*** Each TAP Payment is equivalent to six (6) TAP points. Students are only allowed 36 points (6 payments) at a two-year institution.

Important Notes

- A. Students who withdraw from all courses during a semester will lose eligibility for TAP in the subsequent semester.
- B. Students on probation or continued probation who make satisfactory academic progress during this probationary period and continue to maintain their academic standing will maintain their eligibility for TAP.
- C. A repeated credit course cannot be included as part of a student's minimum full-time or part-time, course load for New York State financial aid purposes, except in the following cases: (1) when the repeated course was previously failed (2) when the course was previously passed but with a grade too low to be accepted in the enrolled curriculum, or (3) when a course may be repeated and credit earned each time.
- D. A repeated non-credit (developmental or remedial) course cannot be included as part of a student's minimum full-time or part-time course load for New York State financial aid purposes: (1) if students have already received two payments for that course, or (2) if students have previously received passing grades for that course.
- E. Loss of TAP eligibility: Students who fail to meet the standards of academic program pursuit, academic progress, and/or attendance will lose their TAP eligibility. In addition, any student who registers for courses without having met these standards will be liable and billed for the full amount of their TAP award, retroactively.
- F. Transfer students or students making a change of curriculum should review their status with an academic adviser and a financial aid counselor in order to insure their continuing TAP eligibility status at Kingsborough Community College.
- G. Waiver Policy: Students who can demonstrate that exceptional circumstances beyond their control caused them to have a substandard academic record may be eligible for a one-time, undergraduate waiver of the TAP regulations. Waivers will be granted in these exceptional cases only when: (1) there is a reasonable probability that the student will regain good academic standing; (2) the student is able to present full documentation; (3) the waiver is recommended by the Committee on Academic Standing after the student has met with an appropriate college official, and; (4) the waiver is approved by the Committee on Academic Standing. Students who wish to apply for a TAP waiver must submit a written appeal to the Registrar's Office, room A-101. There are three types of TAP waivers: one time; "C"; and Medical/Health (student-health-related).

Aid for Part-Time Study (APTS)

The Aid for Part-Time Study (APTS) program is sponsored by the State of New York and was established to provide tuition assistance for part-time, matriculated students who are New York State residents. Kingsborough students should use the T.O.W. This form is mailed to all students after completion of the FAFSA.

Eligibility for APTS

APTS is not an entitlement program. Therefore, awards are limited. Kingsborough Community College selects award recipients and determines individual award amounts. To be

eligible, students must: (1) be enrolled, part-time, in an approved undergraduate degree program in New York State (part-time is defined as at least six (6) but not more than eleven (11) chargeable hours); (2) meet the income eligibility requirements; (3) be New York State residents; (4) be either U.S. citizens or permanent residents; (5) have a tuition liability of at least \$100 per year; (6) have remaining TAP eligibility; (7) NOT in default of a Federal Student Loan; and (8) be enrolled in courses required in their major.

APTS Awards

The money available for all participating institutions is set each year in the New York State budget. The amount received by a participating college is determined by the school's percentage of the state's total part-time enrollment.

Satisfactory Progress for APTS

Recipients must be in good academic standing in accordance with New York State's rules and regulations (GPA must be above 2.00) and must not be in default of a student loan.

Part-Time Tuition Assistance Program

Part-Time TAP is a New York State program implemented in the 2007-2008 academic year. It allows students to receive partial TAP payments for taking between 6-11 credits. This program is available to CUNY students who meet the specified requirements. Because TAP is a grant, it does not have to be paid back.

To receive Part-Time TAP students must meet the following requirements:

- Be a New York State resident
- Submit the FAFSA and the TAP application by the posted deadline
- Be admitted into a degree program
- Be a first-time freshmen in the 2006-07 academic year or thereafter
- Have earned 12 credits or more in each of the two consecutive preceding semesters, for a minimum of 24 credits
- Maintain a cumulative Grade Point Average of 2.0 or higher
- Register for at least 6 credits, but less than 12 credits
- Maintain good academic standing

registration dates, tuition and fees will be reduced by the amount of the PELL award. If the SAR is received after classes have begun, students must pay the tuition and fees at the time of registration and will be awarded the amount of money for which they are eligible later in the school year.

Note: The amount of your Pell Grant is tied to the number of credits paid for in the fall and spring semesters. If you drop classes and plan to attend either the winter or summer session, you must register for, and complete, enough credits to reach the original number of credits for which you registered in the fall and/or spring, or you will lose your Pell Grant. (For example, if you registered for 12 credits in the fall and drop a 3-credit course, you must register for, and complete, 3 credits of coursework in the winter session, or you will lose your Pell Grant for the fall.)

Eligibility for PELL

Eligibility varies with financial need. The need analysis formula used is devised and mandated by Congress each year. Students are notified by the Financial Aid Office about the conditions for receiving PELL payments and how and where these payments can be received. Check the financial aid portion of the Kingsborough website (www.kbcc.cuny.edu) for details. Application is accomplished by first selecting a "PIN" at www.pin.ed.gov, and then by accessing www.fafsa.ed.gov. Students selected for financial aid verification should check the Kingsborough website for next steps. Also check online for the check distribution schedule.

To remain eligible, students must attend classes and continue to make satisfactory, academic progress in their chosen program of study.

Note: Students must have achieved at least a 2.00 GPA after two years of attendance at Kingsborough Community College. PELL will pay for a maximum of (30) equated credits, excluding ESL courses.

Federal Supplemental Educational Opportunity Grants (FSEOG)

FSEOG grants are available to exceptionally-needy full-time and part-time (at least half-time) students. These grants range from \$200 to \$2,000 annually. Students may apply for a "PIN" at www.pin.ed.gov, and then apply for this and all federal aid programs together at www.fafsa.ed.gov and must maintain satisfactory academic progress as stated under the PELL program. Checks are distributed several times each semester. The check distribution schedule is available online at www.kbcc.cuny.edu.

Federal PerGrants (J T* -5 onlin22 eandate7si(.edu).03rTc

Note: Non-degree students and those holding foreign student visas are NOT ELIGIBLE for financial aid. Possible sources of assistance are listed in the financial aid section of the Kingsborough website.

Any student required to register with the Military Selective Service, who fails to do so is ineligible for financial aid. (Additional information is available at www.sss.gov)

All loan recipients who complete their degree requirements and/or are leaving the college, must schedule a loan exit interview with the Financial Aid Office.

Federal Work-Study Program (FWS)

This program enables qualified students to pursue degrees while holding a part-time job. This employment may be located on or off campus, and may take place during the academic year (including vacation periods) and/or during the summer months. Eligibility for this program is based on the financial status of students and/or their families. Recipients are required to maintain satisfactory academic progress as stated under the PELL program. Students may apply to this program first by applying for a "PIN" at www.pin.ed.gov, then by submitting an electronic application through the FAFSA. Checks are distributed every three weeks for

Department of Foreign Languages:
The Foreign Language Award
Hebrew/Yiddish Scholastic Studies Award

Department of Health, Physical Education and Recreation:
The Health, Physical Education and Recreation Award

[Kingsborough Performing Arts Center, Performing Arts Center, ext. 5996](#)

Part of Kingsborough's mission is to enrich the lives of people who live, work, and study in our community. Our season includes free and affordable weekend performances of traditional and contemporary music, dance and spoken word; free outdoor summer concerts; and a family arts series of ticketed events for families and schoolchildren. Discounted tickets are often available for KCC students, staff, and groups. For information about upcoming events or to purchase discounted student/staff tickets, call (718) 368-5596; stop by the box office at the Performing Arts Center; or visit www.kbcc.cuny.edu/performingartscenter

[CUNY Baccalaureate for Unique and Interdisciplinary Studies, Room M-386, ext. 5029](#)

The City University of New York Baccalaureate Program for Unique and Interdisciplinary Studies (formally known as the CUNY Baccalaureate Program) allows academically able students to design an individualized program of study that complements their academic, professional, and personal goals. The program is well-suited for students who wish to pursue an area of concentration not available as a major at their CUNY college or within the university system, as well as for working adults who need a flexible program to earn their degree and those who can benefit from the program's comprehensive transfer policy.

The program is offered under the auspices of The CUNY Graduate School and University Center. Working one-on-one with CUNY faculty mentors, students create their own "areas of concentration" (majors), many of which are interdisciplinary. Examples include Disability Studies, Engineering Psychology, Marketing Anthropology, Middle Eastern Studies, Community Development and Technology, Artistic Traditions in Religion, and Environmental Biology. Students may take courses at any CUNY college, including The CUNY Graduate Center, The CUNY School of Professional Studies, and the City College Center for Worker Education and are encouraged to pursue independent research, fieldwork, study abroad, and other academic opportunities.

The CUNY program accepts up to 60 transfer credits earned at a community college toward the 120 credits needed for the degree. Qualified Kingsborough students can be in the program while taking courses at KCC towards their associate's degree. To be eligible for admission to the program, students must have completed 15 college credits (beyond developmental courses) and have maintained a GPA of at least 2.50. For more information, speak with the KCC Campus Program Coordinator in Room M-386 or visit www.cuny.edu/cunyba

[H.E.L.M. \(Health Education & Lifestyle Management\) Center, Room E-102, ext. 4909](#)

The H.E.L.M. Center is a health education and research resource whose primary mission is to raise the collective consciousness of the college community with regard to major health issues. The Center strives to empower individuals in the management of their personal health and their life. It offers a setting to unify student wellness, life management, health referrals and fitness programs.

[Leon M. Goldstein High School for the Sciences](#)

Goldstein High School is an empowered NYC public high school located on the campus of Kingsborough Community College. Opened in 1993, it has an enrollment of approximately 950 students. The school offers an enriched and challenging curriculum in the sciences, mathematics and humanities that exceeds city and state requirements. It also offers a variety of extracurricular activities including PSAL sports teams, theater arts, musical concerts and clubs. Please direct all inquiries about the high school to 718-368-8500.

[Radio Station WKRB, Room U-227, ext. 5817](#)

The college's student-operated FM station, WKRB-FM, broadcasts on 90.3 MHz and covers South Brooklyn and major portions of Queens and Staten Island and webcasts at www.wkrb.org. Serving approximately 200,000 listeners each week, WKRB provides entertainment, public affairs and community-oriented programming 365 days a year. The radio home of the Brooklyn Cyclones, WKRB broadcasts all games, both home and away. Students in the Broadcast curriculum use the station as the lab in which to learn every aspect of radio broadcasting.

[Single Stop, Room V-231, ext. 5411](#)

Single Stop connects Kingsborough students to the benefits and resources for which they may qualify. A free 15-minute benefits screening can potentially point the way to help with rent, groceries, and/or health insurance. In addition, students can receive the following free services; legal aid; financial counseling; and tax preparation.

[Teacher Studies, Room V-103, ext. 5946](#)

Teachers and other school personnel on sabbatical leave for study, or those taking after-school courses for salary differentials, may fulfill course requirements through the Teacher Studies Program. The Office of Teacher Studies is staffed by Kingsborough Community College counselors who are familiar with public and private schools. They provide advisement in submitting courses for approval, arranging programs and time schedules and interpreting regulations. An exclusive pre-registration service is available. Seminars and varied cultural activities offer valuable opportunities for social interaction and professional development and advancement, in a stimulating academic environment with all campus privileges.

[Technology Services](#)

The Office of Information Technology Services at Kingsborough, working in collaboration with Academic Affairs and Student Services, aims to promote the effective integration of technology into teaching and learning. The Office provides students with

Institute of Tutorial Services, Room L-605, ext. 5118

The Institute of Tutorial Services is a highly structured program providing free tutoring to all Kingsborough students in almost all subject areas. The tutorial sessions are either one-to-one or small groups. The concepts covered during these sessions are under the guidance of each instructor, and progress reports are sent to the instructor.

The Math Workshop, Room F-206, ext. 5808

The Math Workshop, a branch of the Institute of Tutorial Services, provides very specific support in close collaboration with the Math faculty. It provides the following services:

1. Workshop: Tutoring can be provided in small groups or individually for all KCC students who are in need of assistance in mathematics.
2. Independent Study Program: Utilizing a diagnostic exam (myskillstutor.com) and worksheets, students are helped to prepare for the COMPASS exam.
3. Math Computer Lab: Available to Math and Computer Science classes and individual students.

Both the Institute of Tutorial Services and the Math Workshop are under the auspices of the Dean of Instructional Services.

New Americans Center, Room V-125, ext. 5600

The New Americans Center, under the direction of the Director of Enrollment Services, is a one-stop citizenship center open, offering free immigration services at Kingsborough Community College and the Brooklyn community at large, including confidential one-on-one consultations with an immigration attorney and/or paralegal. The center provides assistance with citizenship application; issues relating to student visas, spousal visas, renewals of alien cards, and family petitions deportations; and general legal counseling relating to maintaining and acquiring immigration status in the United States.

Village Center for Enrollment Services, Room V-100

The Village Center for Enrollment Services, Kingsborough's one-stop for all of the enrollment areas, provides assistance and direction with admissions, financial aid, registrar processes, KCC ID validation, directions, and more. The Village Center is located in V-100 of the Academic Village building. Office hours are Monday, Thursday, Friday 9-5 pm and Tuesdays and Wednesdays 9-8 pm. The center is run under the auspices of the Director of Enrollment Management.

Women's Studies Program, Room F-115, ext. 5162

Kingsborough offers courses in Women's Studies as electives which fulfill general distribution requirements and it offers a concentration in Women's Studies under the Liberal Arts degree. Students may take Women's Studies courses in art history, American history, Criminal Justice, literature, psychology, film genre, anthropology, sociology, business, health, and biology as electives. For complete course descriptions, check within the respective departments. Also, special Women's Studies sections of basic courses in English, mass media, music, sociology and

To graduate with a concentration in Women's Studies, students must take HIS 66, an interdisciplinary course on Women in the Social Sciences. In addition, they must take 9 more credits in Women's Studies courses from among the 3 groups. Obtaining a concentration in Women's Studies does not require taking any extra group requirements.

For students wishing to obtain a four-year major in Women's Studies, Kingsborough has articulation agreements with Brooklyn, Hunter, Medgar Evers, Queens, and York colleges. For further information, visit room F-115 or call ext. 5162.

Affiliated Faculty:

Adeline Apena	History
Susan Aranoff	Business
Carla Beeber	Biological Sciences
Mary Dawson.....	Biological Sciences
Elizabeth Dill.....	English
Janice Farley	Art
Susan Farrell	Behavioral Sciences
Eileen Ferretti.....	English
Lea Fridman	English
Lourdes Follins	Behavioral Sciences
Libby Garland	History
Kate Garretson	English
Ilsa Glaser	Behavioral Sciences
Cindy Greenberg	Communications & Performing Arts
Amy Haas	Business
Helaine Harris	Behavioral Sciences
Cliff Hesse	Communications & Performing Arts
Anna Karpathakis	Behavioral Sciences
Beth King.....	Behavioral Sciences
Miriam Kittrell	Biological Sciences
Frances Kraljic.....	History
Suzanne LaFont	Behavioral Sciences
Joanne Lavin.....	Nursing
Janice Mehlman	Art
Susan O'Malley	English
Katherine Opello.....	History
Mary Ortiz	Biological Sciences
Hope Parisi	English
Catarina Pierre.....	Art
Anna Procyk	History
Cecilia Salber	Library
Jacqueline Scerbinski	Business
Michael Sokolow	History
Loretta Taras	Biological Sciences
Elizabeth Tompkins.....	Library
Grace Trotman	History
Barbara Walters	Behavioral Sciences
Sheri Weinstein	English
Marvin Williams.....	Communications & Performing Arts
Eben Wood	English
Gordon Young.....	Communications & Performing Arts
Juann Watson.....	Behavioral Sciences
Tara Weiss	English
Judith Wilde	Art

HONORS

THE HONORS PROGRAM

Room M-377, ext. 5365, www.kbcc.cuny.edu/honors

Kingsborough Honors Program is designed to provide a challenging, enriching, and rewarding educational experience for highly motivated students. Honors courses, all easily transferable, are rigorous and emphasize critical thinking, independent research, analytical writing, oral debate, and public speaking. Honors classes, taught by dedicated faculty, are smaller in size, allowing extensive classroom interaction. Interested students can take designated Honor courses and/or contract to add Honors Enrichment Project to the regular courses they taking. The ultimate aim of the Honors Program is to enable students to successfully transfer with scholarship to top public and private four-year colleges and universities.

Xi Kappa has become a very positive force in the lives of Kingsborough students and offers tremendous opportunities for members to enrich their education while at KCC by participating in a rich menu of co-curricular, on- and off-campus activities and events.

The purpose of Phi Theta Kappa is to nurture academic excellence at the college by promoting an intellectual climate and a special sense of community among our highest achieving students. The hallmarks of Phi Theta Kappa to which members pledge fidelity are: scholarship, leadership, fellowship and service. Phi Theta Kappa affords numerous benefits to its members including thousands of dollars in transfer scholarships offered by many four-year colleges and universities. A complete listing of scholarships for Phi Theta Kappa members can be found at www.ptk.org.

Students who have earned 12 credits (beyond developmental courses) with a GPA of 3.50 or higher are eligible to become members of Xi Kappa. A letter of invitation from the president of the college, inviting them to join Phi Theta Kappa, will be sent to prospective members. Membership in Phi Theta Kappa requires a one-time \$50 lifetime membership fee, which is

ENRICHED OFF-CAMPUS PROGRAMS

Vassar College Exploring Transfer/Research Program
Room M-386, ext. 5029

The award-winning Vassar College Exploring Transfer/Research
Program (

ACADEMIC INFORMATION

Matriculated students register for a specific degree in a particular curriculum or major. To be considered a full-time student, a student must enroll in a program of study carrying a minimum of 12 credits and/or 12 equated credits during the fall and spring sessions. (Full-time students usually carry a program of 16 to 18 credits or equated credits.)

Part-time students carry fewer than 12 credits and/or equated credits. While it is possible to carry a full-time evening program, not all KCC degree programs are available for full-time evening study. Non-department required degree courses can be used for necessary basic courses and credits before completing department requirements in day session. Counselors are available for consultation.

Non-degree students who request a change to matriculated status must meet the following requirements. (NOTE: Non-degree students are NOT eligible for financial aid.)

1. Have an official transcript certifying high school graduation or its equivalent on file in the Registrar's Office, Room A-101.
2. Take required CUNY Skills Assessment tests (COMPASS Math Skills Test and the CUNY/ACT in Reading and Writing)
3. Be in good academic standing (at least a 2.00 cumulative index) at the end of the current 12 week term.

If a college was attended previously, the following criteria must be met:

- A. Meet requirements in 1, 2 and 3 listed before.
- B. Have an official copy (copies) of previous college(s) transcript(s) on file in the Registrar's Office.

If the GPA at the previous college(s) was below a 2.00, the completion of a minimum of 12 credits or 12 equated credits will be required at Kingsborough Community College with at least a 2.00 GPA.

Consult the Academic Calendar for filing dates and deadlines.

TESTING

Room T-602, ext. 4975

The City University of New York mandates that all incoming degree-seeking students, as well as students entering the upper division, meet standards of proficiency in the basic skill areas of reading, writing and mathematics. In addition, the University

- **Transfer Students:** Students transferring from outside CUNY and with no previous attendance at CUNY must take and pass the CPE. Students transferring to a senior college who enter with 45 or more credits must take the CPE in their first semester at CUNY and must pass the exam by their 60th credit. Students with previous attendance at CUNY must take and pass the CPE, regardless of when they first enrolled at CUNY.

Students transferring within CUNY must fulfill the CUNY basic skills requirements before transferring. Students with more than 45 credits should have taken the CPE at least once before transferring. Senior colleges may (but are not required to) admit CUNY students to a baccalaureate program if they have completed all requirements for the associate degree except passing the CPE. Like other transfer students, these students must take the exam during the first semester of baccalaureate study and thereafter as required. They are not eligible for the benefits accorded by the articulation policy of 2000 to associate degree recipients at the senior colleges until they pass the CPE and are awarded the associate degree. Under the articulation policy, students who have completed an associate degree are able to transfer all of their credits to the senior college.

- **Appeals:** Students may appeal to request a deferral, remove a forfeit, or petition for additional opportunities to test. Students may also appeal to receive permission to take the CPE early (before registering for the 45th credit), or to take the test when lacking one of the pre-requisites. Appeals to have exams re-read are not accepted; all exams are re-scored automatically if the total score from the first reading is one or two points below the minimum passing score. ESL students taking ESL courses may request a deferral from the CPE until they are deemed ready to take the examination. For information about the CPE appeals process or to file a CPE appeal, go to room M-386.

Curricula

The college expects that every Kingsborough student will make consistent and determined progress toward earning a degree, seriously strive to perform well in all courses, spend approximately two hours of outside preparation, study and work for EACH hour of classroom instruction and be committed to taking full advantage of the opportunities the college offers for a quality education.

The administration and faculty are concerned with providing education of the highest level of excellence, building basic skills which will facilitate and encourage further learning, assisting students to develop their individual potentials to their highest levels and helping students establish a firm foundation upon which to build their future careers.

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.

Non-credit, non-degree courses and programs are offered by Continuing Education.

Graduates who successfully complete the courses prescribed for the program of their choice can earn the degree that curriculum carries: the Associate in Arts (A.A.) degree, the Associate in

Science (A.S.) degree and the Associate in Applied Science (A.A.S.) degree. Several one-year certificate programs are also offered.

Students must consult with an advisor when selecting courses to assure that their selections meet the curriculum requirements of their prospective major.

The Associate in Arts (A.A.) degree is awarded upon satisfactory completion of the required credits for Liberal Arts (with concentrations in Children's Studies, Global and Environmental Studies, Secondary Education, and Women's Studies); or Criminal Justice.

Candidates for the Liberal Arts degree concentrate their studies in the fields of Languages; Literature and the Arts; Mathematics and the Sciences; the Behavioral and Social Sciences.

The Associate in Science (A.S.) degree is awarded upon satisfactory completion of the required credits for programs offered in Mathematics, in the Sciences, and the Arts. Candidates for this degree follow programs which closely parallel the A.A. program, but have greater concentration in Mathematics or in Science, or in one of the Arts areas in which they plan to major. These programs include:

Biology (with Occupational Therapy, Pharmacy, Nutrition Science, and Physician Assistant Transfer Options and concentrations in Biotechnology, Marine Biology, and Preparation for Teaching Secondary Education); Biotechnology; Chemical Dependency; Chemistry; Community Health (with concentrations in Gerontology, Health Administration, Health Education and Promotion, and Substance Abuse Counseling); Computer Science; Early Childhood Education/Child Care (with a concentration in Infancy/Toddler Development); Educational Studies (with concentrations in Early Childhood and Childhood Education); Engineering Science; Exercise Science/Personal Training; Fine Arts (with concentrations in Art History, Ceramics, Drawing and Painting, Photography, and Sculpture); Journalism and Print Media; Mathematics; Mental Health and Human Services (with concentrations in Domestic Violence Counseling and Substance Abuse Counseling); Physics; Speech Communication (with concentrations in Speech Pathology and Communication Studies); or Theatre Arts (with concentrations in Performance and Technical Production).

The Associate in Applied Science (A.A.S.) degree is awarded upon satisfactory completion of the required credits in the Career programs: Business; Health; and Human Services. Candidates for this degree follow programs which concentrate in the applied field. The professional fields in which these programs are offered include Accounting (with a concentration in Tax Accounting); Broadcasting Technology and Management (with a concentration in Music Technology); Broadcasting Technology and Management (with a concentration in Music Technology); Business Administration (with a concentration in E5nd Social Sctha cont in Mathematneuriwith

Management and Teaching Physical Education K-12); Retail Merchandising (with concentrations in Fashion Merchandising and Marketing Management); Surgical Technology; Tourism and Hospitality (with concentrations in Hospitality, Sports Management, and Tourism); and Website Development and Administration.

Graduation Requirements

Eligibility for graduation requires the completion of one of the programs of study, as outlined within the Programs and Courses section of this catalog, with an overall minimum cumulative grade point average of 2.00 (at least a "C" average) for all courses taken at Kingsborough Community College, and a passing score on the CUNY Proficiency Examination (CPE). Students can review their progress towards graduation online anytime by checking DegreeWorks. All students must file application for graduation by the deadline given in the Academic Calendar in order to have their records reviewed. Each of the three filing periods (for an August, January, or June degree) has a deadline.

In order to receive a Kingsborough degree, a student is required to have completed the final 30 credits toward that degree while enrolled at Kingsborough. Where one or more credit-bearing courses to be included in this sum are to be earned at another institution, prior permission must be obtained from the Committee on Academic Review. Each request for permission will be considered case-by-case on the merits of the individual circumstances. No permission will be granted if the total of the course credits result in less than 30 Kingsborough credits completed for the degree.

A graduate whose cumulative GPA is between 3.50 and 3.89 shall be graduated with honors. The term "with honors" will be inscribed on the student's diploma and noted in the commencement program.

Students seeking a waiver of graduation requirements may appeal to The Committee for Academic Review in room M-386.

MAINTENANCE OF ACADEMIC STANDARDS*

The grade of "INC" (incomplete), or its equivalent, shall be awarded only when the course requirement has not been completed for good and sufficient reasons and where there is reasonable expectation that the student can complete the requirements of the course.

The grade of "W" (withdrawal without penalty) is applied when the student has submitted a Withdrawal Form to the Registrar's Office by the due date listed on the College's Academic Calendar.

The following table is used when evaluating a student's academic progress.

Attempted Credits or Equated Credits	Minimum Cumulative GPA (Index)
12 to 23 1/2	1.50
24 to 35 1/2	1.75
36 and over	2.00

Students who fail to achieve these standards will be placed on probation for one semester, and if unable to correct their deficiencies during that semester, will be dropped from the college. Students who receive financial aid must maintain these standards. The normal academic appeals procedure of the college

will continue to consider individual cases and to make such exceptions to the implementations of these guidelines as unusual circumstances may warrant. Students who are dropped from the college for academic reasons may appeal to the Committee on Admissions and Academic Standing for readmission after one semester. Students should pay the required readmission application fee and submit the completed readmission application, along with a letter of appeal addressed to the College Committee on Admission and Academic Standing, to the Registrar's Office, Room A-101. Consult the College's web page for readmission deadlines; applications should be filed early since readmission deadlines are well before the start of the upcoming semester.

*Kingsborough Community College Council action

Credits

Credits are points granted for courses taken in the college. The number of credits is usually based on one credit for each weekly class hour. In some cases, the number of required hours may exceed the number of credits granted (i.e., science and physical education courses).

Example:	Chemistry 01200	6 hours 4 credits
	History 01100	3 hours 3 credits
	Phys. Ed. 02000	2 hours 1 credit

Grade Point Index

The Grade Point Index is obtained by multiplying the grade point value by the number of credits for the course, then totaling the grade points and dividing by total credits. (See page 26 for grade point values.) For example:

Course	Grade	Point Value	Credits	Grade Points
English	A-	3.7	4	14.8
French	D	1	3	3
Music	C+	2.3	3	6.9
Physics	B+	3.3	4	13.2
History	F	0	3	0
		Total 10.3	Total 17	Grade Point Total 37.9

Grade Point Index (37.9 quality points divided by 17 credits) equals 2.23, or approximately a "C+" average.

Developmental Courses

Developmental courses are specifically designed and required for students who have not passed the CUNY skills assessment tests (ACT in Reading and Writing and the COMPASS Math Skills Tests). Developmental courses are non-credit (0 cr.).

Equated Credits

Weekly class hours in developmental and compensatory courses for which credit is not given are, for certain purposes, counted as equated credits.

Example:	Math 0M100	4 hours 0 credits AND 4 equated credits
	English 09100	8 hours 0 credits AND 8 equated credits

GRADES

Basic Courses (+)

Basic courses are courses that individual Kingsborough departments feel are essential for college students so that they may learn the fundamental and basic concepts of a discipline. Basic courses are designated by a (+). Some basic courses require prerequisite courses or departmental permission. This is indicated with the course description.

Advanced Courses

Advanced courses are courses that individual Kingsborough departments feel are important as follow-up courses to explore, either in breadth or depth, the areas of knowledge to which students have been introduced while taking the basic courses.

EXAMINATIONS

Mid-Term

Mid-term status is provided orally by instructors, and it is not entered on the permanent record.

Final

Students are responsible for meeting examination schedules. Students who have a conflict with a final examination schedule must immediately report to the Registrar's Office for rescheduling.

Students can access their final grades on the web.

Makeup Final

Students who miss final examinations for legitimate reasons may apply for makeup examinations.

Generally, permission is granted only to students who maintain passing grades up to the final examination period. For each make-up examination, a Petition for Final Makeup Examination form with the instructor's signature must be completed and received in the Registrar's Office by deadline dates (refer to Academic Calendar).

Students pay \$15 for the first makeup exam plus \$5 for each additional exam.

A course in which a grade of C– or below was received may be repeated only if a more advanced course in that discipline has not been completed. Students who receive a “C” grade or better in any course offered at the college MAY NOT REPEAT that course.

(Regulations above do NOT apply to students in the Nursing or Surgical Technology programs.)

“R” Grade

The “R” grade does not count in computing the scholastic index. It is given to a student in a developmental component who does not meet the minimum requirements at the completion of the semester. A student who receives the “R” grade in the same developmental component three times will NOT be permitted to repeat that course again.

Grade Change Appeals

Students may appeal a final grade to The Committee for Academic Review NO LATER than the end of the semester

DISMISSAL

A student who is dismissed for academic reasons may not apply for readmission until one semester after dismissal.

Application for readmission, with required readmission application fee, must be filed in the Registrar's Office, A-101, along with a letter of appeal to the Committee on Admissions and Academic Standing, documenting the reason for poor scholarship. If the Committee believes the records indicate that the student will be able to make satisfactory progress toward earning the degree within a reasonable period of time, the student may be readmitted. If at the end of the semester of readmission, the student's academic level has not been raised to CUNY's standards, nor has adequate progress in achieving the appropriate standards been shown, the student will be dismissed.

STUDENT ATTENDANCE POLICY

A student who has been absent 15% of the total number of instructional hours that a class meets during a semester or session may be considered excessively absent by the instructor. The instructor may consider excessive absences as a factor in the assignment of a student's grade.

INDEPENDENT STUDY

The college offers students the opportunity to take a limited number of credits outside the traditional courses structure as Independent Study, designated by the course number "08100." Students registering for such courses undertake a prescribed program of individual and/or group research and may attend seminars or workshops dealing with their field of study. All work will be conducted under the supervision of the assigned instructor and will be evaluated and graded by the instructor.

Successful completion of the "08100" courses generally requires from 1 to 3 hours per week and earns from 1 to 3 credits per semester. These courses are open ONLY to upper freshmen and sophomore students who have an overall B average (3.00 index) in the subject area, with departmental approval.

Students will be permitted to take no more than 6 credits of Independent Study in any one area and no more than 12 credits toward the degree.

TOPICAL AND PILOT COURSES

In addition to the courses described in the catalog, the college offers a group of courses that meet the immediate needs and interests of various members of the student population or gauge the appropriateness popularity of new subject areas. These topical and pilot courses are designated by the course number "08200." These courses appear in the Schedule of Classes for the term in which they are offered.

TRANSFER TO SENIOR COLLEGES AND UNIVERSITIES

CUNY ARTICULATION POLICY:

Associate in Arts (A.A.) POLI7.9(TICULA)79.8(TION)0(ses appear544Tr

Please note the following:

Upon transfer to a senior college liberal arts curriculum or related professional program in the same field as the A.A.S. program, students are granted a minimum of 60 credits toward a baccalaureate degree and follow a prepared course of study that will enable them to complete the baccalaureate degree within 60-72 credits. CUNY senior colleges can require that A.A.S. degree students complete general education, core curriculum or distribution requirements not covered in their A.A.S. credits.

The liberal arts coursework completed will be deemed to have fulfilled discipline-specific distribution requirements for all baccalaureate programs on a discipline-by-discipline specific basis.

Based on a fair and reasonable evaluation of a student's transcript, at least 9 credits will be granted in the student's major (including laboratory science). Students who change majors upon transfer may not have completed coursework that can be applied toward a new major. Provisions for a smooth transfer between KCC and CUNY, SUNY and many private colleges are in effect. Check with the Transfer Office, room C-102 for more information. Information about CUNY transfer policies may also be obtained at www.tipps.cuny.edu/transferpolicies.html

SUNY TRANSFER POLICY

The SUNY Transfer Guarantee Program pledges that "A New York State resident who wishes to transfer from a State University of New York two-year college, including all community colleges through-out the state, and who possesses, or who will have, an Associate in Arts or Associate in Science degree at the time of transfer, is guaranteed an opportunity to continue education on a full-time basis at a senior campus of the University." All other students, with or without a degree, may apply for admission to SUNY units but the guarantee does not extend to them.

PRIVATE COLLEGE TRANSFER POLICIES

Students who wish to transfer to a private college should check college websites, catalogs, directories and other literature available at Kingsborough or directly from the college they wish to attend.

NOTE: Additional information is available from the Kingsborough Community College Transfer Office, Room C-102, the Kingsborough Community College Transfer Guide or the Admissions Office of the college to which you hope to transfer.

OFFICE OF ACADEMIC SCHEDULING, EVENING STUDIES AND WEEKEND COLLEGE

Academic Scheduling, Room A-113, Ext 5686

The Office of Academic Scheduling is responsible for the preparation of the Schedule of Classes, allocation of all academic rooming assignments, and creation of the 12 week semester evening and 6 week module day and evening final exam schedule. Other responsibilities include oversight for the eSIMS Help Center; Evening Studies; and the Weekend College Program, which is offered only during the Spring and Fall semesters. For more information, see the Academics section on the Current Students page on the Kingsborough website, www.kbcc.cuny.edu, or email Academic_Scheduling@kbcc.cuny.edu.

eSIMS Help Center, Ext. 6551

The mission of the eSIMS Help Center is to provide real-time support to students as they navigate the CUNY/eSIMS online registration system. Its goal is to empower students to complete their registration transaction. The eSIMS Help Center staff answers questions regarding a student's ability to register. By empowering students with information during eSIMS registration, students have the opportunity to clear issues, which are barriers to completing the online registration process. For more information, see the eSIMS section on the Current Students page on the Kingsborough website, www.kbcc.cuny.edu, or email eSIMShelp@kbcc.cuny.edu.

Weekend College Program, Room A-113, Ext. 6638

The Weekend College Program serves an integral role in the college's educational offerings. Individuals who are unable to attend courses during the day may pursue part-time and/or full-time studies weekday and Friday evenings, and on Saturdays and Sundays. Because office hours vary throughout the semester, students are urged to call or email us for office availability.

The Weekend College Program serves all students including:

- Adults seeking education for new career or career enhancement
- Parents planning to return to the work force
- Senior Citizens (New York State residents 60 years of age and over), who wish to avail themselves of opportunities in higher education under the College's tuition waiver policy for senior citizens. With proof of age and residency, only a \$70 registration fee is charged each semester

Programs of Study

Courses in liberal arts, the humanities, business administration, early childhood education, computer information systems, travel and hospitality, and the sciences are available in the evenings and on weekends. At present, evening students can pursue Associate Degrees in Accounting, Business, Computer Information Systems, Office Administration and Technology, and Liberal Arts. A Liberal Arts degree can be earned solely through evening and/or weekend study. Students interested in other degree programs which are offered in the day session, can begin their studies in the evening and on the weekends, and transfer to the day session to complete their degree.

2010-2011

**programs
and course
requirements**

DEGREE & CERTIFICATE PROGRAMS

	Program Requirements	HEGIS CODE		
Associate in Arts (A.A.)				
HISTORY, PHILOSOPHY AND POLITICAL SCIENCE				
Criminal Justice	Page 35	2105.00		
LIBERAL ARTS				
Liberal Arts	Page 36	5649.00		
Children's Studies Concentration				
Global and Environmental Studies Option				
Secondary Education Concentration				
Women's Studies Concentration				
Associate in Science (A.S.)				
ART				
Fine Arts	Page 48	5610.00		
Art History Concentration				
Ceramics Concentration				
Drawing and Painting Concentration				
Photography Concentration				
Sculpture Concentration				
BEHAVIORAL SCIENCES AND HUMAN SERVICES				
Chemical Dependency	Page 42	5506.00		
Early Childhood Education/ Child Care				
	Page 45	5503.00		
Infancy/Toddler Development Concentration				
Education Studies	Page 46	5503.00		
Early Childhood Concentration				
Childhood Education Concentration				
Mental Health and Human Services	Page 50	5216.00		
Domestic Violence Counseling Concentration				
Substance Abuse Counseling Concentration				
BIOLOGICAL SCIENCES				
Biology	Page 40	5604.00		
Biotechnology Concentration				
Marine Biology Concentration				
Preparation for Teaching (Secondary Education)				
ALLIED HEALTH SCIENCES				
Health & Nutrition Science Transfer Option				
Occupational Therapy Transfer Option				
Pharmacy Transfer Option				
Physician Assistant Transfer Option				
Biotechnology	Page 41	5407.00		
COMMUNICATIONS AND PERFORMING ARTS				
Speech Communication	Page 51	5606.00		
Speech Pathology Concentration				
Communication Studies Concentration				
Theatre Arts	Page 52	5610.00		
Performance Concentration				
Technical Production Concentration				
ENGLISH				
Journalism and Print Media	Page 49	5008.00		
HEALTH, PHYSICAL EDUCATION & RECREATION				
Community Health	Page 43	5299.00		
Gerontology Concentration				
Health Administration Concentration				
Health Education & Promotion				
Substance Abuse Counseling Concentration				
Exercise Science/Personal Training	Page 47	5299.30		
MATHEMATICS AND COMPUTER SCIENCES				
Computer Science	Page 44	5103.00		
Mathematics	Page 49	5617.00		
PHYSICAL SCIENCES				
Chemistry	Page 42	5619.00		
Engineering Science	Page 46	5609.00		
Physics	Page 51	5619.00		

HEALTH, PHYSICAL EDUCATION & RECREATION
Physical Education, Recreation &
Recreation Therapy

2010-2011

**associate
in arts**

A.A. CRIMINAL JUSTICE



A.A. LIBERAL ARTS

TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

At least one (1) Writing Intensive course in any discipline is required. Such courses are designated "W." Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

ENG 01200	3 credits
ENG 02400	3
HE 01400	1

A passing score on the CUNY Proficiency Exam (CPE) is required for graduation and must be taken following the completion of 45 credits.

GENERAL EDUCATION REQUIREMENTS

All Liberal Arts students will be required to take a cornerstone seminar, "Introduction to the Liberal Arts" (LIB 00100), during their first 30 credits toward the degree.1 credit

During the last semester, Liberal Arts majors are required to complete a capstone course determined by the student's discipline of study or concentration/ option. These courses will be designated as capstone.

Capstone course3 credits

Elective credits (both within the Groups and Electives) provide students the option to take up to 9 credits or 3 courses in one discipline.

The courses completed in Groups A, B and C combined must total no less than 43–44 credits.

Group A: ARTS AND HUMANITIES

Art, Media Arts and Film Studies, Music, Theatre, Speech, Foreign Language, Literature, Philosophy	
Art, Media Arts and Film Studies, Music or Theatre Arts.....	3
Speech.....	3
Literature.....	3
Philosophy.....	3

Group A Elective(s) (3–6 credits) for a total of15–18 credits

Group B: BEHAVIORAL AND SOCIAL SCIENCES

History, Economics, Political Science, Anthropology, Psychology, Sociology	
American Politics.....	3 credits
American History	3
World History or Anthropology.....	3
Psychology	3
Sociology.....	3

Group B Elective (0 - 3 credits) for a total of15–18 credits

See Online College Catalog or Department Website for specific course options

Group C: MATHEMATICS AND SCIENCES

Biology, Chemistry, Earth & Planetary Science, Mathematics & Computer Science, Physics	
Mathematics	3 or 4 credits
Science with laboratory	4

Group C Elective (0 – 3) for a total of7–11 credits

If pursuing one of the following concentrations, students must consult with the respective program advisor and follow the course of study for that concentration.

CHILDREN'S STUDIES CONCENTRATION

Students completing this concentration must fulfill all College and Liberal Arts requirements and group courses as follows:

Group A: ARTS AND HUMANITIES

18 credits including one year (6 credits) of Foreign Language.

Group B: BEHAVIORAL AND SOCIAL SCIENCES

18 credits including SOC 03100, SOC 03500, PSY 01100 and PSY 03200 (or 02400).

Group C: MATHEMATICS & SCIENCES

11 credits as above.

SECONDARY EDUCATION CONCENTRATION

This option prepares for transfer into baccalaureate majors in various disciplines with a minor in Secondary Education. Students take PSY 03500 and 9 credits in an academic major, which shall be reflected in the choice of 9 credits or 3 courses in one discipline listed in Groups A, B or C.

WOMEN'S STUDIES CONCENTRATION

As part of the above College and Liberal Arts requirements, students completing this concentration must take HIS 06600 and at least 9 credits of courses within Groups A & B that are designated as Women's Studies ("F") such as:

Group A: ARTS AND HUMANITIES

ART 03900 or ENG 06700 or THA 04800 or Women's Studies sections of any of these: MCM 03000 or MCF 04400 or MUS 03100.

Group B: BEHAVIORAL AND SOCIAL SCIENCES

HIS 06800 or ANT 03900 or PSY 03700 or SOC 03800 or Women's Studies sections of: SOC 03100 or PSY 01100.

Group C: MATHEMATICS AND SCIENCES

BIO 02800

GLOBAL & ENVIRONMENTAL STUDIES OPTION

Students completing this option must fulfill all College and Liberal Arts requirements including capstone and group courses as follows:

Capstone Course: Global Politics: Civic Engagement in a Globalized World (POL 09300).....3 credits

Group A: ARTS AND HUMANITIES

18 credits including:

- a. Two semesters of Foreign Language (00100 and 00200).....6 credits
- b. Global Ethics (PHI 07900)3
- c. Intercultural Communication (SPE 02600)3
- d. Modern Architecture and the Environment (ART 09500)3
- e. Plus one of the following courses:.....3
 - Survey of Art History: From Ancient to Renaissance (ART 03300)
 - Survey of Art History: From Renaissance to 19th Century (ART 03400)
 - African, Oceanic and Native American Art (ART 03700)
 - Renaissance Art (ART 03800)
 - Effective Public Speaking (SPE 02100)
 - Music of the World’s People (MUS 02700)
 - World Literature (ENG 03200)
 - Philosophy of Religion (PHI 07700)

Group B: BEHAVIORAL AND SOCIAL SCIENCES

18 credits including

- a. Intro to Anthropology (ANT 03700) or Intro to Sociology (SOC 03100).....3 credits
- b. International Organization (POL 07100).....3
- c. US History in Global Perspective I & II (HIS 01700 & HIS 01800)6
- d. Plus one of the following courses:3
 - Modern China (HIS 03200)
 - Africa: Past and Present (HIS 03300)
 - The Middle East: World War I to the Present (HIS 03700)
 - The Caribbean: 1942 to the Present (HIS 04200)
 - Russian History: 1860 to the Present (HIS 05300)
 - Latin American History (HIS 05700)
 - Historical Geography (HIS 07000)
- e. Plus one of the following courses:3
 - Macroeconomics (ECO 01200)
 - International Trade: Trading Beyond Borders (ECO 02000)
 - Introduction to Anthropology (ANT 03700) (if not taken above)
 - Introduction to Sociology (SOC 03100) (if not taken above)
 - Comparative Government (POL 05200)
 - The Politics of Economics: Intro to Political Economy (POL 05700)
 - Environmental Politics (POL 05800)

Group C: MATHEMATICS AND SCIENCES

13 credits including

- a. Developments in the Physical Sciences & the Environment (SCI 03700)4
- b. Elements of Statistics (MAT 02000).....3
- c. Plus two of the following courses:.....6-8
 - People and Environment (BIO 04900)
 - Chemistry and Environment (SCI 05100)
 - Introduction to Earth Science (EPS 03800)
 - Introduction to Marine Biology (BIO 02500)
 - Introduction to Modern Concepts of Biology (BIO 03300)

ELECTIVES— (0-6 credits) sufficient to meet total requirement 60 credits

The following course is required for ALL Liberal Arts majors:

LIB 00100 ... INTRODUCTION TO THE LIBERAL ARTS (1 crs. 1 hrs.)

Students will explore the questions: What are the Liberal Arts? What is meant by a Liberal Arts Education? Examination of how human knowledge has developed and grown through history. A discussion of multicultural relationships and interconnections among the various liberal arts through written and oral participation and reading from original sources. Course is required for all A.A. in Liberal Arts majors. Course does NOT fulfill General Education Requirements.

PHARMACY TRANSFER OPTION

Human Anatomy and Physiology I and II (BIO 01100-01200)

PHYSICIAN ASSISTANT TRANSFER OPTION

Human Anatomy and Physiology (BIO 01100-01200)

COMPLETION OF VOLUNTEER PROGRAM CONCERNED WITH DIRECT PATIENT CARE AT LEAST ONE YEAR BEFORE TRANSFER INTO A BACCALAUREATE PROGRAM LEADING TO CERTIFICATION AS A PHYSICIAN ASSISTANT.

Courses must be discussed in advance with Department Advisor. Specific recommendations for group distribution

A.S. BIOTECHNOLOGY

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Successful completion of CUNY/ACT Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores or developmental courses may be required.

One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated "W".

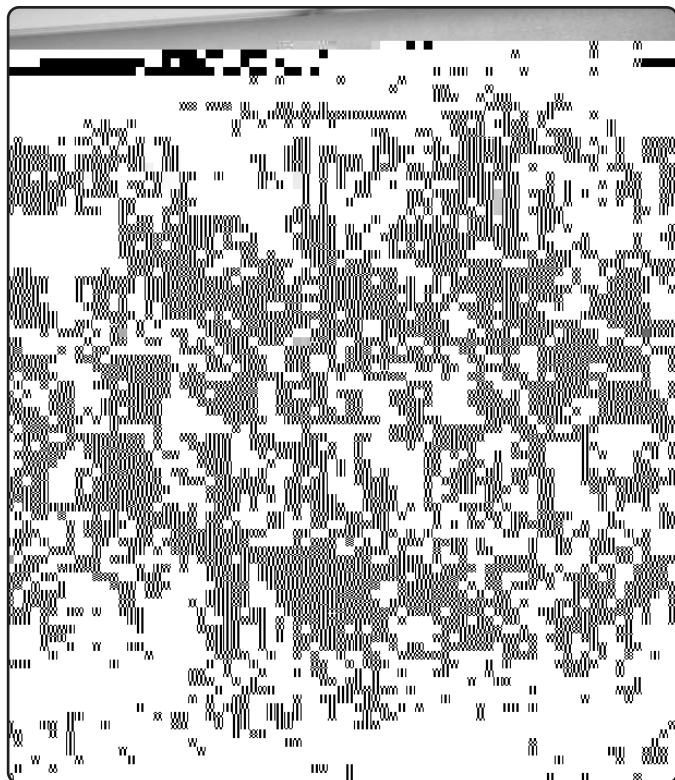
Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

ENG 01200	4
ENG 02400	3
HE 01400	1

A passing score on the CUNY Proficiency Exam (CPE) is required for graduation and must be taken following the completion of 45 credits.

DEPARTMENT REQUIREMENTS §

+General Biology N[4118 TD -0II) HNOequir.....1



A.S. CHEMICAL DEPENDENCY

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Successful completion of CUNY/ACT Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores or developmental courses may be required.

One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated "W".

Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

ENG 01200	3 credits
ENG 02400	3
HE 01400	1

A passing score on the CUNY Proficiency Exam (CPE) is required for graduation and must be taken following the completion of 45 credits.

DEPARTMENT REQUIREMENTS§

Introduction to Substance Abuse Counseling (SAC 02000)	3 credits
Basic Techniques in Substance Abuse Counseling I (SAC 02200)	3
Basic Techniques in Substance Abuse Counseling II (SAC 02400)	3
Ethics, Confidentiality, & Counselor/Client Relationship (SAC 02600)	3
Treatment Approaches in Substance Abuse (SAC 02800)	3
Supervised Instructional Experience in Substance Abuse Counseling (SAC 091A0/B).....	7

GENERAL EDUCATION REQUIREMENTS

Group A: ARTS AND HUMANITIES.....3 credits
 Art - Foreign Language - Literature - Media & Film Studies - Music - Philosophy - Speech - Theatre Arts
 Excluded are Art Studio, Music Studio, Theatre Production & Technique Courses

Group B: BEHAVIORAL AND SOCIAL SCIENCES
 General Psychology (PSY 01100).....3 credits
 Human Growth and Development (PSY 03200).....3
 Abnormal Psychology (PSY 03600).....3
 Introduction to Sociology (SOC 03100).....3
 Select one course from:
 Economics - History - Political Science.....3

Group C: MATHEMATICS AND SCIENCES.....7 - 8 credits
 One Mathematics course
 One Laboratory Science course selected from:
 Biology – Chemistry – Earth & Planetary Science – Physics

*ELECTIVES: 0–6 credits sufficient to meet required total of 60 credits

* The following course is recommended for the purpose of earning OASAS credential in: Compulsive Gambling: Treatment and Prevention (SAC 03000).....4 credits

• This program is within the Behavioral Sciences and Human Services Department.

§ Consultation with the Department Advisor is required.

A.S. CHEMISTRY

TOTAL CREDITS: 60,64

Requirements for Matriculants

COLLEGE REQUIREMENTS

Successful completion of CUNY/ACT Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores or developmental courses may be required.

One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated "W". Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

ENG 01200	3 credits
ENG 02400	3
HE 01400	1

A passing score on the CUNY Proficiency Exam (CPE) is required for graduation and must be taken following the completion of 45 credits.

DEPARTMENT REQUIREMENTS §

General Chemistry I and II (CHM 01100-01200).....	8 credits
Organic Chemistry I and II (CHM 03100-03200).....	10
Advanced General Physics I and II (PHY 01300-01400).....	8
Calculus I and II (MAT 01500-01600).....	8

GENERAL EDUCATION REQUIREMENTS — 9 credits

A minimum of 3 credits in Group A, 3 credits in Group B, and 3 credits from either Group A or B in a different discipline. Group C is satisfied by department requirements.

Group A: ARTS AND HUMANITIES.....3 - 6 credits
 Art - Foreign Language – Media & Film Studies – Literature – Music - Philosophy - Speech - Theatre Arts
 Excluded are Art studio, Music studio, Theatre production & skills courses

Group B : BEHAVIORAL AND SOCIAL SCIENCES.....3 - 6 credits
 Anthropology - Economics - History - Political Science - Psychology - Sociology

Group C: MATHEMATICS AND SCIENCES
 Satisfied by Department Requirements

ELECTIVES— 10 credits sufficient to meet required total of 60 credits

• This program is within the Physical Sciences Department

§ Consultation with Department Advisor is required.

A.S. COMMUNITY HEALTH

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Successful completion of CUNY/ACT Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores or remedial courses may be required.

One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated "W". Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

ENG 012003 credits
ENG 024003

A passing score on the CUNY Proficiency Exam (CPE) is also required for graduation and must be taken following the completion of 45 credits.

DEPARTMENT REQUIREMENTS

ALL Majors must take:

Concepts of Wellness (HPE 01200)3 credits
Introduction to Community Health (COH 01100)3
Critical Issues in Community Health (COH 01200)3
Principles of Epidemiology (COH 01300)3
Community Health Interventions (COH 02000)3
Introduction to Computer Concepts (BA 06000)
or Office Computer Applications (TEC 02500)*
or Introduction to Computers and Computer
Applications (CP 01100)3-4*

Plus, select ONE of the following options:

GERONTOLOGY

Introduction to Gerontology (MH 03500)3 credits
Therapeutic Recreation for Individuals with
Disabilities I or II (RPE 03100 or RPE 03500)3
Perspectives on Death and Dying (NUR 04300)3

HEALTH ADMINISTRATION

Fundamentals of Business (BA 01100)3 credits
Organizational Behavior and Management (BA 03100)3
Macroeconomics (ECO 01200) or Microeconomics
(ECO 01300) 0.18431 0.37255 scn -0.0001 Tc 0.0306 Tw [(HEAL)1,11 (3'11.q)U0 c0.1e9e.5 47.F

A.S. COMPUTER SCIENCE

TOTAL CREDITS: 60,64

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated "W". Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

ENG 01200	3 credits
ENG 02400	3
HE 01400	1

A passing score on the CUNY Proficiency Exam (CPE) is required for graduation and must be taken following the completion of 45 credits.

DEPARTMENT REQUIREMENTS §

Introduction to Computing (CS 01200)	4 credits
Advanced Programming Techniques (CS 013A0)	4
Computer and Assembly Language Programming (CS 01400)	5
Discreet Structures (CS 03500)	5
+Calculus I, II and III (MAT 01500, 01600, 02100)	12
Linear Algebra (MAT 05600)	4
Biostatistics (MAT/BIO 09100)	4
Differential Equations (MAT 05500)	3

GENERAL EDUCATION REQUIREMENTS — 13 Credits

Nine (9) credits from Groups A and B (a minimum of three (3) credits from each group plus three (3) more credits in another discipline from either Group) plus four (4) credits from Group C.

Group A: ARTS AND HUMANITIES.....3 – 6 credits
 Art - Foreign Language - Literature – Media and Film Studies - Music - Philosophy - Speech - Theatre Arts
 Excluded are Art studio, Music studio, Theatre production & skills courses

Group B: BEHAVIORAL AND SOCIAL SCIENCES....3 – 6 credits
 Anthropology - Economics - History – Political Science - Psychology - Sociology

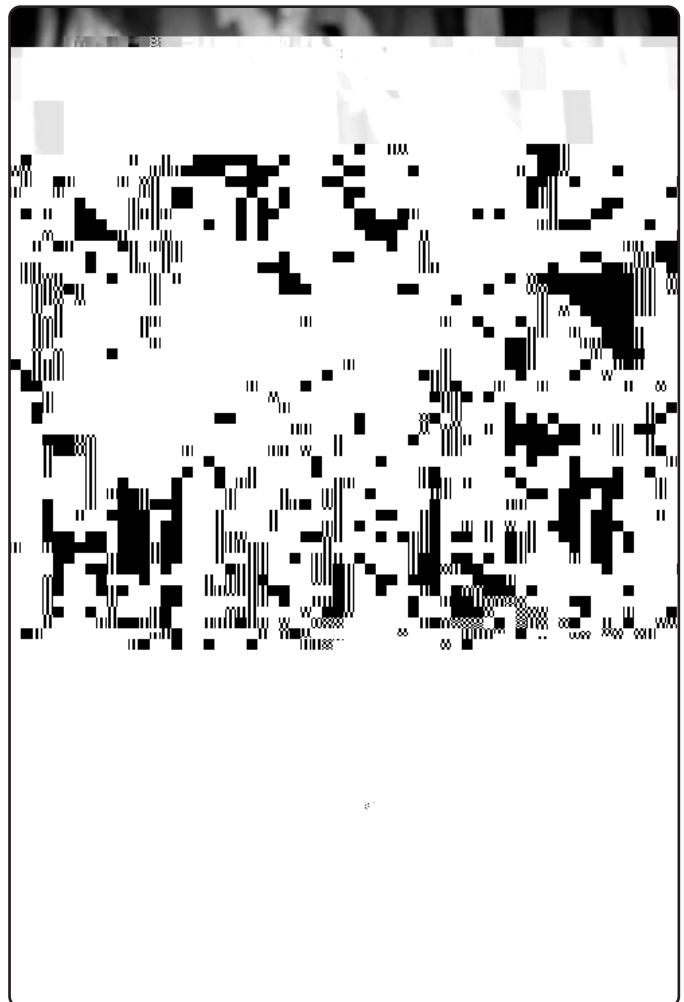
Group C: MATHEMATICS AND SCIENCES4 credits
 One Laboratory Science course selected from:
 Biology – Chemistry – Earth & Planetary Science – Physics
 NOTE: Mathematics satisfied by Department Requirements.

ELECTIVES: 0–4 sufficient to meet required total of 60–64 credits

- This program is within the Mathematics and Computer Science Department.

§ Consultation with the Department Advisor is required.

+ Prerequisites must be met. Additional credits may be required.



A.S. EARLY CHILDHOOD EDUCATION / CHILD CARE

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Successful completion of CUNY/ACT Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores or developmental courses may be required.

One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated "W". Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

ENG 01200.....	3 credits
ENG 02400	3
HE 01400.....	1

A passing score on the CUNY Proficiency Exam (CPE) is required for graduation and must be taken following the completion of 45 credits.

DEPARTMENT REQUIREMENTS §

ALL Majors must take:

Foundations of Education (EDC 02000).....	3
Social Science in Education (EDC 02100)	3
Art Workshop in Education (EDC 02200).....	2
Music and Movement Workshop in Education (EDC 02300).....	2
Techniques in Math, Science and Technology Teaching for Early Childhood Ed. (EDC 02800)	2
Supervised Instructional Experience in Education II (EDC 09300)	3
Early Literacy and Children's Literature (HUM 00200)	2

Choose one of the following options:

EARLY CHILDHOOD EDUCATION/CHILDCARE

Supervised Instructional Experience in Education I (EDC 09105)	3
Seminar and Practicum in Education (EDC 03000).....	3

INFANCY/TODDLER DEVELOPMENT

Infant/Toddler Development (EDC 03200).....	3
Supervised Instructional Experience in Infant/Toddler Education (EDC 09400)	3

GENERAL EDUCATION REQUIREMENTS — 25–26 credits

Group A: ARTS AND HUMANITIES.....3 credits
 Art - Foreign Language – Media and Film Studies – Literature – Music - Philosophy - Speech - Theatre Arts
 Excluded are Art studio, Music studio, Theatre production & skills courses

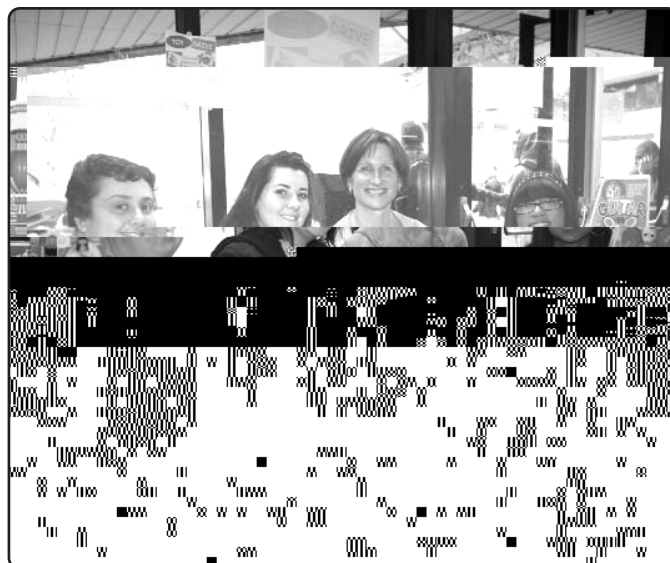
Group B: BEHAVIORAL AND SOCIAL SCIENCES
 General Psychology (PSY 01100).....3 credits
 Psychological Disorders in Young Children (PSY 02400)
 or for transfer to The College of Staten Island:
 Historical Geography (HIS 07000).....3
 Human Growth and Development (PSY 03200).....3
 Introduction to Sociology (SOC 03100) or Introduction to Anthropology (ANT 03700).....3
 One course in History or Political Science3

Group C — MATHEMATICS AND SCIENCES.....7 - 8 credits
 One Mathematics course
 One Laboratory Science course selected from:
 Biology – Chemistry – Earth & Planetary Science – Physics

ELECTIVES: 4 - 5 credits sufficient to meet required total of 60 credits

- This program is within the Behavioral Sciences and Human Services Department.

§ Consultation with the Department Advisor is required.



A.S. ENGINEERING SCIENCE

TOTAL CREDITS: 66-70

Requirements for Matriculants

COLLEGE REQUIREMENTS

Successful completion of CUNY/ACT Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores or developmental courses may be required.

One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated "W". Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

ENG 01200	3 credits
ENG 02400	3
HE 01400	1

A passing score on the CUNY Proficiency Exam (CPE) is required for graduation and must be taken following the completion of 45 credits.

DEPARTMENT REQUIREMENTS §

General Chemistry I and II (CHM 01100, 01200)	8 credits
+Calculus I, II and III (MAT 01500, 01600, 02100)	12
Differential Equations (MAT 05500)	3
Linear Algebra (MAT 05600)	4
Introduction to Computing (CS 01200)	4
Advanced General Physics I and II (PHY 01300, 01400)	8
Engineering Design (EGR 02100)	3
Introduction to Electrical Engineering (EGR 02200)	3
Introduction to Engineering Thermodynamics (EGR 02300)	3

GENERAL EDUCATION REQUIREMENTS — 9 credits

A minimum of three (3) credits from Group A, three (3) credits from Group B, and 3 credits from either Group A or Group B in a different discipline. Credits from Group C satisfied by department requirements.

Group A: ARTS AND HUMANITIES	3–6 credits
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GENERAL EDUCATION REQUIREMENTS

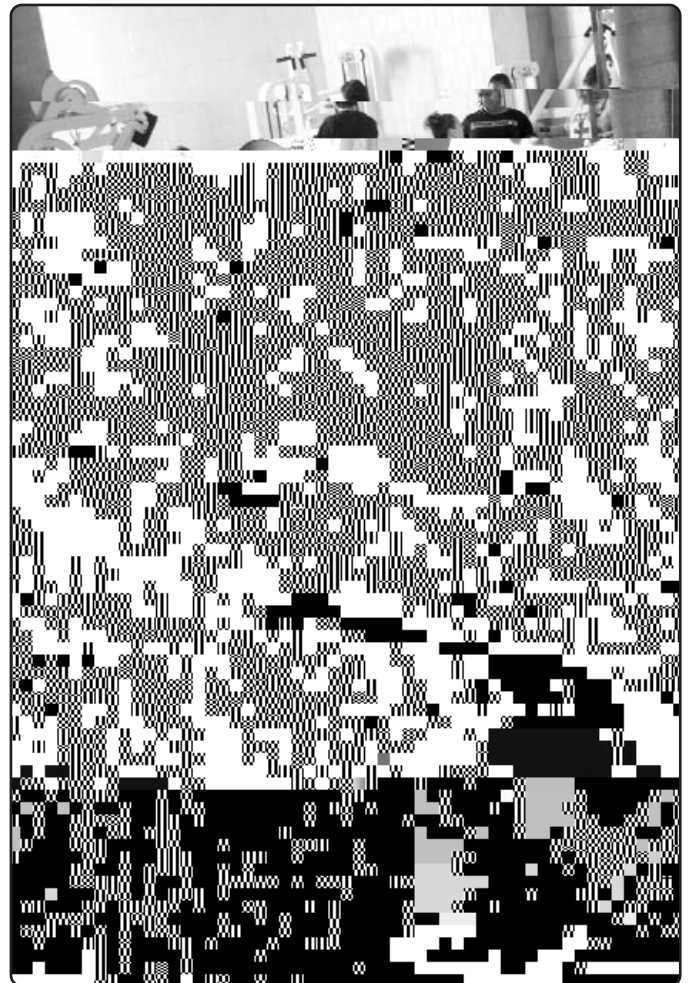
A minimum of six (6) from Group A, six (6) from Group B and fourteen (14) from Group C.

Group A: ARTS AND HUMANITIES6 credits

Art - Media & Film Studies - Foreign Language - Literature
Music - Philosophy - Speech - Theatre Arts

Excluded are Art studio, Music studio, Theatre production

& skills coursesGrHuman Anatomy 0001 Tc [(& skBT2.120NTS)]4 1 (A,



A.S. FINE ARTS

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Successful completion of CUNY/ACT Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores or developmental courses may be required.

One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated "W". Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

ENG 01200	3 credits
ENG 02400	3
HE 01400	1

A passing score on the CUNY Proficiency Exam (CPE) is required for graduation and must be taken following the completion of 45 credits.

DEPARTMENT REQUIREMENTS §

ALL majors must take:

Survey of Art History I and II (ART 03300-03400)	6 credits
Design I (ART 05500)	3
Drawing I (ART 05700)	3

PLUS ONE OF THE FOLLOWING CONCENTRATIONS:

ART HISTORY

Modern Art I and II (ART 03500-03600)	6 credits
African, Oceanic and Native American Art (ART 03700)	3
Renaissance Art (ART 03800)	3
Recommended Electives	6

CERAMICS

Ceramics I (ART 06300)	3
Ceramics II (ART 06400)	3
Ceramics Sculpture (ART 08000)	3
Recommended Electives	7-9

DRAWING AND PAINTING

Drawing II (ART 05800)	3
Painting I and II (ART 05900-06000)	7
Recommended Electives	7-9

PHOTOGRAPHY

Photography I (ART 05100)	3
Photography II (ART 05200)	3
The Art of Digital Photography (ART 09400)	3
Recommended Electives	6

SCULPTURE

Sculpture I and II (ART 06100-06200)	7
Figure Modeling (ART 08300)	3
Recommended Electives	7-9

GENERAL EDUCATION REQUIREMENTS19 – 20 credits

Group A: ARTS AND HUMANITIES6 credits

Foreign Language – Literature – Media & Film Studies – Music - Philosophy – Speech – Theatre Arts
Excluded are all Art courses, also Music studio, Theatre production & skills courses

Group B: BEHAVIORAL AND SOCIAL SCIENCES6 credits

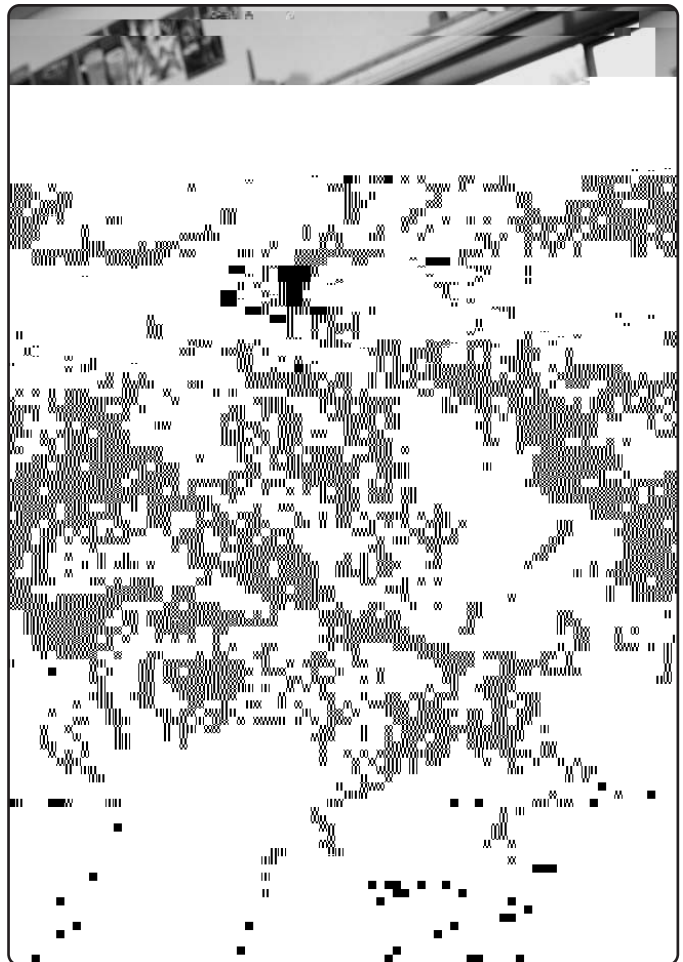
Anthropology – Economics – History – Political Science – Psychology – Sociology

Group C: MATHEMATICS AND SCIENCES7 - 8 credits

One Mathematics course
One Laboratory Science course selected from:
Biology – Chemistry – Earth & Planetary Science – Physics

ELECTIVES: 2– 7 credits sufficient to meet required total of 60 credits

- This program is within the Art Department.
- § Consultation with the Department Advisor is required.



A.S. JOURNALISM AND PRINT MEDIA

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Successful completion of CUNY/ACT Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores or developmental courses may be required.

One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated "W". Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

ENG 01200	3 credits
ENG 02400	3
HE 01400	1

A passing score on the CUNY Proficiency Exam (CPE) is required for graduation and must be taken following the completion of 45 credits.

DEPARTMENT REQUIREMENTS §

Journalism: Basic and Advanced (JRL 03100-03200)	6 credits
Feature and Magazine Writing (JRL 04400)	3

GENERAL EDUCATION REQUIREMENTS — 32–37 credits

Students who choose to complete this program are required to take the following courses:

Group A: ARTS AND HUMANITIES

ART 07300 or ART 07400 or SPE 02100	3
** Foreign Language I and/or II (or Philosophy elective if exempt from Foreign Language)	9-14
Two (2) courses in English Literature (ENG 03000 and 04000 recommended)	

Group B: BEHAVIORAL AND SOCIAL SCIENCES

HIS 01100 or HIS 03100 and POL 05100	6
PSY 01100 and SOC 03100	6

Group C: MATHEMATICS AND SCIENCES

MAT 00700	4
One Laboratory Science course selected from:	4
Biology – Chemistry – Earth & Planetary Science – Physics	

ELECTIVES: 7–12 credits sufficient to meet required total of 60 credits

- This program is within the English Department.
- § Consultation with the Program Advisor is required.
- ** Minimum of 1 semester of Foreign Language must be taken unless exempt based on Foreign Language Proficiency, High School Regents Exams, CLEP or other proficiency exams. English electives must be selected in consultation with Program Advisor.

A.S. MATHEMATICS

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Successful completion of CUNY/ACT Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores or developmental courses may be required.

One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated "W". Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

ENG 01200	3 credits
ENG 02400	3
HE 01400	1

A passing score on the CUNY Proficiency Exam (CPE) is required for graduation and must be taken following the completion of 45 credits.

DEPARTMENT REQUIREMENTS §

+Calculus I, II and III (MAT 01500, 01600, 02100)	12 credits
Differential Equations (MAT 05500)	3
Linear Algebra (MAT 05600)	3
Introduction to Computing (CS 01200)	4
Choose two courses from: CS 013A0, CS 01400, CS 03500, MAT /BIO 09100 or MAT 01100	8
Laboratory Science	8

GENERAL EDUCATION REQUIREMENTS — 9 credits

A minimum of three (3) credits in Group A, three (3) credits in Group B, and three (3) credits from either Group A or Group B in a different discipline. Credits in Group C satisfied by department requirements.

Group A: ARTS AND HUMANITIES

3 - 6 credits
Art– Foreign Language – Literature – Media & Film Studies – Music – Philosophy – Speech – Theatre Arts
Excluded are Art studio, Music studio, Theatre production & skills courses

Group B: SOCIAL SCIENCES

3 - 6 credits
Anthropology – Economics – History – Political Science – Psychology – Sociology

Group C: MATHEMATICS AND SCIENCES

Satisfied by Department Requirements

ELECTIVES: 6 credits sufficient to meet the required total of 60 credits

- This program is within the Mathematics and Computer Science Department.
- § Consultation with the Department Advisor is required.
- + Prerequisites must be met or additional credits may be required.

A.S. MENTAL HEALTH AND HUMAN SERVICES §

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Successful completion of CUNY/ACT Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores or developmental courses may be required.

One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated “W”. Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

ENG 01200	3 credits
ENG 02400	3
HE 01400	1

A passing score on the CUNY Proficiency Exam (CPE) is required for graduation and must be taken following the completion of 45 credits.

DEPARTMENT REQUIREMENTS §

ALL Majors must take:

Introduction to Human Services (MH 01100)	3
Human Services Organizations (MH 03000)	3
Supervised Instructional Experience in Mental Health (MH 09801- MH 09802).....	6

PLUS, FOR MENTAL HEALTH AND HUMAN SERVICES

MAJORS (without concentration)

Any Sociology or Psychology elective or ANT 03700 or ANT 03900 or SAC 02000	3
Principles of Interviewing and Group Leadership (MH 03100) ...	3
Mental Health Practices with Vulnerable Populations (MH 03400)	3
Introduction to Gerontology (MH 03500)	3

PLUS, FOR MAJORS WITH CONCENTRATION IN SUBSTANCE ABUSE COUNSELING

Introduction to Alcoholism and Substance Abuse Counseling (SAC 02000)	3
Basic Counseling Techniques in Substance Abuse Field I (SAC 02200)	3
Confidentiality, Ethics & Counselor/Client Relationship in Substance Abuse Counseling (SAC 02600)	3
Principles of Interviewing and Group Leadership (MH 03100) ...	3

PLUS, FOR MAJORS WITH DOMESTIC VIOLENCE COUNSELING

Introduction to Domestic Violence (MH 03700)	3
Assessment and Intervention with Domestic Violence Survivors (MH 03800)	3
Introduction to Gerontology (MH 03500)	3
Any Sociology, Anthropology or Psychology elective (including PSY 03700)	3

GENERAL EDUCATION REQUIREMENTS — 25–26 credits

Group A — ARTS AND HUMANITIES3 credits
 Art – Foreign Language – Media & Film Studies – Literature – Music - Philosophy - Speech - Theatre Arts
 Excluded are Art Studio, Music Studio, Theatre Production & Technique Courses

Group B — BEHAVIORAL AND SOCIAL SCIENCES
 General Psychology (PSY 01100).....3 credits
 Human Growth and Development (PSY 03200).....3
 Abnormal Psychology (PSY 03600)

Group C — MATHEMATICS AND SCIENCES.....7 - 8 credits
 One Mathematics course
 One Laboratory Science course selected from:
 Biology – Chemistry – Earth & Planetary Science – Physics

ELECTIVES: 3 - 4 credits sufficient to meet required total of 60 credits

- This program is within the Behavioral Sciences and Human Services Department.
- § Consultation with the Department Advisor is required.

A.S. PHYSICS

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Successful completion of CUNY/ACT Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores or developmental courses may be required.

One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated "W". Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

ENG 01200	3 credits
ENG 02400	3
HE 01400	1

A passing score on the CUNY Proficiency Exam (CPE) is required for graduation and must be taken following the completion of 45 credits

DEPARTMENT REQUIREMENTS §

Advanced General Physics I and II (PHY 01300-01400).....8 credits

Advanced Electives, choose: 8 – 11

Either MAT 05500 or MAT 05600 (choose only one) or

Either EGR 02200 or EGR 02300(choose only one) or

Either EPS 03300 or EPS 03500 or EPS 03600(choose only one)

or

Physics 081xx1-3 credits

General Chemistry I and II (CHM 01100-01200)8

+Calculus I and II (MAT 01500-01600).....8

GENERAL EDUCATION REQUIREMENTS — 9 credits

A minimum of three (3) credits in Group A, three (3) credits in Group B, and three (3) credits from either Group A or Group B in a different discipline. Credits from Group C satisfied by department requirements.

Group A: ARTS AND HUMANITIES3 - 6 credits

Art - Foreign Language - Literature – Media & Film Studies

Music - Philosophy - Speech - Theatre Arts

Excluded are Art studio, Music studio, Theatre production & skills courses

Group B: BEHAVIORAL AND SOCIAL SCIENCES.....3 - 6 credits

Anthropology - Economics - History – Political Science -

Psychology - Sociology

Group C — MATHEMATICS AND SCIENCES

Satisfied by Department Requirements

ELECTIVES: 9 to 12 credits sufficient to meet required total of 60 credits

• This program is within the Physical Sciences Department.

§ Consultation with the Department Advisor is required.

+ Prerequisites must be met or additional credits may be required.

A.S. SPEECH COMMUNICATION

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated "W".

A.S. THEATRE ARTS

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Successful completion of CUNY/ACT Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores or developmental courses may be required.

ENG 01200	3 credits
ENG 02400	3
HE 01400	1

One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated "W". A passing score on the CUNY Proficiency Exam (CPE) is required for graduation and must be taken following the completion of 45 credits.

DEPARTMENT REQUIREMENTS§

All Theatre Arts MAJORS must take:

Introduction to Theatre Arts (THA 05000)	3 credits
Play Analysis (THA 05100)	3
Acting I: Beginning Acting (THA 05200)	3
Stage Craft (THA 05500)	3
History of Theatre (THA 06800)	3
Play Production (THA 05900)	1
(must repeat for a total of 3 credits)	

Choose two courses from the following Program

Electives:	6 credits
THA 02000, 02500, 04600, 05300, 05500, 05800, 06000, 06300, 06500, 06600, 06700, 081xx;	
MUS 03000, 03100, 04800, 09121; SPE 02700, 02900;	
PEC 02000, 03800, 03900, ART 03300	

PLUS, select one of the following concentrations6 credits

PERFORMANCE CONCENTRATION:

Select two courses:

Acting II: Scene Study (THA 05300)	3 credits
Directing: The Fundamentals (THA 06600)	3
Musical Theatre Performance (THA 05800)	3
Training the Performing Voice (THA 04600)	3

TECHNICAL PRODUCTION CONCENTRATION:

Select two courses:

Basic Lighting (THA 05600)	3
Costume Design (THA 06000)	3
Scenic Design (THA 06500)	3
Directing: The Fundamentals (THA 06600)	3
Basic Sound Technology (THA 06300)	3

GENERAL EDUCATION REQUIREMENTS— 19–20 credits

Group A: ARTS AND HUMANITIES.....6 credits

Select from Foreign Language – Literature – Philosophy

NOTE: The Arts satisfied by Department Requirements.

Group B: BEHAVIORAL AND SOCIAL SCIENCES6 credits

Anthropology – Economics (excluding ECO 01400) -
History – Political Science – Psychology - Sociology

Group C: MATHEMATICS AND SCIENCES7 – 8 credits

One Mathematics course

One Laboratory Science course selected from:

Biology – Chemistry – Earth & Planetary Science – Physics

ELECTIVES: 3–4 sufficient to meet required total of 60 credits

•This program is within the Department of Communications and Performing Arts

§ Consultation with the Department Advisor is required.





2010-2011

**associate
in applied
science**

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

The Kingsborough A.A.S. degree programs were specifically designed for students who wish to start a career on a semi-professional level immediately after graduating from the college. The essential liberal arts courses are included to equip students with knowledge, understanding and career flexibility permitting options to continue for further education.

A student must earn at least a "C" grade (2.00 index) and have fulfilled all degree requirements to be certified for the degree.

PROGRAMS

- Accounting (with a concentration in Tax Accounting)
- Broadcasting Technology and Management (with a concentration in Music Technology)
- Business Administration (with a concentration in Entrepreneurial Studies)
- Computer Information Systems
- Culinary Arts
- Fashion Design
- Graphic Design and Illustration
- Maritime Technology (with a concentration in Marine Technician)
- Nursing
- Office Administration and Technology (with Stenographic and Non-Stenographic concentrations in Executive, Legal, School, Word/Information Processing and Medical Word/Information Processing)
- Physical Education, Recreation and Recreation Therapy (with a concentration in Recreation and Recreation Therapy, and transfer options in Sports Management and Teaching Physical Education K-12)
- Physical Therapist Assistant
- Retail Merchandising (with concentrations in Fashion Merchandising and Marketing Management)
- Surgical Technology
- Tourism and Hospitality (with concentrations in Hospitality, Sports Management, and Tourism)
- Website Development and Administration

A.A.S. DEGREE PROGRAMS

- Accounting
Requirements, page 56
Course Descriptions, page 90
- Broadcasting Technology and Management
Requirements, page 56
Course Descriptions, page 97
- Business Administration
Requirements, page 57
Course Descriptions, page 92
- Computer Information Systems
Requirements, page 58
Course Descriptions, page 122
- Culinary Arts
Requirements, page 59
Course Descriptions, page 136
- Fashion Design
Requirements, page 59
Course Descriptions, page 93
- Graphic Design and Illustration
Requirements, page 60
Course Descriptions, page 75
- Maritime Technology
Requirements, page 61
Course Descriptions, page 140
- Nursing
Requirements, page 62
Course Descriptions, page 127
- Office Administration and Technology
Requirements, page 63
Course Descriptions, pages 91 and 95
- Physical Education, Recreation and Recreation Therapy
Requirements, page 64
Course Descriptions, page 115
- Physical Therapist Assistant
Requirements, page 65
Course Descriptions, page 88
- Retail Merchandising
Requirements, page 66
Course Descriptions, page 94
- Surgical Technology
Requirement, page 67
Course Descriptions, page 131
- Tourism and Hospitality
Requirements, page 68
Course Descriptions, page 137
- Website Development and Administration
Requirements, page 69
Course Descriptions, page 95

**A.A.S. BROADCASTING
TECHNOLOGY AND MANAGEMENT**

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

A.A.S. BUSINESS ADMINISTRATION

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Successful completion of CUNY/ACT Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores or developmental courses may be required.

One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated "W". Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

ENG 01200	3 credits
ENG 02400	3
HE 01400	1

A passing score on the CUNY Proficiency Exam (CPE) is required for graduation and must be taken following the completion of 45 credits.

DEPARTMENT REQUIREMENTS §

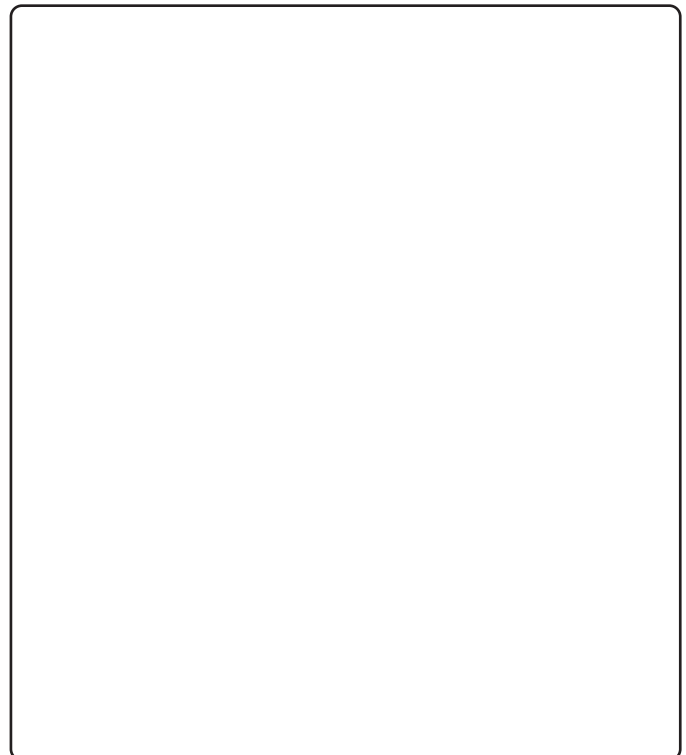
Fundamentals of Accounting I and II (ACC 01100-01200)	8 credits
Organizational Behavior and Management (BA 03100)	3
Advertising: Theory and Practice (BA 05200) or Field Experience in Business Administration ** (BA 09229)	3
Introduction to Computer Concepts (BA 06000)	3
Macroeconomics (ECO 01200)	3
Money and Banking (ECO 01400)	3

Group B: BEHAVIORAL AND SOCIAL SCIENCES3–6 credits
 Anthropology - History - Political Science - Psychology - Sociology

Group C: Mathematics and Sciences7 credits
 One Mathematics course
 One Laboratory Science course selected from:
 Biology – Chemistry – Earth & Planetary Science – Physics

ELECTIVES: Sufficient to meet required total of 60 credits

- This program is within the Business Department.
- § Consultation with the Department Advisor is required.
- ** BA 09229 must be taken in lieu of BA 05200 for A.A.S. Business Administration students with a minimum 3.0 GPA.



A.A.S. COMPUTER INFORMATION SYSTEMS

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Successful completion of CUNY/ACT Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores or remedial courses may be required.

One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated "W". Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

ENG 01200	3 credits
ENG 02400	3
HE 01400	1

A passing score on the CUNY Proficiency Exam (CPE) is required for graduation and must be taken following the completion of 45 credits.

DEPARTMENT REQUIREMENTS §

Introduction to Computer Programming (CP 00500)	4
C Programming 1 (CP 02100)	4
C Programming 2 (CP 02200)	4
Introduction to Operating Systems (CIS 01200)	3
Applied Computer Architecture (CIS 01500)	1
Introduction to Database (CIS 03100)	4
Fundamentals of Accounting I (ACC 01100)	4

Choose three of the following for a total of 12 credits:

- JAVA Programming 2 (CP 06200)
- Programming In UNIX/LINUX (CP 07100)
- Introduction to Webpage Development (CIS 02100)
- HTML Authoring and Javascript (CIS 02200)
- Network Server Administration (CIS 04500)
- Advanced Network Server Administration (CIS 04600)
- Advanced Database Programming (CIS 03200)

GENERAL EDUCATION REQUIREMENTS — 17 credits

Nine (9) credits from Groups A and B (a minimum of three (3) credits from each group plus three (3) more credits in another discipline from either Group A or B) plus eight (8) credits from Group C.

Group A: ARTS AND HUMANITIES3 – 6 credits
 Art–Foreign Language–Literature –Media and Film Studies
 Music–Philosophy–Speech–Theatre Arts
 Excluded are Art studio, Music studio, Theatre production & skills courses

Group B: BEHAVIORAL AND SOCIAL SCIENCES3 – 6 credits
 Anthropology - Economics - History – Political Science -
 Psychology - Sociology

Group C: MATHEMATICS AND SCIENCES8 credits

- Choose one of the following (NOTE: Prerequisites REQUIRED):
 Finite Mathematics (MAT 01100)
 or Analytic Geometry and Pre-Calculus Math (MAT 01400)
- One laboratory science course selected from:
 Biology - Chemistry - Earth & Planetary Science – Physics

•This program is within the Mathematics and Computer Science Department.

§Consultation with the Department Advisor is required.

A.A.S. CULINARY ARTS§

TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Successful completion of CUNY/ACT Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores or developmental courses may be required.

One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated "W". Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

ENG 01200	3 credits
ENG 02400	3
HE 01400	1

A passing score on the CUNY Proficiency Exam (CPE) is required for graduation and must be taken following the completion of 45 credits.

DEPARTMENT REQUIREMENTS§

Introduction to Professional Food Service (TAH 07100) ...	3 credits
Culinary Arts I: Skills (CA 00100)	3
Culinary Arts II: Major Techniques (CA 00200).....	3
Baking and Pastry (CA 01100)	3
Food Safety and Sanitation Certification (CA 02100).....	1
Garde Manger and Charcuterie (CA 00300) or Patisserie (CA 01200).....	3
Beverage Management (CA 06000)	3
Restaurant Operations (TAH 07200)	3
Menu and Dining Room Management (TAH 07400)	3
Global Culinary Improvisation Capstone (CA 09000).....	3
Internship in Culinary Arts (CA 09200)	3
Introduction to Business (BA 01100) or Small Business and the Entrepreneurial Perspective (ES 05100)	3
Food and Beverage Cost Control (CA 05000) or .Fundamentals of Accounting I (ACC 01100) or Principles of Marketing (BA 01400) or Business Law I (BA 01200).....	3

GENERAL EDUCATION REQUIREMENTS —16 credits

Nine (9) credits from Groups A and B (a minimum of three (3) credits from each group plus three (3) more credits in another discipline from either Group A or B) plus seven (7) credits from Group C.

Group A: ARTS AND HUMANITIES3 - 6 credits
Art–Foreign Languages–Literature–Media and Film Studies
Music–Philosophy–Speech–Theatre Arts
Excluded are Art studio, Music studio, Theatre production and technique courses

Group B: BEHAVIORAL AND SOCIAL SCIENCES.....3 - 6 credits
Anthropology – Economics – History – Political Science –
Psychology - Sociology

Group C: MATHEMATICS AND SCIENCES7 credits
One Mathematics course
The Biology of Nutrition (BIO 07500)

• This program is within the Tourism and Hospitality Department.

§ Consultation with the Department Advisor is required.

A.A.S. FASHION DESIGN§

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Successful completion of CUNY/ACT Tests in Reading and Writing and the COMPASS Math Skills Test with passing

A.A.S. GRAPHIC DESIGN AND ILLUSTRATION

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Successful completion of CUNY/ACT Tests in reading and writing and the COMPASS Math Skills Test with passing examination scores or remedial courses may be required.

One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated "W". Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

English 01200	3 credits
English 02400	3
HE 01400	1

A passing score on the CUNY Proficiency Exam (CPE) is



A.A.S. MARITIME TECHNOLOGY

TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Successful completion of CUNY/ACT Tests in Reading and Writing and the COMPASS Math Skills Test with passing

ELECTIVES: 5 - 7 credits to meet required total of 60 credits

FOR MARINE TECHNICIAN OPTION:

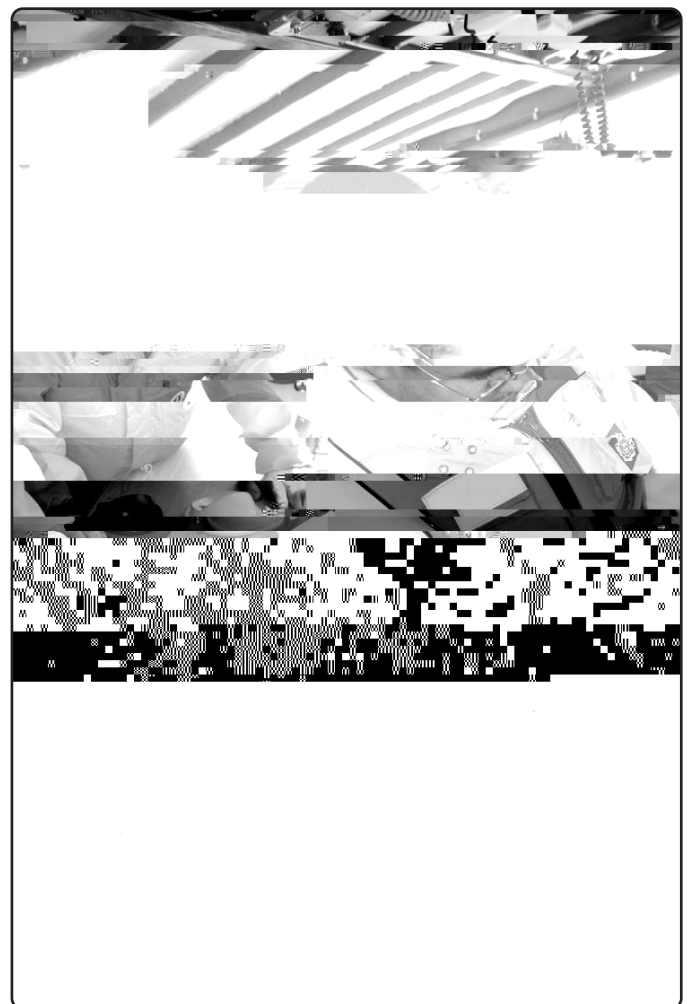
Introduction to Computer Programming

(CP 00500)4 credits

Elements of Statistics (MAT 02000).....3 credits

- This program is administered by the Office of the Director of Maritime Education.

§ Consultation with the Department Program Advisor is required.



A.A.S. NURSING

TOTAL CREDITS 66-67

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

ENG 01200	4 credits
ENG 02400	3

If required:

ENG 00400, 09100, 09200 &/or 09300	0
MAT 0M100 & 0M200 or MAT 0R300 proficiency	0

Starting in the fall 2009 semester, in order to advance into nursing clinicals, students must provide documentation for one of the following categories:

- 1) U.S. Citizenship
- 2) Permanent Residency
- 3) International Student with F1 Status
- 4) Granted Asylum, Refugee Status, Temporary Protected Status, Withholding of Removal, Deferred Enforced Departure; or Deferred Action Status by the U.S. government

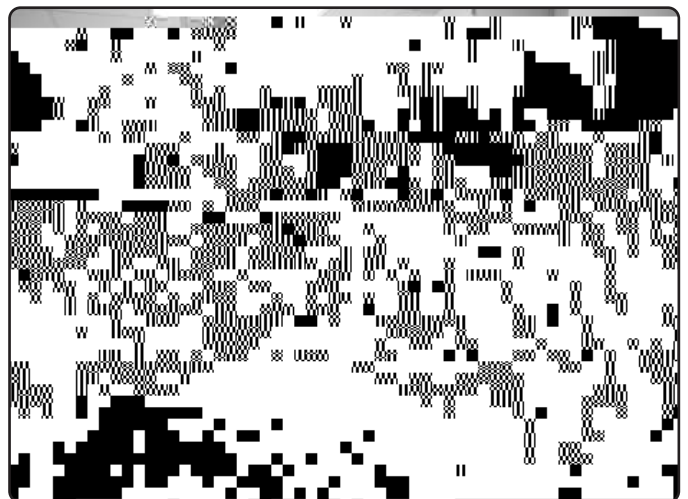
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Students requiring remediation based upon College placement test scores may be required to take any or all of the following prior to taking the Pre-Clinical Sequence: Developmental Math (0M100 and 0M200, or MAT 0R200); English Skills (ENG 00400, 09100, 09200 &/or 09300); Preparatory Biology (BIO 01000).

ELECTIVES: Sufficient to meet required total of 66-67 credits

- This program is within the Nursing Department.
- §Consultation with the Department Advisor is required.

The Nursing Program is accredited by the National League for Nursing Accrediting Commission (NLNAC). Information is available by contacting the National League for Nursing Accrediting Commission, 61 Broadway, New York, N.Y. 10006. New York, N.Y. 10006.



A.A.S. PHYSICAL EDUCATION, RECREATION AND RECREATION THERAPY

TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Successful completion of CUNY/ACT Tests in reading and writing and the COMPASS Math Skills Test with passing examination scores or developmental courses may be required.

ENG 01200	3
ENG 02400	3

Methods of Teaching Fitness and Recreation Activities (RPE 07000)	3
First Aid and Personal Safety (HE 03500)	2
Physical Education courses in team or individual sports and skills	5

(Please select from approved list available from the program office, E-115.)

C. TRANSFER TO BACCALAUREATE PROGRAMS IN SPORTS MANAGEMENT

Introduction to Sports Management (RPE 00700)	3 credits
Facilities Planning in Sports (RPE 04600)	3
Fundamentals of Business (BA 01100)	3
Principles of Marketing (BA 01400)	3
Organizational Behavior & Management (BA 03100)	3
Sports and American Society (RPE 04000)	3
Fundamentals of Accounting (ACC 001100)	4

Courses used to satisfy General Education Requirements should be carefully selected to maximize transfer.

GENERAL EDUCATION REQUIREMENTS — 16–17 credits
Minimum of three (3) credits from Group A, six (6) credits from Group B, and seven (7) or eight (8) credits from Group C.

Group A: ARTS AND HUMANITIES3 credits
Art - Foreign Language - Literature – Media & Film Studies
Music - Philosophy - Speech - Theatre Arts
Excluded are Art studio, Music studio, Theatre production & skills courses
FOR ALL OPTIONS: SPE 02100 recommended

Group B: BEHAVIORAL AND SOCIAL SCIENCE.....6 credits
Anthropology - Economics - History - Political Science - Psychology - Sociology
FOR SPORTS MANAGEMENT OPTION:
PSY 01100 required, ECO 01200 recommended
FOR RECREATION/RECREATION THERAPY OR PHYSICAL EDUCATION OPTION:
PSY 01100 required; SOC 03100 recommended

Group C: MATHEMATICS AND SCIENCES.....7 - 8 credits
One Mathematics course
One Laboratory Science course selected from:
Biology – Chemistry – Earth & Planetary Science – Physics
FOR ALL OPTIONS: MAT 00700 or MAT 00900 or MAT 02000 recommended
FOR RECREATION/RECREATION THERAPY OR PHYS ED OPTIONS: BIO 01100 recommended

- This program is within the Health, Physical Education and Recreation Department
- § Consultation with the Department is required.
- + Requires approval of Program Director

A.A.S. PHYSICAL THERAPIST ASSISTANT

TOTAL CREDITS: 68

Requirements for Matriculants

COLLEGE REQUIREMENTS

Successful completion of CUNY/ACT Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores or developmental courses may be required.

One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated "W". Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

ENG 01200	3 credits
ENG 02400	3

A passing score on the CUNY Proficiency Exam (CPE) is required for graduation and must be taken following the completion of 45 credits.

DEPARTMENT REQUIREMENTS

Foundations of Physical Therapy I (PTA 00100)	3
Kinesiology/Applied Anatomy (PTA 00200).....	4
Pathology (PTA 02000).....	3
Introduction to Physical Therapy (PTA 01000)	3
Foundations of Physical Therapy II (PTA 00300)	3
Modalities and Procedures I (PTA 00400)	5
Therapeutic Exercise (PTA 00500)	5
Clinical Practicum I (PTA 00600)	3
Modalities and Procedures II (PTA 00700)	4
Selected Topics in Physical Therapy (PTA 00800)	5
Clinical Practicum II (PTA 00900)	3
Interactions in the Clinic (PTA 02500).....	3

GENERAL EDUCATION REQUIREMENTS —17 credits

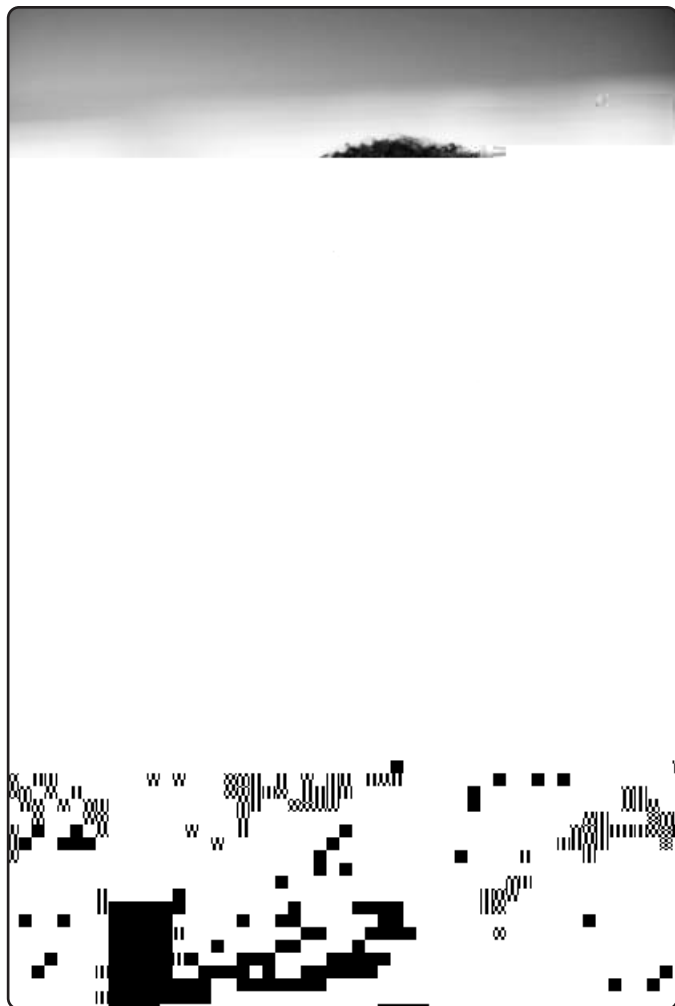
Group A: ARTS AND HUMANITIES3 credits
 Public Speaking (SPE 02100)

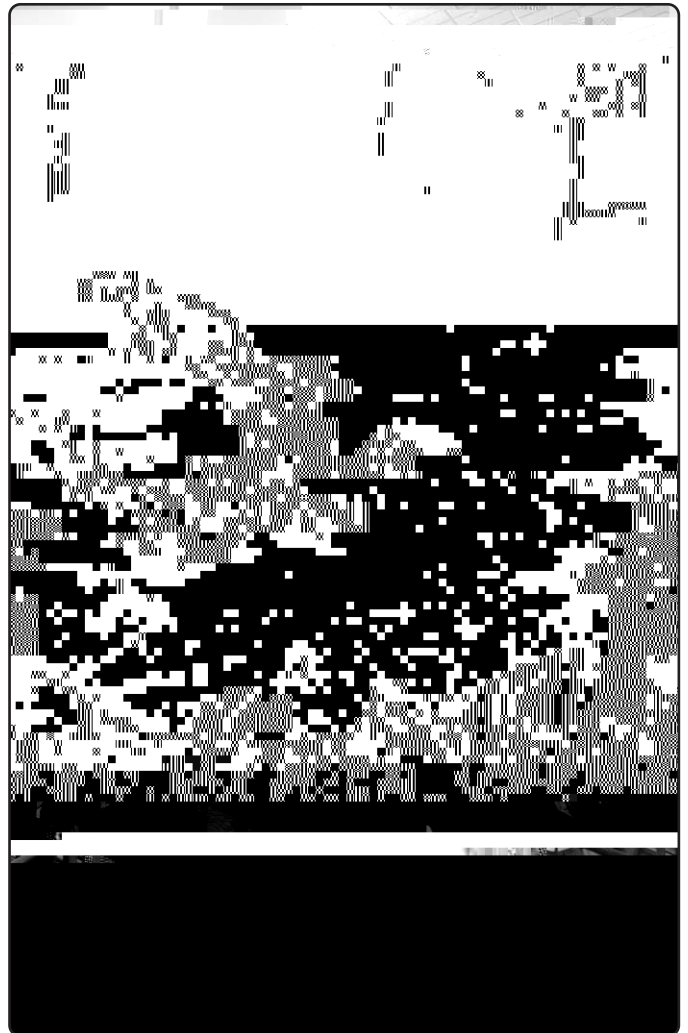
Group B: BEHAVIORAL AND SOCIAL SCIENCES.....3 credits
 General Psychology (PSY 01100)

Group C: MATHEMATICS AND SCIENCES
 Human Anatomy and Physiology I and II (BIO 01100
 and 01200)8 credits
 Statistics (MAT 02000).....3 credits

ELECTIVES: 1 credit sufficient to meet required total of 68 credits

- This program is within the Biological Sciences Department





A.A.S. SURGICAL TECHNOLOGY

TOTAL CREDITS: 63

Requirements for Matriculants

COLLEGE REQUIREMENTS

Successful completion of CUNY/ACT Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores or developmental courses may be required.

One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated "W". Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

ENG 01200	3 credits
ENG 02400	3

A passing score on the CUNY Proficiency Exam (CPE) is required for graduation and must be taken following the completion of 45 credits

DEPARTMENT REQUIREMENTS §

Surgical Pharmacology (ST 04500)	3
Surgical Technology I (ST 00100)	3
Surgical Technology II (ST 00200)	2
Surgical Technology III (ST 00300)	4
Practicum I (ST 03P00)	2
Surgical Procedures (ST 00400)	3
Practicum II (ST 04P00)	3
Advanced Surgical Procedures (ST 00500)	4
Practicum III (ST 05P00)	3
Professional Strategies for the Surgical Technologist (ST 00600)	2
Practicum IV (ST 06P00)	3

GENERAL EDUCATION REQUIREMENTS

Group A: ARTS AND HUMANITIES

Ethics and Morality in the Health Professions
(PHI 07600)3 credits

Group B: BEHAVIORAL AND SOCIAL SCIENCES6 credits

Anthropology – Economics - History – Political Science -
Psychology – Sociology

Group C: MATHEMATICS AND SCIENCES

Principles of Mathematics (MAT 00700)4 credits
Human Anatomy and Physiology I and II (BIO 01100
and 01200)8
Microbiology of Health and Disease (BIO 05100).....4

ELECTIVES: One (1) credit sufficient to meet required total of 64 credits

- This program is within the Nursing Department
- § Consultation with the Department Advisor is required.

A.A.S. WEBSITE DEVELOPMENT AND ADMINISTRATION

TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Successful completion of CUNY/ACT in Reading and Writing and COMPASS Math Skills Test with passing examination scores or developmental courses may be required.

ENG 01200	3 credits
ENG 02400	3
HE 01400	1

One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated "W". Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

A passing score on the CUNY Proficiency Exam (CPE) is required for graduation and must be taken following the completion of 45 credits.

DEPARTMENT REQUIREMENTS§

ALL Majors must take:

Office Communication Skills (ADM 03700) or Business Communication (BA 03300).....	3
The Computer as a Design Tool (TEC 05700)	3
Office Computer Applications I (TEC 02500)	3
Photodigital Illustration (TEC 05900).....	3
Java Programming 1(CP 06100).....	4
JAVA Programming 11 (CP 06200).....	4
HTML Authoring and JavaScript (CIS 02200).....	4
Basic Desktop Publishing (TEC 05800)	3
Website Technology I (TEC 05300).....	3
Website Technology II (TEC 05400)	3
Website Technology III (TEC 05500)	3
Professional Portfolio Development (TEC 09100)	1

GENERAL EDUCATION REQUIREMENTS — 16 credits

Nine (9) credits from Groups A and B (a minimum of three (3) credits from each group plus three (3) more credits in another discipline from either Group A or B) plus seven (7) credits from Group C.

Group A: ARTS AND HUMANITIES3–6 credits
 Art - Foreign Language - Literature – Media & Film Studies
 Music - Philosophy - Speech - Theatre Arts
 Excluded are Art studio, Music studio, Theatre production & skills courses

Group B: BEHAVIORAL AND SOCIAL SCIENCES3–6 credits
 Anthropology – Economics – History – Political Science -
 Psychology - Sociology

Group C: MATHEMATICS AND SCIENCES7 credits
 One Mathematics course
 One Laboratory Science course selected from:
 Biology – Chemistry – Earth & Planetary Science – Physics

- This program is within the Department of Business.
- § Consultation with the Department Advisor is required.

2010-2011

certificate programs

CERTIFICATE IN ALCOHOLISM AND SUBSTANCE ABUSE COUNSELING

TOTAL CREDITS: 15-25

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

ENG 012004 credits

CERTIFICATE REQUIREMENTS § — 15–25 credits

Introduction to Alcoholism and Substance Abuse Counseling (SAC 02000)	3 credits
Counseling Techniques in the Substance Abuse Field I (SAC 02200)	3
Counseling Techniques in the Substance Abuse Field II (SAC 02400)	3
Confidentiality, Ethics, & the Counselor/Client Relationship (SAC 02600)	3
Approaches to Treatment Varieties of Alcohol & Substance Abuse Counseling Field Internships I and II (SAC 091A0 & SAC 091B0)	7

- This program is within the Department of Behavioral Sciences and Human Services.

§ Consultation with the Department Advisor is required.

CERTIFICATE IN AVIATION AND CRUISE OPERATIONS

TOTAL CREDITS: 16

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

ENG 012004 credits

CERTIFICATE REQUIREMENTS §— 16 credits

Tourism Entrepreneurship (TAH 01200).....	3 credits
Airport and Aviation Management (TAH 06500)	3
Cruiseline Marketing and Sales (TAH 08204)	3
The Virtual Enterprise (TAH 09096)	3
Professional Portfolio (TAH 09160)	1
Field Experience in Tourism and Hospitality (TAH 09250).....	3

- Courses will be offered at Lehman College's CUNY on the Concourse campus through Kingsborough Community College's Center for Economic & Workforce Development Office, 718 368-5582.

§ Consultation with the Department Advisor is required.

CERTIFICATE IN CULINARY ARTS AND FOOD MANAGEMENT€

TOTAL CREDITS: 15

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

DEPARTMENT REQUIREMENTS § — 15 credits

Introduction to Tourism and Hospitality (TAH 00100) .3 credits	
Virtual Enterprise (TAH 09096).....	3
Field Experience in Tourism and Hospitality (TAH 09250).....	3
Event Catering Management* (TAH 04300)	3
Restaurant and Foodservice Operations* (TAH 07200)	3

- This program is within the Department of Tourism and Hospitality.

§ Consultation with the Department Advisor is required.

- * Includes National Restaurant Association Pro/Management Certification

CERTIFICATE IN ENTREPRENEURIAL STUDIES€

TOTAL CREDITS: 25

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

DEPARTMENT REQUIREMENTS § — 25 credits

ALL Majors must take:

Fundamentals of Accounting I (ACC 01100)	4 credits
Small Business and the Entrepreneurial Perspective (ES 05100)	3
Legal Issues for the Entrepreneurial and Small Firm (ES 05200)	3
Entrepreneurial Strategic Planning (ES 05500)	3
Cases in Entrepreneurial Strategies (ES 05700)	3
Introduction to Computer Concepts (BA 06000)	3
Effective Public Speaking (SPE 02100)	3
General Psychology (PSY 01100) or Introduction to Sociology (SOC 03100)	3

- This program is within the Business Department.

§ Consultation with the Department Advisor is required.

CERTIFICATE IN EXERCISE SCIENCE / PERSONAL TRAINING

TOTAL CREDITS: 30

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

If required:

ENG 00400, 09100, 09200 &/or 093000
 MAT 0M100 & 0M200 or MAT 0R300 proficiency0

CERTIFICATE REQUIREMENTS §— 30 credits

Human Anatomy and Physiology I and II
 (BIO 01100, 01200)8 credits
 The Science of Nutrition (BIO 07000)3
 Kinesiology of Exercise (EXS 01000)3
 Physiology of Exercise (EXS 01100)3
 Health Risk Appraisal (EXS 01200)3
 Fitness Assessment and Exercise Prescription (EXS 01300)3
 Muscular Fitness Training Techniques (EXS 01500)3
 Any PEC course (except PEC 00400, 00500)1
 Cardiopulmonary Resuscitation (HE 02000)1
 First Aid and Personal Safety (HE 03500)2

- This program is within the Health, Physical Education and Recreation Department.

§ Consultation with the Department Advisor is required.

CERTIFICATE IN FOOD SERVICE OPERATIONS

TOTAL CREDITS: 16

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

If required:

ENG 00400, 09100, 09200 &/or 093000
 MAT 0M100 & 0M200 or MAT 0R300 proficiency0

CERTIFICATE REQUIREMENTS § — 16 credits

Tourism Entrepreneurship (TAH 01200)3 credits
 Event Catering Management (TAH 04300)3
 Restaurant and Food Service Operations (TAH 07200)3
 The Virtual Enterprise (TAH 09096)3
 Professional Portfolio (TAH 09160)1
 Field Experience in Tourism and Hospitality3

- Courses will be offered at Lehman College's CUNY on the Concourse campus through Kingsborough Community College's Center for Economic & Workforce Development Office, 7EQUF8.2(...g5582.Tj /F4 1 Tf 8.5 y 0 -1.76meL6uri0 0 8 33.4 11 Math Skills T)74(est or develaaooa /GS 0.0277 317.7 ...405 c [(5582658.795 T) f Tw [(

CERTIFICATE IN MARITIME TECHNOLOGY: DECK SPECIALTY

TOTAL CREDITS: 14

Requirements for Matriculants

COLLEGE REQUIREMENTS— 14 credits

Fall Semester

Coastal Piloting and Seamanship (MT 04600)	4 credits
Low Voltage Electrical Systems (MT 05400)	2
Marine Electronics (MT 05500)	2

Spring Semester

Vessel Technology I (MT 03300)	3
Vessel Technology II (MT 03400)	3

- This program is administered by the Office of the Director of Maritime Technology (Department of Tourism and Hospitality).

CERTIFICATE IN MEDICAL OFFICE ASSISTANT

TOTAL CREDITS: 24

Requirements for Matriculants

COLLEGE REQUIREMENTS— 24 credits

Keyboarding for Business Communications (TEC 01400)	2 credits
Office Communications Skills (ADM 03700)	3
Office Computer Applications I (TEC 02500)	3
Office Computer Applications II (TEC 02600)	3
Medical Terminology and Electronic Transcription (TEC 06100)	4
Medical Office Computer Applications (TEC 06200)	3
Medical Coding (TEC 08200)	3
Field Experience (ADM 09229)	4

- This program is within the Business Department.

CERTIFICATE IN MARINE MECHANIC

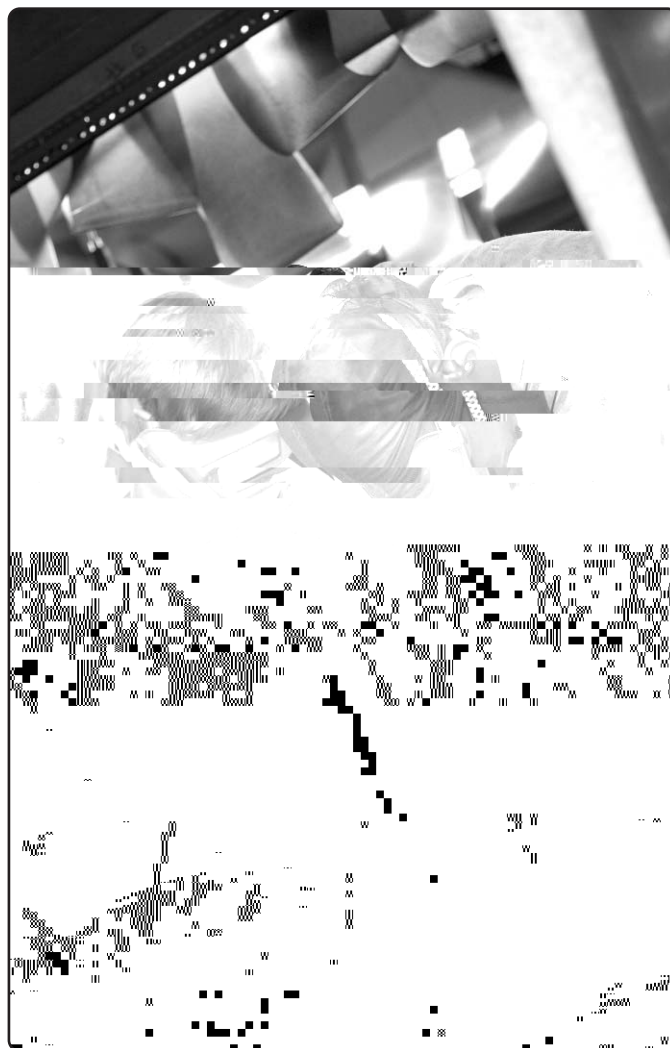
TOTAL CREDITS: 24

Requirements for Matriculants

COLLEGE REQUIREMENTS— 24 credits

Marine Operations (MT 04300)	3 credits
Introduction to Outboard Motors (MT 05000)	2
Introduction to Diesel Engines (MT 05100)	2
Welding (MT 05200)	2
Fiberglass and Hydraulic Repairs (MT 05300)	2
Low Voltage Electrical Systems (MT 05400)	2
Marine Electronics (MT 05500)	2
Advanced Outboards (MT 05600)	3
Vessel Systems (MT 05700)	3
Advanced Welding (MT 05800)	3

- This program is administered by the Office of the Director of Maritime Technology (Department of Tourism and Hospitality).



2010-2011

**departments
and course
descriptions**

ART DEPARTMENT

Room S-155 € ext. 5718

John Descafino, Associate Professor

Janice Farley, Professor and Chairperson

Brian Hack, College Laboratory Technician

Michel Kanter, Professor

Bryan Kite, College Laboratory Technician

Manel Lledos, Professor

Peter Malone, Chief College Laboratory Technician

Mary Marino, College Laboratory Technician

Janice Mehlman, Professor

Anthony Padovano, Professor

Caterina Pierre, Associate Professor

Valerie Sokolow, Assistant Professor

Susan Spivak, Lecturer

Judith Wilde, Professor

ALL NON-STUDIO COURSES (3 CRS. 3 HRS.) MEET GROUP I OR GROUP A GENERAL EDUCATION REQUIREMENTS FOR ALL DEGREES. STUDIO COURSES MEET GENERAL EDUCATION REQUIREMENTS FOR AA DEGREE ONLY.

+ ART 03100 ... THE VISUAL EXPERIENCE (3 crs. 3 hrs.)

Introduction to the visual arts, past and present. Basic elements in appreciating the great achievements in painting, sculpture and architecture. Aesthetic and societal considerations.

+ ART 03200 ... ART IN SPAIN (3 crs. 3 hrs.)

Introduction to the different periods of art in Spain. Examination of achievements in Spanish art including the prehistoric paintings of the Caves of Altamira, the monuments of Roman Spain, the medieval cathedrals as well as painters such as Velazquez, El Greco, Goya and 20th century artists such as Picasso.

+ ART 03300 ... SURVEY OF ART HISTORY: FROM ANCIENT TO RENAISSANCE ART (3 crs. 3 hrs.)

Comprehensive, chronological introduction to the history of art and architecture from ancient civilizations to the Renaissance. Consideration of the cultural context of artistic developments and styles. Required of Art Majors in first year. See Department Advisor.

+ ART 03400 ... SURVEY OF ART HISTORY: FROM RENAISSANCE TO 19TH CENTURY ART (3 crs. 3 hrs.)

Major movements in Western art from the Renaissance through the late nineteenth century focusing on formal as well as historical issues.

+ ART 03500 ... MODERN ART: FROM 1880 TO 1945 (3 crs. 3 hrs.)

An introduction to the development of modern art, beginning in late nineteenth-century France. The course traces the emergence of various art movements, the rise of the historical avant-garde in Europe, and the development of abstract art.

+ ART 03600 ... MODERN ART: FROM 1945 TO PRESENT (3 crs. 3 hrs.)

An introduction to movements in painting, sculpture and architecture in the aftermath of World War II. The course begins with the rise of New York as the international center of the art world and continues through recent developments in visual arts.

+ ART 03700 ... AFRICAN, OCEANIC AND NATIVE AMERICAN ART (3 crs. 3 hrs.)

An overview of the arts of Africa, Oceania and the indigenous cultures of North America, with an emphasis placed on the cultural context of the art.

+ ART 03800 ... RENAISSANCE ART (3 crs. 3 hrs.)

History of the development of art from the Gothic movement through the rise of Humanism. The Renaissance in Florence, Italy and Northern Europe and an analysis of its new conception of nature, history and man. A general introduction to Renaissance artists in Florence and Spain.

ART 03900 ... HISTORY OF WOMEN IN ART (3 crs. 3 hrs.)

Survey of the artistic works of women from the ancient world through the present. The class will consider formal issues, the representation of the female in the visual arts, the biographies of female artists, the art historical context of the work of women artists, and the rise of feminist art.

ART 04000 ... DESIGNING WITH TYPE (3 crs. 4 hrs.)

A studio course using typography as a design tool with a focus on the creative and aesthetic use of letter forms for visual communication problem solving.

ART 04200 ... THREE DIMENSIONAL ILLUSTRATION (3 crs. 4 hrs.)

Studio course explores three-dimensional illustration techniques of model-making and design and their commercial and fine art applications. Prerequisites: ART 05500 and ART 05700

+ ART 04300 ... DIGITAL ART ILLUSTRATION (3 crs. 4 hrs.)

Learn to use the computer as a design tool for creating and manipulating images combining them with typography and for the creation of a graphic design and portfolio. Prerequisite: ART 05500

ART 04400 ... STILL LIFE PAINTING (3 crs. 4 hrs.)

A studio course using methods of oil and/or acrylic painting in a concentrated approach to the expressive possibilities of still life as a subject matter. Prerequisite: ART 05900 or Department Permission

ART 04500 ... COMPUTER ART (3 crs. 4 hrs.)

Introductory course to the computer as a complete publishing system and as a graphic design and illustration tool for creating finished portfolio pieces. Prerequisite: ART 05500

ART 04600 ... COMPUTER-ASSISTED ILLUSTRATION (3 crs. 4 hrs.)

Introduction to core features and functions of a computer-assisted illustration program. To be used as an image manipulation tool, an image re-touching tool, an effects tool, an illustration and paint program, as well as a tool to import and scan images and perform color and tonal corrections.

Prerequisites: ART 04500 and ART 05500

ART 04700 ... AMERICAN ART (3 crs. 3 hrs.)

Introduction to the painting, sculpture, architecture and other forms of art created in the U.S. from the Colonial period through the early 20th Century. Aesthetic, cultural and social issues will be addressed while fostering an appreciation of the various styles and artistic approaches that have shaped the tapestry of American culture.

+ ART 05100 ... PHOTOGRAPHY I (3 crs. 4 hrs.)

Learn to see photographically while using your 35mm camera. Develop black and white film and print your own enlargements during this intensive introduction to photographic image-making.

+ ART 05200 ... PHOTOGRAPHY II (3 crs. 4 hrs.)

Students refine the ideas and techniques presented in Photography I. Emphasis is placed on developing a personal vision, while improving darkroom skills, lighting situations and putting together a cohesive portfolio of prints.

Prerequisite: ART 05100

ART 05300 ... PHOTOJOURNALISM I (3 crs. 4 hrs.)

Photography and documentary story-telling encompass the use of written and photographic skills within journalism. Skills learned in this course can be applied within the commercial and fine arts.

Prerequisite: ART 05100

ART 05400 ... PHOTOJOURNALISM II (3 crs. 4 hrs.)

Designed for students who have studied photography and journalism. Combines the photo essay with spot news reporting. The concept of photojournalism as it applies to the daily newspaper, illustrated magazine and photo agency will be discussed.

Prerequisite: ART 05300

+ ART 05500 ... DESIGN I (3 crs. 4 hrs.)

Supplies the groundwork necessary to all studio courses as the principles of design are introduced. Using basic materials and techniques, the study of line, value, color, shape, and texture in two-dimensional composition, is included. Required for Art Majors in first semester. See Department Advisor.

ART 05600 ... DESIGN II (3 crs. 4 hrs.)

Color theory and applications in two- and three-dimensional composition. The study of concepts in three-dimensional design includes problems of volume and space.

Prerequisite: ART 05500

+ ART 05700 ... DRAWING I (3 crs. 4 hrs.)

Introduction to the basic concepts of drawing. In order to cultivate the ability to see, to create form, and to enjoy visual experiences, students will draw from still life model and from the live model.

Required for Art Majors in first semester. See Department Advisor.

ART 05800 ... DRAWING II (3 crs. 4 hrs.)

Continued study of various drawing media. Exploration of traditional and experimental drawing techniques.

Prerequisite: ART 05700 or Department permission.

+ ART 05900 ... PAINTING I (3 crs. 4 hrs.)

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

ART 06000 ... PAINTING II (4 crs. 6 hrs.)

Continuation of ART 05900 gives students an opportunity for advanced work in painting, self-expression and creativity.

Prerequisite: ART 05900 or Department permission

+ ART 06100 ... SCULPTURE I (3 crs. 4 hrs.)

Study and work in a studio setting. Techniques and aesthetics of modern sculptural concepts emphasized.

ART 06200 ... SCULPTURE II (4 crs. 6 hrs.)

Advanced students in creative sculpture explore new techniques.

Prerequisite: ART 06100 or Department permission

+ ART 06300 ... CERAMICS I (3 crs. 4 hrs.)

An introduction to problems in ceramic design, materials and techniques. Emphasis is on the use of the potter's wheel, glazing and firing.

ART 06400 ... CERAMICS II (3 crs. 4 hrs.)

Students are involved with solutions to the intermediate problems in ceramic design. Emphasis is on further use of the potter's wheel, glazing and handbuilding.

Prerequisite: ART 06300

ART 06500 ... MIXED MEDIA (3 crs. 4 hrs.)

Enables students to make use of combinations of drawing, painting and sculpture techniques, including the use of innovative materials.

ART 06600 ... PRINTMAKING I (3 crs. 4 hrs.)

Introduction to techniques of intaglio and relief printmaking. Students learn to expand upon drawing experiences by refining visual expression into terms of the original print.

Prerequisites: ART 05500 or ART 05700 or Department permission

ART 06700 ... PRINTMAKING II (3 crs. 4 hrs.)

Continuation of intaglio and relief printmaking which allows students to explore the use of multi-color printing, and the time needed for edition printing.

Prerequisite: ART 06600

+ ART 06800 ... ILLUSTRATION (3 crs. 4 hrs.)

Basic concepts and skills of illustration including drawing, painting and various media. Acquiring illustration techniques appropriate for the field of visual communication and the development of a portfolio.

ART 06900 ... ILLUSTRATION STYLE (3 crs. 4 hrs.)

A studio course for the development of a personal style of illustration that can have mass market appeal as its base.

ART 07200 ... WEB PAGE DESIGN (3 crs. 4 hrs.)

Evaluation and design of Web pages using software including Quark X-press, Illustrator, Flash and Dreamweaver.

Prerequisites: ART 04600 and either ART 07400 or ART 04000

+ ART 07300 ... PUBLICATION DESIGN (3 crs. 4 hrs.)

ALL ANTHROPOLOGY, PSYCHOLOGY AND SOCIOLOGY COURSES MEET GROUP IV OR GROUP B GENERAL EDUCATION REQUIREMENTS FOR ALL DEGREES.

ANTHROPOLOGY

+ ANT 03700 ... INTRODUCTION to ANTHROPOLOGY
(3 crs. 3 hrs.)

A comparative study of the human condition in various societies and its application in solving practical problems. Topics include: human evolution, the meaning of our physical diversity, communication, miscommunication and past and present cultural diversity.

+ ANT 03900 ... SEXUALITY AND CULTURE (3 crs. 3 hrs.)

Approaches human sexuality from a unique perspective by incorporating theories from anthropology, sociology, psychology, women's studies and queer theory. Course explores the ways in which sexual behavior has changed over time and how it varies cross-culturally. It will also address current issues such as pornography, sex worker, gender and sexual diversity, sex tourism, same-sex sexuality, sexual rights, and cyber sex. Prerequisites: ANT 03700 or SOC 03100 or PSY 01100

EARLY CHILDHOOD EDUCATION/ CHILD CARE PROGRAM

Due to the special nature of the Early Childhood Education / Child Care Program, students are evaluated at the end of each semester to determine if it is advisable for them to continue in

EDC 081XX ... INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Early Childhood Education is developed individually between student and faculty member and must be approved by the Department.

EDC 090A4 ... SEMINAR AND PRACTICUM IN TEACHER DEVELOPMENT I (3 crs. 10 hrs.)

Seminar and supervised field work stressing multicultural factors. Students apply knowledge of child development in agency settings working with young children, in seminars with peers and in individual conferences with supervisors.

Not open to students who completed ECE or EDC 09100.

Prerequisites: EDC 02100 and HUM 08181 with grade of "C" or better, overall GPA of 2.75 or better, ENG 01200, and passing scores on the COMPASS Math Skills Test.

Pre or corequisite: PSY 03200

Corequisite: EDC 02200

EDC 09105 ...SUPERVISED INSTRUCTIONAL EXPERIENCE IN EDUCATION I (3 crs. 6 hrs.)

Students are assigned to work with children in a specific education center such as a Day Care Center, Nursery School, Kindergarten, or School for Exceptional Children. Students concentrate on objective observations of child behavior in order to help develop skills in understanding children and their learning needs.

* # EDU 03400 ... SEMINAR AND PRACTICUM IN
EDUCATION AND BEHAVIORAL SCIENCES (4 crs. 12 hrs.)

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

PSY 03500 ... EDUCATIONAL PSYCHOLOGY (3 crs. 3 hrs.)

Current scientific theory and research relating to formal learning environments including: process of human learning; concept-formation; language affecting acquisition and retention; new

BEH 07100 ... CONDUCTING RESEARCH (4 crs. 4 hrs.)

To carry out and bring to completion an individual research project in the areas of the Behavioral Sciences, course work includes actual testing of subjects and of hypotheses, collection of data, statistical analysis, assessing the implications of research findings for further investigation. The format of the written report will conform to the American Psychological Association guidelines.

Prerequisite: BEH 07000

SUBSTANCE ABUSE & ALCOHOLISM COUNSELING

SAC 02000 ... INTRODUCTION TO ALCOHOLISM AND SUBSTANCE ABUSE COUNSELING (3 crs. 3 hrs.)

Overview of core concepts in chemical dependency. Physical, psychological and legal aspects of alcohol and substance abuse. A variety of treatment approaches will be explored with particular attention to the special needs of this population along with counselor qualifications and skills.

SAC 02200 ... COUNSELING TECHNIQUES IN SUBSTANCE ABUSE FIELD I (3 crs. 3 hrs.)

Students will learn the communication skills necessary to engage the substance abuse client, from the basic screening process through discharge planning. Major evaluation instruments and interview techniques will be introduced and students will learn to develop and evaluate client treatment planning and assessment histories.

Pre or corequisite: SAC 02000

SAC 02400 ... COUNSELING TECHNIQUES IN THE SUBSTANCE ABUSE FIELD II (3 crs. 3 hrs.)

Continuation of Counseling Techniques I and provides student with more advanced skills in working with the chemically dependent client. Personality and behavioral problems, HIV/AIDS, relapse prevention and vocational/educational concerns will be addressed.

Prerequisite: SAC 02200

SAC 02600 ... CONFIDENTIALITY, ETHICS AND THE COUNSELOR/CLIENT RELATIONSHIP IN SUBSTANCE ABUSE COUNSELING (3 crs. 3 hrs.)

Confidentiality regulations from both Federal and State law for

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BIOLOGICAL SCIENCES DEPARTMENT

Room S-244 € ext. 5502

John Acevedo, Senior College Laboratory Technician

Carla Beeber, Associate Professor

Isaiah A. Benathen, Professor; Coordinator, Physician Assistant Transfer Option

Carol Biermann, Professor

Loretta Brancaccio Taras, Professor and Chairperson

Victor Broder, College Laboratory Technician

Eulalee Cambridge, College Laboratory Technician

Christina Paulette Colon, Assistant Professor

Mary Dawson, Associate Professor

Sherrye Glaser, Assistant Professor

Craig Hinkley, Assistant Professor

Ivan Shun Ho, Assistant Professor

Z.M.G. Sarwar Jahangir, Assistant Professor

Phillip Joseph, College Laboratory Technician

Miriam Kittrell, Professor

Mohamed Lakrim, Associate Professor

Georgia Lind, Associate Professor

John Lopez, Lecturer

Theodore C. Markus, Professor

Catherine McEntee, Assistant Professor

Christina McVey, Assistant Professor; Co-Director, Physical Therapist Assistant Program

Elizabeth Mulligan, Assistant Professor

Maria Norako, College Laboratory Technician

Mary Theresa Ortiz, Professor

Navneet Parmar, Lecturer

Kristin Polizzotto, Associate Professor

Anna Rozenboym, Assistant Professor

Gary B. Sarinsky, Assistant Professor

Steven Skinner, Associate Professor; Co-Director, Physical Therapist Assistant Program

Anthea Stavroulakis, Professor

Farshad Tamari, Assistant Professor

Alicia Trust, College Laboratory Technician

Arthur N. Zeitlin, Professor

ALL CREDIT-BEARING BIOLOGY COURSES, WITH THE EXCEPTION OF BIO 07000, MEET GROUP V OR GROUP C GENERAL EDUCATION REQUIREMENTS FOR ALL DEGREES.

+ BIO 01100, 01200 ... HUMAN ANATOMY AND PHYSIOLOGY I and II (4 crs. 7 hrs. each semester)

A one-year, two-semester course in human anatomy and physiology. Examines complementary relationships between structure and function; dynamic aspects, integration of organs and organ systems in the maintenance of normal functioning of the whole organism. Dissections and other laboratory experiences including computer-assisted study of physiological principles. This course does not satisfy the Biology major elective requirement. Prerequisites for BIO 01100: Passing scores on the CUNY/ACT Reading and Writing and the COMPASS Math Skills Test or BIO 01300 Prerequisite for BIO 01200: BIO 01100

BIO 05300 ... ECOLOGY (4 crs. 6 hrs.)

Concepts and principles relating to structure and function of populations, communities and ecosystems; energy flow, biogeochemical cycling, community structure, population growth and population interactions, disturbed and undisturbed ecosystems. Designed for science majors, course includes lectures, films, field trips, discussion, research project and report. This course satisfies the elective credit requirement for Biology majors.

Prerequisite: BIO 01400

BIO 05400 ... BOTANY (4 crs. 6 hrs.)

The basic concepts of green plant biology, their structure, growth and physiology. Laboratory experiences emphasize the growth and study of live specimens. Greenhouse field projects and other special course related projects are included. This course satisfies the elective credit requirement for Biology majors.

Prerequisite: BIO 01400

Pre or corequisite: CHM 01100

BIO 05500 ... BIOLOGY OF THE INVERTEBRATES (4 crs. 6 hrs.)

An introductory survey course. Lectures and laboratories for students who intend to continue in the biological sciences or choose it as their sophomore-level science elective. Invertebrate phyla are studied with particular reference to their physiology and interrelationships. Representative forms will be examined and dissected and experiments performed on particular organisms. Fundamental biological concepts will be stressed. This course satisfies the elective credit requirement for Biology majors.

Prerequisite: BIO 01400

Pre or corequisite: CHM 01100

BIO 05700 ... BIOTECHNOLOGY: CELL CULTURE AND CLONING (4 crs. 6 hrs. / 2hrs lecture, 1hr recitation, 3 hrs laboratory)

Biological principles underlying animal and plant tissue culture and cloning techniques are taught using current cell culture research publications. The formation and maintenance of primary and continuous culture, monolayer and suspension cultures, cell separation techniques, and cell cloning studies are conducted. Cell morphology in vitro, callus formation, cytochemistry, immunocytochemistry, autoradiography, chromosome spread preparation and karyotyping, western blotting and enzyme-linked immunosorbance assays are performed and analyzed. Photomicroscopy and independent research projects on the initiation and maintenance of primary cell cultures from such sources as chick embryos are also performed.

Prerequisite: 01400, CHM 01100 or Department Permission

BIO 05800 ... RECOMBINANT DNA TECHNOLOGY (4 crs. 6 hrs. / 2hrs lecture, 1hr recitation, 3 hrs laboratory)

The theory and application of recombinant DNA techniques includes study of genomics and proteomics, molecular aspects of recombinant DNA technology and genetic engineering, microbial, animal and plant protein expression. Ethical, legal and social concerns surrounding the field of biotechnology are addressed. Basic biotechnological laboratory techniques required for the study of genomics, genetic engineering and recombinant DNA technology are conducted.

Prerequisites: BIO 01400, CHM 01100 or Department Permission

BIO 05900 ... GENETICS (4 crs. 6 hrs.)

For Biology majors, this course examines transmission of the genetic material, molecular genetics and the genetics of population. Topics considered in both lecture and laboratory include: quantitative analyses of eukaryotic linkage; extranuclear inheritance; mutation studies; cytogenetical chromosomes studies; gene amplification; DNA extraction; DNA "fingerprinting"; protein gel electrophoresis; and transformation of prokaryotic genetic material by viral vectors. Techniques developed and utilized in the Human Genome Project and genetic engineering are emphasized. Research papers and in-class presentations are required. This course satisfies the elective credit requirement for Biology majors.

Prerequisites: BIO 01400, CHM 01100

BIO/CIS 06000 ... COMPUTER APPLICATIONS IN BIOINFORMATICS (3 crs., 4 hrs ... 2 hrs. lecture, 2 hrs. lab)

Introduction to biochemistry topics, genomics, and computer-related applications in Bioinformatics. Analyses of genetic sequences and their corresponding three-dimensional structures, computer-aided sequence searches and comparisons (homologies). The algorithms used to perform searches and comparisons are provided. Computers are used to implement gene analyses in the area of DNA, protein, and RNA prediction of sequences and structures. The course includes a computer laboratory and biological, wet laboratory in genomics.

Prerequisites: MAT 01400, BIO 01300

BIO 06100 ... RESEARCH METHODS (2 crs. 2 hrs.)

Introduction to the nature of scientific investigation and acquiring skills needed to develop a research problem. Emphasis placed on reading primary sources of scientific literature, experiment design, data presentation and analysis, and preparation of a literature review.

Prerequisites: Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test and 111 Department Permission.

Corequisite: BIO 06200

BIO 06200 ... BIOLOGICAL INSTRUMENTATION (2 crs. 3 hrs.)

Theory and practical operation of basic laboratory instruments and techniques, including analytical balances, pH meters, UV/VIS spectrophotometers, atomic absorption spectroscopy, chromatography, gel electrophoresis, computer-based instrumentation and other techniques.

Prerequisites: Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test and Department Permission.

Corequisite: BIO 06100

BIO 06400 ... RESEARCH METHODS FOR NUTRITION SCIENCE (1 crs. 2 hrs.)

Introduction to the nature of scientific investigation and the skills needed to develop and analyze research problems. The development of technical skills needed for laboratory research. Emphasis on reading and critiquing primary sources of scientific literature in nutrition science as well as experimental design, data presentation and analysis.

Prerequisites: Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test and permission of the administrators of the Nutrition Science Concentration.

BIO 06500 ... MOLECULAR AND CELLULAR BIOLOGY

(3 crs., 6 hrs. ... 3 hrs lecture, 3 hrs. lab)

The structure and functions of cell components are covered. Emphasis will be placed on the molecular composition of cells and the molecular mechanisms a cell uses to grow and divide. Experiments and computer exercises are designed around fundamental questions in eukaryotic cell biology with an emphasis on biochemical and molecular biological techniques.

Prerequisites: BIO 01400, CHM 01100

+ BIO 07000 ... THE SCIENCE OF NUTRITION (3 crs. 3 hrs.)

Increased food processing, chemical additions to food, and the great variety of available foods makes it important to understand the basic ideas of modern nutrition. Such concepts as biochemical individuality as related to nutrition for optimum health are integrated with surveys of carbohydrate, protein and fat metabolism. Also studied are the role of vitamins and minerals in metabolic processes, food selection, special diets during illness, safety of the food supply. Students analyze their own diet. This course does not satisfy the Biology major elective requirement or Group V or C laboratory science requirement.

BIO 07500 ... THE BIOLOGY OF NUTRITION FOR CULINARY ARTS (4 crs. 6 hrs.)

The role of the nutrients and their interactions in human health and disease. The six major nutrient classes: carbohydrates, lipids, proteins, vitamins, minerals and water are covered. Commercial food safety issues are considered along with techniques for food processing and preservation. Laboratory exercises include the study of nutritional requirements and bodily characteristics. Techniques for nutrient identification are demonstrated. This course is only open to students in the Tourism and Hospitality and Culinary Arts programs.

Prerequisite: Passing of English and COMPASS Math Placement Tests at level of ENG 01200 and MAT 00900

BIO 081XX ... INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Biology is developed individually between student and faculty member and must be approved by the Department.

BIO 082XX ... (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters. This course DOES NOT satisfy the Biology major elective requirement.

BIO/MAT 09100, BIostatISTICS (4 crs. 4 hrs.)

An introduction to the theories and techniques relating to probability, statistics and data analysis as pertaining to biology. Discrete and continuous probability distributions are studied including binomial, normal and t-distributions. Classical and Bayesian statistics, estimation, hypothesis testing will be emphasized. SPSS software will be introduced and used in the laboratory.

Prerequisite: MAT 00900, and BIO 01300 or BIO 03300 or Department permission

SCI 00100 ... ISSUES AND ADVENTURES IN SCIENCE

(3 crs. 3 hrs.)

The most recent and important discoveries in the biological and physical sciences are presented, observed, discussed, and experimented with, to acquaint students with the world around them. Brain research, studies of aging, disease, fertility, immunity, and the origin of life are explored. Studies emphasize relations to mankind's place in the universe, self-explorations and technological achievements.

Prerequisite: Enrollment in "College Now" Program

+ Basic Course

PHYSICAL THERAPIST ASSISTANT

PTA 00100 ... FOUNDATIONS OF PHYSICAL THERAPY

(3 crs. 5 hrs.)

Introduction to medical terminology and abbreviations, effective documentation and interpretation of physical therapy documents, multimedia documentation strategies, basic skills and competencies including range of motion, vital signs monitoring, body mechanics, lifting techniques, bed mobility/draping and transfer activities.

Prerequisite: BIO 01100

Corequisites: PTA 00100, PTA 00200, PTA 02000

PTA 00200 ... KINESIOLOGY AND APPLIED ANATOMY

(4 crs. 6 hrs.)

Introduction to the anatomy of the musculo-skeletal system as well as basic kinesiology concepts. Joint goniometry is presented. Emphasis is on the role and nature of muscles, muscular origins, insertions and innervations, articular function and structure.

Prerequisite: BIO 01100

Corequisites: PTA 00100, PTA 01000 and PTA 02000

PTA 00300 ... FOUNDATIONS OF PHYSICAL THERAPY II

(3 crs. 5 hrs.)

A continuation of PTA 00100, introduction to gait deviations and ambulation activities using assistive devices and guarding techniques. Wheelchair activities are also presented. Introduction to the rehabilitation population, including the effects of aging and the geriatric patient.

Prerequisites: PTA 00100, PTA 00200, PTA 01000, PTA 02000 and BIO 01100

PTA 00400 ... MODALITIES AND PROCEDURES I

(5 crs. 8 hrs.)

Introduction to the physical basis of physical therapy modalities of heat and cold along with physiological principles, indications, contraindications and precautions, the origins and management of pain, basic assessment techniques necessary to evaluate the efficacy of the applied modality, including length and girth assessments and skin and sensation assessments.

Prerequisite: PTA 00300; Pre or corequisite: BIO 01200

Corequisite: PTA 00500

PTA 00500 ... THERAPEUTIC EXERCISE (5 crs. 8 hrs.)

Introduction to therapeutic exercise techniques, studied by anatomical region. Manual muscle testing is presented and practiced. Topics including resistive exercise, passive stretching and range of motion techniques. Therapeutic exercise equipment such as kinetron, ergometers, treadmill and wall pulleys are introduced.

Prerequisite: PTA 00300; Pre or corequisite: BIO 01200

Corequisite: PTA 00400

PTA 00600 ... CLINICAL PRACTICUM I (3 crs. 35 hrs.)

Initial eight-week, full-time clinical experience as assigned by the Academic Coordinator of Clinical Education. Under the supervision of clinical faculty at a facility providing physical therapy services, students interact with patients, provide physical therapy treatment and assist therapists in measurements and complex procedures. Students apply their knowledge and practice the skills of transfer and gait training, the application of heat and cold and therapeutic exercise. Students must be assessed as competent in all previous coursework prior to the first clinical practicum.

Prerequisite: PTA 00500

PTA 007000 ... MODALITIES AND PROCEDURES II

(4 crs. 6 hrs.)

The physical basis of physical therapy modalities of electricity and physiological principles, indications, contraindications and precautions. Introduction to the pulmonary toilet, mechanical traction, phototherapy and therapeutic massage.

Prerequisites: PTA 00300, PTA 00400, PTA 00500, PTA 00600 and BIO 01200

Corequisite: PTA 00800

PTA 00800 ... SELECTED TOPICS IN PHYSICAL THERAPY

(5 crs. 8 hrs.)

Selected topics related to the physical therapy management of pathology with emphasis on comprehensive physical therapy including normal motor development, neuro-developmental techniques, proprioceptive neuromuscular facilitation, back pathologies and treatments, orthotic management, amputee and prosthetic management, orthopedic protocols and administrative topics. Facilitation of the application of all previous learning in classroom, laboratory and clinical settings.

Prerequisites: PTA 00400, PTA 00500, PTA 00600 and BIO 01200

Corequisite: PTA 00700

PTA 00900 ... CLINICAL PRACTICUM II (3 crs. 35 hrs.)

Concluding eight-week, full-time clinical experience as assigned by the Academic Coordinator of Clinical Education. Under the supervision of clinical faculty at a facility providing physical therapy services, students interact with patients, provide physical therapy treatment and assist therapists in measurements and complex procedures. Students practice the skills of transfer and gait training, modalities application and therapeutic exercise. Students skills and competence in these areas are assessed by the program faculty prior to participation in this course and must be assessed as competent in all previous coursework prior to this clinical practicum.

Prerequisite: PTA 00800 113

PTA 01000 ... INTRODUCTION TO PHYSICAL THERAPY

(3 crs. 3 hrs.)

Introduction to the physical therapy profession. Topics include: the history of physical therapy, pertinent laws governing practice, code of conduct, the role of the professional association, the role of the physical therapist and physical therapist assistant, definition of the rehabilitation population, communication skills and psycho-social aspects of disabilities.

Pre or corequisite: BIO 01100

Corequisites: PTA 00100, PTA 00200 and PTA 02000

PTA 02000 ... PATHOLOGY (3 crs. 3 hrs.)

Introduction to common pathologies partially managed by physical therapy. The course is divided into four units: orthopedic, neurological, cardiopulmonary and acute medical conditions. General overviews of common pathologies,

BUSINESS DEPARTMENT

Room M-355 € ext. 5555

Norman Adise,

BUSINESS ADMINISTRATION

+ BA 01100 ... FUNDAMENTALS OF BUSINESS

(3 crs. 3 hrs.)

The interrelationships among management, labor, and government in both the domestic and global environments. Emphasis is placed on business objectives, strategies, and operational implementation. Contemporary trends are studied in the areas of management, marketing, human resources and finance, including legal and ethical implications.

This course is not open to students who have completed BA 010000

+ BA 01200 ... BUSINESS LAW I (3 crs. 3 hrs.)

The American legal system: analysis of the essential principles of law in the operation of a business entity, with emphasis on the application of the laws of torts and contracts. Review of appropriate Appeals Court decisions.

BA 01300 ... BUSINESS LAW II (3 crs. 3 hrs.)

The legal principles of agency, partnership and corporations. Legal problems of corporate and non-corporate forms of organizations, consideration of rights, duties, obligations of employment and other special contractual and business relationships.

Prerequisite: BA 01200

BA 01400 ... PRINCIPLES OF MARKETING (3 crs. 3 hrs.)

Consideration of marketing strategy from a customer's point of view. Course deals with principles and practices of the distribution process, including product pricing, promotion, distribution channels, market research, governmental regulations.

Prerequisite: BA 01100 or ES 05100

BA 02000 ... ARTS ADMINISTRATION MANAGEMENT

(3 crs. 3 hrs.)

(BA 02000 IS NOW LISTED AS THA 02000)

BA 02800 ... CONTEMPORARY ISSUES IN HEALTH CARE

(3 crs. 3 hrs.)

(Also listed as SOC 02800 and NUR 02800) . The sociological, ethical, legal and economic impact of managing health care into the next century. NOTE: Meets Group IV General Education Requirements for all degrees.

BA 03100 ... ORGANIZATIONAL BEHAVIOR AND

MANAGEMENT (3 crs. 3 hrs.)

The impact of organizational behavior on individual and product development (The impact of organizational behavior on individual and product development)

BA 01000 ... BUSINESS ADMINISTRATION: INTRODUCTION TO BUSINESS (3 crs. 3 hrs.)

The dynamic world of the business environment. Included are: the business organization, from the sole proprietor (entrepreneur) to the corporate entity; four functions of management (planning, organizing, leading and controlling); four elements of the marketing mix (product, price, promotion and distribution). Practical applications of management and marketing skills in small business, and in large corporations, the profit motive as a key feature in the American free enterprise system, legal aspects of operating a business, and the role of computers in business.

This course is equivalent to BA 01100.

Prerequisite: Enrollment in the •College NowŽ Program.

ECONOMICS

NOTE: Economics courses meet Group Iii or B General Education Requirements except ECO 01400. ECO 01200 DOES NOT meet Group III or Group B General Education Requirements for students majoring in Accounting or Business Administration.

+ ECO 01200 ... MACROECONOMICS (3 crs. 3 hrs.)

A macroeconomic study of the American economy. An analysis of the fundamental institutions, functions, and goals of the basic sectors in American capitalism; current macroeconomic issues; national income accounting; application of economic principles and concepts to the U.S. economy; the effects of money, banking, monetary, and fiscal policies. Includes analysis of U.S. economic growth and its role in the global economy and a microeconomic analysis of supply and demand in a perfectly competitive market structure.

Prerequisite: MAT 0M100 or passing score on Part I of the COMPASS Math Assessment Test

+ ECO 01300 ... MICROECONOMICS (3 crs. 3 hrs.)

An analysis of the determination of price under alternative market structures. Particular emphasis will be placed on understanding the economic behavior of the household, the business firm, and government.

Prerequisite: MAT 0M100 or passing score on Part I of the COMPASS Math Assessment Test

+ ECO 01400 ... MONEY AND BANKING (3 crs. 3 hrs.)

A comprehensive study of the nature of money and monetary standards; the development, structure, and functions of American central banking; commercial banking; non-bank financial intermediaries; investment banking; and financial markets. Federal and State bank regulation and supervision, major monetary theories. Analysis of the impact and major role of the American banking system on the economy. Includes a study of international finance.

+ ECO 02000 ... INTERNATIONAL TRADE: TRADING BEYOND BORDERS (3 crs. 3 hrs.)

The theory and practicality of trade opportunities among privately owned businesses in the nations of the world, including trade policies, treaties and regulations, with appreciation of the differences in customs, practices, and ethical standards among nations. Also available under the Honors Option Program.

ECO 082XX ... (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

ENTREPRENEURIAL STUDIES

+ES 05100 ... SMALL BUSINESS AND THE

ENTREPRENEURIAL PERSPECTIVE (3 crs. 3 hrs.)

Contemporary issues in the interrelationships among management, labor, and government in both the domestic and global environments. Solutions are evaluated within an entrepreneurial perspective. Emphasis on how small entrepreneurial organizations deal with environmental uncertainty and set forth business objectives, strategies, and operational implementation. Contemporary trends in the areas of management, marketing, human resources and finance, including legal and ethical implications.

+ ES 05200 ... LEGAL ISSUES FOR THE ENTREPRENEURIAL AND SMALL FIRM (3 crs. 3 hrs.)

The American legal system: problems and consideration of the essential principles of the laws of business contracts and their relationship to typical business situations. Appropriate recent Federal and State Appeals Court decisions are reviewed to highlight the legal issues under consideration with special emphasis on those issues affecting the small entrepreneurial enterprise.

ES 05500 ... ENTREPRENEURIAL STRATEGIC PLANNING (3 crs. 3 hrs.)

A strategic planning approach for the successful growth of the small entrepreneurial firm. Through the use of virtual activities and simulations, this course provides a framework with which competitive advantage can be maintained and enhanced. An analysis of macro and micro aspects of the small entrepreneurial firm enables students to better exploit opportunities while avoiding potential threats.

Corequisite: ES 05100

ES 05700 ... CASES IN ENTREPRENEURIAL STRATEGIES (3 crs. 3 hrs.)

Principles of effective business communication are examined through a case analysis approach with an emphasis on small entrepreneurial firms. Examination of cases involves both written and oral reports. Emphasis on organization, language, personal relations and applications of business psychology in writing.

Corequisite: ES 05500

FASHION DESIGN

FD 01100 ... FASHION SKETCHING FOR FASHION DESIGNERS (3 crs. 3 hrs.)

First of two courses in fashion sketching, students learn basic croquis (specialized figure) drawing, develop their own set of croquis, and use them to sketch their own designs. Sketching all types of garments and silhouettes is covered using pencil, watercolor and marker techniques.

Prerequisite: Only open to Fashion Design and Fashion Merchandising majors.

FD 01200 ... FASHION SKETCHING FOR FASHION
DESIGNERS II (3 crs. 3 hrs.)

Second of two courses in fashion sketching, students sketch an original design collection – a minimum of 8 coordinated outfits. Fabric swatching and multiple views are required. Additional

FM 03900 ... FASHION SALES PROMOTION (3 crs. 3 hrs.)

Fashion activities that promote and stimulate the sale of fashion goods; practical experience in the preparation of special events; sales promotions and publicity similar to those initiated by apparel manufacturers, wholesalers and retailers; criteria to analyze and evaluate these activities.

Prerequisite: FM 03700 or MM 03700 or MM 03800

RM 081XX ... INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Retail Merchandising is developed individually between student and faculty member and must be approved by the Department.

RM 082XX ... (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interest of various student

TEC 03400 ... OFFICE ADMINISTRATION (3 crs. 4 hrs.)

Simulates on-the-job secretarial duties concerning correspondence responsibilities, use of transmittal service, records management, receptionist and telephone techniques, travel procedures, financial and legal duties, preparing business reports, use of machine transcribers, and word processing equipment. Fostering good human relations in an office, and developing attitudes and traits of the successful executive office professional.

Open to Program Majors only.

Corequisite: ADM 09229

TEC 04100 ... INTENSIVE COMPUTER KEYBOARDING II

(4 crs. 4 hrs.)

Develop skill attainment levels of TEC 01100 and TEC 01200, for students with educational and/or experiential background of 30 wpm for five minutes with a 3 percent error limitation.

Students are evaluated by the instructor, and individual prescriptions are prepared to eliminate gaps in knowledge, understanding, and/or skills inadequacies. Completion of special skills projects in secretarial laboratories, development of mailability standards, and tutorial instruction.

Prerequisite: Department permission

TEC 04200 ... INTENSIVE COMPUTER KEYBOARDING III

(4 crs. 4 hrs.)

Develops skill attainment and production levels of TEC 01200 and TEC 01300, for students with education and/or experiential background of 40 wpm for five minutes with 2.5 percent error limitation. The instructor evaluates each student and provides individual prescriptions that include specialized projects, use of the computer laboratory for skill building, and use of tutorial services.

Prerequisite: Department permission

TEC 05000 ... LEGAL TERMINOLOGY AND LAW OFFICE TRANSCRIPTION (3 crs. 3 hrs.)

Legal terms in basic areas of law. Training in transcribing and formatting legal correspondence and legal documents electronically.

Prerequisite: TEC 01200

TEC 05300 ... WEBSITE TECHNOLOGY I (3 crs. 4 hrs.)

Basic conventions of website construction, technology and terminology. Websites will be constructed for publication on the World Wide Web.

Pre or co-requisite: TEC 05700

TEC 05400 ... WEBSITE TECHNOLOGY II (3 crs. 4 hrs.)

Second course in website technology will further refine skills learned in Website Technology I, explore requisite computer skills for building e-commerce websites and the non-technical concepts upon which e-commerce is based.

Prerequisite: TEC 05300 or departmental permission

TEC 05500 ... WEBSITE TECHNOLOGY III (3 crs. 4 hrs.)

Third course in website technology build on skills learned in Website Technology I and II. Focus on critical analysis of websites on the Internet, websites developed by course participants and case studies.

Prerequisite: TEC 05300 or departmental permission

TEC 05700 ... THE COMPUTER AS A DESIGN TOOL

(3 crs. 4 hrs.)

Illustrators, designers and desktop publishers learn basic concepts and receive hands-on experience in the use of a major computer illustration program which can be applied to commercial and fine art illustrations.

Prerequisite: College-level computer course or Department permission

TEC 05800 ... BASIC DESKTOP PUBLISHING (3 crs. 4 hrs.)

Develop basic desktop publishing skills including placement of text and graphics into a desktop publishing program, designing documents such as flyers, newsletters and advertisements.

Prerequisite: College level computer course or Department permission.

TEC 05900 ... PHOTODIGITAL ILLUSTRATION

(3 crs. 4 hrs.)

The basic functions of a photodigital computer program to create and manipulate images, to retouch photographs and to create special graphical effects. These images may be used for onscreen multimedia presentations, print media and publication on the World Wide Web.

Prerequisite: College level computer course or Department permission.

TEC 06100 ... MEDICAL TERMINOLOGY AND ELECTRONIC TRANSCRIPTION (4 crs. 4 hrs.)

The basic principles of medical word building to develop comprehensive medical vocabulary in the respiratory, cardiovascular, musculoskeletal, endocrine, hematic, urogenital and female reproductive systems. Job competency skills, including editing and proofreading, are acquired through transcription of taped dictation of medical reports and correspondence on the computer.

Required for all Medical Office Administration Majors.

Prerequisite: TEC 01100 or TEC 01400 or Department permission
Equivalent courses and Department permission may be accepted in lieu of these requirements.

TEC 06200 ... MEDICAL OFFICE COMPUTER APPLICATIONS (3 crs. 3 hrs.)

This course is for anyone interested in learning how to convert the management of a medical office to a computerized operation.

Required for all Medical Office Administration Majors.

Prerequisite: TEC 01100 or TEC 01400

TEC 07000 ... VIRTUAL ENTERPRISE (3 crs. 3 hrs.)

Students establish and run a virtual business in a simulated business environment, and are responsible for establishing objectives, making transactions, using problem-solving strategies and applying their knowledge, skills and personalities to develop and run a successful business.

Prerequisite: Student must be computer literate.

TEC 081XX ... INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Secretarial/Office Administration is developed individually between student and faculty member and must be approved by the Department.

TEC 08200 ... MEDICAL CODING (3 cr. 4 hr.)

Principles of ICD/9-CM coding, procedural coding based on the principles of Current Procedural Terminology (CPT) coding, and third party reimbursement procedures are covered. Students will learn the fundamentals of a classification system used in the health care industry and enables students to obtain a working knowledge of the coding process.

TEC 09101 ... PROFESSIONAL PORTFOLIO DEVELOPMENT (1 cr. 1 hr.)

Projects created in previous coursework will be analyzed and developed to produce a portfolio to present to potential clients and employers.

Pre-corequisites: TEC 05400, TEC 05500, TEC 05700 and TEC 05900

+ Basic Course

A.A.S. Degree: ACCOUNTING

Plus a Concentration in:

- TAX ACCOUNTING

Requirements – page 56

A.A.S. Degree: BUSINESS ADMINISTRATION

Plus a Concentration in:

- ENTREPRENEURIAL STUDIES

Requirements – page 57

A.A.S. Degree: FASHION DESIGN

Requirements – page 59

A.A.S. Degree: OFFICE ADMINISTRATION & TECHNOLOGY
Plus STENOGRAPHIC and NON-STENOGRAPHIC Concentrations in:

- EXECUTIVE, LEGAL, MEDICAL, AND SCHOOL WORD/ INFORMATION PROCESSING
- MEDICAL WORD/ INFORMATION PROCESSING

Requirements – page 63

A.A.S. Degree: RETAIL MERCHANDISING

Plus Concentrations in:

- FASHION MERCHANDISING
- MARKETING MANAGEMENT

Requirements – page 66

A.A.S. Degree: WEBSITE DEVELOPMENT & ADMINISTRATION

Requirements – page 69

Certificate: ENTREPRENEURIAL STUDIES

Requirements – page 71

Certificate: MEDICAL OFFICE ASSISTANT

Requirements – page 73

COMMUNICATIONS AND PERFORMING ARTS DEPARTMENT

Room E-309 € ext. . 5591

John Acosta, Assistant Professor

Scott Cally, Assistant Professor

Eleanor Cory, Professor

David Costello, Lecturer

Cindy Greenberg, Professor

Matthew Gregory, Assistant Professor

Robert Herklotz, Senior College Laboratory Technician

Cliff Hesse, Professor

Kaitlin Maggiore, Lecturer

Ryan McKinney, Assistant Professor

Maureen Minielli, Assistant Professor

Gloria Nicosia, Professor and Chairperson

Edward Rohrlich, Senior College Laboratory Technician

Arnold Rosner, Associate Professor

Wendy Schatzman-Sherry, Lecturer

Lili Shi, Assistant Professor

Samuel Taitt, Assistant Professor

Chizoba Udeorji, Assistant Professor

Marvin Williams, Lecturer

Gordon Young, Associate Professor

MASS COMMUNICATIONS

ALL MCF COURSES AND MCM 03000 FULFILL GROUP I OR GROUP A GENERAL EDUCATION REQUIREMENTS FOR ALL DEGREES.

+ MCB 03400 ... BROADCAST ADVERTISING (3 crs. 3 hrs.)

Understand broadcast advertising and its effects; plan and write advertising copy; write radio and television commercials; design and market an advertising campaign; understand the ethics, propaganda, budget and copyright laws as they apply to advertising.

+ MCB 03500 ... INTRODUCTION TO BROADCASTING (3 crs. 3 hrs.)

Historical development, social philosophy and technology of radio and television, investigation of ratings, program production and scheduling.

+ MCB 03600 ... ANNOUNCING ... RADIO AND TELEVISION (3 crs. 3 hrs.)

Techniques of broadcasting, theory underlying use of the equipment employed and practical aspects of their proper use. Correct voice production procedures for announcing, methods of sight reading and oral reading.

Prerequisite: Passing score on the CUNY/ACT in Reading

MCB 03700 ... BROADCAST JOURNALISM (3 crs. 3 hrs.)

Understanding the role of radio and television in reporting and shaping the news and the differences between these media and the press. Reporting, writing and editing newscasts with practical experience working against deadlines.

Prerequisite: ENG 01200

MCB 03800 ... BROADCAST MANAGEMENT (3 crs. 3 hrs.)

The decision-making roles in contemporary broadcast operations. Traffic flow, governmental requirements, ethics, community needs, inter-media relationships, and responsive programming.

Prerequisite: MCB 03500

+ MCB 03900 ... RADIO STUDIO OPERATIONS

(3 crs. 5 hrs.)

Introduction to operational and technical aspects of broadcast audio equipment, and of the media. Various uses of all studio equipment.

MCB 04000 ... AUDIO PRODUCTION AND EDITING

(3 crs. 5 hrs. / 1 hr lecture, 4 hrs. lab/week)

Radio Studio Operations (MCB 03900) introduces the student to basic recording and editing techniques in the audio studio environment. In this advanced course, the student will learn remote audio recording and editing and apply advanced techniques in audio studio operations to create projects.

Prerequisite: MCB 03900

+ MCB 04100 ... INTRODUCTION TO TELEVISION PRODUCTION (3 crs. 3 hrs.)

Analysis of the experience of television viewing through a survey of its individual components and their logic. Television planning and coordination; set and lighting design; camera placement; lenses and angles; video control.

MCB 04600 ... BROADCAST TECHNOLOGY

(2 crs. 2 hrs.)

Basic broadcasting technology skills utilized in the field of radio and television and other audio and video applications. Topics include set-up, alignment, synchronization, interfacing of various equipment with an emphasis on professional industry trends and workflows. This is a required course for all Broadcast majors.

MCB 04800 ... ADVANCED VIDEO PRODUCTION

(3 crs. 3 hrs.)

Exploration of video production for use in television, cable, computer, CD and DVD formats. Television planning and coordination will be examined through group production of subject-oriented programming.

Prerequisite: MCB 04100

MCB 04900 ... DIGITAL AUDIO/VISUAL PRODUCTION AND EDITING (3 crs. 5 hrs. / 1 hr lecture, 4 hrs. lab/week)

(3 crs. 5 hrs. / 1 hr lecture, 4 hrs. lab/week)

Video production from remote (not studio) locations with digital video cameras. Non-linear digital editing workstations are used to transform the digital video collected into a finished piece of work.

MCB 05000 ... WRITING FOR THE ELECTRONIC MEDIA (3 crs. 3 hrs.)

Introduction to the various types of writing used in the electronic media and research necessary for each: commercials, news, reports, promotional and programming material, public service announcements, industrial/educational programs, drama, comedy and story boards.

Prerequisite: Passing scores on the CUNY/ACT in Reading and Writing

MCB 05100 ... DIGITAL VIDEO/AUDIO PRODUCTION AND EDITING II (3 crs. 5 hrs. / 1 hr lecture, 4 hrs. lab/week)

(3 crs. 5 hrs. / 1 hr lecture, 4 hrs. lab/week)

Exploration of the capabilities of digital video cameras and non-linear editors as they apply to television news broadcast and web streaming. Students work in groups to write, produce, shoot and edit two types of new-style reports with one on camera reporter and a second with voice over narration.

Prerequisite: MCB 04100, MCB 04900

MCB 081XX ... INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Mass Communications is developed individually between student and faculty member and must be approved by the Department.

MCB 092XX ... INTERNSHIP (3 crs. 3 hrs.)

Applied work/study at professional broadcasting organizations.

+ MCF 04000 ... FILM: THE CREATIVE MEDIUM (3 crs. 3 hrs.)

To recognize the film medium as a creative art, the historical, social, psychological and aesthetic elements of selected films are studied as illustrations of this creative force.

MCF 04300 ... FILM GENRE (3 crs. 3 hrs.)

The mass medium of film and its ability to reflect and influence a wide variety of sociological and psychological events and trends, as seen through a particular genre. The genre will change each semester (i.e., film noir, animation, the documentary, western).

Recommended-not required: MCF 04000

PERFORMING ARTS

MUSIC

MUSIC COURSES FROM MUS 02100 TO MUS 02700 AND MUS 03100 MEET GROUP I OR GROUP A GENERAL EDUCATION REQUIREMENTS FOR ALL DEGREES. STUDIO COURSES INCLUDING MUS 02300, 03000, 04000, 04100, 04200, 04600, 04800, 09121 THROUGH 096A5 MEET GROUP I OR GROUP A GENERAL EDUCATION REQUIREMENTS FOR LIBERAL ARTS (A.A. DEGREE) ONLY.

+ MUS 02100 ... INTRODUCTION TO JAZZ (3 crs. 3 hrs.)

Historical approach to the jazz idiom through readings and guided listening. Topics include: the roots of jazz music, New Orleans jazz, Chicago style, Kansas City style, swing, bebop, new wave, and progressive jazz.

+ MUS 02200 ... MUSIC OF THE TWENTIETH CENTURY (3 crs. 3 hrs.)

Introduction to the varied sounds of 20th century music. Emphasis on major musical achievements of the century by European and American composers, including Stravinsky, Bartok, Schonberg, Gershwin, Bernstein, Copland and Cage. Prerequisite: MUS 03100

MUS 02300 ... INTRODUCTION TO SONGWRITING (3 crs. 3 hrs.)

This course is a practical introduction to song composition. It is designed for the beginner and will deal with music notation, melody writing, chord choice, song form, setting words to

SPEECH

SPE 02400 MEETS GROUP I OR GROUP A GENERAL EDUCATION REQUIREMENTS FOR LIBERAL ARTS (A.A. DEGREE) ONLY. ALL OTHER SPEECH COURSES, EXCEPT SPE 01500 AND SPE 01600, MEET GROUP I OR GROUP A GENERAL EDUCATION REQUIREMENTS FOR ALL DEGREES.

+ SPE 01100 ... LISTENING AND SPEAKING SKILLS

(3 crs. 3 hrs.)

To strengthen oral language abilities and improve listening proficiency, students are made aware of the nature of their language. Focus is on vocabulary enrichment, word pronunciation, attention to grammar, verbal self-expression, listening as a skill and note-taking techniques.

Not open to students at ENG 01200 level or higher.

Recommended for students at the ENG 91,92 OR 93 level..

+ SPE 01200 ... INTERPERSONAL COMMUNICATION

(3 crs. 3 hrs.)

The communicator's development of self-concepts, ability to understand and project a comfortable and confident self-image.

Methods to improve and use this knowledge when interacting and communicating with other individuals and with groups.

+ SPE 01500 ... TEACHING SPEECH AND LANGUAGE TO GRADES PRE-K THROUGH 6 (3 crs. 3 hrs.)

Methods and materials for teaching speech arts in nursery and elementary schools. Students learn to understand and work with children on such activities as dramatic play, pantomime, creative dramatics, puppetry, storytelling, reading aloud, choral speaking, group discussions and talks.

+ SPE 01600 ... SURVEY OF SPEECH, LANGUAGE AND HEARING DISORDERS (3 crs. 3 hrs.)

A survey of speech, language and hearing disorders. Students gain an understanding of communication disorders and their effects on those with the disorders.

+ SPE 02100 ... EFFECTIVE PUBLIC SPEAKING

(3 crs. 3 hrs.)

The basic elements for clear and effective public speaking.

Practice and study in skills such as organizing and outlining speeches, developing ideas, using audio-visual materials for clarification and amplification of ideas, techniques of extempore and impromptu speaking, methods of delivery. All basic elements are brought together through the presentation of several speeches.

SPE 02200 ... THE ART OF CONVICTION AND PERSUASION (3 crs. 3 hrs.)

An introduction to the art of discourse and its practical application to law, politics, literature and science. The development of critical thinking skills while analyzing controversial issues, constructing logical arguments in a convincing manner.

NOTE: Open only are of thOrnthe aHonos aOpion tProram

SPE 04000 ... PHONETICS (3 crs. 3 hrs.)

Introduction to different aspects of phonetics and their relationship to language. The sounds of English and the International Phonetic Alphabet which symbolizes those sounds will be included. Theoretical foundations of phonetics will be explored as they relate to normal and abnormal language development as well as speech correction and improvement.

SPE 04100 ... LANGUAGE DEVELOPMENT (4 crs. 4 hrs.)

An understanding of normal language development including issues of speech and hearing. Aspects of second language development as it relates to first language acquisition will be included. Language development will be discussed as it relates to motor, perceptual, cognitive, emotional and social issues.

SPE 081XX ... INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Speech Communication is developed individually between the student and faculty member and must be approved by the Department.

Prerequisite: Speech Communication Major in last year of study and permission of Program Director.

SPE 082XX ... (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

THEATRE

THEATRE COURSES THA 05000, 05100, 06700, MEET GROUP I OR GROUP A GENERAL EDUCATION REQUIREMENTS FOR ALL DEGREES. THA COURSES 05200, 05300, 06200, 06600, MEET GENERAL EDUCATION REQUIREMENTS FOR LIBERAL ARTS (A.A. DEGREE) ONLY.

+ * THA 02000 ... ARTS ADMINISTRATION MANAGEMENT

(3 crs. 3 hrs.)

The role of the producer. A survey of the industry's legal, accounting and business practices for students planning a career in the performing arts or in performing arts management.

*** THA 02500 ... VIRTUAL ARTS ADMINISTRATION**

(3 crs. 3 hrs.)

Creation and management of simulated entertainment business. Students will simulate all of the planning, development, marketing and production video, audio, film or live theatrical and concert tours for other virtual companies.

Prerequisite: THA 02000

*** THA 04600 ... TRAINING THE PERFORMING VOICE**

(3 crs. 3 hrs.)

Introduction to basics of vocal technique, consideration of performance experience, culminating in the performance of a song or monologue in a student recital.

THA 05000 ... INTRODUCTION TO THEATRE ARTS (3 crs. 3 hrs.)

Various elements which compose theatre—from classical to modern times—are studied as performing art forms and as parts of an integrated wholeness.

* THA 06000 ... INTRODUCTION TO COSTUME AND MAKEUP (3 crs. 3 hrs.)

Fundamentals of visual design theory and aesthetics for theatrical costume will be learned through theoretical as well as experimental application. Students will learn the common practices of the design process through sketches, collages, and rendering techniques. Students will also be introduced to the basic sewing techniques necessary for the current entertainment industry.

* THA 06200 ... ACTING: CLASSICAL STYLES (3 crs. 3 hrs.)

ENGLISH DEPARTMENT

Room C-309 € ext. 5849

Anthony C. Alessandrini, Assistant Professor

Steven Amarnick, Associate Professor

Stephen Armstrong, Assistant Professor

Marcia Babbitt, Professor and Chairperson

Sylviane Baumflek, Lecturer

Robert Blaisdell, Professor

Jacqueline Brady, Assistant Professor

Lesley Broder, Assistant Professor

Liza Bruna, Instructor

Robert Cowan, Assistant Professor

Martha Clark Cummings, Assistant Professor

Ann Del Principe, Assistant Professor

Elizabeth Dill, Assistant Professor

Maureen Fadem, Lecturer

Eileen Ferretti, Associate Professor

Lea Fridman, Professor

Kate Garretson, Associate Professor

Matthew Gartner, Associate Professor

Karlene Gooding, Lecturer

Janine Graziano-King, Associate Professor

Leonard Green, Associate Professor

Linda Holman, Assistant Professor

Rachel Ihara, Assistant Professor

Gabrielle Kahn, Assistant Professor

Kevin Kolkmeier, Lecturer

Thomas Lavazzi, Professor

Ronna Levy, Assistant Professor

Natasha Lvovich, Professor

Betsy McCully, Associate Professor

Gene McQuillan, Professor

Norma Miles, Assistant Professor

Rebecca Mlynarczyk, Professor

Mary Lynn Navarro, Assistant Professor

Susan O'Malley, Professor

Hope A. Parisi, Associate Professor

Frank Percaccio, Assistant Professor

Christine Rudisel, Assistant Professor

Vanessa Santaga, Lecturer

Emily Schnee, Assistant Professor

Maria Scordaras, Assistant Professor

Robert Singer, Professor

Denis Sivack, Assistant Professor

Cheryl Smith, Assistant Professor

Bailin Song, Professor

Enid Stubin, Assistant Professor

DEVELOPMENTAL ENGLISH

Kingsborough's approach to developmental education emphasizes a full and integrated grounding in reading, writing, and critical thinking, as well as the study skills that students need in order to cope with their academic and career training programs. This grounding also prepares students to pass the CUNY/ACT in Reading and Writing. Upon completing the top level course, students retake the CUNY/ACT in Reading and Writing.

READING/WRITING

Students are placed into Reading/Writing courses on the basis of their scores in reading and writing. Students who do not pass both CUNY/ACT in Reading and Writing or whose score on either test is at the introductory level enroll in an ESL course (00700, 00900, or 09100) or ENG 091A5, as appropriate. Students who fail both tests at the intermediate level enroll in ENG 092A6. Combined Reading/Writing courses allow students to progress as quickly as possible through required developmental work.

~ ENG 091A5 ... DEVELOPING FLUENCY IN READING AND WRITING (0 crs. 8 hrs. ... 8 equated crs.)

A course in reading, writing, and critical thinking for students who are at the basic level of developmental work. Required of entering students who score 6 or below on the CUNY/ACT in Writing and/or at the 91 level on the CUNY/ACT in Reading unless ESL placement is indicated.

~ ENG 092A6 ... DEVELOPING COMPETENCE IN READING AND WRITING (0 crs. 8 hrs. ... 8 equated crs.)

A course in reading, writing and critical thinking for students who are at the intermediate level of developmental work. Required of students who score 6 on the CUNY/ACT in Writing and who have failed the CUNY/ACT in Reading at the ENG 09200/00400 level. Also required of students who completed ENG 091A5.

READING

For students whose scores or work in a previous course indicate that they need additional developmental work in reading but not in writing, KCC offers a course in developmental reading, ENG 00400 (Analytical Reading), to help students prepare for college level assignments. The concentrated instruction and practice in the full range of reading skills offered by this course should also lead to improved performance on the CUNY/ACT in Reading.

~ + ENG 00400 ... ANALYTICAL READING (0 crs. 4 hrs. ... 4 equated crs.)

Helps students improve reading proficiency through instruction and intensive practice in vocabulary, comprehension, and study skills development. Students read and analyze interdisciplinary materials, both in and out of class, to help them prepare for the required readings in their regular academic courses. Required of entering students who fail to pass the CUNY/ACT in Reading but who have passed the CUNY/ACT in Writing.

~ ENG 00R00 ... PREPARATION FOR CUNY READING TEST @ (0 crs. 2 hrs. ... 2 equated crs.)

The course will familiarize students with the computer-adaptive testing modality, as well as with drawing distinctions among different question types. Course will increase the reader's ability to sustain close attention to brief texts.

Prerequisite: Passing score on the English Departmental Reading Exam. This course is also open to students with transfer credits for Freshman English from another institution pending passing of the CUNY/ACT in Reading.

WRITING

Students whose scores or work in a previous course indicate that they need additional developmental work in writing but not in reading enroll in ENG 09300, Developing Competence in Writing.

*Some students are exempt from the testing requirement.

They include:

- holders of a Bachelor's Degree beginning a second degree program (however, these students may be required by the college to take the tests upon entry to help determine their placement in English/ESL);
- entering students who achieve a score of 480 or above on the Verbal section of the SAT;
- students who achieve a score of 75 or higher on the English Language Arts Regents Exam.

~ ENG 093A9 ... DEVELOPING COMPETENCE IN WRITING (0 crs. 4 hrs. ... 4 equated crs.)

A course in reading, writing and critical thinking for students who score 6 on the CUNY/ACT in Writing with a passing score on the CUNY/ACT in Reading. Also required of students who have taken ENG 091A5 and/or 092A6 but have not satisfied the writing requirements for entrance into ENG 01200.

~ ENG 00W00 ... PREPARATION FOR CUNY WRITING TEST @ (0 crs. 2 hrs. ... 2 equated crs.)

Elective course for students who scored 6 on the CUNY/ACT in Writing and passed ENG 093A9. Designed to help students improve their writing and enable them to pass the CUNY/ACT in Writing. Students may not take ENG 00W00 unless they have passed ENG 093A9 or the writing component of ENG 092A6.

ESL

English courses open only to students who are non-native speakers of English. Students are placed into the following English as a Second Language (ESL) courses on the basis of their performance on CUNY/ACT in Reading and Writing.

~ ESL 00700 ... BASIC READING AND WRITING FOR STUDENTS LEARNING ENGLISH AS A SECOND LANGUAGE (0 crs. 10 hrs. ... 10 equated crs.)

This is the first course in an ESL sequence designed for students whose first language is not English and whose results on the CUNY/ACT in Reading and Writing indicate that they need extensive work on developing these areas. Activities include intensive work on reading, writing and revision, with an emphasis on developing fluency in writing and basic reading comprehension.

~ ESL 00900 ... INTERMEDIATE READING AND WRITING
FOR STUDENTS LEARNING ENGLISH AS A SECOND
LANGUAGE (0 crs. 10 hrs. ... 10 equated crs.)
This is the second course in an ESL sequence designed for

+ @ ENG 06600 ... LITERATURE AND HUMAN
BEHAVIOR (3 crs. 3 hrs.)

The complexities of human behavior as presented in literature are examined. Readings drawn from a wide multicultural base include works by African, American, British, Chinese, European, Hispanic and Russian authors. Various literary themes and genres will be analyzed in the context of their behavioral implications. Cross-cultural similarities and differences will be explored.

Prerequisite: ENG 01200

+ @ ENG 06700 ... WOMEN IN LITERATURE
(3 crs. 3 hrs.)

Writing by and about women in various genres and eras. Consideration is given to women as writers using sociological,

~ ENG 0BW00: FOUNDATIONS FOR COLLEGE-LEVEL
WRITING (0 crs. 4 hrs.)
A portfolio-based course that develops thinking skills and

CHINESE

+ CHI 00100 ... ELEMENTARY CHINESE I (4 crs. 4 hrs.)

Introduction to Mandarin for students with no previous training in the language. Emphasis on pronunciation and basic sentence structure for conversational Chinese using the pinyin Romanization system. The Chinese writing system in simplified characters also introduced for reading purposes.

(Note: Not open to native speakers.)

+ CHI 00200 ... ELEMENTARY CHINESE II (4 crs. 4 hrs.)

One-year course in Mandarin for students with no previous training in the language. Further development of skills for conversing in Chinese. Emphasis on the learning of basic pronunciation, reading and writing are taught in characters.

Prerequisite: CH 00100

+ CHI 082XX ... (4 crs. 4 hrs.)

HEB 081XX ... INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Hebrew is developed individually between student and faculty member and must be approved by the Department.

HEB 082XX ... (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

ITALIAN

+ IT 00100 ... ELEMENTARY ITALIAN I (4 crs. 4 hrs.)

A one-year course for students with no previous training in the language, or, as indicated by the Language Placement Examination score. Emphasis on correct pronunciation through intensive oral practice, use of the language laboratory and audio-visual materials, acquisition of basic vocabulary and the elements of grammar for conversation, comprehension, reading and writing.

NOTE: Not open to native speakers.

+ IT 00200 ... ELEMENTARY ITALIAN II (4 crs. 4 hrs.)

Further development of language skills, comprehension, speaking, reading and writing.

Prerequisite: IT 00100 or acceptable Language Placement Examination score

+ IT 00300 ... INTERMEDIATE ITALIAN I (3 crs. 3 hrs.)

Progressive development of language skills, based on foundations established in elementary Italian. Grammar review supplemented by readings of modern Italian literature.

Prerequisite: IT 00200 or acceptable Language Placement Examination score

IT 00400 ... INTERMEDIATE ITALIAN II (3 crs. 3 hrs.)

Advanced grammar, composition and reading of modern Italian authors.

Prerequisite: IT 00300 or acceptable Language Placement Examination score

+ IT 02200 ... ITALIAN CONVERSATION (3 crs. 3 hrs.)

Practice in conversation on an elementary level. Emphasis on the vocabulary and idioms of everyday usage.

Prerequisite: IT 00100 or equivalent

+ IT 03000 ... LITERATURE IN TRANSLATION (3 crs. 3 hrs.)

For non-Italian speaking students, course includes reading and analysis of representative works of Italian literature in their cultural and historical context. Reading and discussion in English.

Prerequisite: ENG 01200

IT 07000 ... ITALIAN CINEMA (3 crs. 3 hrs.)

History of Italian Cinema from the silent era and Fascist period to the present, with emphasis on postwar neorealism and the major directors of the sixties and seventies. Films in Italian with English subtitles. Instruction is in English. Does not meet for Group II General Education requirement.

Prerequisite: ENG 01200

IT 081XX ... INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Italian is developed individually between student and faculty member and must be approved by the Department.

IT 082XX ... (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

SPANISH

+ SPA 00100 ... ELEMENTARY SPANISH I (4 crs. 4 hrs.)

One-year course designed for students with no previous training in the language, or, as indicated by the Language Placement Examination score. Emphasis on correct pronunciation through intensive oral practice, use of language laboratory and audio-visual materials, acquisition of basic vocabulary and the elements of grammar for conversation, comprehension, reading and writing. NOTE: Not open to native speakers.

+ SPA 00200 ... ELEMENTARY SPANISH II (4 crs. 4 hrs.)

Further development language skills, comprehension, speaking, reading and writing.

Prerequisite: SPA 00100 or acceptable Language Placement Examination score

+ SPA 00300 ... INTERMEDIATE SPANISH (3 crs. 3 hrs.)

Progressive development of language skills, based on foundations established in elementary Spanish. Grammar review is supplemented by readings of modern Spanish literature.

Prerequisite: SPA 00200 or acceptable Language Placement Examination score

SPA 00400 ... READINGS IN HISPANIC LITERATURE (3 crs. 3 hrs.)

Advanced grammar and composition through selected readings in Hispanic literature.

Prerequisite: SPA 00300 or acceptable Language Placement Examination score

+ SPA 01100 ... SPANISH FOR TEACHERS I (4 crs. 4 hrs.)

Teachers are introduced to Spanish language fundamentals. Development of basic conversational ability, grammar patterns, understanding writing and reading through intensive practice in the classroom. Language lab drills use computer software, audio-visual and musical materials. Different approaches for teaching Spanish to children.

OPEN to TEACHERS ONLY or Department permission

SPA 01200 ... SPANISH FOR TEACHERS II (4 crs. 4 hrs.)

Further development of Spanish language skills for teachers includes: study of basic grammatical patterns; development and acquisition of new vocabulary; ample utilization of language lab and classroom drills; use of computer software, audio-visual and musical materials. Various approaches for teaching Spanish to children.

OPEN to TEACHERS ONLY or Department permission

Prerequisite: SPA 01100 or equivalent

+ SPA 01700 ... INTENSIVE REVIEW OF SPANISH GRAMMAR (3 crs. 4 hrs. ... 1 equated cr.)

For students who have had three or more years of high school Spanish but have not studied the language for a substantial period of time, or for Spanish native speakers with limited formal training in the language.
Prerequisite: Acceptable Language Placement Examination score

+ SPA 01800 ... PROPER MODELS OF SPANISH GRAMMAR AND CONVERSATION FOR NATIVE SPEAKERS (3 crs. 3 hrs.)

For Spanish-speaking students, stress on improvement of reading and writing skills.
Prerequisites: Native conversational ability, acceptable Language Placement Examination score and Department permission

+ SPA 02200 ... ELEMENTARY SPANISH CONVERSATION (3 crs. 3 hrs.)

Basic conversational skills for students who wish to use Spanish language to communicate with Spanish speaking people.
Prerequisite: SPA 00200 or three years of high school Spanish or Department permission

+ SPA 03000 ... READINGS IN PENINSULAR SPANISH LITERATURE IN TRANSLATION (3 crs. 3 hrs.)

A study, analysis and discussion of the most outstanding literary productions of Spain, from the Middle Ages to contemporary texts. The course will be taught entirely in English.
Pre or corequisite: ENG 01200

+ SPA 03100 ... READINGS in SPANISH...AMERICAN LITERATURE IN TRANSLATION (3 crs. 3 hrs.)

For students who wish to explore the high points of Spanish-American literature. Instruction is entirely in English.
Open to all students.

+ SPA 03300 ... INTERMEDIATE SPANISH CONVERSATION (3 crs. 3 hrs.)

Intensive practice in spoken Spanish for students who wish to use the language to communicate with Spanish speaking people and students of Spanish in familiar situations.
Prerequisites: SPA 00200, 02200 or Department permission

+ SPA 03400 ... SPANISH AMERICA: CULTURE, ART AND MUSIC (3 crs. 3 hrs.)

Outstanding facets of Spanish-American culture, includes all important historic, political, literary and artistic movements, individuals, ideas and periods. Grammar, literature and composition emphasized through reading selected representative authors and works of each period. Instruction is in both Spanish and English.
Prerequisite: SPA 00400 or 01800 or Department permission

+ SPA 03500 ... THE CONTEMPORARY LATIN AMERICAN SHORT STORY (3 crs. 3 hrs.)

A study of contemporary Latin American culture as revealed in the short story genre. Examining texts in translation will reveal the elements in the writing which combine to create their particular qualities. The course will be taught entirely in English.
Prerequisite: ENG 01200

+ SPA 03600 ... SPANISH SYNTAX AND COMPOSITION (3 crs. 3 hrs.)

To improve and reinforce student skills, orthography, vocabulary, syntax, analytical writing and stylistics are stressed.
Prerequisite: SPA 01800 or acceptable Language Placement Examination score

SPA 04400 ... ADVANCED SPANISH CONVERSATION (3 crs. 3 hrs.)

For students who wish to speak fluently and correctly in current idiom. Intensive practice and group discussions on general and cultural topics. Through study of selected short fiction, brief plays and journalistic materials from well known authors, students enlarge vocabulary, knowledge of native idiomatic expressions and literary concept.
Prerequisite: SPA 00300 or Department permission

SPA 05300 ... SPANISH-AMERICAN LITERATURE (3 crs. 3 hrs.)

Survey of the significant literary production of Spanish America from colonial beginnings to the present, with special attention to major authors of the 20th century. Instruction is in Spanish.
Prerequisite: SPA 00400 or equivalent or Department permission

SPA 05500 ... HISTORY AND CIVILIZATION OF SPAIN (3 crs. 3 hrs.)

Chronological study of major Spanish historical trends and developments to the present. Political, literary and artistic movements, highlight important individuals, ideas and periods are examined as selected texts representative of each period are read. Instruction is in Spanish and English.

SPA 07000 ... SPANISH CINEMA (3 crs. 3 hrs.)

Study of the best films and film scripts in the Spanish cinema. Instruction is in English with a view toward developing appreciation of the history, art and aesthetics of the Spanish cinema and increasing Spanish language experience.
Does not meet Group II or A General Education requirement.

SPA 07100 ... PUERTO RICAN FOLKLORE (3 crs. 3 hrs.)

Study of folkloric compositions of the Puerto Rican people in all forms—literary, musical, superstitions, etc; their sources and formation as influenced by all three cultural groups in Puerto Rican history: Indian, Spanish, and Black, and how they influence the Puerto Rican of today. Instruction is in Spanish and English.

SPA 07400 ... LATIN AMERICAN CINEMA (3 crs. 3 hrs.)

Exploration of the culture of Latin America through film. All films are subtitled.

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YIDDISH

YD 03000 ... YIDDISH LITERATURE IN TRANSLATION

(3 crs. 3 hrs.)

The emergence of Yiddish writers in the modern world.

Emphasis is on the main literary personalities and their major contributions. Designed for non-Yiddish speaking students. All readings and discussions are in English.

Pre or corequisite: ENG 01200

YD 082XX (1-3 crs. 1-3 hrs)

COH 02000 ... COMMUNITY HEALTH INTERVENTIONS
(3 crs. 3 hrs.)

Intervention strategies that promote and protect community health, including education, outreach, community organizing, advocacy, and health communication campaigns.

COH 091E1 ... FIELD EXPERIENCE IN COMMUNITY HEALTH (3 crs. 1 class hour plus 100 field hours)

Under Agency and Department supervision working in the field (100 hours are required), students broaden knowledge and deepen understanding of current Community Health issues. They work on Community Health problems, meet experienced professionals, familiarize themselves with the practices and methods used to ensure and protect the community and experience the "real life" challenges of the Community Health professional.
Prerequisites: COH 01100, COH 01200, COH 01300 and COH 02000 or Department permission.

EXERCISE SCIENCE AND PERSONAL TRAINING

EXS 00900 ... INTRODUCTION TO PERSONAL TRAINING
(3 crs. 3 hrs.)

This course is the introduction course to the Personal Training major. All aspects of personal training will be covered, including the necessary qualifications and responsibilities of a trainer, the various job opportunities that are available, legal considerations, psychological and motivational factors in working with different types of individuals, and how to set up and run a personal training business.
Open to all students

EXS 01000 ... KINESIOLOGY OF EXERCISE (3 crs. 3 hrs.)
Mechanical principles of human motion; macroscopic analysis of bones and muscles; joint leverage and limitations; types of muscular contractions and the relationship of muscular efficiency to posture; analysis of motor activities.
Pre/Corequisite: BIO 001100

EXS 01100 ... PHYSIOLOGY OF EXERCISE (3 crs. 3 hrs.)
The effects of exercise on human body; the foundation of exercise physiology and the application of the physiological principles which govern the science of sport and exercise. Emphasis is on how the cardiovascular and pulmonary systems work with the muscular system and the development of safe and productive physical training programs.
Pre/Corequisites: BIO 001100

EXS 01200 ... HEALTH RISK APPRAISAL (3 crs. 3 hrs.)
Risk factors for coronary heart disease, chronic disease, pathophysiology, medications, biological and lifestyle risk factors, contraindications for exercise, and ethical concerns. Health risk appraisal instrumentation and methodology.
Pre/Corequisite: EXS 01000

EXS 01300 ... FITNESS ASSESSMENT AND PROGRAM DESIGN (3 crs. 3 hrs.)
Techniques to assess human performance and how this information is utilized to develop appropriate exercise prescriptions.
Pre/Corequisite: EXS 01000

EXS 01500 ... MUSCULAR FITNESS TECHNIQUES
(3 crs. 3 hrs.)
Methods and techniques for designing and implementing muscular fitness training programs, the use of various modalities designed for improving muscular fitness and how to effectively teach others on the proper use of equipment or the performance of an exercise.
Prerequisite: EXS 01000

EXS 091X6 ... FIELD EXPERIENCE IN EXERCISE SCIENCE
(3 crs. 1 class hour plus 100 field hours)
Supervised fieldwork in a commercial, corporate or cardiac rehabilitation fitness center.
Prerequisite: EXS 00900, EXS 01000, EXS 01100, EXS 01200, EXS 01300 and EXS 01500
Open only to Exercise Science Majors. Hours to be arranged by Department.

HEALTH EDUCATION

+ HPE 01200 ... CONCEPTS OF WELLNESS (3 crs. 3 hrs.)
This fundamental course covers a broad spectrum of health-related topics to make students aware of the causes of mental and physical illnesses and their prevention, and demonstrates how lifestyle, perceptions, and decisions affect health. Guidelines and criteria presented to determine good mental, emotional, and physical health. Opportunities for personal assessment.
*HPE 01200 REQUIRED OF ALL students except students majoring in Nursing, Physical Therapy Assistant, Surgical Technology and Maritime Technology.

+ HPE 01500 ... FITNESS ASSESSMENT AND PRESCRIPTION (2 crs. 3 hrs.)
Principles of physical fitness are taught. Students undergo a battery of fitness tests and develop a personal fitness program.

HE 01400 ... CRITICAL ISSUES IN PERSONAL HEALTH
(1 cr. 2 hrs.)
Critical health issues from chronic diseases such as cancer, cardiovascular disease, and diabetes mellitus, to communicable diseases such as human immunodeficiency virus and other sexually transmitted infections. Students analyze the role of health risk behaviors in the development of disease, injury and disability, and design a personal wellness plan for health promotion.

+ HE 02000 ... COMMUNITY CPR (1 cr. 1 hr.)
Knowledge and basic skills necessary to meet respiratory and cardiac emergencies in adults, children and infants. Upon successful completion of this course, students will receive the American Red Cross Certificate for Community CPR.

HE 02100 ... EMERGENCY CARDIAC CARE (1 cr. 1 hr.)
Knowledge and skill required to meet cardiac emergencies including Adult CPR and use of the automated external defibrillator. Upon successful completion, students will receive the Red Cross Certificate for Adult CPR and AED.

+ HE 03300 ... STRESS MANAGEMENT (2 crs. 2 hrs.)
To help students understand and cope more effectively with stress in their daily lives, course topics include: causes, components and consequences of stress; how to measure stress; strategies/techniques to control stress.

HE 03400 ... SURVEY OF HOLISTIC HEALTH CARE
(2 crs. 2 hrs.)

+ PEC 01700 ... BASIC VOLLEYBALL (1 cr. 2 hrs.)

Beginner-intermediate level: rules, basic individual skills, offensive/defensive systems, team coordination, training, conditioning, prevention of injury, evaluation of performance.

PEC 01900 ... AEROBIC DANCE (1 cr. 2 hrs.)

A fitness program that combines vigorous calisthenics exercises with dance steps to music for improved cardiovascular endurance, muscles toning and flexibility.

+ PEC 02000 ... BEGINNER'S BALLET (1 cr. 2 hrs.)

Introduction to the principles and techniques inherent in the art of classical ballet. Includes Exercises and movement combinations leading to body alignment, endurance, strength, and fluidity of movement.

+ PEC 02500 ... TAI CHI CH'UAN (1 cr. 2 hrs.)

The principles and practices of Tai Chi Ch'uan will be presented and practiced for the purpose of exercise, meditation, self-defense and increased overall wellness.

+ PEC 02600 ... GOLF (1 cr. 2 hrs.)

Emphasis is on mechanics of movement involved in the performance of the following basic fundamental skills: Basic Swing, Short and Long Irons, Woods, and Putting.

+ PEC 02700 ... BEGINNING KARATE AND SELF-DEFENSE (1 cr. 2 hrs.)

Introduction to formal Karate and practical self-defense techniques. History and background, fundamental stances, blocks, punches, kicks, conditioning, safety, methods of avoidance and personal self-defense movements, oriental tradition (Karate costumes, respect and Buddhist philosophy).

+ PEC 02900 ... INTRODUCTION TO HATHA YOGA (1 cr. 2 hrs.)

Introduction to the conceptual framework of Hatha Yoga, and the development of students' capacity to perform physical, breathing, concentration, and relaxation exercises.

+ PEC 03000 ... SWIMMING FOR NON-SWIMMERS AND BEGINNERS (1 cr. 2 hrs.)

Basic skills to swim properly. Special attention given to non-swimmers who will learn in shallow water. At the end of the course, students will be able to jump or dive into the water, swim in a prone position and on the back.

PEC 03100 ... LIFE GUARDING (1 cr. 2 hrs.)

The knowledge and skills necessary to safely assist, and/or effect water rescues, and supervise swimmers in a safe environment. At the conclusion of the course, students will be able to pass both written examination and skills test.

Pre or corequisites: Swimming skills equivalent to American Red Cross Swimmer Course, Standard First and CPR skills.

PEC 03200 ... WATER SAFETY INSTRUCTOR (1 cr. 2 hrs.)

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PEC 06500 ... AQUA EXERCISE (1 cr. 2 hrs.)

An overview of the scope of fitness attainable from a regulated program of exercising in water. Development of muscular strength, flexibility and increased aerobic capacity (endurance) is stressed in aqua aerobics and water exercise.

PEC 06600 ... INTERMEDIATE YOGA (1 cr. 2 hrs.)

Techniques for deepening one's practice of classical yoga postures; exploring various lineages, styles and traditions of Yoga including Iyengar, Ashtanga and Vinyasa; posture variations, backbends and inversions, intermediate pranayama (breathing) techniques and the use of yoga props.

Prerequisites: PEC 02900 or PEC 082XX or permission of instructor

PEC 06700 ... Yoga and Meditation (2 crs. 2 hrs.)

Application of the fundamental principles of yoga and meditation. An overview of the philosophy and psychology of yoga and meditation; an understanding of asanas and chakras; an explanation for the contraindications for certain asanas or meditative techniques; and a review of physical and psychological health conditions that may derive significant benefit from yoga and meditation.

Prerequisite: PEC 02900 or other yoga experience with permission of instructor

PEC 06800 ... COMPETITIVE TENNIS (1 cr. 2 hrs.)

For students who possess advanced tennis skills and wish to improve or apply them in varsity level competition.

Prerequisite: PEC 01100 or PEC 01200 or permission of instructor.

PEC 082XX ... (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

Following PEM and PEW courses meet for 2 hours a week and earn 1 credit each semester.

MEN'S ACTIVITIES

+ PEM 00200 ... BASEBALL (Spring)

To develop individual and team techniques involved in "College Baseball." Conditioning, sportsmanship, team play, appreciation of the game and its rules, and other benefits.

+ PEM 00500 ... BASKETBALL TECHNIQUES

Various aspects of basketball include: basic skills, practice drills, individual and team responsibilities in man-to-man and zone defenses, offenses against man-to-man and zone defenses, coaching techniques and basketball strategy.

+ PEM 00700 ... SOCCER TECHNIQUES (Fall)

Soccer, the fastest growing team sport in the country, can be played by both sexes and all ages. Technical development, tactical understanding and appreciation of the popular sport.

PEM 082XX ... (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

WOMEN'S ACTIVITIES

+ PEW 00200 ... BASKETBALL

+ RPE 01600 ... FOLK AND SQUARE DANCE TEACHING

RPE 09253 ... FIELD EXPERIENCE IN RECREATION AND RECREATION THERAPY (3 crs. 6 hrs.)

+ HIS 01100 ... AMERICAN CIVILIZATION I (3 crs. 3 hrs.)

WORLD HISTORY

+ HIS 03100 ... EUROPE: NAPOLEON TO HITLER, 1789 TO 1945 (3 crs. 3 hrs.)

A social, cultural, political, and economic approach to the development of European civilization from the French Revolution to the 20th century. Emphasis is on industrialism, nationalism, imperialism, world wars, and totalitarianism.

+ HIS 03200 ... MODERN CHINA (3 crs. 3 hrs.)

The reshaping of China and its revolutionary role in the modern world.

+ HIS 03300 ... AFRICA: PAST AND PRESENT (3 crs. 3 hrs.)

The historical development of Africa with emphasis on the cultural interchange, colonialism and the nationalist revolts, new governments and the problem of modernization, conflicts of interest of the great powers, and 20th century nationalistic rivalries.

+ HIS 03400 ... MILITARY HISTORY (3 crs. 3 hrs.)

Study of modern military history, the strategic, tactical, and technological factors relating to warfare including: classic warfare; the age of limited war, modern nationalism and total war, modern guerrilla and contemporary warfare.

+ HIS 03600 ... EUROPE IN THE TWENTIETH CENTURY (3 crs. 3 hrs.)

The transformation of European society in the 20th century. The political, military, economic and cultural factors as well as the social and technological changes which gave the 20th century its unique character.

+ HIS 03700 ... THE MIDDLE EAST: WORLD WAR I TO THE PRESENT (3 crs. 3 hrs.)

Analysis of the major political, social, religious, economic and cultural developments in the Near East: attempts of Islamic society to adjust to the Western way of life; the rise of nationalism, the emergence of the State of Israel and the role of oil in world diplomacy.

+ HIS 04200 ... THE CARIBBEAN: 1492 TO THE PRESENT (3 crs. 3 hrs.)

Development of the Caribbean Islands from 1492 to the present, including pre-Columbian cultures, European colonization and rivalries, slavery, and the development of modern Caribbean culture.

+ HIS 04300 ... THE HISTORY OF PUERTO RICO (3 crs. 3 hrs.)

The history of Puerto Rico from pre-Columbian times to the modern era. Focus will be on the nature of and reasons for Puerto Rican immigration to the mainland, the development of Puerto Rican communities in North American urban centers, and the migration back to Puerto Rico.

+ HIS 04400 ... THE NAZI HOLOCAUST (3 crs. 3 hrs.)

The rise of Nazism and its legislative, political, and destructive machinery; the internal life of the Jew in the Ghettos and Concentration Camps; the Jewish Councils and Resistance movements; the attitude of the "Free World"; the Allies, the Church; negotiations for rescue; the scope of the Final Solution, and the literature of the holocaust.

+ HIS 05100 ... THE ANCIENT WORLD (3 crs. 3 hrs.)

Origins of civilization and the emergence of the great cultures of the Near East. The religious, social, economic, and political ideas and institutions of Egypt, Mesopotamia, the Hebrews, Greece, and Rome, which shaped Western civilization.

+ HIS 05200 ... ROOTS OF THE MODERN WORLD (3 crs. 3 hrs.)

The main themes of Western civilization from the Middle Ages to the 18th century. The nature of medieval society, birth of modern capitalism, expansion of Europe, the Renaissance, religious revolution of the 16th century, emergence of modern science, and the Age of Reason.

+ HIS 05300 ... RUSSIAN HISTORY: 1860 TO THE PRESENT (3 crs. 3 hrs.)

Reform and revolution in Russia and the establishment of the Soviet regime, analysis and evaluation of the U.S.S.R. under its several leaders, the crises of Soviet society, the collapse of the Soviet Union and the aftermath.

+ HIS 05600 ... WITCHCRAFT, A HISTORICAL STUDY (3 crs. 3 hrs.)

History of witchcraft from its beginning in the ancient Near East to the great witch-hunts in Europe and America and its decline in the age of skepticism, the 17th and 18th centuries.

+ HIS 05700 ... LATIN AMERICAN HISTORY (3 crs. 3 hrs.)

The development of Latin America from colonial times to the present, the intermingling of cultures, ideas, and the formation of a Latin American civilization.

+ HIS 06400 ... MODERN JEWISH HISTORY (3 crs. 3 hrs.)

History of the Jewish people from the mid-17th century to the present. Topics include: the Messianic and Hassidic movements, enlightenment, emancipation and assimilation, the rise of new religious forms, the great migrations, nationalism, anti-Semitism, the growth of Hebrew and Yiddish literature, the emergence of Zionism and the establishment of the State of Israel.

+ HIS 06500 ... SOCIAL UNREST AND REVOLUTION IN MODERN TIMES (3 crs. 3 hrs.)

The ideological basis of industrialism, laissez-faire, doctrines of reform and transformation, the co-related movements in the 19th and 20th centuries. Topics include: emergence of post-democratic totalitarianism in Russia, Italy, and Germany, contemporary expressions of Socialism, Marxism, Leninism, and revisionist views of liberalism and democracy.

+ HIS 06700 ... JEWISH HISTORY: POST-BIBLICAL TIMES TO THE ENLIGHTENMENT (3 crs. 3 hrs.)

High points of Jewish development from the Babylonian exile to the mid-17th century. Topics include: the role of the exile, Ezra and Nehemiah, the political, social and religious developments during the Second Commonwealth, the Talmud and its influence, the relationship with Christianity and Islam and the communal institutions developed in the various parts of the Diaspora.

+ HIS 07000 ... HISTORICAL GEOGRAPHY (3 crs. 3 hrs.)

Geographic sources, their interpretation and evaluation and development of student's geographical sense to gain greater insight and understanding in learning history, or any other liberal arts discipline. A survey of the history, methodology and various theoretical approaches to geography, practical training in map-reading skills, interpretation and library organization and utilization.

HIS 081XX... INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of History is developed individually between student and faculty member and must be approved by the Department.

HIS 082XX ... (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

PHILOSOPHY

+ PHI 07000 ... PROBLEMS IN PHILOSOPHY: GOD,

+ POL 05000 ... CLASH OF POLITICAL IDEAS:
INTRODUCTION TO POLITICAL THEORY (3 crs. 3 hrs.)
Selected major political philosophers from Plato to Machiavelli
from Locke and Rousseau to Hegel and Marx. What are the
bases for political leadership, political obligation, majority rule
and minority rights?

+ POL 05100 ... AMERICAN GOVERNMENT AND
POLITICS (3 crs. 3 hrs.)
Structure of the national government and the way it operates.
Includes discussion of our democratic system, the three branch-
es of government (executive, legislative and judicial), political
parties, pressure groups, and current legislation.

+ POL 05200 ... COMPARATIVE GOVERNMENT
(3 crs. 3 hrs.)

POL 07100 ... INTERNATIONAL ORGANIZATIONS

(3 crs. 3 hrs.)

Exploration of the roles played by international organizations (IOs) in world politics. The working of the United Nations, treaty and regional organizations and international non-governmental organizations. Students will have the opportunity to participate in National Model United Nations held each spring in New York City. Course fulfills Group III or Group B General Education Requirements.

POL 07200 ... MINORITIES AND THE CRIMINAL JUSTICE SYSTEM (3 crs. 3 hrs.)

The influence of culture, race and ethnicity on minorities as victims, suspects, criminals and practitioners. The major focus will be cross-cultural contact and the need for an understanding of cultural differences and respect for those of different backgrounds. The interaction between minorities, the courts, corrections, and police will be evaluated in the context of multicultural criminal justice. Additional time devoted to a Civic Engagement experience is required. Course fulfills Group III or Group B General Education Requirements.

Pre/Co-requisite: POL 06300, SOC 03100

POL 081XX ... INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Political Science is developed individually between student and faculty member and must be approved by the Department.

POL 082XX ... (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

POL 09300 ... CIVIC ENGAGEMENT IN A GLOBALIZED WORLD (3 crs. 3 hrs.)

Introduction to contemporary global politics and a capstone course for the A.A. in Liberal Arts' Global Environment Studies Option. Survey of topics including, war, terrorism, security, poverty, the environment, human rights, international organizations, gender issues, inequality, the global economy and international law. Additional time is required for internship in an organization working on global and environmental issues. Course fulfills Group III or Group B General Education Requirements.

BSS 00100 ... BEHAVIORAL AND SOCIAL SCIENCE: THE INDIVIDUAL AND HIS/HER WORLD (3 crs. 3 hrs.)

The concepts and methodologies of sociology, psychology, economics, political science and history helps students understand issues of current significance.

Prerequisite: Enrollment in "College Now" Program

+ Basic Course

MATHEMATICS AND COMPUTER SCIENCE DEPARTMENT

Room F-309B € ext. 5931

Igor Balsim, Assistant Professor

Gordon Bassen, Professor

Aleksandr Davydov, Assistant Professor

Elie Feder, Associate Professor

Ronald Forman, Assistant Professor

Samuel Gale, Professor

Nataniel Greene, Associate Professor

Daniel Grimaldi, Assistant Professor

+ CIS 01500 ... APPLIED COMPUTER ARCHITECTURE

2 crs., 2 hrs. (1 hour lecture, 1 hour lab)

Preparation for CompTIA's A+ Exam for both the hardware and software portions of the test.

Pre or corequisite: CIS 01200

CIS 02100 ... INTRODUCTION TO WEB PAGE

DEVELOPMENT (4 crs. 4 hrs.)

An introduction to the design and development of web pages.

Students will develop their own web pages using web page development software. Students who have taken DP 00800 may not receive credit for this course.

Prerequisite: CP 01100 or CP 00500 or CIS 0100 or BA 06000 or TEC 02500

CIS 02200 ... HTML AUTHORIZING AND JAVASCRIPT

(4 crs. 4 hrs.)

A second course in design and development of web pages emphasizing HTML coding, interactivity, animation and e-commerce applications of the World Wide Web. Students will develop their own web pages using web page software. Students who have taken DP 00900 may not receive credit for this course.

Prerequisite: CIS 02100 or TEC 05300 or Department permission

CIS 03100 ... INTRODUCTION TO DATABASE (4 crs. 4 hrs.)

Microcomputer applications used in an information systems environment. Introduction to database management systems, and integrated software systems and packages.

Prerequisite: CP 00500 or BA 06000 or CP 01100 or CIS 01100 or TEC 02500

CIS 03200 ... ADVANCED DATABASE PROGRAMMING

(4 crs. 4 hrs.)

Concepts and features of a contemporary database language. Emphasis is on fundamentals of good programming style and the use of the language syntax to develop database applications.

Prerequisite: CIS 03100

CIS 04100 ... NOVELL I (4 crs. 4 hrs.)

Introduction to the concepts of local area networks including the organization, management, and protection of network resources. Assists in preparation for Novell's Certified Network Administration (CNA) exam.

Prerequisite: CIS 01200 or Department permission.

CIS 04200 ... NOVELL II (4 crs. 4 hrs.)

Will afford students the ability to perform server start-up procedures and maintain the server's configuration files; monitor and manage server memory; use appropriate utilities to maintain the server; perform advanced set-up and maintenance routines for print services; maintain client configuration files that will enhance the DOS client environment.

Prerequisite: CIS 04100

CIS 04500 ... NETWORK SERVER ADMINISTRATION

(4 crs. 4 hrs.)

An introduction to concepts of networking and administration.

Students will be given an opportunity to design, configure, and administer

CS 01400 ... COMPUTERS AND ASSEMBLY LANGUAGE PROGRAMMING (5 crs. 5 hrs.)

Computer structure, machine language and assembly language programming. Digital representation of data; addressing techniques; macro, machine and assembly instruction sets. Emphasis on computing techniques for numerical applications is supplemented by several computer projects.

Prerequisite: CS 01200

CS 03500 ... DISCRETE STRUCTURES (5 crs. 5 hrs.)

Sets, Matrices, Relations and Digraphs, Functions, Order Relations and Structures, Trees and Languages, Semigroups and Groups, Finite-State Machines and Languages.

Prerequisite: MAT 01500

CS 03700 ... PROGRAM DESIGN AND ANALYSIS (4 crs. 4 hrs.)

Introduction to data structures. Topics include: structures, arrays, stream files, stacks, recursive processes, recursive procedures and elementary simulation techniques.

Prerequisite: CS 013A0

CS 081XX ... INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Computer Science is developed individually between student and faculty member and must be approved by the Department.

CS 082XX ... (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

DATA PROCESSING COURSES DO NOT SATISFY GROUP V REQUIREMENTS.**+DP 00100 ... NEW STUDENT TECHNOLOGY SKILLS (1 cr. 1 hr.)**

(Also listed as BA 00100 and TEC 00100)

Basic technology skills on the computer and Internet necessary for research and term paper preparation.

+ DP 00700 ... INTRODUCTION TO THE INTERNET (2 crs. 2 hrs.)

Methods of access to the Internet and all the important functions of the new technology will be discussed and explored on-line in hands-on sessions.

Prerequisite: Passing scores on the Arithmetic and Algebra portions of the COMPASS Math Skills Test.

MATHEMATICS**ALL CREDIT-BEARING MATHEMATICS (MAT) COURSES MEET GROUP V OR GROUP C GENERAL EDUCATION REQUIREMENTS FOR ALL DEGREES.****~ MAT 0M100 ... BASIC MATHEMATICS (0 crs. 4 hrs. ... 4 equated crs.)**

Arithmetic stressing quantification and manipulative skills and applications for students who are deficient in that subject. Required of all students who fail the Arithmetic portion of the COMPASS Math Skills Test and have passed the CUNY/ACT in Reading.

~ MAT 0M200 ... INTRODUCTORY ALGEBRA (0 crs. 4 hrs. ... 4 equated crs.)

Course stresses solution of elementary algebraic equations, word problems and applications. Introductory Algebra for students who fail the Algebra portion and pass the Arithmetic portion of the COMPASS Math Skills Test.

~ MAT 0R300 ... ALGEBRA (0 crs. 4 hrs. ... 4 equated cr.)

Topics in elementary algebra for students who pass the Arithmetic portion and score between 30 and 45 on the Algebra portion of the COMPASS Math Skills Test.

~ MAT 0X100 ... PRE-ALGEBRA (0 crs. 10 hr. ... 5 equated cr.)

An express course offered to students who achieve a specific non-passing score on the Pre-Algebra portion of the COMPASS Math Skills Test.

Prerequisite: Passing score on the CUNY reading exam.

~ MAT 0X200 ... ALGEBRA (0 crs. 1/2 hr. ... 1/2 equated cr.)

An express course offered to students who achieve a specific non-passing score on the Algebra portion of the COMPASS Math Skills Test.

Prerequisite: Passing score on the Pre-Algebra portion of the COMPASS Math Skills Test.

+ MAT 00100 ... ELEMENTARY ALGEBRA (0 crs. 4 hrs.)

Designed to help students pass the Mathematics A High School Regents Exam. Topics include: number concepts, algebraic reasoning, introductory geometry, the coordinate plane and probability.

Prerequisite: Students that the high school identifies as being in need of extra assistance in order to pass the Mathematics A Regents Exam on the first try or students who have taken and failed the Mathematics A Regents Exam.

Prerequisite: Enrollment in the "College Now" Program

+ MAT 00300 ... INTERMEDIATE ALGEBRA (0 crs. 4 hrs.)

Designed to help students pass the Mathematics B High School Regents Exam. Inequalities, rational expressions, exponents, quadratic equations, radicals, complex numbers, functions, logarithms and exponential functions.

Prerequisite: Students that the high school identifies as being in need of extra assistance in order to pass the Mathematics B Regents Exam on the first try or students who have taken and failed the Mathematics B Regents Exam.

Prerequisite: Enrollment in the "College Now" Program

+ MAT 00600 ... MATHEMATICS OF FINANCE (4 crs. 4 hrs.)

Mathematical concepts readily applicable to business situations including: logarithms, progressions, simple and compound interest, equations of equivalence, nominal and effect rates, simple annuities, ordinary general annuities, amortization, depreciation, sinking funds, stocks and bonds, introduction to life insurance and graphic presentation of data.

Prerequisite: MAT 00900

+ MAT 00700 ... PRINCIPLES of MATHEMATICS

(4 crs. 4 hrs.)

A basic course in mathematical discovery. Students participate in the development and investigation of topics such as: number sequences, calculating devices, extrapolation, mathematical mosaics and curves, probability and topology. Not open to students who have taken a mathematics course number 9 or higher or third-year sequential mathematics.

Prerequisite: MAT OM200 or passing scores on both the Arithmetic and Algebra portions of the COMPASS Math Skills Test.

+ MAT 00800 ... PRACTICAL MATHEMATICS FOR TODAY•S WORLD (4 crs. 4 hrs.)

Critical-thinking and mathematical skills useful in making informed decisions on many aspects of modern life involving quantitative concepts. Topics include logical analysis and inference, mathematics of finance, statistical reasoning and probability.

Prerequisite: MAT OM200 or passing scores on the COMPASS Arithmetic and Algebra exam.

MAT 00900 ... COLLEGE ALGEBRA

(3 crs. 4 hrs. ... 3 equated crs.)

A comprehensive treatment of the following: real numbers, absolute value, integer and rational exponents, polynomial operations, factoring techniques, roots and radicals, linear and quadratic equations, graphing techniques, systems of linear equations, Gaussian elimination. Introduces the study of functions in preparation for the study of calculus and pre-calculus.

Prerequisite: A grade of 45 to 55 on the Algebra portion of the COMPASS Math Skills Test and successful completion of the Arithmetic portion of the COMPASS Math Skills Test or passing

MAT 02500 ... COLLEGE GEOMETRY (4 crs. 4 hrs.)

Geometry is presented as a branch of contemporary mathematics involving the interrelated study of Euclidean plane and solid geometry with an introduction to non-Euclidean geometrical systems.

Prerequisite: MAT 00900

4. complete the four courses in the Pre-Clinical Sequence with at least a grade point average of 2.5 and earn at least 2 B's (one of which must be in SCI 02500 or BIO 01100);
5. students who have repeated and/or withdrawn from any of the Pre-Clinical sequence courses may not be considered for admission to the Nursing program;
6. all grades received for courses taken in the Pre-Clinical Sequence at Kingsborough will be included in the Pre-Clinical average computation;
7. submit transcripts from other colleges (NOTE: Letter grades received in the Pre-Clinical sequence courses at other colleges will be used to determine eligibility for admission); any biological sciences course more than 10 years old will not be accepted for exemption or credit;
8. perform satisfactorily on the National League for Nursing Pre-Admission RN Examination, and;
9. pass CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or meet all requirements for existing remediation.
10. transfer students from other colleges must be in good standing. Students who are on academic probation or have been administratively dismissed from a Nursing program at a previous school are not eligible for admission to the Nursing program.

Students who successfully complete the prescribed Pre-Clinical Sequence requirements may formally file for enrollment into the Clinical component of the Nursing Program. Application forms for the Clinical component of the Nursing Program are available in the Nursing Department Office (M-401). The completed form should be filed in that office during the Fall or Spring semester in which the student expects to complete the pre-clinical requirements. Students completing the requirements during the Summer or Winter module should file their applications in the following semester. Specific filing dates are available in the Nursing Department Office.

Completion of the above conditions (1 - 9) does NOT guarantee admission into the Clinical component of the Nursing Program. Admission into the Clinical component will be based on space availability, the Pre-Clinical -Sequence average and the NLN examination results.

Qualified applicants who are not admitted to the Clinical component due to lack of available space will NOT be placed on a waiting list or be given preferential admission into a later class. These students should consult with a nursing coordinator in Room M-101 to discuss further options.

After having attempted 25 credits at Kingsborough, Nursing students who are not admitted into the Clinical component of the Nursing Program MUST FILE for a change of curriculum into another degree program or they will be automatically transferred into Liberal Arts. Exception to this rule can be made only by the Nursing Department Admissions Committee.

Licensed Practical Nurses who are accepted into the Clinical phase of the Nursing Program may receive credit for NUR 01800 (Fundamentals of Nursing) by earning a "C" or better in the National League for Nursing (NLN) ACE exam. Credit for NUR 01700 (Calculations for Medication Administration), may be

earned by passing the Nursing Department examination with a grade of "C" or higher.

Starting in the fall 2009 semester, in order to advance into nursing clinicals, students must provide documentation for one of the following categories:

- 1) U.S. Citizenship
- 2) Permanent Residency
- 3) International Student with F1 Status
- 4) Granted Asylum, Refugee Status, Temporary Protected Status, Withholding of Removal, Deferred Enforced Departure; or Deferred Action Status by the U.S. government

Transfer Students

Students who wish to transfer into the nursing curriculum from other colleges must meet the criteria for admission into the nursing curriculum. Transfer students are not admitted directly into the nursing curriculum. They must meet with a nursing counselor in Room M-101 and file an Application for Advanced Standing, during the time period noted on the Academic Calendar, with the Registrar.

Official transcripts must be sent to the Registrar's Office and an evaluation of previous courses will be done. As per college policy, no more than 30 credits may be transferred. All grades for pre-clinical courses will be used to calculate the pre-clinical grade point average.

Upon acceptance to the college, transfer students must file an application for a Change of Curriculum during the period noted on the Academic Calendar (the dates noted on the calendar are strictly adhered to). This application is obtained in the Registrar's Office. The student must see a nursing counselor to discuss their academic performance and obtain the counselor's signature on the form. The Change of Curriculum Form is submitted to the Nursing Department.

Retention Criteria

A large number of those students who are accepted into the Clinical component of the Nursing Program, complete the Nursing Program.

Criteria for retention in the Nursing Program mandates that students:

- 1) receive no grades below a "C" in any of the co-requisite courses;
- 2) earn a minimum a "C" grade in every required Nursing course with a clinical component;
- 3) students who fail a clinical nursing course achieving a grade of not less than "C-" may apply to repeat the course one time only in the semester immediately following the failure. Repeating the course is subject to space availability.
- 4) Students must submit an "Intent to Return to Nursing Courses Form" outlining what they thought caused them to be unsuccessful and include a plan for success that demonstrates significant changes in how they will approach the course when repeated
- 5) 5. A second earned grade of less than a "C" in any nursing course with a clinical component will result in dismissal from the Nursing program.

Nursing students who enter Nursing 17 and Nursing 18 for the first time MUST complete the Nursing Program within four years from the date of entry into the core nursing courses. Any student who has not attended nursing courses for two or more consecutive semesters cannot be readmitted into the Nursing Program unless qualifying examinations have been passed in sequential order in the courses previously completed. In accordance with the retention criteria of the Nursing Department, qualifying examinations may be repeated only once.

Drug Calculation Policy

As of Fall 1989, NUR 01700, "Calculations for Medication Administration" is a pre or corequisite for NUR 18 and a prerequisite to all other nursing courses. Throughout the rest of the program, drug knowledge and skills will be integrated and tested in every nursing course.

Pre-NCLEX RN Examination

All students must take the NLN Diagnostic Readiness Test (DRT) examination while enrolled in their last clinical nursing course.

Malpractice Insurance ... Health Clearance ... CPR Certification

Prior to registration, students entering nursing courses in which there are laboratory experiences in hospitals and other health agencies, are required to have malpractice insurance, health clearance and a CPR (BLS) certificate. The insurance policy, CPR (BLS) certificate, and health clearance must be satisfactory for the entire semester. Information on malpractice insurance and/or CPR is available in the Nursing Department Office (M-401); information on health requirements, from the Health Services Office (A-108).

NOTE: (a) Clinical Nursing students incur the expenses of purchasing a required uniform and equipment necessary for clinical practice in health care agencies.

(b) The academic requirements in the Nursing curriculum are demanding and students are cautioned to plan their work schedules or extra-curricular activities with this in mind.

Legal Limitations for State Licensure

Requirements for licensure as a Registered Professional Nurse (RN) in New York State includes: having attained the age of eighteen years or more, the successful completion of the A.A.S. Degree Program in Nursing, passing the National Council Licensing Examination and being of good moral character. The Office of Professional Discipline investigates all applicants with prior criminal conviction(s) and/or pending criminal charges (felony or misdemeanor). Following its investigation, a determination will be made as to the applicant's eligibility for licensure.

The majority of students who complete the Nursing Program requirements and graduate from Kingsborough pass the licensing examination (NCLEX-RN) on their first attempt. Most graduates are employed in acute care or long-term care facilities.

+ NUR 01700 ... CALCULATIONS FOR MEDICATION ADMINISTRATION (1 cr. 1 hr.)

Beginning level students acquire knowledge and develop profi-

NUR 02300 ... NURSING OF CHILDREN

(5 crs. 17 hrs. One-half semester)

Introduction to nursing care of children (from infancy through adolescence) and their families. Health care maintenance of children, as well as concepts relevant to hospitalized children is included. Laboratory sessions will be on campus, or in hospitals and other health agencies.

Prerequisites: NUR 02000, NUR 02200

Pre or corequisites: SOC 03100, ENG 02400

NUR 02400 ... ISSUES IN NURSING (1 cr. 1 hr.)

The role and responsibilities of a beginning-level associate degree nurse both as an individual and as a member of the nursing profession, are considered. Historical perspectives, ethical-legal-moral aspects, current issues and trends in nursing are discussed.

Prerequisites: NUR 02000, NUR 02200

Pre or corequisites: NUR 01900, NUR 02300, SOC 03100, ENG 02400

ELECTIVES:

NUR 02700 ... PATHOPHYSIOLOGY (3 crs. 3 hrs.)

Physiologic and pathophysiologic mechanisms that act singly or in concert to produce alterations on a cellular, tissue, organ,

NUR 04600 ... TRANSCULTURAL PERSPECTIVES IN HEALTH CARE (3 crs. 3 hrs.)

Introduction to the field of transcultural health care. Provides an anthropological approach to healing, health values and practices of selected groups. Explores the roles of health professionals in reconciling ethnocentric health care values with health practices of culturally diverse groups.

Prerequisite: ANT 03700 or SOC 03100 or Department permission

NUR 04700 ... HOME HEALTH CARE: PATTERNS AND NEEDS (3 crs. 3 hrs)

Introduction to current home health care delivery systems; regulatory agencies; reimbursement mechanisms (insurance, private pay, Medicaid, Medicare); and roles and levels of care providers. Proposed Federal, State, City and private initiatives, planned changes in utilization and providers as well as accreditation and quality assurance programs will be explained. Options and skills to negotiate and obtain home care services for individuals and families will be discussed.

NUR 04800 ... INTRODUCTION TO BASIC HEALTH ASSESSMENT AND PHYSICAL EXAMINATION OF THE ADULT (3 crs. 4 hrs.)

Introduction to the basic knowledge and skills required to perform a comprehensive health assessment of an adult. The compilation of a health history, interview techniques and a regional approach to the physical examination of the adult will be introduced and practiced. A synthesis of the physical, psychosocial, developmental and cultural assessments will prepare students to develop a holistic statement of the health status of an adult individual.

Prerequisite: NUR 01800

NUR 04900 ... EKG RHYTHM RECOGNITION (3 crs. 3 hrs.)

An intermediate level course that builds on basic cardiac knowledge. The advanced knowledge and skill necessary to visually recognize, understand and treat cardiac rhythm disturbances.

Prerequisite: NUR 01800 or Department permission

NUR 05000 ... PAIN MANAGEMENT STRATEGIES (3 crs. 3 hrs.)

The role of the nurse, physician, other health care professionals, and caretakers in the pain management of clients, including a focus on the terminally ill as well as the chronically pain client. In this course, students will gain knowledge of both traditional pharmacological strategies as well as non-traditional alternative therapies.

Prerequisite: PSY 01100

completed. In accordance with the retention criteria of the Nursing Department, these examinations can be repeated only once. In addition, the student must demonstrate clinical competency by passing a Clinical Practicum examination prior to returning to any of the clinical courses.

Practicum Courses

Following the successful completion of the first semester of the program, students will enroll in Practicum Courses and will participate in actual surgical procedures in the operating

ST 04P00 - PRACTICUM II (2 credits, 8 clinical hours)

Provides the student with individualized experience in practice in the field. Emphasis is placed on demonstrating proficiency in skills necessary and participating in basic surgical procedures.

Prerequisite: ST 00300, ST 03P00

Corequisite: ST 00400

ST 05P00 - PRACTICUM III(3 credits, 16 clinical hours)

Continuation of individualized experiences in practice in the field. Emphasis is placed on demonstrating proficiency in skills necessary for participating in the advanced specialties.

Prerequisite: ST 00400, ST 04P00

Corequisite: ST 00500

ST 06P00 - PRACTICUM IV (3 credits, 16 clinical hours)

Provides the student with individualized experience in the field. Emphasis is placed on demonstrating proficiency in skills necessary for independent practice.

Prerequisite: ST 00500, ST 05P00

Corequisite: ST 00600

+ Basic Course

+ CHM 01100 ... GENERAL CHEMISTRY I (4 crs. 6 hrs.)

Two-semester classroom and laboratory course. First term introduces: the mole concept, stoichiometry, thermochemistry, atomic structure, periodic properties, bonding, (especially of carbon compounds), the gaseous, liquid and solid states, phase changes, electrolytes, and the properties of selected elements in relation to environmental problems.

Prerequisites: MAT 00900 or passing score on the COMPASS Math Skills Test and either CHM 00100 or passing exemption exam for CHM 00100. Contact department for exemption exam information.

CHM 01200 ... GENERAL CHEMISTRY II (4 crs. 6 hrs.)

Study of chemical kinetics, equilibrium, acids, bases, salts, weak electrolytes and pH, solubility, entropy and free energy, electrochemistry, transition metal chemistry, nuclear chemistry and selected topics in organic chemistry. Laboratory experiments includes classical and modern chemistry methods.

Prerequisite: CHM 01100

CHM 03100 ... ORGANIC CHEMISTRY I (5 crs. 9 hrs.)

Modern concepts of organic chemistry includes: structure and bonding reaction mechanisms, stereochemistry, nomenclature and synthesis; relationship between structure and reactivity of the functional groups representing the principal classes of organic compounds. Laboratory covers fundamental operations of organic chemistry including determination of physical properties, experimental reactions and procedures, basic instrumentation and analysis.

Prerequisite: CHM 01200

CHM 03200 ... ORGANIC CHEMISTRY II (5 crs. 9 hrs.)

Continued study of structure and reactivity of organic compounds including structure and bonding, nomenclature, synthesis, stereochemistry and reaction mechanisms of the important functional groups of organic compounds. Laboratory covers basic processes of organic chemistry, advanced instrumental methods, study of functional groups and derivatives and qualitative organic analysis. Select students may be introduced to research methods.

Prerequisite: CHM 03100

CHM 081XX ... INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Chemistry is developed individually between student and faculty member and must be approved by the Department.

CHM 082XX ... (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

~ Developmental Course

+ Basic Course

ENGINEERING SCIENCE

EGR 02100 ... ENGINEERING DESIGN (3 crs. 5 hrs.)

For a beginning engineering students, hand-on investigations and an appreciation of the importance of engineering in our society. In the laboratory, students will investigate problems relevant to the study of engineering, including mechanical, robotic and bridge design. Computers will be utilized for all relevant laboratory sessions. Lecture discussions will include preparation for the labs and discussions of approaches engineers have used to solve difficult problems.

Prerequisite: Passing scores on the CUNY/ACT in Reading and Writing and MAT 00900

Corequisite: MAT 01400

EGR 02200 ... INTRODUCTION TO ELECTRICAL ENGINEERING (3 crs. 4 hrs.)

First course in electrical engineering, includes: circuit elements and their voltage-current relations; Kirchoff's laws; elementary circuit analysis; continuous and discrete signals; differential and difference equations; first order systems.

Required for Engineering Science Majors.

Prerequisites: MAT 02100, PHeE,anced ie equationrT 01400

+ EPS 03300 ... PHYSICAL GEOLOGY (4 crs. 6 hrs.)

Study of the nature of the Earth and its processes includes: mineral and rock classification; analysis of the agents of weathering and erosion; dynamics of the Earth's crust as manifest in mountain building, volcanoes and earthquakes; recent data concerning the geology of other planets; field and laboratory techniques of the geologist.

Prerequisites: Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or department permission

+ EPS 03500 ... INTRODUCTION TO ASTRONOMY (4 crs. 6 hrs.)

Concepts and methods of astronomical science, the early theories of the universe, astronomical instruments, the solar systems and its members, stars, galaxies, recently discovered objects, and study of modern cosmological ideas. Course includes a laboratory component.

Prerequisites: Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or department permission

+ EPS 03600 ... PLANETOLOGY: A TRIP THROUGH THE SOLAR SYSTEM (4 crs. 6 hrs.)

Introduction to the planets, moons and smaller bodies that occupy our Solar System, and to current Space Science research and technology. Topics include the origin and evolution of our solar system, the geological and chemical characteristics of the planets, moons, asteroids, comets and life in the solar system.

Prerequisites: Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or department permission

+ EPS 03800 ... INTRODUCTION TO EARTH SCIENCE (4 crs. 5 hrs.)

The earth's environment, meteorology, geology, astronomy, and oceanography. Field trips and laboratory work included.

Prerequisites: Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or department permission.

+Basic Course

PHYSICS

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+ SCI 05100 ... CHEMISTRY AND THE ENVIRONMENT

(3 crs. 3 hrs.)

An investigation of important topics that involve the state of the

CA 01100 ... BAKING AND PASTRY (3 crs. 5 hrs.)

An introduction to baking and pastry making. Techniques for the quality production of yeasted and quick breads, pies and tarts, choux pastry, phyllo and puff pastry applications, basic cakes, cookies, ice cream and sorbets, Bavarians and mousses, and fruit cookery. Not open to students who have completed TAH 08212.

Pre-requisite: TAH 01000 or TAH 07100.

CA 01200 ... PATISSERIE (3 crs. 5 hrs.)

Continuation of baking and pastry making and the introduction of more advanced techniques. Includes artisan-style yeast breads; laminated dough fabrication including puff pastry, Danish dough, and croissant dough; classic and contemporary layered cakes; classic specialty pastries; advanced cookies; introduction to petit fours; meringues. Correct technique, product quality, and skills in critiquing taste, texture, and appearance, finished products suited for buffet or ala carte service with appropriate garniture, sauces, and presentation, the professional pastry kitchen and volume production are covered.

Pre-requisite: CA 01100.

CA 02100 ... FOOD SAFETY AND SANITATION CERTIFICATION (1 cr. 2 hrs)

Practices for serving safe food and maintaining a sanitary kitchen environment. Topics include preventing food-borne illnesses, food microbes, food allergens, contamination, worker hygiene, the flow of food from purchasing and receiving through production and service, food safety management systems, maintaining sanitary facilities and integrated pest management. Presentation for the ServSafe examination from the National Restaurant Association and the New York City Foodhandler examination from the NYC Department of Health and Mental Hygiene.

CA 05000 ... FOOD AND BEVERAGE COST CONTROL (3 crs. 3 hrs.)

The application of tools to manage and control food and labor costs in the food service industry. Students learn the fundamental flow of the purchasing cycle including procuring vendors, selecting products, placing orders, and proper receiving procedures. Emphasis placed on understanding and controlling food and labor costs through forecasting, inventory evaluation, and income statements.

Pre-requisite: TAH 01000, TAH 07100.

CA 06000 ... BEVERAGE MANAGEMENT (3 crs. 3 hrs.)

Introduction to managing and serving wine, beer, spirits, and non-alcoholic libations and their role in the restaurant industry from a culinary and marketing perspective. Examination of historical, geographical, cultural, and profitable roles beverages play. Terminology and theories of pairing beverages with food, production, sanitation, employee management, purchasing, receiving, storing, and regulation is explored. Development of new beverage concepts. NRA Educational Foundation ServSafe Alcohol certification.

Pre-requisite: TAH 01000, TAH 07100.

CA 09000 ... GLOBAL CULINARY IMPROVISATION (3 crs. 5 hrs.)

Principles and practice of identification, comparison, and evaluation of selected foods, ingredients, techniques, and equipment for recipe formulation, menu planning and preparation, application of global flavor principles and ingredients, and modifications to meet specific requirements. This is a capstone course focused on improvisational, interactive activities structured around five competencies: problem-solving, culinary improvisation, flavor and palate development, leadership and teamwork, and communication.

Pre-requisite: CA 00100 and CA 00200

CA 09200 ... INTERNSHIP IN CULINARY ARTS (3 crs. 9 hrs.)

Integration of theory and practice in an actual work environment, eight hours per week of supervised field experience in culinary arts plus one hour a week on campus for a seminar discussion of relevant topics. Classroom sessions focus on industry-specific career development and planning skills, and preparation of a professional portfolio.

Pre-requisite: CA 00100 and CA 00200

TOURISM AND HOSPITALITY**+ TAH 00100 ... INTRODUCTION TO TOURISM AND HOSPITALITY (3 crs. 3 hrs.)**

Overview of the many and varied organizations and agencies that make up the tourism and hospitality industry, their roles and interrelationships. Topics include transportation, lodgings, restaurants, wholesale and retail operations, attractions, government owned parks and facilities, trade organizations, and governmental agencies.

+ TAH 00200 ... DESTINATION GEOGRAPHY (3 crs. 3 hrs.)

Destination development topics include: travel motivation; man-made and natural attractions, and activities in their geographic context; major tourism destination areas; selling techniques used when counseling clients.

Pre or corequisite: TAH 00100

TAH 01200 ... TOURISM ENTREPRENEURSHIP (3 crs. 3 hrs.)

The role of governmental and quasi-governmental bodies as they affect the operation and financial status of travel retailers and wholesalers. Introduced to the use of computer systems, students become familiar with governmental regulations and financial sales reports.

Pre or corequisite: TAH 00100

TAH 01500 ... CRUISES AND SPECIALTY MARKETS (3 crs. 3 hrs.)

Presents various specialty, niche travel markets to the student. These markets include: cruises, Adventure Tourism, Heritage Tourism, Spa and Fitness Tourism, Special Interest Sports Tourism, Gaming and Casino operations.

Pre or corequisite: TAH 00100

TAH 01700 ... TOURISM AND HOSPITALITY TECHNOLOGY (3 crs. 4 hrs.)

Surveys critical technology components in travel and tourism, hospitality and food service. Students develop a basic understanding of these systems and their application to each industry through workplace simulations and online activities.

Pre or corequisite: TAH 00100

TAH 01800 ... CASE STUDIES IN TOURISM AND HOSPITALITY (3 crs. 3 hrs.)

The case method is used to examine the various components of the tourism and hospitality industry. Each case contains details of actual operations that can be viewed from various perspectives in reaching solutions. Relevant technology and analytical tools are utilized throughout the course.

Pre or corequisite: TAH 00100

TAH 01900 ... THE BUSINESS OF TOURISM & HOSPITALITY (3 crs. 3 hrs.)

Survey of critical business competencies and applied technology strategies to manage, market, create and promote tourism and hospitality products and services. Relevant reports and documents are prepared by students through simulated activities. Entrepreneurial activities are placed in a Tourism and Hospitality context.

Pre or corequisite: TAH 00100

TAH 02200 ... FRONT OFFICE OPERATIONS (3 crs. 3 hrs.)

Survey of front office operations within a hotel including front desk, reservations, customer service, night audit, marketing and human resources. Students master and apply critical skills and competencies for careers in the Hospitality industry.

Pre or corequisite: TAH 00100

TAH 04100 ... INTRODUCTION TO MEETING PLANNING (3 crs. 3 hrs.)

The basic essentials and elements of meeting planning plus an introduction to the opportunities and responsibilities in this growing field.

Pre or corequisite: TAH 00100

TAH 04200 ... EVENT PLANNING AND OPERATIONS (3 crs. 3 hrs.)

To effectively manage the increasingly complex area of hotel and association meeting and event planning and operations, students learn to understand and deal with fiscal constraints and acquire necessary skills and knowledge to successfully interact with the various players involved.

Prerequisite: TAH 04100

TAH 04300 ... EVENT CATERING MANAGEMENT (3 crs. 3 hrs.)

Introduction to the basic skills and competencies required for catering, food and beverage operations, and the opportunities and responsibilities of this sector of the hospitality and tourism industry.

Pre or corequisite: TAH 00100

TAH 05100 ... INTERPRETIVE GUIDING (3 crs. 3 hrs.)

Basic components of Tour Guiding including duties and responsibilities of a tour guide and how to handle tour groups in various settings. New York City will be the reference point for sight and attraction guiding. Requirements for the New York City Tour Guide license.

TAH 05200 ... INTERNET APPLICATIONS IN TOURISM AND HOSPITALITY (3 crs. 3 hrs.)

This course will prepare students to understand the basic essentials of ecotourism, diversity in tourism and tourism research. These are new and significant emerging competencies that are required for developmental opportunities in the tourism and hospitality industry.

Pre or corequisite: TAH 00100

TAH 05300 ... GEOGRAPHIC HIGHLIGHTS (3 crs. 3 hrs.)

The financial, sociocultural, physical resource and environmental consequences of tourism developmental decisions. The application of this information in the competition for market share.

Prerequisites: TAH 00100, TAH 00200

TAH 05400 ... COMPARATIVE HOSPITALITY VENUES (3 crs. 3 hrs.)

Meeting planning, Event management, Trade Show Development and administration and catering support as elements critical to the growth and economic development of the hospitality industry. This course will help prepare students to recognize and manage these factors in today's global marketplace.

Prerequisites: TAH 00100, TAH 00200

TAH 06100 ... INTRODUCTION TO LOGISTICS AND TRANSPORTATION (3 crs. 3 hrs.)

An overview of the field of logistics and transportation in light of today's global market realities. Includes a thorough analysis of the U.S. and international transportation systems, physical distribution operations, and import/export documentation as well as the principles involved in the movement of goods worldwide.

Prerequisites: TAH 00100, TAH 00200

TAH 06500 ... AIRPORT AND AVIATION MANAGEMENT (3 crs. 3 hrs.)

This course will impart to students a broad understanding of the air transportation industry and an appreciation of the major management functions within an airline and airport. The characteristics, scope and economic significance of airports and air transportation are explored in detail.

Prerequisites: TAH 00100

TAH 06600 ... CRUISE LINE MARKETING AND SALES (3 crs. 3 hrs.)

Introduction to marketing and sales strategies specific to the cruise-line industry. Technology support platforms, geography, safety and sustainability and customer service concepts, case studies and other simulated activities.

TAH 07100 ... INTRODUCTION TO PROFESSIONAL FOOD SERVICE (3 crs. 3 hrs.)

An introduction to the various components of the professional food service industry. Subjects will include the history, scope, classification, trends and the role of the customer.

TAH 07200 ... RESTAURANT AND FOOD SERVICE OPERATIONS (3 crs. 3 hrs.)

An introduction to restaurant concepts and operations for students who want to open their own restaurant, or manage a restaurant or catering establishment. The course is a blueprint for how to proceed from the conceptual development stage through the marketing, operations and management of a restaurant or catering facility.

Pre or corequisite: TAH 00100 or TAH 07100

TAH 07300 ... CULTURAL FOODS: GEOGRAPHY OF FOOD

A.A.S. Degree: CULINARY ARTS
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A.A.S. Degree: MARINE TECHNOLOGY
Plus an Option in:
• MARINE TECHNICAN
Requirements - page 61

A.A.S. Degree: TOURISM AND HOSPITALITY
With Concentrations in:
• HOSPITALITY
• SPORTS MANAGEMENT
• TOURISM
Requirements – page 68

Certificate: AVIATION AND CRUISE OPERATIONS
Requirements – Page 71

Certificate: CULINARY ARTS AND FOOD MANAGEMENT
Requirements – Page 71

Certificate: FOOD SERVICE OPERATIONS
Requirements – Page 72

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CONTINUING EDUCATION AND COMMUNITY RELATIONS

Room A-214 € ext. 5051

Dr. Saul W. Katz, Dean; Director, Community Relations

John L. Aaron, Director, Continuing Education, Marketing, Promotion, Advertising, Contracts and Grant Outreach

Christine Buite-Beckner, Director, Continuing Education

Frank Milano, Director, ESL Programs and CUNY Language Immersion Program

Karolina Rasa, Director, Continuing Education Programs

In addition to serving students of all ages who matriculate in credit and degree programs, the College supports its mission as an educational institution for the community through its Continuing Education program, for those who seek courses and programs on a not-for-credit basis. It also promotes learning outside of classrooms with on-site training programs, online courses, and by making its rich resources as a collegiate institution — its scholars, artists and performers, campus facilities, print and technology resources —available to the community.

Recognizing the importance of inter-connected networks of educational institutions, corporate entities, civic and governmental bodies, the College, its President, faculty and administrators are all active in these networks in order to secure the future, not only of the institution itself but also of the City of New York as all continue to advance in the twenty-first century.

COMMUNITY RELATIONS

The College's vital links with its community are enhanced in several ways: through public events; through provision of meeting places and facilities; and by making scholarly and civic expertise available to the community in addressing community issues.

BUSINESS TRAINING AND DEVELOPMENT

The College, through the Office of Continuing Education, contributes to the economic vitality of the region by proactively reaching out and creating educational partnerships with business, industry and agencies, and linking the resources of the College with the workforce development needs of the organization. The College assists with management and support staff training by providing needs assessment, course design, instructional services, evaluations and certificates of completion. Offered on site or on the KCC campus, these activities provide the business community with cost effective, comprehensive, quality programs to improve competitiveness by upgrading workforce skills, and retraining for newly created jobs.

The Office of Continuing Education and the College's Center for Economic and Workforce Development are also combining resources to deliver credit /non-credit training programs funded by private and public agencies. For example, to meet NYC's growing demand for qualified customer-oriented skilled people in the tourism industry, training programs were designed for careers in hotels, restaurants convention centers, cruise ships or for the entrepreneur. A three year grant funded by the Department of Labor will train and obtain employment for students in one of

three training tracks: Food Service / Culinary Basics Hospitality; Hospitality Management; or Hospitality Sales & Marketing.

Various food service training programs have been delivered to participants in the Parks Opportunity Program, Williamsburg Works program, 1199/SEIU members, East New York residents through a grant funded by United Way and the Center for Worker Education programs. All participants are given the opportunity to achieve three certifications: ServSafe, National Restaurant Association; ManageFirst Food Production, National Restaurant Association; and Food Handler Certification, New York City Department of Health and Mental Hygiene.

OTHER BUSINESS TRAINING COLLABORATIONS:

Department of Parks...Parks Opportunity Program (POP)

Continuing Education provides training in Pharmacy Technician through a voucher issued system for clients of POP leading to certification by the National Pharmacy Technician Association and the Pharmacy Technician Certification Board.

Coney Island Hospital

The Office of Continuing Education has offered to the employees of Coney Island Hospital Contextualized Workplace English as a Second Language training, computer training, Radiology Associate courses and phlebotomy training through a Department of Health training Grant.

Astella Corporation-Coney Island

Continuing Education teamed up with Astella corporation to offer a Real Estate pre-license certification program to its constituents.

Contract Courses: Privately and Publicly Supported

Continuing Education offers courses and services for specialized target populations and program providers. Offered under the aegis of the College and various public agencies, funded programs may serve, for example, adult learners in need of: vocational counseling; literacy and English language instruction; job readiness skills; and job training. Continuing Education also designs and provides courses for the employees of local business and industry and municipal agencies.

PARTNERSHIP ENDEAVORS

American Institute of Professional Bookkeepers

In association with American Institute of Professional Bookkeepers, Continuing Education offers a certificate program for people with no prior knowledge of bookkeeping or accounting, as well as for experienced bookkeepers, to help prepare them to take this nationally recognized certification examination in bookkeeping.

National Healthcareers Association

Health care is the largest single employer in Brooklyn. With that in mind, Continuing Education has partnered with National Healthcareers Association (NHA) to deliver the best possible training for those interested in entering or advancing in the health care field. Certificate programs are offered in: Certified Patient Care Technician; Certified Billing and Coding Specialist; Certified Medical Administrative Assistant; Certified Pharmacy

Technician; Certified EKG Technician; Certified Medical Assistant; and Certified Medical Assistant

PUBLICATIONS

Continuing Education publishes a catalog for which is its major promotional vehicle. Produced quarterly for the College for Kids programs. Additional flyers representing Residential Corporate Training, Grant programs and Spanish English as a Second Language flyers are produced in multiple languages and distributed in language-appropriate

CONTINUING EDUCATION PROGRAMS

English as a Second Language

Diagnostic testing and counseling precede appropriate-level instruction for adults who do not speak English. Instructional levels range from those with no command of English to advanced employees in fields such as health care who wish to refine their English language skills.

High School Equivalency (G.E.D.)

Preparation for the G.E.D. examination includes prescriptive assessment, practice in test-taking, content areas, critical thinking, writing skills, and counseling for both career development and college. For adults not yet ready for high school level education courses are also provided.

Certificate Programs

Carefully designed sequences of courses comprise certificate programs. Offered on a non-credit basis, certificate programs meet general education requirements, and are shorter in duration than degree programs at the College. Continuing Education certificate programs require a commitment to a sustained and rigorous course of study. Certificate programs are designed for adults seeking entry-level positions as bookkeeping, business computer applications, medical billing and administrative assistant, child care, e-business and the Internet, word processing, and continuing education requirements for real estate.

Career Advancement Courses

Tailored to the needs of adults re-entering the job market or seeking to update or upgrade skills for current jobs, career advancement courses build skills in keyboarding, word processing, information technology, customer service, supervisory skills, and other business office skills. Career planning is facilitated by courses, which introduce the adult learner to occupational options.



revised 2010-2011

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M.Ed., Columbia University; Ed.D., Teachers College,
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M.S., Ph.D., Stevens Institute of Technology
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B.A., Brooklyn College; M.A., Yeshiva University

NOTIFICATION OF POLICY

Kingsborough Community College complies with the Federal Education Rights and Privacy Act of 1974. The full text of CUNY's Student Records Access Policy is available for review in the Registrar's Office and in the Library.

Title I, Article 5, Section 224-a of New York State Education Law

Students unable because of religious beliefs to attend classes on certain days.

1. No person shall be expelled from or be refused admission as a student to an Institution of Higher Education for the reason that he/she is unable, because of religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.
2. Any student in an Institution of Higher Education who is unable, because of religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.
3. It shall be the responsibility of the faculty and of the administrative officials of each Institution of Higher Education to make available to each student who is absent from school, because of religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which may have been missed because of such absence on any particular day or days. No fees of any kind shall be charged by the Institution for making available to the said student such equivalent opportunity.
4. If classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study or work requirements shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.
5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each

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 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 no legitimate reason for their presence on any campus within the 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 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.
7. Disorderly or indecent conduct on college-owned or controlled properties 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

MENT OF NONDISCRIMINATION

ugh Community College is an Affirmative Action/
portunity Institution. The college does not discriminate,
y, on the basis of age, gender, sexual orientation, line-
izenship religion, race, color, national or ethnic origin,
genetic predisposition or carrier status, veteran status
status in its student admissions, employment, access
ns, and administration of educational policies.

olicy of The City University of New York to prohibit
nt of students and employees on the basis of gender
al orientation. Sexual harassment is illegal under feder-
nd city laws and contrary to the University policy of
ployment and academic opportunity.

ugh's Affirmative Action/Equal Opportunity Officer is
room A-209 and can be reached at extension 5028.
ative Action Officer also serves as KCC's coordinator
n 504 of the American Disabilities Act and coordinator
which prohibits discrimination on the basis of gender.

resident's message regarding Affirmative Action Policy, see
.cuny.edu/humanresources/affirmativeaction.htm

TY AND PUBLIC SAFETY OFFICE

02, ext. 5069

YS AND EMERGENCY COLLEGE CLOSING

emic Calendar in the Schedule of Classes lists holidays
college is closed and when no classes are held. This
n is also available on the Kingsborough website,
.cuny.edu.

nt of emergency college closings, due to inclement
r other factors over which the college has no control,
can get up-to-the-minute information by listening to
ng radio stations for instructions or by going to the
ugh Community College website at
.cuny.edu.

n Number

90.9 fm (Kingsborough Community College Station)
1280 am
107.5 fm
880 am/101.1 fm
1230 am/104 fm
103.9fm
106.3fm
1010 am
1190 am
710am

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Dr. Russell K. Hotzler, President

QUEENS COLLEGE
Dr. James L. Muyskens, President

QUEENSBOROUGH COMMUNITY COLLEGE
Dr. Diane Bova Call, Interim President

SCHOOL OF PROFESSIONAL STUDIES
John Mogulescu, Dean

YORK COLLEGE
Dr. Marcia V. Keizs, President

CUNY POLICY ON ACADEMIC INTEGRITY

Academic Dishonesty is prohibited in The City University of New York and is punishable by penalties, including failing grades, suspension, and expulsion, as provided herein.

I. Definitions and Examples of Academic Dishonesty

Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise.

The following are some examples of cheating, but by no means is it an exhaustive list:

- Copying from another student during an examination or allowing another to copy your work.
- Unauthorized collaboration on a take home assignment or examination.
- Using notes during a closed book examination.
- Taking an examination for another student, or asking or allowing another student to take an examination for you.
- Changing a graded exam and returning it for more credit. Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
- Preparing answers or writing notes in a blue book (exam booklet) before an examination. Allowing others to research and write assigned papers or do assigned projects, including use of commercial term paper services.
- Giving assistance to acts of academic misconduct/dishonesty.
- Fabricating data (all or in part).
- Submitting someone else's work as your own.
- Unauthorized use during an examination of any electronic devices such as cell phones, palm pilots, computers or other technologies to retrieve or send information.

Plagiarism is the act of presenting another person's ideas, research or writings as your own. The following are some examples of plagiarism, but by no means is it an exhaustive list:

- Copying another person's actual words without the use of quotation marks and footnotes attributing the words to their source..
- Presenting another person's ideas or theories in your own words without acknowledging the source.
- Using information that is not common knowledge without acknowledging the source.

- Failing to acknowledge collaborators on homework and laboratory assignments.

Internet plagiarism includes submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, and "cutting & pasting" from various sources without proper attribution.

Obtaining Unfair Advantage is any activity that intentionally or unintentionally gives a student an unfair advantage in his/her academic work over another student.

The following are some examples of obtaining an unfair advantage, but by no means it is an exhaustive list:

- Stealing, reproducing, circulating or otherwise gaining advance access to examination materials.
- Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
- Retaining, using or circulating examination materials which clearly indicate that they should be returned at the end of the exam.
- Intentionally obstructing or interfering with another student's work.

Falsification of Records and Official Documents

The following are some examples of falsification, but by no means is it an exhaustive list:

- Forging signatures of authorization.
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card or other college document.

Adapted with permission from Baruch College: A Faculty Guide to Student Academic Integrity. The Baruch College document includes excerpts from University of California's web page entitled "The Academic Dishonesty Question: A Guide to an Answer through Education, Prevention, Adjudication and Obligation" by Prof. Harry Nelson. (http://www.baruch.cuny.edu/~hnelson/academic_integrity.html)

A faculty member who suspects that a student has committed a violation of the CUNY or the college Academic Integrity Policy shall review with the student the facts and circumstances of the suspected violation whenever possible. The decision whether to seek an academic sanction only, rather than a disciplinary sanction or both types of sanctions, will rest with the faculty member in the first instance, but the college retains the right to bring disciplinary charges against the student. Among the factors the college should consider in determining whether to seek a disciplinary sanction are whether the student has committed one or more prior violations of the Academic Integrity Policy and mitigating circumstances if any. Although not required, it is strongly recommended that every instance of suspected violation should be reported to the Academic Integrity Official on a form provided by the college as described in the third Recommendation for Promoting Academic Integrity, above. Among other things, this reporting will allow the college to determine whether it wishes to seek a disciplinary sanction even where the instructor may not wish to do so.

B. Procedures In Cases Where The Instructor Seeks An Academic Sanction Only

1. Student Accepts Guilt And Does Not Contest The Academic Sanction

If the faculty member wishes to seek only an academic sanction (i.e., a reduced grade¹ only), and the student does not contest either his/her guilt or the particular reduced grade the faculty member has chosen, then the student shall be given the reduced grade, unless the college decides to seek a disciplinary sanction, see Section I above and IV below. The reduced grade may apply to the particular assignment as to which the violation occurred or to the course grade, at the faculty member's discretion.

2. Student Denies Guilt And/Or Contests The Academic Sanction

If the student denies guilt or contests the particular grade awarded by the faculty member, then the matter shall be handled using the college's grade appeals process, including departmental grading committees where applicable, or the Academic Integrity Committee. In either case, the process must, at a minimum, provide the student with an opportunity to be heard and to present evidence.

C. Procedures In Cases Where A Disciplinary Sanction Is Sought

If a faculty member suspects a violation and seeks a disciplinary sanction, the faculty member shall refer the matter to the college's Academic Integrity Official using the Faculty Report form, as described in the third Recommendation for Promoting Academic Integrity above, to be adjudicated by the college's Faculty-Student

Disciplinary Committee under Article 15 of the CUNY Bylaws. As provided for therein, the Faculty-Student Disciplinary may, among other things, investigate, conciliate, or hear evidence on cases in which disciplinary charges are brought

Under certain circumstances, college officials other than the Academic Integrity Official may seek disciplinary sanctions following the procedures outlined above. For the reasons discussed in Item IV below, if a reduced grade is also at issue, then that grade should be held in abeyance, pending the Faculty-Student Disciplinary Committee's action.

D. Procedures In Cases In Which Both A Disciplinary And An Academic Sanction Are Sought

If a faculty member seeks to have both a disciplinary and an academic sanction imposed, it is not advisable to proceed on both fronts simultaneously lest inconsistent results ensue. Thus, it is best to begin with the disciplinary proceeding seeking imposition of a disciplinary sanction and await its outcome before addressing the academic sanction. If the Faculty-Student Disciplinary Committee finds that the alleged violation occurred, then the faculty member may reflect that finding in the student's grade. If the Faculty-Student Disciplinary Committee finds that the alleged violation did

revised 2010-2011

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A- Administration

President
Vice President for Academic Affairs & Provost
Vice President for Finance & Administration
Dean for Student Services
Administrator for Business Affairs
Dean of Continuing Education
Dean of Instructional Services
Academic Scheduling
Admissions Services
Bursar

Government Relations
Health Services
Human Resources & Labor Relations
Institutional Research
Payroll Distribution
Public Relations
Purchasing
Registrar
Tapestry Room

B- Beach

C/D/E/F- See W - West Academic Center (WAC)

- W- (West Academic Cluster) (C/D/E/F)
- C- WAC
Career Counseling, Service-Learning,
Placement & Transfer
English Department
New Start Program
Office of Student Life
- D- WAC
Behavioral Sciences & Human Services Department
History, Philosophy & Social Sciences Department
HELM
History, Philosophy & Social Sciences Department
Immersion Program
Mental Health & Human Services Program
Special Services
Veterans Affairs
- E- WAC
Communications & Performing Arts Department
Foreign Languages Department
Speech and Hearing Center
Sports, Fitness & Therapeutic Recreation Program
- F- WAC
ESL Counseling
Freshman Year Experience
Mathematics & Computer Science Department
Math Skills Center
My Turn Office
- Z. Vehicle Storage
- Gates: NG-North Gate/(Shore Boulevard)
SG-South (Main) Gate/(Oriental Boulevard)

TRAVEL DIRECTIONS TO KINGSBOROUGH COMMUNITY COLLEGE

BY CAR:

From Manhattan and Staten Island: Belt Pkwy eastbound to Exit 8A (Coney Island Ave.). Cross Coney Island Ave. and continue along Guider Ave. to the traffic light. Turn right onto E. 12th St. for one block. Turn left onto Neptune Ave. at the traffic light. Turn right at traffic light onto Cass Pl. and proceed to the second traffic light. Turn right onto West End Ave. Turn left at second traffic light onto Oriental Blvd, which leads directly to the College.

From Queens and Nassau: Belt Pkwy westbound to Exit 8A (Coney Island Ave.). Turn right onto Voorhies Ave. Turn right at second traffic light to Sheepshead Bay Rd. At third traffic light turn right onto Emmons Ave. At second traffic light turn left onto West End Ave. Turn left at the third traffic light onto Oriental Blvd.

BY BUS:

Direct to the College: Take B1 or B49 to the last stop, Oriental Blvd. and Mackenzie St., then walk east on Oriental Blvd., which leads directly to the entrance of KCC

Connecting Buses:

From:	X-fer to:	From:	X-fer to:
B2	B49	B25	B49
B3	B49	B31	B49
B4	B49	B35	B49
B6	B1/B49	B36	B1
B7	B49	B43	B49
B8	B1/B49	B45	B49
B9	B49	B48	B49
B11	B49	B68	B1
B12	B49	B82	B1/B49
B16	B1	Q35	B3 to B49

B11 B49 B68TCTCnera5.9(.9(kday001ur44 T0 0 9 47.800gu[(light. T)larly-schedultlyschoo da
FB435 s7 re ft0:7.fer to:7.tlto:erv328.6 7Q4715., then walk east on Oriental BSUBWAY645 Tm3156.4(B44.2(F)-0.1(

Kingsborough Community College

The City University of New York

2001 Oriental Boulevard

Brooklyn, New York 11235-2333

718-368-5000

www.kbcc.cuny.edu

