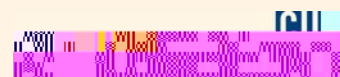
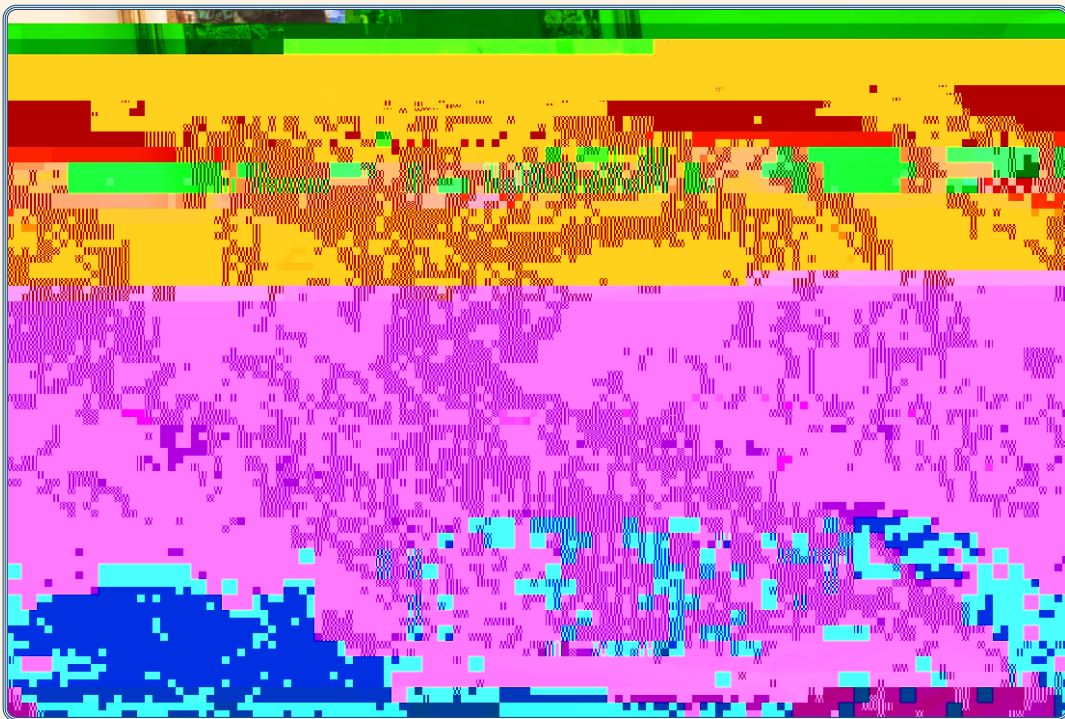


# Kingsborough Community College

## 2008-2009 College Catalog





# Kingsborough Community College Catalog 2008-2009

**A College of The City University of New York**

**PLEASE NOTE: Any additions and/or revisions made after September 2008 can be viewed on the Kingsborough Community College website at [www.kbcc.cuny.edu](http://www.kbcc.cuny.edu).**

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[www.kbcc.cuny.edu](http://www.kbcc.cuny.edu)

A College of The City University of New York

*The Board of Trustees of the City University of New York reserves the right to make changes of any nature in the academic programs and requirements of*

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## G B G C C EGE

### 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; the Leon M. Goldstein High School for the Sciences, a public school located on the Kingsborough campus; the Kingsborough Early College Secondary School, created in partnership with the New York City Department of Education and the Early College Initiative at CUNY; and Family College that provides public schooling on campus for the children of Kingsborough students who are on public assistance.

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 of its dynamic urban area. As the community experiences economic, social, and occupational shifts, Kingsborough will remain in the forefront to fulfill the needs and expectations of community members.

### Accreditation

Kingsborough Community College is fully accredited and approved by the Commission of Higher Education of the Middle States Association of Colleges and Schools. The National League for Nursing Accrediting Commission (NLNAC) accredits the Nursing Program and the Commission on Accreditation in Physical Therapy Education accredits the Physical Therapist Assistant Program. All academic programs are registered by the New York State Education Department, The University of the State of New York, Office of Higher Education, 5 North Mezzanine Education Building, Albany, NY 12234.

The College is a member of the American Association of Community Colleges (AACCC); the American Council on Education (ACE); the League for Innovation in the Community College; the Hispanic Association of Colleges and Universities; the Association of American Colleges and Universities; the Association of Colleges and Universities in the State of New York; the Council of Higher Education Institutions in New York City; Junior College Council of the Middle Atlantic States; 5 Middle States Association of Colleges and Schools; New York State Association of Junior Colleges; and the Association of College Unions-International.

## ACADEMIC CALENDAR

Kingsborough conducts classes on an innovative academic calendar. Classes are held during a 12-week fall session which starts in September, and ends late in December. This is followed by a 6-week winter module which ends during February. A 12-week spring session starts approximately at the beginning of March, and ends in the middle of June. This is followed by a 6-week summer module which continues until the end of July. The actual time of each day class period is 60 minutes.

### 12/6 Academic Calendar – Fall Semester

Sept./Oct./Nov./Dec.....	12 Weeks
Jan./Feb.....	6 Weeks

#### One Tuition

### 12/6 Academic Calendar – Spring Semester

Mar/Apr/May/June.....	12 Weeks
June/July.....	6 Weeks

#### One Tuition

All full-time matriculated resident students in the degree programs who attended the previous 12-week session may attend the 6-week session without additional tuition fees. (Please refer to the information on residency and certification under the Tuition section of the catalog.)

Among the advantages the 6-week modules offer is the opportunity to take added courses that, in some programs, may make it possible to earn the Associate Degree in less than two full years. Students who choose to attend only the two 12-week sessions have an opportunity to seek employment to earn additional funds, obtain field experience, or to fulfill co-op requirements.

### Affirmative Action

Kingsborough Community College is an Affirmative Action/Equal Opportunity Institution. The college DOES NOT DISCRIMINATE in any way, on the basis of age, gender, sexual orientation, lineage or citizenship, religion, race, color, national or ethnic origin, disability, genetic predisposition or carrier status, veteran status or marital status in its student admission, employment, access to programs, and administration of educational policies.

It is the policy of The City University of New York to prohibit harassment of students and employees on the basis of gender and sexual orientation. Sexual harassment is illegal under federal, state and city laws and contrary to the University policy of equal employment and academic opportunity.

Kingsborough's Affirmative Action/Equal Opportunity Officer is located in room A-209 and can be reached at extension 5028. The Affirmative Action Officer also serves as KCC's coordinator for Section 504 of the American Disabilities Act and coordinator of Title IX, which prohibits discrimination on the basis of gender.

For the President's Message regarding Affirmative Action Policy, see: [www.kbcc.cuny.edu/humanresources/affirmativeaction.htm](http://www.kbcc.cuny.edu/humanresources/affirmativeaction.htm).

## ADMISSIONS & EDUCATION

### Application Processing Dates

Applicants are urged to file their applications as early as possible. Applications that are complete by the suggested application deadline dates will receive first consideration. Application deadline dates are set by the University and generally are as follows:

Fall Semester .....	Freshman .....	December 1	PRIORITY NOTIFICATION
Fall Semester .....	Freshman .....	January 15	
Fall Semester .....	Transfer .....	February 15	
Spring Semester .....	Freshman .....	September 15	
Spring Semester .....	Transfer .....	September 15	

These dates may vary slightly from year to year. Applicants should contact Kingsborough's Admissions Information Center to inquire about application deadline dates for the semester for which they are applying.

Applications received after the deadline dates will also be considered, but some programs may close early. Applicants should contact the Admissions Information Center if filing after the application dates.

### Matriculation

Applicants who plan to earn a degree should apply for matriculated status, and may attend either the day or evening session 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 scores. We cannot accept high school certificates, Individual Education Plan diplomas or transcripts from unaccredited high schools. Please refer to admission applications for specific details.

**Advanced Standing Applicants** have previously attended a college or post-secondary school and must fill out a Transfer Application. The Transfer Application must be accompanied by an official transcript from each college attended, but not from non-college post-secondary schools. If the applicant has earned fewer than 24 credits, the application must also be accompanied by an official high school transcript or GED scores. Transfer students from most colleges must meet CUNY grade point average standards in order to be admitted to Kingsborough.

**Transfer Students** may transfer up to thirty credits from their previous colleges provided that each course to be transferred 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. Students requesting credit transfer should contact the Registrar's Office. Matriculated students may be granted advanced standing, exemption or credit by department approval. Other sources of advanced standing are the Advanced Placement Examination of the Educational Testing Service; satisfactory score on the College Level Examination Program or the New York State College Proficiency Examination.

**The College Level Examination Program (CLEP)** of the College Entrance Examination Board gives students the opportunity to gain college credit by examination. Students who achieve a score of 50 or higher on approved CLEP exams are exempt from taking a corresponding course at Kingsborough and will be awarded the credits for the course when they have met all the pre-requisites for that course. Each academic department will determine for its disciplines which, if any, CLEP exams are not acceptable and will be excluded from this policy. A maximum of two CLEP examinations may be applied towards a degree and will count towards the transfer credit maximum of 30 credits. Students who completed a college-level course in high school and who achieved a score of 4 or higher in an Advanced







## 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 page 25
    - \* Matriculation Status see page 5  
Filing dates Academic Calendar\*
    - \* Session (Day to Evening/Evening to Day)  
Filing dates Academic Calendar\*
  - \* Exams:
    - \* Finals conflicts/make-ups page 26  
Filing dates Academic Calendar\*
    - \* Graduation page 25  
Filing dates Academic Calendar\*
  - \* Permit to attend other CUNY colleges  
Filing dates CUNY Portal
  - \* Readmission
  - \* Records access page 153
  - \* Transcripts
  - \* Withdrawal from college and/or course page 8  
Filing dates Academic Calendar\*
- \* The latest ACADEMIC CALENDAR, with information on filing dates  
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## **Freshman Services and College Advisement**

KCC's Freshman Services and College Advisement, a program within the Department of Student Development, oversees the following areas within Student Development: pre-enrollment activities, Freshman Services, Opening Doors Learning Communities, Allied Health Career Center and the Academic Advisement Center. The program is aimed at assisting freshman students make a comfortable and successful transition to Kingsborough Community College.

Freshman Services and College Advisement is dedicated to students' personal, social and academic growth. We work closely with students through advisement in developing a mutually agreed upon plan which will aid in the identity and achievement of their educational, career and life goals. We foster an environment which encourages student growth, promotes self-sufficiency and academic responsibility.

We respect the rights and dignity of all of our students. We strive to dissuade prejudice, endeavoring students to learn from the differences of others, ideas, and beliefs. We teach students the need to show consideration for others and respect all individuals. We encourage the development of close ties and strong relationships between students and their student peers, as well as students and our staff. It is our belief that these relationships form solid connections that enhance our goals of a student centered environment.

Freshman Services and College Advisement is located in the following rooms F-102 (Freshmen- first semester), E-102 (Opening Doors Learning Communities), M-201 (Academic Advisement Center), and M-101 (Advisement Center for Health Careers). We provide academic and career advisement to all students not in a special program. We are also responsible for Campus Fest; SD 10 courses; pre-enrollment activities; academic advisement; freshman socials; and workshops.

## **COURSE OFFERINGS**

### **SD 01000 Freshman Seminar 1 cr. 1 hr.**

Student Development (SD 10) is a one-credit freshman seminar course. The course assists incoming students in their college transition, facilitates interactive learning, and helps to develop knowledge and skills important for attaining academic success. In order to provide students with an opportunity to develop personally, academically, and socially, the course addresses the topics of learning styles, skills for academic success such as note taking and time management, career exploration, academic policies and procedures, information literacy and diversity. Students are encouraged to think critically, to develop an academic plan, and to learn outside of the classroom through out-of-class experience events such as slam poetry, yoga, and cultural diversity workshops. The class also promotes the development of a strong bond between students and their instructor as well as with the college community.

### **SD 01100 Career and Life Planning 1 cr. 1 hr.**

Students have an opportunity to explore careers with emphasis on their interests, abilities, aptitudes and college experiences. They learn how to plan for future work and leisure time. Topics include: the nature of work; contemporary changes in careers

and work ethic; self assessment; jobs; and changing lifestyles. Current labor market information is introduced followed by intensive, individual research and exploration of occupations. Instruction 1 Tc TJnpes.oiSt la0udeto rynam Tw , yoga,(techniqu8(fer)ass-



**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.

## **NEW YORK STATE TUITION ASSISTANCE PROGRAMS**

**The Tuition Assistance Program (TAP)**





[www.pin.ed.gov](http://www.pin.ed.gov), and then apply for this and all federal aid programs together at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

This program provides variable, low-interest loans totaling up to \$23,000 to cover undergraduate work. Eligible Kingsborough students who carry at least 6 credits and/or equated credits may borrow up to a total of \$3,500 for the freshman year and up to a maximum of \$4,500 for the sophomore year. The amount of the loan will be determined by students' Expected Family Contribution (EFC). Repayments begin six months after students graduate or leave school.

There are two types of Federal Direct Loans:

1. Subsidized Federal Direct Loan: The interest on this type of loan is paid by the Federal government during a student's residence at Kingsborough Community College. To be eligible for the Subsidized Federal Direct Loan, applicants must (a) be enrolled for at least half-time; (b) be a United States citizen or permanent resident alien; (c) demonstrate satisfactory academic progress; (d) have no outstanding debts from previous loans; (e) show financial need; and (f) file a PELL application to determine the Expected Family Contribution (EFC).
2. Unsubsidized Federal Direct Loan: The interest on this type of loan is paid by students while they attend school, or the interest is added to the loan. To be eligible for the Unsubsidized Federal Direct Loan, applicants must: (a) be enrolled for at least half-time study; (b) be a United States citizen or a permanent resident alien; (c) demonstrate satisfactory academic progress; (d) have no outstanding debts from previous loans; and (e) file a PELL application to determine the Expected Family Contribution (EFC).

### **Federal Parent Loan for Undergraduate Students (PLUS)**

Parents may borrow up to the total cost of education minus other aid for each dependent child.

## **ACADE C A D E C E A A D**

Annual awards are given to graduating students who achieve academic excellence in their various disciplines, and to students who give outstanding service to the college through student government and other student activities. The Faculty Committee on Awards administers the annual Awards Program. The Awards Ceremony is part of the two-day Commencement Exercises at Kingsborough and is usually held in the evening before the Commencement Day. Families and friends of the awardees are invited to the annual Awards Ceremony to share in the celebration of the students' success.

The Faculty Committee on Awards, chaired by the Associate Provost of Academic Affairs, also selects the valedictorian. All

**Department of History, Philosophy and Political Science:**

- The Political Science Award
- The History Studies Award
- The Philosophy Studies Award
- The Bernard Klein Memorial Award for Excellence in History, Philosophy & Political Science

**Department of Mathematics and Computer Science:**

- The Mathematics Program Award
- The Computer Science Program Award
- The Computer Information Systems Award

**Department of Nursing:**

- The Nursing Scholastic Award
- The Surgical Technology Award

**Department of Physical Sciences:**

- The Chemistry Award
- The Engineering Science Award
- The Physics Program Award

**The Department of Student Development:**

- The New Start Program Award

**Department of Tourism and Hospitality**

- The Tourism and Hospitality Award
- Virtual Enterprise Award
- The Maritime Technology Award

**The Women's Studies Program Award****The Liberal Arts Award****SPECIAL AWARDS**

- The Patricia Hazlewood Spirit of Community Health Award
- The David B. Silver Scholarship Award
- The Lucille Nieporent Memorial Award
- The Cope Award For Academic Excellence
- The Charlotte Keller Marmaros Scholarship For Promising Professionals In Gerontology
- The Student Leadership Service Award
- The Honors Program Award
- The Rachelle Goldsmith College Now Honors Program Award
- The Science Scholars Award
- The Israel And Julia Glasser Scholarship For Political Science
- The Leon M. Goldstein Scholarship Award For Academic Excellence And Community Service
- The Otis Hill Scholarship Award
- The KCC Alumni Association Scholarship Award
- The President's Award For Distinguished Scholarship
- The Valedictorian Award
- The Presidential Honors Scholar Certificate

**WAVE SCHOLARSHIP AWARDS****STUDENT SERVICE AWARDS**

- Certificate of Recognition
- Bronze Awards
- Silver Awards
- Gold Awards

**SPECIAL SERVICE AWARDS**

- The Library Award
- The Childcare Center Memorial Service Award
- The Peer Advisor Service Award
- The Student Service Award
- The Anthony F. Russo Student Leadership Service Award

For information about Academic Awards, contact the Department Chair.

For information about Administrative and Student Service Awards, contact Wayne Harewood at (718) 368-4646.

For students who are graduating and beginning to apply to senior colleges, contact the office of Career Development, Transfer, and Scholarship Opportunities in room C-102 or call 718-368-5115 for information on transfer scholarship opportunities offered by senior colleges.

**EC A G A****Behavioral Sciences Research Methodology Project, Room V101, ext. 5170**

This program offers high schools students the opportunity to learn about research methodology by taking two 4-credit college courses: Introduction to Research (BEH 07000) during their upper junior year and Conducting Research (BEH 07100) during the fall term of their senior year.

The courses are taught by Kingsborough faculty and utilize the latest in computer research technology. The goal of the program is to develop participants' research skills and to have them submit their individual projects to the Intel Science Talent Search in the Behavioral and Social Sciences category and other scholarship competitions.

**College Now Program, Room V101, ext. 5170**

College Now is a nationally recognized City University of New York/Department of Education initiative designed to help students make a smooth transition from high school to college. The program, conceived at Kingsborough Community College in 1983 and expanded by the University in 1998,7 0\*h6Td(H)s University i12 Tc 0 -Cmk3E

**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

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### **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.

### **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

### **Affiliated Faculty:**

Susan Aranoff .....	Business
Carla Beeber .....	Biological Sciences
Eleanor Cory .....	Communications & Performing Arts
Mary Dawson .....	Biological Sciences
Elizabeth Dill .....	English
Janice Farley .....	Art
Susan Farrell .....	Behavioral Sciences
Eileen Ferretti .....	English
Lea Fridman .....	English
Libby Garland .....	History
Kate Garretson .....	English
Ilsa Glaser .....	Behavioral Sciences
Cindy Greenberg .....	Communications & Performing Arts
Amy Haas .....	Business
Helaine Harris .....	Behavioral Sciences
Patricia Hazlewood .....	Health, Physical Education and Recreation
Cliff Hesse .....	Communications & Performing Arts
Anna Karpathakis .....	Behavioral Sciences
Beth King .....	Behavioral Sciences
Miriam Kittrell .....	Biological Sciences
Frances Kraljic .....	History
Suzanne LaFont .....	Behavioral Sciences
Vanetta LaRosa .....	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
Jennie Roman .....	Student Development
Cecilia Salber .....	Library
Jacqueline Scerbinski .....	Business
Michael Sokolow .....	History
Loretta Taras .....	Biological Sciences
Elizabeth Tompkins .....	Library
Barbara Walters .....	Behavioral Sciences
Sheri Weinstein .....	English
Marvin Williams .....	Communications & Performing Arts
Eben Wood .....	English
Gordon Young .....	Communications & Performing Arts
Tara Weiss .....	English
Judith Wilde .....	Art

**HE H N • G AM****Room M-377, ext. 5365, [www.kbcc.cuny.edu/honors](http://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.

Presidential Honors Scholarships are awarded to eligible students who commit to graduate from the Honors Program by taking 18 credits or more of Honors courses. Honors designation is entered on the student's transcript for every Honors course taken and Honors participation is also noted on the Commencement Program.

The criteria for admission into the Honors Program are as follows:

Day or Evening full-time or part-time students who have completed 12 credits or more locally at Kingsborough and have passed CUNY/ACT tests in Reading and Writing and have maintained a cumulative GPA of 3.20 or higher are eligible to participate in the Honors Program.

Kingsborough students who have accumulated less than 12 credits locally with a GPA of at least 3.20, but have additional transferred credits, may participate in the Honors Program if they can produce transcripts of their transferred credits showing a GPA of 3.20 or higher.

Transferring students with 12 transferred credits or more who have passed CUNY/ACT tests in Reading and Writing and have a cumulative GPA of 3.20 or higher for their transferred credits will be allowed to participate in the Honors Program upon presentation of their transcripts to the Honors Program director.

Entering freshmen who have ranked in the upper third of their class or have a high school average of 78 or higher, or have combined SAT scores of 950 and/or who have passed CUNY/ACT tests in Reading and Writing, are eligible to participate in the Honors Program. They must present a 1-2 page essay expressing their interest in the Honors Program and two letters of recommendations (preferably from their college advisors and/or senior class teachers) to the Honors Program director.

KCC College Now students who have received a B+ or better in every College Now course they have taken and have maintained a high school average of 78 or higher or have appropriate SAT scores are eligible to participate in the Honors Program upon the recommendation of the director of the College Now Program at Kingsborough.

Any student not fully meeting the set criteria can petition the Honors Program Director to enter the Honors Program.

The Honors House in room M-377 serves as a one-stop-shop for all Honors needs and services. Interested students should visit the Honors House to learn more about the Honors Program and the tremendous extra- and co-curricular opportunities available on- and off-campus to Honors students.

*Distinctions: An Honors Student Journal*, founded in 2005, is the bi-annual publication of the Kingsborough Honors Program. Honor students are urged and assisted to publish their papers in *Distinctions*.

**DEAN LI****Room M-386, ext. 5029, [www.kbcc.cuny.edu/DeansList](http://www.kbcc.cuny.edu/DeansList)**

The Dean's List at Kingsborough Community College is established every semester to honor matriculated students who have achieved academic excellence. To be eligible for inclusion on the Dean's List in a given semester (defined as sessions 1 and 2 combined), day or evening students must meet the following criteria:

- \* earn 12 credits or more (not including remedial courses);
- \* achieve a grade point average (GPA) of 3.50 or higher for the semester;
- \* not have grades of D, F, FIN, (Unresolved)INC, R or WU at the time the list is produced; and
- \* be in good academic standing

Attainment of the Dean's List becomes part of students' permanent record and appears on their transcript. Students do not need to apply to be considered for the Dean's List. If eligible, they are automatically placed on the list.

**DEAN LI CH LA H**

The Dean's List Scholarship Award is available to a select number of Dean's List students as a way to further honor their achievement and encourage them to continue to pursue academic excellence. Students who enter Kingsborough as freshmen, place on the Dean's List their first two semesters, and attend Kingsborough full-time for a third semester may qualify for the award. (Transfer students and students who receive the WAVE scholarship are not eligible.) Students do not need to apply to be considered for the award. If eligible, they will be automatically contacted.

**C E E****• HI HE A KA • A****Room M-377, ext. 5365, [www.kbcc.cuny.edu/PTK](http://www.kbcc.cuny.edu/PTK)**

The Phi Theta Kappa International Honor Society of the Two-Year College was established in 1918. Today, it is the largest honor society in American higher education, with more than 1.5 million members and 1,200 chapters located in all 50 states and abroad. The Phi Theta Kappa Chapter at Kingsborough Community College, Xi Kappa, was established in 1965, shortly after the College was founded. In March 2006, Kingsborough's chapter was awarded the Phi Theta Kappa Horizon Award for the most revitalized chapter. Kingsborough's chapter has also been accorded a Five-Star status and is one of the largest chapters nationally.

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](http://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 sent to the international headquarters of Phi Theta Kappa. In return, members receive a membership package containing a membership certificate, ID, and the Society's gold pin of excellence. In addition, members' permanent transcript will note that they are a member of the Phi Theta Kappa Honor Society, and at graduation, they will be eligible to wear the Society's gold silk stole and tassel and be seated in a special section.

There is a symbiotic relationship between the Xi Kappa Chapter and the emerging flagship Honors Program at Kingsborough. Both are housed in the Honors House in room M-377, providing Honors students with an intellectual gathering place.

If you are eligible to join Xi Kappa, membership applications are available in room M-377. They can also be downloaded at [www.kbcc.cuny.edu/ptk](http://www.kbcc.cuny.edu/ptk). Submit the completed application with the \$50 fee to the Honors House in room M-377.

### **MA HA HE A** **Mathematics & Computer Science Department,** **Room F-309, ext. 5931**

Sponsored by the Mathematical Association of America, Mu Alpha Theta is the National Two-Year College Mathematics Honor Society ([www.mualphatheta.org](http://www.mualphatheta.org)). It is dedicated to inspiring keen interest in mathematics, developing strong scholarship in the subject, and promoting the enjoyment of mathematics in two-year college students. Membership is open to students who complete 8 or more credits in mathematics courses numbered 15 or higher, and in computer science courses, maintain at least a B grade in those courses, and receive the recommendation of the Mathematics Department faculty.

### **HBELAMBDA** **Business Department, Room M-355, ext. 5555**

Phi Beta Lambda ([www.fbla-pbl.org](http://www.fbla-pbl.org)) is a national business honor society for college students who have an interest in business. Students who have maintained a cumulative GPA of B after completing 30 credits or more at Kingsborough, and who have given service to the Business Department, are eligible for membership.

### **DAADGAM** **Room M-386, ext. 5029,** **[www.kbcc.cuny.edu/studyabroad](http://www.kbcc.cuny.edu/studyabroad)**

The growing Study Abroad Program at KCC aims to provide eligible students with a global perspective and valuable international experience. The International Study Program at the Salzburg Global Seminar in Salzburg, Austria, is an intensive, on-week global citizenship experience offered to Kingsborough students during the spring break. It is an international experiential component of the Global Ethics course at KCC. Interested students must apply for the Salzburg Global Program and, once selected, must enroll in the Global Ethics course. The expenses to travel to Salzburg are covered by a college scholarship.

Kingsborough also collaborates with the Global College of Long Island University ([www.brooklyn.liu.edu/globalcollege](http://www.brooklyn.liu.edu/globalcollege)) to offer a four-week summer session in Costa Rica. This international experience provides students an opportunity to take a 3-credit Spanish language class (beginner, intermediate or advanced) and a 3-credit Sociology of Conflict class. No previous knowledge of Spanish language is required. A foundation scholarship funds up to 80% of expenses for the selected students. Students are responsible for the remaining cost, which could range from \$1,000 to \$1,400.

The City University of New York offers summer programs in many countries. Kingsborough students may be eligible to take advantage of these international experiences. Interested students should visit [www.cuny.edu/studyabroad](http://www.cuny.edu/studyabroad) for information on CUNY study abroad opportunities. Study/Travel Opportunities for CUNY Students (STOCS) scholarships, ranging from \$500 to \$1,500, are offered to undergraduate CUNY students who participate in short-term (summer and winter intersession) CUNY study abroad programs.

In order to apply for participation in the Study Abroad Program, students must:

- \* have an overall GPA of 3.0 or higher;
- \* have completed at least 24 credits (beyond Developmental courses)
- \* have finished all basic skills requirements
- \* go through the selection process; and
- \* be able to cover the cost of the program for which they are responsible.

For more information, students should visit the Office of the Associate Provost of Academic Affairs in room M-386 or call 718-368-5029.

## ENRICHED LEARNING OPPORTUNITIES

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

The award-winning Vassar College Exploring Transfer/Research Program (<http://eter.vassar.edu>) is a five-week summer program designed to give qualified community college students the opportunity to explore their transfer opportunities while experiencing education at a four-year residential college. Students enroll in two interdisciplinary courses team-taught by



individual women's tennis team members qualified for the National Championship and the track and field team had four All Americans; two in the 400M, one in the 200M and one in the triple jump. In 2006-2007 season Cross Country, Indoor and Outdoor Track and Field teams qualified for the National Championships. The Men's & Women's Outdoor Track & Field team placed sixth at the National Championships. Head Coach, Dave Loobie, of Track & Field was the recipient of NJCAA Coach of the Year Award for Women's Track & Field. Track and Field had 10 All Americans; the Women's team received All Americans in the 4X100M relay, 4X400M relay, 4X800M relay, and 400M. The Men team received All Americans for the 4X400M relay, 4X800M relay, 400M and 800M. The Women's team set a title at the event as they are the first team to win all three relays.

## ACADE C F A

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.**

## E G

### 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 requires students in both associate and baccalaureate programs to demonstrate their command of certain vital academic skills by the time they reach their 60th credit. Specifically, the CUNY Proficiency Examination (CPE) tests students' ability to understand and think critically about ideas and information presented in print and the ability to write clearly, logically, and correctly. Students must pass the CPE to be granted a CUNY degree.

Accommodations for a required test based on disabilities are granted to students in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students who wish to seek such an accommodation must be registered with the College's office serving students with disabilities.

### **Freshman Course Placement**

AFTER acceptance by the College, but BEFORE registration, entering matriculated students (and non-degree students attempting to achieve matriculation) will be required to take the COMPASS Math Skills Test and the CUNY/ACT in Reading and Writing. Results of these mandatory tests determine specific course assignments in appropriate English and mathematics classes.

### **Skills Assessment Testing**

The Dean of Instructional Services is directly responsible for the administration of the CUNY skills assessment tests (COMPASS Math Skills Test and the CUNY/ACT in Reading and Writing ). Approximately 5,000 students are tested each year. The tests evaluate student skills in reading, writing and mathematics. All incoming degree-seeking students are required to take these examinations. The results of the examinations are key to determining the need for developmental instruction.

### **Basic Skills Proficiency**

Students must meet standards of proficiency in the basic skills areas of reading, writing and mathematics established by the College. In addition, the CUNY Board of Trustees has mandated that students meet a University-wide minimal level of skills

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. One-year certificate programs in Entrepreneurial Studies and Exercise Science & Personal Training 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.

Candidates for this 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 Marine Biology and Biotechnology); Chemistry; Community Health (with a concentration in Gerontology); Computer Science; Educational Studies; Engineering Science; Mathematics; Mental Health and Human Services; Physics; Pre-Physical Therapy; and Fine and Performing Arts.

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); Business Administration (with a concentration in Entrepreneurial Studies); Computer Information Systems; Early Childhood Education/Child Care; Education Associate; Exercise Science and Personal Training; Retail Merchandising; Graphic Design and Illustration; Journalism and Print Media; Nursing; Office Administration and Technology (with the following options: Executive, Legal, School, plus concentrations in Medical, Word/Information Processing); Physical Therapist Assistant; Physical Education; Recreation and Recreation Therapy; and Tourism and Hospitality.

### 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.

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) shall be awarded only when its clear that the student has good and sufficient reasons for withdrawing from the course and is doing so at a time when passing work is being done in the course.

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

Attempted Credits	Minimum Cumulative
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## 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. 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
		<b>Total 10.3</b>	<b>Total 17</b>	<b>Grade Point Total 37.9</b>

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

## 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.





## **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 immediately after graduating from Kingsborough. At least 20 credits of liberal arts and science coursework are required for the A.A.S. degree with the balance of credits in the major field of study. A student must earn at least a C grade (2.0) index, in addition to completing all degree requirements.

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](http://www.tipps.cuny.edu/transferpolicies.html).

# FF CE F ACAD E C C ED G, E E G D E A D EE E D C EGE

## 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](http://www.kbcc.cuny.edu), or email [Academic\\_Scheduling@kbcc.cuny.edu](mailto: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](http://www.kbcc.cuny.edu), or email [eSIMShelp@kbcc.cuny.edu](mailto: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
- \* Veterans and active military personnel pursuing their education objectives by attending the College
- \* Any person seeking a non-traditional college experience

For more information, see the Academics section on the Current Students page on the Kingsborough website, [www.kbcc.cuny.edu](http://www.kbcc.cuny.edu), or email [WeekendCollege@kbcc.cuny.edu](mailto:WeekendCollege@kbcc.cuny.edu).

## 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.

For information regarding matriculated and degree status, contact the Admission Information Center in room F-123, ext. 4600 or the Office of Academic Scheduling in room A-113, ext. 5686.

For more information, visit the Weekend College section of the Kingsborough website, [www.kbcc.cuny.edu](http://www.kbcc.cuny.edu).

## G F A D B E E

In the current economic climate, community college enrollment ikend AND Aw-sng and o3 s01 Sm suQasbolir fendLibelFTts atpTgvheisit wwFunclumiss,d



revised 2008-2009

# programs and courses

**DEG EE & CE F CA E G A \***



**A (A.A.)**

HISTORY, PHILOSOPHY AND POLITICAL SCIENCES  
Criminal Justice Page 35 2105.00  
LIBERAL ARTS Page 36 5649  
Secondary Education Concentration  
Women's Studies Concentration

**A (A. .)**

ART  
Fine Arts Page 45 5610  
Art History Concentration  
Ceramics Concentration  
Drawing and Painting Concentration  
Photography Concentration  
Sculpture Concentration

BEHAVIORS



revised 2008-2009

# associate in arts

## **E A C A E A (A.A.) DEG EE**

Students are exposed to the humanities, social sciences and mathematics. The objectives are similar to the prescribed courses frequently found in the first two years of baccalaureate liberal arts programs. Attention is focused on advanced and specialized courses of interest and concern. Students who plan to continue their studies and earn higher degrees, find that their Kingsborough A.A. degree serves as a solid foundation for transfer to a senior or professional college. Provisions for smooth transfer between KCC and CUNY, SUNY and many private colleges are in effect.

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

### **G AM**

- \* Behavioral Sciences and Human Services
- \* Biological Sciences
- \* Communications and Performing Arts
- \* English
- \* Fine Arts
- \* Foreign Languages
- \* Health, Physical Education and Recreation
- \* History, Philosophy and the Social Sciences
- \* Mathematics
- \* Physical Sciences

## **A.A. DEG EE G A**

### **Criminal Justice**

Requirements, page 35

Course Descriptions, page 110

### **Liberal Arts**

Requirements, page 36

Course Descriptions, see Departmental pages





revised 2008-2009

# associate in science



## **EA CAE CE CE (A. ) DEG EE**

The Science, Mathematics, Fine and Performing Arts courses offered in these programs provide sound foundations in those specialties as well as in the essential liberal arts. They were designed to permit students the opportunity for exploration with specialization in their major field. The Kingsborough A.S. degree will serve as a foundation for transfer to a senior or professional college, or, for accepting a position in the chosen field.

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

### **G AM**

- \* Biology (with concentrations in Biotechnology, Marine Biology, Nutrition Science, Occupational Therapy, Pharmacy Transfer Options, Physician Assistant and Preparation for Teaching)
- \* Chemistry
- \* Community Health (with concentrations in Gerontology and Holistic Health)
- \* Computer Science
- \* Educational Studies
- \* Engineering Science
- \* Exercise Science/Personal Training
- \* Fine Arts (with concentrations in Art History, Drawing and Painting, Photography, Ceramics and Sculpture)
- \* Mathematics
- \* Mental Health and Human Services (with a concentration in Substance Abuse Counseling)
- \* Performing Arts
- \* Physics
- \* Speech Communication (with concentrations in Speech

## ALLIED HEALTH SCIENCES (Bachelors Degree)

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
HPE 01200	.....3

If required:

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

### DEPARTMENT REQUIREMENTS

+General Biology I and II (BIO 01300-01400)	.....8 credits
Biology Laboratory courses (excluding BIO 00700-01100-01200, BIO 03300 and BIO 05100)	.....8
General Chemistry I and II (CHM 01100-01200)	.....8
+Analytic Geometry and Pre-Calculus Math (MAT 01400)	.....4
Introductory Computer Applications course (BA 06000 or CP 01100 or TEC 02500)	.....3-4

### MAINE BIOLICAL SCIENCES BACHELOR

Please note that for this concentration, HE 03600 is required: not HPE 01200.

+General Biology I and II (BIO 01300-01400)	.....8 credits
Marine Biology (BIO 05200) and any one of the following Biology major electives (BIO 02100, 02200, 05000, 05300, 05400, 05500 or BIO 05900)	.....8
General Chemistry I and II (CHM 01100-01200)	.....8
Analytic Geometry and Pre-Calculus Math (MAT 01400)	.....4
Introductory Computer Applications course (BA 06000 or CP 01100 or TEC 02500)	.....3-4

### BIOCHEMICAL SCIENCES BACHELOR

+General Biology I and II (BIO 01300-01400)	.....8 credits
General Microbiology (BIO 05000) and Genetics (BIO 05900)	.....8
General Chemistry I and II (CHM 01100-01200)	.....8
Analytic Geometry and Pre-Calculus Math (MAT 01400)	.....4
Introductory Computer Applications course (BA 06000 or CP 01100 or TEC 02500)	.....3-4

Biotechnology: Cell Culture and Cloning (BIO 057000)	.....4
Recombinant DNA Technology (BIO 05800)	.....4

### EDUCATIONAL PSYCHOLOGY BACHELOR

+General Biology I and II (Bio 01300-01400)	.....8 credits
PSY 03500 (Educational Psychology)	.....3
Biology Laboratory Courses ( <u>excluding</u> BIO 00700-01100-01200, BIO 03300 and BIO 05100)	.....8
General Chemistry I and II (CHM 01100-01200)	.....8
+Analytic Geometry and Pre-Calculus Math (MAT 01400)	.....4
Introductory Computer Applications course (BA 06000 or CP 01100 or TEC 02500)	.....3-4

## ALLIED HEALTH SCIENCES (Bachelors Degree)

+General Biology I and II (BIO 01300-01400)	.....8 credits
+Research Methods in Nutrition Science (BIO 06100)	.....1
+Human Physiology (BIO 08267)	.....4
+Chemistry for Nutritional Sciences (CHM 00500)	.....5
Introduction to Community Health Services (COH 01100)	.....3
Critical Issues in Community Health (COH 01200)	.....3
Analytic Geometry and Pre-Calculus Math (MAT 01400)	.....4
Introductory Computer Applications course (BA 06000 or CP 01100 or TEC 02500)	.....3
+General Microbiology (BIO 05000)	.....4
Introductory Foods: Principles and Preparation (COH 08210)	.....3

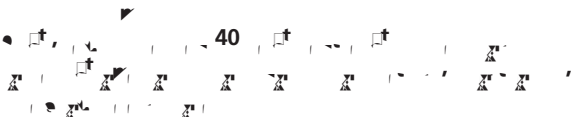
Choose from the following to satisfy Groups II, III and IV:

ENG 03000 or 04000 or PHI 07100 or 07200	.....3
Introduction to Anthropology (ANT 03700) or General Psychology (PSY 01100)	.....3
Europe: Napoleon to Hitler, 1789 to 1945 (HIS 03100) or The Ancient World (HIS 05100)	.....3

### ALLIED HEALTH SCIENCES

#### GENERAL ALLIED HEALTH SCIENCES BACHELOR

Human Anatomy and Physiology I and II (BIO 01100-01200)	.....8 credits
General Biology I and II (BIO 01300-01400)	.....8
General Chemistry I (CHM 01100)	.....4
Elements of Statistics (MAT 02000)	.....3



#### GENERAL ALLIED HEALTH SCIENCES BACHELOR

Human Anatomy and Physiology I and II (BIO 01100-01200)	.....8 credits
General Biology I and II (BIO 01300-01400)	.....8
General Chemistry I and II (CHM 01100-01200)	.....8
Organic Chemistry I and II (CHM 03100-03200)	.....10
+Calculus I (MAT 01500)	.....4
Recommended General Physics I (PHY 01100)	.....4

#### GENERAL ALLIED HEALTH SCIENCES BACHELOR

Biology (BIO 01300-01400), Chemistry (CHM 01100-01200), Mathematics (MAT 01400)	.....20 credits
Human Anatomy and Physiology (BIO 01100-01200)	.....8
Microbiology in Health and Disease (BIO 05100)	.....4
General Psychology (PSY 01100)	.....3
Human Growth and Development (PSY 03200)	.....3
Elements of Statistics (MAT 02000)	.....3

Science of Nutrition (BIO 07000)	.....3
Cardiopulmonary Resuscitation (HE 02000)	.....1
Emergency Health Care (NUR 04100)	.....2
Organic Chemistry I and II (CHEM 03100-03200)	.....10



## A. . CHEMI

### ALC EDI 0 4

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
HPE 01200 .....	3

If required:

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

#### DEPARTMENT REQUIREMENTS

General Chemistry I and II (CHM 01100 01200) (see prerequisites) .....	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

#### GROUP REQUIREMENTS / 9 CREDITS

Select a minimum of three credits each selected from at least three different groups within Groups I thru IV. Must be Basic Courses.

- I. Performing and Visual Arts  
(Excluded are Art & Music Studio, Theatre Production & Technique courses)  
Art - Music - Speech - Theatre Arts
- II. Language and Literature  
Foreign Language - Literature Philosophy
- III. Social Sciences  
Economics - History - Political Science
- IV. Behavioral Sciences  
Anthropology - Psychology Sociology
- V. Mathematics and Sciences (*Satisfied by Department requirements*)  
Biological Sciences - Mathematics & Computer Science - Physical Sciences

**E** . . . . . 0 4

•This program is within the Physical Sciences Department.  
§Consultation with the Department Advisor is required.



#### GROUP REQUIREMENTS / 9 CREDITS

Select a minimum of three credits each from at least three different groups within Groups I thru IV. Must be Basic Courses.

- I. Performing and Visual Arts  
(Excluded are Art & Music Studio, Theatre Production & Technique Courses)  
Art - Music - Speech - Theatre Arts
- II. Language and Literature  
Foreign Language - Literature Philosophy
- III. Social Sciences  
Economics - History - Political Science
- IV. Behavioral Sciences  
Anthropology - Psychology Sociology
- V. Mathematics and Sciences (*Satisfied by department requirements*)  
Biological Sciences - Mathematics & Computer Science - Physical Sciences

**E** . . . . . 0 4

•These programs are within the Biological Sciences Department.  
§Consultation with the Department Advisor is required.  
+Prerequisites must be satisfied or additional credits may be required.

## A. COMMUNITY HEALTH ALCEDI 0

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
HPE 01200 .....	3

If required:

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

### DEPARTMENT REQUIREMENTS

Introduction to Community Health (COH 01100) .....	3 credits
Drugs, the Individual and Society (HE 04000) .....	3
Helping Skills for Community Health Majors (COH 02000) .....	3
General Psychology (PSY 01100) .....	3
Introduction to Computers and Computer Applications (CP 01100) .....	4
Introduction to Sociology (SOC 03100) .....	3
Introduction to Gerontology (MH 03500) .....	3

## HEALTH CARE AND M I N

Critical Issues in Community Health (COH 01200) .....	3
Principles of Epidemiology (COH 01300) .....	3
Human Sexuality (HE 05200) .....	3
Field Experience in Community Health (COH 091E1) .....	3
Human Genetics (BIO 03700) .....	3
Science of Nutrition (BIO 07000) .....	3
Principles of Mathematics (MAT 00700) .....	4

### GENERAL

Biology of Aging (BIO 03900) .....	3
Perspectives on Death and Dying (NUR 04300) .....	3
Therapeutic Recreation for Individuals with Disabilities (RPE 03100) .....	3
Field Experience in Community Health (COH 091E1) .....	3
Human Genetics (BIO 03700) .....	3
Science of Nutrition (BIO 07000) .....	3
Principles of Mathematics (MAT 00700) .....	4

### HEALTH ADMINISTRATION

Critical Issues in Community Health (COH 01200) .....	3
Principles of Epidemiology (COH 01300) .....	3
Fundamentals of Business (BA 01100) .....	3
Organizational Behavior and Management (BA 03100) .....	3
Macroeconomics (ECO 01200) OR Microeconomics (ECO 01300) .....	3
Elements of Statistics (MAT 02000) .....	3
Introduction of Modern Concepts of Biology (BIO 03300) .....	4

### GROUP REQUIREMENTS / 6 CREDITS

Select a minimum of three credits each from at least two different groups within Groups I thru III. Must be Basic Courses.

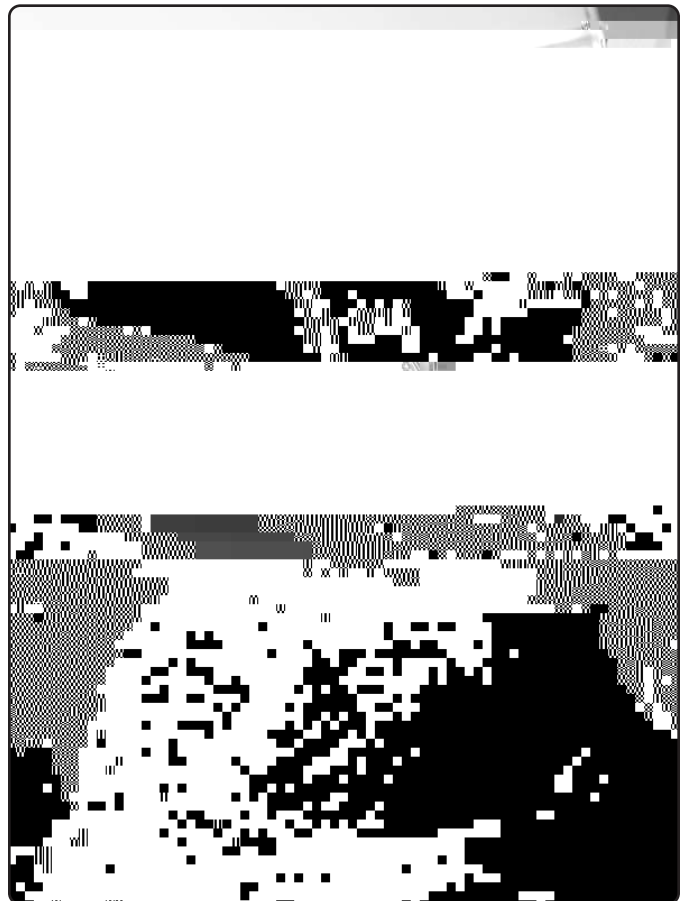
- I. Performing and Visual Arts  
(Excluded are Art & Music Studio, Theatre Production & Technique courses)  
Art - Music - Speech - Theatre Arts
- II. Language and Literature  
Foreign Language - Literature Philosophy
- III. Social Sciences  
Economics - History - Political Science
- IV. Behavioral Sciences (*Satisfied by Department requirements*)  
Anthropology - Psychology Sociology
- V. Mathematics and Sciences (*Satisfied by Department requirements*)  
Biological Sciences - Mathematics & Computer Science - Physical Sciences

### EDUCATIONAL REQUIREMENTS

Departmental requirements may be used to satisfy groups I-V requirements.

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

§Consultation with the Department Advisor is required.





# A. . ENGINEE ING CIENCE

ALC EDI □ □ 0

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
HPE 01200.....	3

If required:

ENG 00400, 09100, 09200 &/or 09300 .....	0
MAT 0M100 & 0M200 or MAT OR....L.0	

## A. . FINE A

### ALC EDI . 0

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
HPE 01200.....	3

If required:

ENG 00400, 09100, 09200 &/or 09300 .....	0
MAT 0M100 & 0M200 or MAT 0R200 proficiency .....	0

#### DEPARTMENT REQUIREMENTS

ALL Fine Arts 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, SEQUENCES IN FINE ARTS CONCENTRATIONS

##### A HI .

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

##### CE AMIC

Ceramics I (ART 06300) .....	3
Ceramics II (ART 06400) .....	3
Ceramics Sculpture (ART 08072) .....	3
Recommended Electives .....	7 9

##### D A ING AND A IN ING

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

##### H G A H

Photography I (ART 05100) .....	3
Photography II (ART 05200) .....	3
Photojournalism I (ART 05300) .....	3
The Art of Digital Photography (ART 09400) .....	3
Recommended Electives .....	6

##### G b r E

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

#### GROUP REQUIREMENTS / 18 CREDITS

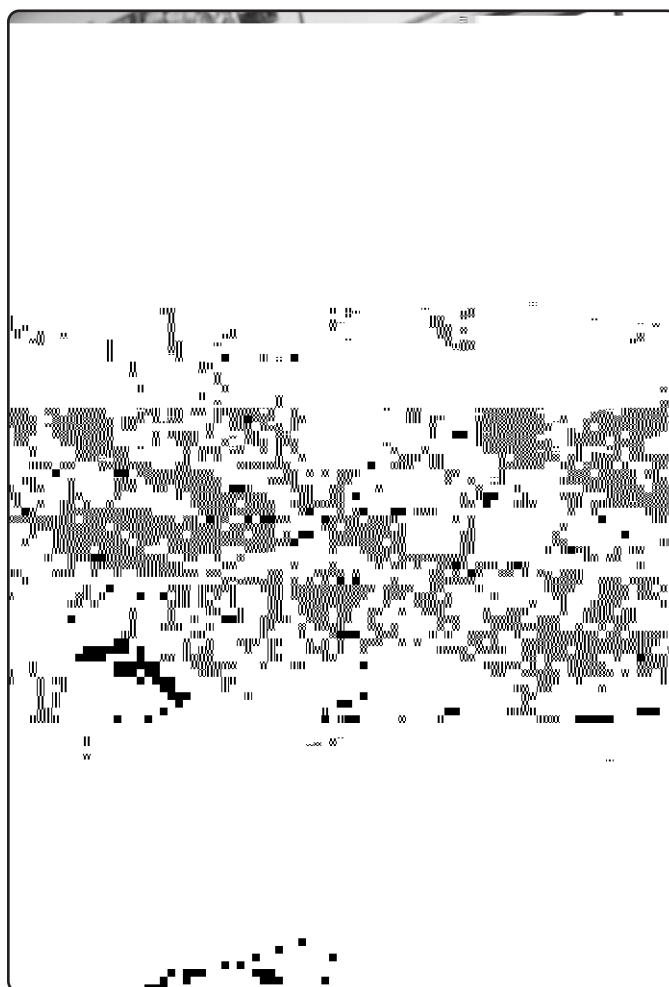
Select a minimum of three credits each from at least two different groups within Groups II thru IV. Must be Basic Courses.....12 credits

- I. Performing and Visual Arts (*Satisfied by Department requirements*)  
(Excluded are Art & Music Studio, Theatre Production & Technique courses)  
Art - Music - Speech - Theatre Arts
- II. Language and Literature  
Foreign Language - Literature Philosophy
- III. Social Sciences  
Economics - History - Political Science
- IV. Behavioral Sciences  
Anthropology - Psychology Sociology
- V. Mathematics and Sciences .....6 credits  
Biological Sciences - Mathematics & Computer Science - Physical Sciences

E . . . . . 0

•This program is within the Art Department.

§Consultation with the Department Advisor is required.



## A. . . NALI M AND IN MEDIA ALC EDI 0

Requirements for Matriculants

### COLLEGE REQUIREMENTS

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

ENG 01200 .....	4 credits
ENG 02400 .....	3
HPE 01200 .....	3

If required:

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

### DEPARTMENT REQUIREMENTS

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

### GROUP REQUIREMENTS 32-37 CREDITS

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

- I. SPE 02100 or ART 07300 or ART 07400 .....3 credits
- II. Foreign For. Lang. I and/or II (PHI elective if exempt from For. Lang.); 2 courses in English Literature, (ENG 03000 and 04000 recommended) \*\* .....9-14
- III. HIS 01100 or HIS 03100 and POL 05100.....6
- IV. SOC 03100 and PSY 01100.....6
- V. MAT 00700 and a Laboratory Science Course.....8

**E** ..... **0**

•This program is within the English Department.

§Consultation with the Department 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. . MA HEMA IC ALC EDI 0

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
HPE 01200 .....	3

If required:

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

### 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 02000 or MAT 01100 .....	8
Laboratory Science .....	8

### GROUP REQUIREMENTS / 9 CREDITS

Select a minimum of three credits each from at least three different groups within Groups I thru IV . Must be Basic Courses.

- I. Performing and Visual Arts  
(Excluded are Art & Music Studio, Theatre Production & Technique courses)  
Art - Music - Speech - Theatre Arts
- II. Language and Literature  
Foreign Language - Literature Philosophy
- III. Social Sciences  
Economics - History - Political Science
- IV. Behavioral Sciences  
Anthropology - Psychology Sociology
- V. Mathematics and Sciences (Satisfied by Department requirements)  
Biological Sciences - Mathematics & Computer Science - Physical Sciences

**E** ..... **0**

•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. . MEN AL HEAL H AND H MAN E ICE

ALC EDI . 0

Requirements for Matriculants

## COLLEGE REQUIREMENTS

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

ENG 01200 .....	4 credits
ENG 02400 .....	3
HPE 01200 .....	3

If required:

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



# ASSOCIATE DEGREE IN COMMUNICATIONS

## ALC EDI 0

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
HPE 01200 .....	3

### DEPARTMENT REQUIREMENTS

All Majors must take:

revised 2008-2009

# **associate in applied science**

**A.A. . DEG EE G A**

**Accounting**  
Requirements, page 52



# A.A. . B<sup>+</sup> INE ADMINI A I N ALC EDI . □ 0

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
HPE 01200.....	3

If required:

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

## 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 .....	3
Field Experience in Business Administration*** (BA 09229)	
Introduction to Computer Concepts (BA 06000) .....	3
Macroeconomics (ECO 01200).....	3
Money and Banking (ECO 01400).....	3

**Plus, select one of the following concentrations:**

### **B<sup>+</sup> INE ADMINI A I N**

Fundamentals of Business (BA 01100) .....	3
Business Communications (BA 03300) .....	3
Business Law (BA 01200) .....	3
Principles of Marketing (BA 01400) .....	3

### **EN B ENB IAL r DIE**

The Entrepreneurial Small Business Perspective (ES 05100).....	3
Legal Issues for the Entrepreneurial Small Firm (ES 05200) .....	3
Entrepreneurial Strategic Planning (ES 05500) .....	3
Cases in Entrepreneurial Strategies (ES 05700) .....	3

## GROUP REQUIREMENTS / 13 CREDITS

Select a minimum of three credits each from at least three different groups within Groups I thru IV. Must be Basic Courses. ....9 credits

- I. Performing and Visual Arts  
(Excluded are Art & Music Studio, Theatre Production & Technique courses)





# A.A. . G A HIC DE IGN AND ILL A I N ALC EDI 0

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
HPE 01200 .....	3

If required:

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

## DEPARTMENT REQUIREMENTS

Choose one of the following four Art History courses:.....3 credits

- Art Survey I (ART 03300)
- Art Survey II (ART 03400)
- Modern Art I (ART 03500)
- Modern Art II (ART 03600)

Design I (ART 05500) .....	3
Drawing I (ART 05700) .....	3
Illustration (ART 06800) and Illustration Style (ART 06900) .....	6
Publication Design (ART 07300) .....	3
Experimental Typography (ART 07400) and Designing with Type (ART 04000) .....	6
Digital Art Illustration (ART 04300) .....	3
Computer Art (ART 04500) .....	3
Computer Assisted Illustration (ART 04600) .....	3
Introduction to Graphic Design & Advertising (ART 07500) .....	3

## GROUP REQUIREMENTS / 10 CREDITS

Select a minimum of three credits each from at least two different groups from within Groups II - IV. Must be Basic Courses. ....6 credits

- I. Performing and Visual Arts (*Satisfied by Department requirements*)  
(Excluded are Art & Music Studio, Theatre Production and Technique courses)  
Art - Music - Speech - Theatre Arts
- II. Language and Literature  
Foreign Language - Literature - Philosophy
- III. Social Sciences  
Economics - History - Political Science
- IV. Behavioral Sciences  
Anthropology - Psychology - Sociology
- V. Mathematics and Sciences.....4 credits  
Biology - Math or Computer Science - Physical Science

E ..... 0

•This program is within the Art Department

§Consultation with the Department Advisor is required.

# A.A. . MA I ME ECHN L G ALC EDI 0

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
HE 02000, CPR .....	1
HE 03500, First Aid .....	2

If required:

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

## DEPARTMENT REQUIREMENTS

Vessel Technology I and II (MT 03300, 03400) .....	6 credits
Marina Operations (MT 04300) .....	3
Coastal Piloting and Seamanship, (MT 04600) .....	4
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
Introduction to Computer Concepts (BA 06000) .....	3
Oceanography (EPS 03200) .....	4

## GROUP REQUIREMENTS\*\*9 CREDITS

Select a minimum of three credits each from at least three different

# A.A. NURSING

## ALCEDI

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

### DEPARTMENT REQUIREMENTS

Students in the Nursing Program must complete the five semester-sequences as specified below:

#### **First Semester (Pre-Clinical Component)**

Applied Physical Sciences for	
Allied Health Careers (SCI 02500) .....	3 credits
General Psychology (PSY 01100) .....	3
Human Anatomy and Physiology (BIO 01100)	
NOTE: Prerequisite REQUIRED .....	4
Freshman English I (ENG 01200) .....	4

#### **Second Semester (Clinical Component)**

Human Anatomy and Physiology II (BIO 01200) .....	4
Human Growth and Development (PSY 03200) .....	3
Drug Calculations in Nursing (NUR 01700).....	1
Fundamentals of Nursing (NUR 01800) .....	7

#### **Third Semester**

Freshman English I (ENG 01200) Second Semest

# A.A. OFFICE ADMINISTRATION AND TECHNICAL EDUCATION

## ALC EDI 0

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
HPE 01200 .....	3

If required:

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

### DEPARTMENT REQUIREMENTS

All Majors must take:

** Elementary Keyboarding (TEC 01100) .....	2 credits
** Intermediate Keyboarding (TEC 01200) .....	2
Advanced Keyboarding (TEC 01300) .....	2
Office Administration (TEC 03400) .....	3
Business Communications (ADM 03700) .....	3
Field Experience (ADM 09200) .....	3

### Plus, for Stenographic Majors with concentrations in:

#### Executive

** Elementary Shorthand (ADM 01500) .....	3 credits
** Intermediate Shorthand (ADM 01700) .....	3
Advanced Shorthand and Transcription (ADM 03000) .....	4
Computer Applications I (TEC 02500) <b>OR</b> Introduction to Computer Concepts (BA 06000) <b>OR</b> Microcomputer Applications (CP 01100) .....	3-4

#### Legal

** Elementary Shorthand (ADM 01500) .....	3
** Intermediate Shorthand (ADM 01700) .....	3
Advanced Shorthand and Transcription (ADM 03000) .....	4
Legal Terminology and Law Office Transcripts (TEC 05000) .....	3
Computer Applications I (TEC 02500) <b>OR</b> Introduction to Computer Concepts (BA 06000) <b>OR</b> Microcomputer Applications (CP 01100) .....	3-4

#### School

** Elementary Shorthand (ADM 01500) .....	3
** Intermediate Shorthand (ADM 01700) .....	3
Advanced Shorthand and Transcription (ADM 03000) .....	4 credits
School Secretary I and II (ADM 05300, 05400) .....	4
School Records and Accounts (ADM 05500) .....	2
Computer Applications I (TEC 02500) <b>OR</b> Introduction to Computer Concepts (BA 06000) <b>OR</b> Microcomputer Applications (CP 01100) .....	3-4

### Plus, options for Non-stenographic majors with concentrations in:

#### Word/Information Processing

Basic Word/Information Processing (TEC 02100) .....	3 credits
Machine Transcription (TEC 02300) .....	3
Office Systems and Procedures (ADM 02400) .....	3
Office Computer Applications I (TEC 02500) .....	3
Office Computer Applications II (TEC 02600) .....	3

#### Medical Word/Information Processing

Basic Word/Information Processing (TEC 02100) .....	3 credits
Machine Transcription (TEC 02300) .....	3
Office Systems and Procedures (ADM 02400) .....	3
Office Computer Applications I (TEC 02500) .....	3
Office Computer Applications II (TEC 02600) .....	3
Terminology and Electronic Transcription (TEC 06100) .....	4
Computer Applications for Medical Office (TEC 06200) .....	3

### GROUP REQUIREMENTS / 13 CREDITS

Select a minimum of three credits each from at least three different groups within Groups I thru IV. Must be Basic Courses. ....9 credits

- I. Performing and Visual Arts  
 Art - Music - Speech - Theatre Arts  
*(Excluded are Art & Music Studio, Theatre Production & Technique courses)*
- II. Language and Literature  
 Foreign Language - Literature - Philosophy
- III. Social Sciences  
 Economics - History - Political Science
- IV. Behavioral Sciences  
 Anthropology - Psychology - Sociology
- V. Mathematics and Sciences .....4 credits

ing

# A.A. HISTORICAL EDUCATION, TEACHER EDUCATION AND HEALTH EDUCATION

## ALC EDI 0

Requirements for Matriculants

### COLLEGE REQUIREMENTS

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

ENG 01200 .....	4 credits
ENG 02400 .....	3
HPE 01200 .....	3

If required:

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

### DEPARTMENT REQUIREMENTS

All Majors must take:

Introduction to Recreation (RPE 01100) .....	3 credits
Leadership in Recreation and Physical Education (RPE 01200) .....	3
Methods and Materials for Teaching Folk and Square Dance (RPE 01600) .....	2
Therapeutic Recreation for Individuals with Disabilities I (RPE 03100) .....	3
Organization and Administration of Recreation Programs (RPE 03200) .....	3
+Field Experience in Physical Education, Recreation and Recreation Therapy (RPE 09152) .....	3
General Psychology (PSY 01100) .....	3
Introduction to Sociology (SOC 03100) .....	3
First Aid and Personal Safety (HE 03500) .....	2

PLUS, ONE OF THE FOLLOWING TWO OPTIONS MUST BE COMPLETED:

### A. PLAN OF STUDY FOR RECREATION AND RECREATION THERAPY

Social Recreation (RPE 01300) .....	3
Methods and Materials in Arts and Crafts (RPE 03400) .....	3
Therapeutic Recreation for Individuals with Disabilities II (RPE 03500) .....	3
The Assessment Process in Therapeutic Recreation (RPE 03600) .....	2
+Field Experience in Recreation and Recreation Therapy (RPE 09253) .....	3

### B. PLAN OF STUDY FOR STUDENTS WHO WISH TO TRANSFER TO BACCALAUREATE PROGRAMS IN TEACHING PHYSICAL EDUCATION K-12

Fitness Assessment and Prescription (HPE 01500) .....	2
Outdoor Recreation (RPE 01400) .....	2
Sport and American Society (RPE 04000) .....	3
Methods of Teaching Fitness and Recreation Activities (RPE 07000) .....	3
Physical Education courses in team or individual sports and skills .....	5

*(Please select from approved list available from the program office, E115)*

In addition, courses utilized to satisfy the Group Distribution requirements must be carefully selected for transfer to the B.S. in Physical Education.

### GROUP REQUIREMENTS / 10 CREDITS

Minimum of three credits each from at least two different groups, I thru III. Courses selected must be in Basic Courses. ....6 credits

- I. Performing and Visual Arts  
(Excluded are Art & Music Studio, Theatre Production & Technique courses)  
Art - Music - Speech - Theatre Arts
- II. Language and Literature  
Foreign Language - Literature Philosophy
- III. Social Sciences  
Economics - History - Political Science
- IV. Behavioral Sciences *(Satisfied by Department requirements)*  
Anthropology - Psychology Sociology
- V. Mathematics and Sciences .....4 credits  
Biological Sciences Mathematics & Computer Science Physical Sciences

### ELECTIVE REQUIREMENTS / 0 CREDITS

(Specific electives must be discussed in advance with the Department Advisor.)

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

§Consultation with the Department is required.

+Requires approval of Program Director.



# A.A. HUMAN ANATOMY AND PHYSIOLOGY

## ALC EDI

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

### DEPARTMENT REQUIREMENTS

Human Anatomy and Physiology I and II  
 (BIO 01100 and 01200) .....8 credits  
 General Psychology (PSY 01100) .....3  
 Foundations of Human Anatomy and Physiology (BIO 00700) .....3  
 Foundations of Physical Therapy (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

# A.A. . . GICAL ECHN. L. G.

## ALC EDI □ 3

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

### DEPARTMENT REQUIREMENTS

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  
Pharmacology (NUR 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) .....4  
Practicum II (ST 04P00).....3  
Advanced Surgical Procedures (ST 00500) .....4  
Practicum III (ST 05P00).....3  
Professional Strategies for the Surgical Technologist (ST 00600).....1  
Practicum IV (ST 06P00) .....3

### GROUP REQUIREMENTS

# A.A. DEGREE IN BUSINESS ADMINISTRATION ALC EDI 0

Requirements for Matriculants

## College Requirements

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

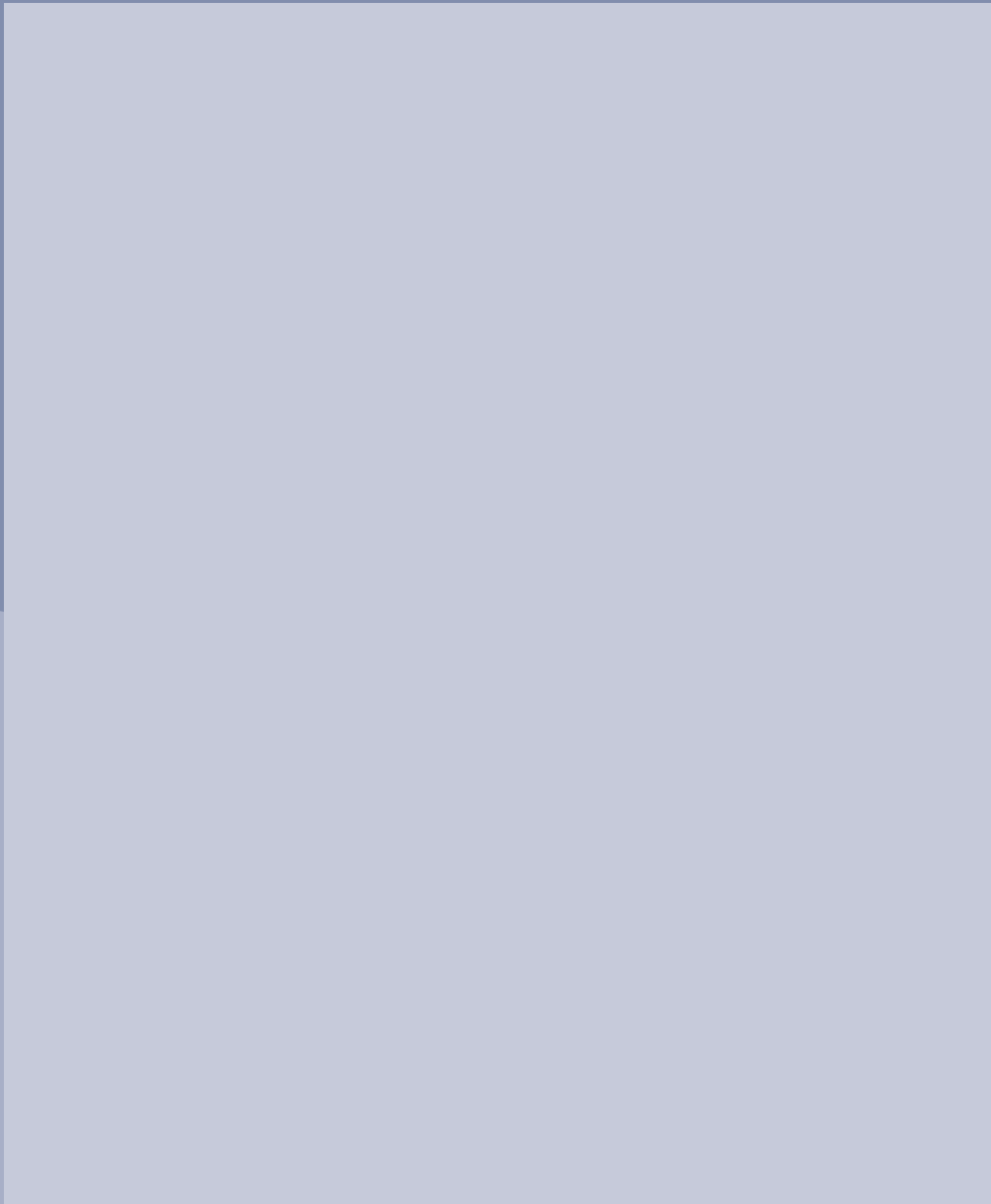
ENG 01200 .....	4 credits
ENG 02400 .....	3
HPE 01200 .....	3

If required:

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

## Department Requirements

All Majors must





# CERTIFICATE IN ALCOHOLISM AND SUBSTANCE ABUSE COUNSELING

## ALC EDI 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 01200 .....4 credits

### CERTIFICATE REQUIREMENTS

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

C .....15-25

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

§Consultation with the Department Advisor is required.

# CERTIFICATE IN AIAI N AND

# CERTIFICATE IN HEALTH SCIENCE / PERSONAL TRAINING

ALC EDI 30

## 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 09300.....	0
MAT 0M100 & 0M200 or MAT 0R300 proficiency.....	0

## DEPARTMENT REQUIREMENTS

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
<b>C</b> .....	<b>30</b>

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

*§Consultation with the Department Advisor is required.*

# CERTIFICATE IN FOOD SERVICE

ALC EDI 1

## 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 09300.....	0
MAT 0M100 & 0M200 or MAT 0R300 proficiency.....	0

## CERTIFICATE REQUIREMENTS

Tourism Entrepreneurship (TAH 01200) .....	3 credits
Event Catering Management (TAH 04300).....	3



revised 2008-2009

# departments and course descriptions

**A D E A E**

**Room S-155 • ext. 5718**

**John Descafino**, *Assistant Professor*

**Janice Farley**, *Professor and Chairperson*

**Brian Hack**, *College Laboratory Technician*

**Michel Kanter**, *Professor*

**Manel Lledos**, *Professor*

**Peter Malone**, *Chief College Laboratory Technician*

**Mary Marino**, *College Laboratory Technician*

**Janice Mehlman**, *Professor*

**Anthony Padovano**, *Professor*

**Caterina Pierre**, *Assistant Professor*

**Judith Wilde**, *Professor*

**ALL NON-STUDIO COURSES (3 CRS. 3 HRS.) MEET  
GROUP I DISTRIBUTION REQUIREMENTS FOR ALL  
DEGREES. STUDIO COURSES MEET DISTRIBUTION  
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



**+ ART 07400 – EXPERIMENTAL TYPOGRAPHY  
(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 07500 – INTRODUCTION TO**

**BE A A C E CE A D A  
E CE DE A E**

Room D-309 • ext. 5630

**Leslie Arberman**, *Assistant Professor*

**Avri Beard**, *Lecturer*

**William Burger**, *Professor and Chairperson*

**Geraldine Chapey**, *Professor*

**Susan Ednie**, *Instructor*

**Susan Farrell**, *Professor*

**Peter Flume**, *Assistant Professor*

**Lourdes Follins**, *Assistant Professor*

**Delores Friedman**, *Professor*

**Ilsa Glazer**, *Associate Professor*

**Charles Guigno**, *Assistant Professor*

**Helaine Harris**, *Associate Professor; Director, Mental Health & Human Services Program*

**Anna Karpathakis**, *Associate Professor*

**Laura Kates**, *Assistant Professor*

**Beth King**, *Assistant Professor*

**Oliver Klapper**, *Professor*

**Susan Lachman**, *Lecturer*

**Suzanne LaFont**, *Professor*

**Fred Malamet**, *Professor*

**Michael Miranda**, *Assistant Professor*

**Juan Morales-Flores**, *Assistant Professor*

**Katia Perea**, *Lecturer*

**Sharon Prince**, *Lecturer*

**Florence Schneider**, *Assistant Professor*

**Joan Standora**, *Lecturer, Director, Alcoholism and Substance Abuse Counseling Program*

**Charles Swift**, *Lecturer*

**Petra Symister**, *Assistant Professor*

**Jason VanOra**, *Assistant Professor*

**Barbara R. Walters**, *Associate Professor*

**Juann Watson**, *Instructor*

**Barbara Weiserbs**, *Associate Professor, Director, Early Childhood Education/ Child Care and Education Studies Programs*

**William Winter**, *Assistant Professor*

**ALL ANTHROPOLOGY, PSYCHOLOGY AND SOCIOLOGY COURSES MEET GROUP IV DISTRIBUTION REQUIREMENTS FOR ALL DEGREES.**

**A G**

**+ 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

**EA C D DED CA /  
C DCA E GA**

Due to the special nature of the Early Childhood Education / Childcare Program, students are evaluated at the end of each semester to determine if it is advisable for them to continue in the program. A grade of C or better is required for all courses for advancement to the next course. Early Childhood courses may only be repeated once. These include: EDC 02000, 02100, 02200, 02300, 02800, 03000, 09105 and HUM 00200 and 08181. Unless otherwise indicated, EDC courses are only open to students in the Early Childhood/Childcare sequence.

**EDC 00200 – SOCIAL FOUNDATIONS OF EDUCATION (3 crs. 3 hrs. plus two school visit assignments)**

The social underpinnings of education are traced through a study of the history of education, including the development of its practices and philosophies. The social forces that currently



### **EDC 02200 – ART WORKSHOP IN EDUCATION**

**(2 crs. 2 hrs.)**

Various art media are explored to understand principles, methods, planning and classroom organization necessary to achieve curricular and behavioral objectives of programs in education.

10 hours per semester working with children in art activities.

Prerequisites: EDC 02100 & EDC 03000 or department permission with a grade of C or better

Co-requisite: EDC 090A4 or EDC 09105 or EDC 09400

### **EDC 02300 – MUSIC AND MOVEMENT**

## **ED CA**

### **EDU 02500 – THE EMOTIONALLY DISTURBED AND NEUROLOGICALLY IMPAIRED CHILD (3 crs. 3 hrs.)**

Knowledge and understanding of causes, characteristics, and learning needs of emotionally disturbed and neurologically impaired school children. Emphasis is on methods of identifying and diagnosing, their educational needs and problems, and the possibilities for treatment and intervention, in a variety of educational settings.

Prerequisite: PSY 02400 or Department permission.

### **EDU 02600 – TEACHING THE EMOTIONALLY DISTURBED AND NEUROLOGICALLY IMPAIRED CHILD (3 crs. 3 hrs.)**

Methods of teaching in programs for the emotionally disturbed and neurologically impaired child. How existing materials may be modified and new original materials and techniques developed will be investigated. Principles of behavior management will be discussed in the context of curriculum planning and teaching methodology. Emphasis will be on implementation of teaching strategies based upon individual assessment of learning needs, the use of resources to ensure the least restrictive environment. A hands-on approach to develop materials.

Prerequisite: PSY 02400 or Department permission

### **EDU 02700 – SEMINAR IN ADMINISTRATION AND SUPERVISION OF SPECIAL EDUCATION PROGRAMS (3 crs. 3 hrs.)**

This colloquium course provides information relating to the administration and supervision of Special Education programs in New York City Public Schools. Guest lecturers discuss specific aspects of Special Education programs in the area of their expertise.

Prerequisite: PSY 02400 or Department permission

### **EDU 02800 – TECHNIQUES IN MATH, SCIENCE OR ART (1 cr. 1 hr.)**



## **C      G**

### **+ PSY 01100 – GENERAL PSYCHOLOGY (3 crs. 3 hrs.)**

Introduction to psychology as a science. Topics covered in this survey course include: historical background, fields and divisions, scientific methods, biological underpinnings of thought and behavior, learning and memory.

### **PSY 02400 – PSYCHOLOGICAL DISORDERS IN YOUNG CHILDREN (3 crs. 3 hrs.)**

Psychological disorders in young children and the practices required to deal with them in early childhood settings. The problems and needs of gifted children, children who are mentally retarded or minimally brain-damaged, deaf, blind, orthopedic or speech handicapped. Causes, diagnostic, therapeutic and educational procedures and teaching methods are reviewed for each category based upon principles learned in introductory psychology courses. New York State mandated two-hour session on recognizing and reporting child abuse is included.

Prerequisite: PSY 01100

### **PSY 02800 – CONTEMPORARY**

**SOC 03500 – SOCIOLOGY OF THE FAMILY  
(3 crs. 3 hrs.)**

The sociology of the family study areas include: definitions, pattern variations, developmental theories and specialized functions and their effect on socialization, courtship, marriage, divorce and the life cycle.

Prerequisite: SOC 03100

**SOC 03600 – MINORITY GROUPS IN THE UNITED STATES (3 crs. 3 hrs.)**

Selected minority groups in American society are studied. Topics discussed include: nature of prejudice and discrimination, social meaning of minority, annihilation, assimilation, competition, conflict, exploitation, social and cultural change, past and present trends and developments.

Prerequisite: SOC 03100

**SOC 03800 – SOCIOLOGY OF GENDER (3 crs. 3 hrs.)**

An exploration of the ways people construct gender and how gender structures our everyday lives and society in general. Issues that are covered include: how gender is produced, the relationship of gender to biology, gender and sexuality, the social evolution of gender, the gendered division of labor in the home and the workforce, gender and religion, micropolitics of gender and race, class and gender as intertwined systems of inequality.

Prerequisite: SOC 03100

**SOC 03900 – THE SOCIOLOGY OF RELIGION  
(3 crs. 3 hrs.)**

Introduction to the study of religion and society: basic definitions and concepts, methods, organizational structures, secularization, church-state, immigration and multi-cultural environments, interactive effects with socio-economic status, ethnicity and gender.

Prerequisite: SOC 03100 or PSY 0100 or ANT 03700

**SOC 081XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)**

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

**SOC 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.

**+ BEH 07000 – INTRODUCTION TO RESEARCH (4 crs. 4 hrs.)**

To produce research projects in the Behavioral Sciences with the skill and knowledge necessary for carrying out individual research projects, students are familiarized with theoretical issues in scientific research, methodology, and statistical measurement.

Prerequisite: Enrollment in College Now Program

**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

**B A CE AB E & A C  
C E G**

**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 022.T1\_0 1 TRADITIONAL ASPECTS OF ALCOHOLISM AND  
SUBSTANCE ABUSE COUNSELING (3 crs. 3 hrs.)**

**SAC 091B0 – ABUSE COUNSELING PROGRAM –  
FIELD INTERNSHIP (3 crs. 10 hrs./wk. for 5 weeks)**

Students participate in counseling activities with program clients, supervision meetings and other professional activities at NYS licensed treatment agencies under the supervision of both program staff and college faculty.

Prerequisite: SAC 02000; SAC 02200, SAC 02600

Pre or corequisite: SAC 02400, SAC 02800

\* Required for Mental Health Majors

+ Basic Course

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A.S. Degree

EDUCA

**+ 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 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 01300, 01400 – GENERAL BIOLOGY I AND II (4 crs. 6 hrs. each semester)**

A one-year, two-semester course for students who plan to major in biological sciences, or prepare for a pre-professional program. Classroom and laboratory sessions focus on biological topics as they apply to all life, to recent scientific findings and how they advance understanding classical concepts, the interaction of environmental and biological forces to produce life.

Prerequisites for BIO 01300: Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test  
Prerequisite for BIO 01400: BIO 01300

**BIO 02100 – COMPARATIVE ANATOMY (4 crs. 6 hrs.)**

Form, structure, classification and adaptive modifications of vertebrates, animals with backbones. Through dissections, representative vertebrates (dog, fish and cat) are studied; vertebrates' major body systems and development of various representative structures are compared; relationships

**+ BIO 03900 – THE BIOLOGY OF AGING (3 crs. 3 hrs.)**

Biological aspects of the aging process, including: definitions, characteristics and biological theories of aging, recent biological research, effects of disease and prescription drugs; determination of each student's aging profile, factors which modify the rate of the aging process including nutrition and exercise. *This course*  
*† satisfy the Biology major elective requirement.*

**+ BIO 04900 – PEOPLE AND THE ENVIRONMENT –**



### **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 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 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 nutritional sources.



## **B E D E A E**

**Room M-355 • ext. 5555**

**Norman Adise**, *Associate Professor*

**Susan Aranoff**, *Professor*

**Audrey Cohen**, *Assistant Professor*

**Joseph Consolo**, *Lecturer*

**Donald Donin**, *Professor*

**Alan Friedenthal**, *Lecturer*

**Jay Gelbein**, *Professor*

**Shereen Grossman**, *Lecturer*

**Joseph Guardino**, *Professor*

**Amy Haas**, *Professor*

**Charles Kee**, *Professor*

**Jeffrey Lax**, *Assistant Professor*

**Rose Litvack**, *Professor*

**Maxine McGarvey**, *Lecturer*

**Consolacion Magdangal**, *Assistant Professor*

**Edward Martin**, *Professor and Chairperson*

**Theresa Mastrianni**, *Lecturer*

**Fredric Mayerson**, *Professor*

**Andre Montero**, *Professor*

**Darry Romano**, *Lecturer*

**Eric Rothenburg**, *Professor*

**Jacqueline Scerbinski**, *Assistant Professor*

**William Yenna**, *Associate Professor*

## **ACC G**

### **+ ACC 01100 – FUNDAMENTALS OF ACCOUNTING I (4 crs. 4 hrs.)**

This first half of this two-semester course introduces the accounting cycle, the fundamental concepts and techniques of accounting for business transactions: business records, journals and ledgers, theory of debit and credit, analysis of business transactions, adjusting and closing entries, worksheets, preparation of financial statements, payroll preparation, taxation, the computer and accounting.

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

### **ACC 01200 – FUNDAMENTALS OF ACCOUNTING II (4 crs. 4 hrs.)**

The second half of this two-semester course covers partnership, corporation and manufacturing financial transactions (including accounting for long-term debt), financial statement analysis and intr



**B E A D A****+ 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 – THE BUSINESS OF SHOW BUSINESS  
(3 crs. 3 hrs.)**

**(BA 02000 | N | LI | ED A | E 02000)**

**BA 02800 – CONTEMPORARY ISSUES IN HEALTH CARE  
(3 crs. 3 hrs.)**

**(A | C 02 00 | N | 02 00)**. The sociological, ethical, legal and economic impact of managing health care into the next century. *NOTE: Meets Group IV Distribution Requirements for all degrees.*

**BA 03100 – ORGANIZATIONAL BEHAVIOR AND  
MANAGEMENT (3 crs. 3 hrs.)**

The impact of organizational behavior on individuals, the economy and society; the role of organizations. Topics include: improving performance and productivity, individual motivation, leadership style and the effect of the external environment on the organization.  
Prerequisite: BA 01100 or ES 05100

**+ BA 03300 – BUSINESS COMMUNICATIONS  
(3 crs. 3 hrs.)**

The principles of writing effective business communications, including letters, reports, memoranda, directives. Emphasis on organization, language, personal relations and application of business psychology in writing.  
Prerequisite: Passing score on the CUNY/ACT in Writing.

**BA 05200 – ADVERTISING: THEORY AND PRACTICE  
(3 crs. 3 hrs.)**

Advertising, its methods and its role in business. An introduction to media, copy, research, layout, production, direct mail, and campaign strategy.  
Prerequisite: BA 01400

**+ BA 06000 – INTRODUCTION TO COMPUTER CONCEPTS  
(3 crs. 4 hrs.)**

Lab-oriented course introduces microcomputer hardware and software, emphasizing the Big Four business applications: word processing, electronic spreadsheets, database management, and presentation graphics. Conceptual and operational skills necessary to successfully compete in the modern technological business environment. NOT open to Computer Information System Majors. Students who completed CP 01100 or CIS 01100 will NOT receive credit for this course.

**BA 06100 – SPREADSHEET APPLICATIONS IN BUSINESS  
(3 crs. 3 hrs.)**

Advanced and intensive work with electronic business spreadsheets in a lab-oriented course using Microsoft Excel. Includes ranges, functions, charts, conditional functions and lookups, data sorting and queries, macros, multiple worksheets, security, and linking data.  
Prerequisite: BA 06000 or equivalent

**BA 07700 – BUSINESS IMAGES IN THE MEDIA  
(3crs. 3 hrs)**

Examines business concepts as reflected in film. Perspective is historical and contemporary focusing on sociological, psychological and philosophical events, trends, values, and changes that have taken place in the business world.  
Prerequisite: BA 01100 or department permission

**BA 081XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)**

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

**BA 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.

**BA 09229 – FIELD EXPERIENCE IN BUSINESS  
ADMINISTRATION ( 3 credits, 9 hours - with a  
minimum of 8 hours of field work)**

A capstone experience for students, allowing them to apply the theories and principles learned in class to the practical business environment. Students work directly with managers and employees in management, human resources, and other business areas. *(This course is a fieldwork course and requires a minimum of 8 hours of field work)*

**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 Now" Program.*

**EC C**

**+ 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.

*NOTE: ECO 01200 and 01400 DO NOT meet Group III Distribution Requirements for students majoring in Accounting or Business Administration. However, these courses do meet Group III Distribution Requirements for all other degrees.*

**E E E E A D E**

**+ES 05100 – SMALL BUSINESS AND THE ENTREPRE-  
NEURIAL 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.

Pre or corequisite: ACC 01100

**+ 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 – BUSINESS**

The American legal system: problems and consideration of high-

**FM 04000 – FASHION DESIGN (3 crs. 3 hrs.)**

A laboratory-based introduction to professional fashion design concepts and techniques. Students will learn how to design garments using draping and flat pattern techniques.

Prerequisites: FM 03500

**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 populations. It is offered for a maximum of two semesters.

**RM 09229 – FIELD EXPERIENCE IN RETAIL MERCHANDISING (3 crs. 9 hrs.)**

A capstone course for Retail Merchandising majors. Eight hours per week of supervised field experience in fashion or marketing management, plus one hour seminar a week devoted to developing strategies for personal and career success. *For Retail Merchandising seniors only.*

+ Basic Course

# ECO 01200 and ECO 01400 DO NOT meet the Group III requirements for students majoring in Accounting and Business

**+TEC 01400 – KEYBOARDING FOR BUSINESS  
COMMUNICATIONS (2 crs. 3 hrs.)**

Basic keyboarding skills for electronic keyboarding and computer input and the basics of written business communications which will be applied to the production and editing of business communications. *Open to Non-Majors*

**+ TEC 02100 – WORD/INFORMATION**



TEC

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**A DE A E**

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*

**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*

**Greg D. Sutton**, *Associate Professor*

**Samuel Taitt**, *Assistant Professor*

**Holly Krech Thomas**, *Assistant Professor*

**Marvin Williams**, *Lecturer*

**Gordon Young**, *Assistant Professor*

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**MCB 05100 – DIGITAL VIDEO/AUDIO PRODUCTION AND EDITING II (3 crs. 3 hrs.)**

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

**MCF 04400 – FILM**

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MUS 04000 – INTRODUCTION TO MIDI AND  
COMPUTER MUSIC PRODUCTION (1 cr. 1 hr.)

+ SPE 01200 -

### **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.

## **EA E**

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

### **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 whole. The cultural role, as well as the business of theatre, is considered as an institution in society. Films, slides, projects, and guest lecturers help comprehend the nature of theatre art.

#### **+ THA 05100 – PLAY ANALYSIS (3 crs. 3 hrs.)**

Through consideration of a selected number of outstanding plays and musicals in theatrical history, and the study of various productions given these plays, students gain understanding of the plays and appreciation of the production problems involved. Relevance of the plays to the contemporary stage, screen, and television production will be explored.

#### **+ THA 05200 – ACTING I: BEGINNING ACTING (4 crs. 4 hrs.)**

The basic techniques of sensory awareness, memory, improvisation, voice, character study and role preparation with emphasis on the works of Constantin Stanislavsky. Special projects include presentations and rehearsal techniques for scene study.

#### **THA 05300 – ACTING II: SCENE STUDY (4 crs. 4 hrs.)**

Advanced classroom and laboratory furthers sensory awareness, memory and character study for role preparation. Basic vocal and body techniques explore the psychophysical actions, objectives and super objectives of characters. Acting theories studied are put into practice in scenes selected from modern plays and musicals. Prerequisite: THA 05200

#### **THA 05500 – STAGE CRAFT (3 crs. 4 hrs.)**

Introduction to scenery for live entertainment with special emphasis on the practice of scenic construction and installation. Participation in a theatrical production will be incorporated when possible. Basic backstage and workshop safety will also be covered. Prerequisite: THA 05000

#### **THA 05600 – BASIC LIGHTING (3 crs. 4 hrs.)**

Introduction to the technology and application of stage lighting, how to focus and hang various types of stage lighting fixtures, operate basic computer lighting consoles and work with lighting design paperwork. Student will apply the learned skills in productions when possible. Basic electricity and safety will be covered. Prerequisite: THA 05000

### **THA 06200 – ACTING: CLASSICAL STYLES (3 crs. 3 hrs.)**

Acting in pre-modern drama with detailed analysis of the acting styles of selected Classic, Elizabethan, Neo-Classical, Restoration and Romantic drama. Study of language and movement in historical periods is supplemented by practice. Class enrollment is limited. Prerequisite: Department permission

### **THA 06600 – DIRECTING: THE FUNDAMENTALS (3 crs. 4 hrs.)**

Principles of play interpretation, the directorial concept, and methods of focusing audience attention on dramatic values by synthesizing character, language, idea and plot with exciting design and purpose. Prerequisites: THA 05000

#### **+ THA 06700 – AMERICAN MUSICAL THEATRE (3 crs. 3 hrs.)**

Development of the Broadway musical theatre from European operetta and American jazz backgrounds to the present day. Emphasis is on the musical and theatrical traditions of this form as well as on the changing styles in music, staging, and production values.

#### **THA 081XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)**

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

#### **THA 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.

+ Basic Course

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A.S. Degree  
PERFORMING ARTS  
Requirements page 48

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A.S. Degree  
SPEECH COMMUNICATION with concentrations in Speech

**E G      D E A      E**

Room C-309 • ext. . 5849

Anthony C. Alessandrini, *Assistant Professor*

Steven Amarnick, *S*

## 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.

### 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.

## E

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 students whose first language is not English and whose results on the CUNY/ACT in Reading and Writing indicate that they need work on their reading and writing at the intermediate level. This course consists of various activities to improve English language communication skills, emphasizing clarity in writing and increased reading comprehension.

**# ~ ESL 091A7 – DEVELOPING FLUENCY IN READING AND WRITING FOR ESL STUDENTS (0 crs. 8 hrs. – 8 equated crs.)**

This is the third 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 work on their reading and writing at the high intermediate level. This course emphasizes reading, writing, and critical thinking skills. Also required of students who have successfully completed ESL 00900.

**E EC E**

**ALL ENGLISH ELECTIVES (ENG 03000 THROUGH ENG 082XX) MEET GROUP II DISTRIBUTION REQUIREMENTS FOR ALL DEGREES UNLESS OTHERWISE NOTED.**

**+ @ ENG 03000 – INTRODUCTION TO LITERATURE (3 crs. 3 hrs.)**

For students who wish a general introduction to literature. Class focuses on poetry, drama and prose fiction.  
Prerequisite: ENG 01200

**+ @ ENG 03100 – CLASSICAL AND BIBLICAL LITERATURE (3 crs. 3 hrs.)**

Readings include the Bible, Homer, Greek dramatists, Plato, Aristotle and Virgil.  
Prerequisite: ENG 01200

**+ @ ENG 03200 – WORLD LITERATURE (3 crs. 3 hrs.)**

Readings, primarily from the 13th to the 19th century, include authors such as Dante, Austen, Cervantes, Voltaire, Goethe, Flaubert, and Balzac.  
Prerequisite: ENG 01200

**+ @ ENG 03500 – MODERN EUROPEAN LITERATURE (3 crs. 3 hrs.)**

Significant European literary works from the 19th century to the present. Includes authors such as Ibsen, Chekhov, Mann, Hesse, Woolf, Kafka, Mansfield, Levi, DeBeauvoir, Duras, and Calvino.  
Prerequisite: ENG 01200

**+ @ ENG 04000 – SHORT FICTION (3 crs. 3 hrs.)**

Survey of short fiction in various genres and eras from its origins to the present, with focus on the unique position of the short story in literature. Includes writers such as Poe, Hawthorne, Chekhov, de Maupassant, Chopin, Hemingway, Borges, Baldwin, Achebe and Mukherjee.  
Prerequisite: ENG 01200

**+ @ ENG 04200 – POETRY (3 crs. 3 hrs.)**

Introduction to poetry including the different styles, forms, and themes, with attention given to their purpose and effect.  
Prerequisite: ENG 01200

**+ @ ENG 04300 – DRAMA (3 crs. 3 hrs.)**

An analysis of dramatic structure and a study of plays representing major dramatic styles.  
Prerequisite: ENG 01200

**+ @ ENG 04400 – THE TRAGIC VISION (3 crs. 3 hrs.)**

Tragic literature, from ancient times until the present, is studied in an attempt to understand the patterns and changing concepts in various literary genres.  
Prerequisite: ENG 01200

**+ @ ENG 04500 – THE COMIC SPIRIT (3 crs. 3 hrs.)**

Comedy in prose and verse, its meaning, use, and techniques.  
Prerequisite: ENG 01200

**ENG 05500 – CULTURAL/LINGUISTIC ASPECTS of TEACHING LANGUAGE (3 crs. 3 hrs.)**

Designed to help current and prospective tutors master essential language skills and develop effective tutoring skills.  
Prerequisite: ENG 01200

**@ ENG 05600 – CREATIVE WRITING: FICTION (3 crs. 3 hrs.)**

Instruction and practice in the forms and types of fiction. Analysis of peer writing on a workshop basis, assists students develop mastery of the form of fiction best suited for them.  
Prerequisite: ENG 01200  
Course does NOT satisfy Group II Literature requirement.

**@ ENG 05700 – CREATIVE WRITING: POETRY (3 crs. 3 hrs.)**

Instruction and practice in writing traditional and new forms of poetry.  
Prerequisite: ENG 01200  
Course does NOT satisfy Group II Literature requirement.

**+ @ ENG 06300 – SHAKESPEARE (3 crs. 3 hrs.)**

Survey of Shakespeare's work, emphasizing his plays, includes some consideration of his non-dramatic verse.  
Prerequisite: ENG 01200

**+ @ ENG 06400 – THE LITERATURE OF ADVENTURE AND EXPLORATION (3 crs. 3 hrs.)**

A study of the writings associated with major aspects of American adventure and exploration, such as the discovery of America, the Frontier, the Wild West, the National Parks, the development of tourism, and the space program. Writers to be studied will include Columbus, Lewis and Clark, Thoreau, Twain, Cather, and Silko.  
Prerequisite: ENG 01200

**+ @ ENG 06500 – LITERATURE AND FILM (3 crs. 3 hrs.)**

Study of novels, plays, screenplays and films made from them. Emphasis is on different aesthetic problems facing writer and filmmaker. Time is scheduled for film viewing.  
Prerequisite: ENG 01200

**+ @ 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, psychological, mythic and formal literary critical methods.

Prerequisite: ENG 01200

**+ @ ENG 06800 – GOTHIC AND HORROR FICTION (3 crs. 3 hrs.)**

Study of major works of horror fiction, including short stories, novels, some narrative poetry, dealing primarily with the evocation of horror, plus attempts to trace a narrative pattern common to much horror fiction. Analysis of gothic trappings and such psychosexual creatures as vampires and werewolves, as they appear in literature.

Prerequisite: ENG 01200

**+ @ ENG 07300 – THEMES IN AMERICAN LITERATURE I: BEGINNINGS TO 1865 (3 crs. 3 hrs.)**

A survey of American literature and literary history from the early discovering and colonizing of America to the mid-nineteenth century. Consideration of many well-known writers (Franklin, Hawthorne, Poe) as well as writings by women, Native Americans, Latinos and African Americans. Students will acquire a greater comprehension of the historical, philosophical, political, religious and literary forces that shaped American life before the Civil War.

Prerequisite: ENG 01200

**+ @ ENG 07400 – THEMES IN AMERICAN LITERATURE II: 1865 TO PRESENT (3 crs. 3 hrs.)**

A survey of American literature and literary history from the end of the Civil War to the present. Consideration of many well-known writers (James, Hemingway, and Frost) as well as writings by women, Native Americans, Latinos and African Americans. Students will acquire a greater comprehension of the historical, philosophical, political, religious and literary forces that shaped American life during this period. Questions of what America represents and how it is represented in literary texts and history will be discussed.

Prerequisite: ENG 01200

**+ @ ENG 07700 – THE ROOTS OF BLACK LITERATURE (3 crs. 3 hrs.)**

Analysis and study of black literature in the United States and study of its history and development to 1950.

Prerequisite: ENG 01200

**+ @ ENG 07800 – CONTEMPORARY BLACK LITERATURE (3 crs. 3 hrs.)**

Development and study of black literature in the United States from 1950 to the present.

Prerequisite: ENG 01200

**ENG 081XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)**

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

**ENG 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.

**C EGE**

**~ ESL BW100 – FOUNDATIONS FOR COLLEGE-LEVEL READING AND WRITING FOR ESL STUDENTS, 1 (0 crs. 4 hrs.)**

Low intermediate portfolio-based course designed to help students develop the fluency, focus, analytical and organizational skills needed to become successful college writers. Readings are from various multi-cultural genres and of varying lengths. First part of a two-semester course sequence.

Prerequisite: Students must be designated as ESL

**~ ESL BW200 – FOUNDATIONS FOR COLLEGE-LEVEL READING AND WRITING FOR ESL STUDENTS, 2 (0 crs. 4 hrs.)**

High intermediate/advanced portfolio-based course that is the second part of a two-semester course sequence designed to develop reading competence and writing fluency in students with English as a second language.

Prerequisite: Students must be designated as ESL.

**~ ENG 0BW00: FOUNDATIONS FOR COLLEGE-LEVEL WRITING (0 crs. 4 hrs.)**

A portfolio-based course that develops thinking skills and competency in reading and writing needed for both high school exit and college entrance English classrooms.

**~ ENG 0W100 – INTENSIVE WRITING 1 (0 crs. 2 hrs.)**

Development of critical thinking and writing skills needed for freshman-level college coursework. Students create portfolios based on freshman-level reading assignments in the sciences. Corequisite: Students are urged to participate in a 3-credit College Now course.

**~ ENG 0W200 – INTENSIVE WRITING 2 (0 crs. 2 hrs.)**

Course builds on the work of ENG 0W100. Based on readings in psychology, students develop advanced critical thinking and writing skills required for success in English classes during and beyond the freshman year.

Corequisite: Students are urged to participate in a 3-credit College Now course.

## A

### + JRL 03100 – BASIC JOURNALISM (3 crs. 3 hrs.)

Introductory course on the history of journalism: writing leads,  
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**FR 00400 – INTERMEDIATE FRENCH II (3 crs. 3 hrs.)**

Advanced grammar, composition and reading of modern French authors.  
Prerequisite: FR 00300 or acceptable Language Placement Examination score

**+ FR 02200 – FRENCH CONVERSATION (3 crs. 3 hrs.)**

Practice in conversational patterns and basic vocabulary leading to fluency in everyday situations.  
Prerequisite: FR 00100 or acceptable Language Placement Examination score

**FR 05700 – HAITIAN CULTURE AND CIVILIZATION (3 crs. 3 hrs.)**

Chronological study of major trends and developments in Haitian culture and civilization from Columbus to the present. Political, literary and artistic movements, significant historical and intellectual figures and various areas of Haiti included. Instruction is in English.

**FR 081XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)**

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

**FR 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.

**EB E**

**+ HEB 00100 – ELEMENTARY HEBREW 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 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)

**+ HEB 00200 – ELEMENTARY HEBREW II (4 crs. 4 hrs.)**

Further development of language skills, comprehension, speaking, reading, and writing.  
Prerequisite: HEB 00100 or acceptable Language Placement Examination score or two years of high school Hebrew or equivalent.

**+ HEB 00300 – INTERMEDIATE HEBREW I (3 crs. 3 hrs.)**

Progressive development of language skills, based on the foundations established in elementary Hebrew. Grammar review supplemented by readings of modern Hebrew literature.  
Prerequisite: HEB 00200 or acceptable Language Placement Examination score or three years of high school Hebrew or equivalent.

**+ HEB 03000 – HEBREW LITERATURE IN TRANSLATION I (3 crs. 3 hrs.)**

Designed for non-Hebrew speaking students, course stresses reading and analysis of Hebrew classics in cultural and historical context. All readings and discussions in English.

**HEB 03100 – HEBREW LITERATURE IN TRANSLATION II (3 crs. 3 hrs.)**

Emergence of Hebrew writers in the modern world. Emphasis is on the main literary personalities of the 19th and early 20th centuries. Designed for non-Hebrew speaking students, all readings and discussions are in English.

**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.

**A A**

**+ 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



**+ 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 Distribution Requirement for Group II.

**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 –**

EA , CA ED CA A D  
EC EA DE A E

Room G-201 • ext. . 5696

**Rebecca Arliss**, *Professor, Co-Director, Community Health Program*

**Michele Bracco**, *Lecturer*

**Herman Charles**, *Assistant Professor*

**Catherine A.**







**PEC 03300 – SWIMMING FOR FITNESS (1 cr. 2 hrs.)**

An opportunity to improve cardiovascular fitness. Emphasis is on swimming efficiently and on swimming long distances. Limited to Deep-Water Swimmers.

**PEC 03400 – BASICS OF MODERN WESTERN SQUARE DANCING (1 cr. 2 hrs.)**

Survey of different forms of American folk dancing including modern western square dancing, traditional, country/western line and mixer dancing.

**+PEC 03800 – MODERN DANCE TECHNIQUES (1 cr. 2 hrs.)**

The fundamental principles of various schools of modern dance. Includes analysis of movement, conditioning techniques, and basic combinations.

**+PEC 03900 – MODERN DANCE COMPOSITION (1 cr. 2 hrs.)**

Ideas and movement forms: systematic creativity through improvisation studies, formal compositions, and critical appraisal presented through experimentations with time, space, rhythm and correlations to art, poetry and music.

**+ PEC 04000 – PHYSICAL EDUCATION FOR MATURE ADULTS (1 cr. 2 hrs.)**

For individuals who have not exercised in years and would like to start again. How to get started and what to do.

**PEC 04100 – INTERMEDIATE SWIMMING (1 cr. 2 hrs.)**

The elements of good swimming and a variety of skills are taught. Students practice parts of strokes as well as whole stroking movements.

Prerequisite: Ability to swim safely in deep water.

**PEC 04400 – TENNIS 2 (1 cr. 2 hrs.)**

Course reviews basic tennis skills: ready position, forehand stroke, backhand stroke, serve and volley. Students will receive an evaluation and individualized instruction.

Prerequisite: PEC 01100

**PEC 04500 – TENNIS 4 (1 cr. 2 hrs.)**

## MEN AC I I IE

### + PEW 00200 – BASKETBALL

Learn about basketball, develop individual skills required to participate successfully and learn strategies necessary for team play.

### + PEW 02100 – PERSONAL

**RPE 04000 – SPORT AND AMERICAN SOCIETY (3 crs. 3 hrs.)**

The development of selected sports as well as related contemporary and contr

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**+ HIS 06300 – HISTORY OF RELIGION (3 crs. 3 hrs.)**

A survey of the historical development of the major religions in world civilizations; the ancient religions of Mesopotamia, Egypt, Persia, classical Greece and Rome; Christianity and Islam; the religious traditions of India, China and Japan.

**+ HIS 06600 – WOMEN IN THE SOCIAL**

**+ 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.)**

**+ PHI 07800 – PHILOSOPHY IN ASIAN TRADITIONS**

**(3 crs. 3 hrs.)**

A survey of the development of philosophical thought in the great Asian religious traditions: Buddhism, Hinduism, Confucianism and Taoism. Special emphasis on the major philosophical debates between and within these divergent traditions.

**PHI 081XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)**

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

**PHI 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.





**CIS 01200 – INTRODUCTION TO OPERATING SYSTEMS  
(4 crs. 4 hrs.)**

Microcomputer applications used in information systems environments including: microcomputer operating systems, graphics, microcomputer architecture and hardware, telecommunications, connecting personal computers via a local area network, and other selected topics.

Prerequisites: CP 00500

**+ CIS 01500 – APPLIED COMPUTER ARCHITECTURE  
(1 cr. 1 hr.)**

Preparation for CompTIA's A+ Exam for both the hardware and software portions of the test.

Pre or corequisite: CIS 01200

**CIS**

**CP 02100 – C PROGRAMMING 1 (4 crs. 4 hrs.)**

Introduction to Programming in the C language including: variables, definitions, pointers, functions, loops, arrays, screen handling and interfaces to UNIX and other languages.

*Students who have completed CS 013A0 WILL NOT receive credit for this course.*

Prerequisite: CP 00500

**CP 02200 – C PROGRAMMING 2 (4 crs. 4 hrs.)**

Covers advanced aspects of the C language, including pointers, compile and run-time storage allocation, data structures such as linked lists, sorting, searching and recursion. *Students who have completed CS 01200 WILL NOT receive credit for this course.*

Prerequisite: CP 02100

**+ CP 02800 – MICROCOMPUTER APPLICATIONS IN EDUCATION (4 crs. 4 hrs.)**

Introduction to computers through software teaching, mathematics and the sciences. Participants develop their own skills and explore methods of presenting these concepts to children.

*Students who receive credit for BA 06000, CP 01100 or CIS 01100 or TEC 02500 WILL NOT receive credit for this course.*

Prerequisites: Passing grade on the COMPASS Math Skills Test, part 1 & 2 or Bachelor's Degree.

**+ CP 03100 – VISUAL BASIC 1 (4 crs. 4 hrs.)**

Computer programming using the language VISUAL BASIC.

Covers the production of a graphical user interface and writing code to make use of it. Participants will create applications that make use of file and data management techniques.

Prerequisite: MAT 00900

**CP 03300 – VISUAL BASIC 2 (4 crs. 4 hrs.)**

The second semester of VISUAL BASIC introduces advanced topics, including arrays, files, database access, advanced data handling, drag and dr

CP 03300 is the second semester of VISUAL BASIC.

**CS 013A0 – ADVANCED PROGRAMMING TECHNIQUES (4 crs. 4 hrs.)**

A second course in programming designed to introduce advanced techniques. Program reliability, maintainability, and reusability are emphasized. Topics include: Module design and multifile programs; file organizations, indexing and processing, abstract data types and storage classes; addresses, pointers, and dynamic storage allocation; program testing and debugging; recursion and function parameters. Students who have completed CP 02200 will not receive credit for this course.  
Prerequisite: CS 01200

**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.

(D, G)

**+DP 00100 – NEW STUDENT TECHNOLOGY SKILLS (1 cr. 1 hr.)**

(A, BA 00100, EC 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 online in hands-on sessions.

Prerequisite: Passing scores on the Arithmetic and Algebra portions of the COMPASS Math Skills Test.

**A E A C**

**ALL BASIC MATHEMATICS (MAT) COURSES MEET GROUP V DISTRIBUTION REQUIREMENTS FOR ALL DEGREES UNLESS OTHERWISE NOTED.**

**~ MAT 0M100 – BASIC MATHEMATICS (0 crs. 4 hrs. – 4 equated crs.)**

Arithmetic stressing quantification and manipulative skills and applications for students who armBst.45 Tm21.098 -1x08TJ-0.0001 Tc 4.62 0 Td(







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-40I); 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 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,

### **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 pained client. In this course, students will gain knowledge of both traditional pharmacological strategies as well as non-traditional alternative therapies.

Prerequisite: PSY 01100

### **NUR 05100 – END OF LIFE ISSUES, HOSPICE AND PALLIATIVE CARE (3 crs. 3 hrs.)**

The role of the nurse, physician, other health care professional, and caretakers in the provision of care for the dying patient and family members. The students will gain knowledge of end of life issues, care, understand the philosophy of hospice and palliative care, and identify appropriate interventions when working with the terminally ill patient and grieving family members.

Prerequisite: PSY 01100 and/or Department permission

### **NUR 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.

## **A.A. . G CA EC G**

The A.A.S. in Surgical Technology has a limited number of seats available for admission. The courses are offered once per academic year.

The Surgical Technology Program provides the professional skills required for a career in health care. The program introduces the student to the theory and practice of Surgical Technology and Perioperative practice in the classroom, laboratory and actual clinical setting. Students are prepared to function as a professional member of the surgical team by demonstrating knowledge of aseptic techniques, surgical procedures and instrumentation. The learning environment for students facilitates the development of knowledge, skills and values for professional development. The students garner sufficient background to be able to assimilate the policies and procedures of any health care institution consistent with their scope of practice in New York State. Upon completion of the program, graduates are eligible to take the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

### **Career Opportunities**

Surgical Technologists are crucial members of the surgical team. They are employed in hospital operating rooms, delivery rooms, cast rooms, ambulatory care units and central supply departments. They are utilized in clinic, ophthalmologists, physician and dentists' offices. With a broad educational background combined with the specialized focus they possess, Surgical Technologists' function very well in diverse areas as medical sales, product development and research, laser technology and bio-medical engineering.

### **Admission Requirements**

To be considered for the Surgical Technology Program, students must pass the CUNY ACT in Reading and Writing and the COMPASS Math Skills Test.

The student must achieve a minimum average of 2.5 in all courses required for the program. Courses from other colleges to be applied toward program requirements must have grades submitted for them.

### **Retention Criteria**

Criteria for retention in the Surgical Technology Program mandates that students:

1. Receive no more than two grades below C in any of the pre or co-requisite courses.
2. Earn a minimum of C in all Surgical Technology Courses.
3. Students earning less than a C grade in a Surgical Technology Course may repeat the course one time (subject to space availability).
4. A second earned grade of less than C in any Surgical Technology course will result in dismissal from the Program.
5. Clinical Performance in the Practicum must be at a satisfactory level to remain in the program.

Any student who has not attended nursing courses for two or more consecutive semesters cannot be readmitted into the Surgical Technology 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, 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 rooms at various clinical agencies.

### **Practicum Requirements**

Course Completion:

The student must complete and achieve a grade of C in the following courses prior to placement in the first practicum:

ENG 01200  
BIO 01100  
ST 00100  
ST 00200

### **Health Clearance – Malpractice Insurance – CPR Certification**

Prior to registration for the practicum, students in Surgical Technology are required to obtain health clearance from the Kingsborough Community College Office of Health Services (A108). Students should obtain information regarding annual physical examination, immunization, tuberculosis testing and forms from the Office of Health Services (A-108). Students must obtain malpractice insurance that is valid for the entire semester and provide documentation of this to the Nursing Department (M- 401) prior to registration. Students must also obtain CPR (BLS) certification and provide documentation to the Nursing Department prior to registration in the first Practicum.

*Information on obtaining BLS certification and malpractice insurance is available in the Nursing Department office, MAC 401.*

*Students are required to purchase a lab coat and KCC patch. They may opt to purchase individual protective goggles.*

*The academic requirements are demanding and students are cautioned to plan their work schedules and extra curricular activities with this in mind.*

## **✓ SICAL ECHN L G**

### **ST 00100 - SURGICAL TECHNOLOGY I (3 credits, 3 hours)**

Comprehensive study of the operative environment, professional roles, communications techniques and ethical responsibilities.

Corequisite: ST 00200

Pre/Corequisites: ENG 01200, BIO 01100

### **ST 00200 - SURGICAL TECHNOLOGY II**

#### **(2 credits, 6 hours (2 lecture, 4 lab))**

Provides theoretical knowledge for the application of essential skills during the perioperative phase of patient care. It introduces the student to the practice of surgical technology with a focus on those skills necessary for function in the scrub role.

Corequisite: ST 00100

Pre/Corequisites: ENG 01200, BIO 01100

### **ST 00300 - SURGICAL TECHNOLOGY III (4 credits, 4 hours)**

## CA C E CE DE A E

Room S-243A• ext. . 5746

**Grigoriy Aizin**, *Professor*

**Kathryn Chapman**, *Assistant Professor*

**Harold C. Connolly**, *Associate Professor*

**Aston G. Gillies**, *Chief College Laboratory Technician*

**Cyrena Goodrich**, *Assistant Professor*

**John Lawrence**, *College Laboratory Technician, Adjunct Lecturer*

**Jose Lenis**, *College Laboratory Technician*

**Patrick M. Lloyd**, *Assistant Professor*

**Jay Mancini**, *Professor*

**John Mikalopas**, *Assistant Professor and Chairperson*

**Varattur Reddy**, *Associate Professor*

**Natasha Roth**, *College Lab Technician*

**Michael K. Weisberg**, *Professor*

**Hanying Xu**, *Assistant Professor*

**ALL BASIC PHYSICAL SCIENCE COURSES, UNLESS OTHERWISE NOTED, MEET GROUP V DISTRIBUTION REQUIREMENTS FOR ALL DEGREES.**

## C E

**~ CHM 00100 – PREVIEW of GENERAL CHEMISTRY (0 crs. 2 hrs. – 2 equated credits)**

Lecture and workshop introduces chemical nomenclature, symbolism, structure of atoms and molecules, isotopes and atomic weight, simple chemical reactions and balancing chemical equations. Mathematics necessary for chemistry included.

Critical reading of chemistry texts. Students receive intensive help with weak areas.

Pre or corequisite: MAT 00900

Required of all students who wish to enroll in CHM 01100 and do not meet the prerequisites.

**CHM 00500 – CHEMISTRY FOR THE NUTRITIONAL SCIENCES (5 crs. 7 hrs)**

Principles of general chemistry with applications to biological systems and processes. Intended for students who wish to pursue a career in nutrition or other health-related fields. Not open to students who have completed CHM 01100. Utilization of the metric system, conversions, physical and chemical properties of matter, chemical nomenclature, symbolism, atomic and molecular structure, nuclear processes, the basics of chemical bonding and reactions, stoichiometry, and the properties of the states of matter, solids, liquids and gases. Students will also be introduced to the chemistry of solutions and colloids, acids and bases, which are integral in nutritional processes. Students will be able to proceed on to organic chemistry courses in health related fields.

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

**+ CHM 01100 – GENERAL CHEMISTRY I (4 crs. 6 hrs.)**

Two-semester classroom and laboratory course. First term introduces: the mole concept, stoichiometry, thermochemistry, atom-

**E G EE G C E CE****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, PHY 01400.

Corequisite: MAT 05500

**EGR 02300 – INTRODUCTION TO ENGINEERING THERMODYNAMICS (3 crs. 4 hrs.)**

First course in engineering thermodynamics, topics include: Zeroth Law and absolute temperature; work, heat, First Law and applications; Second Law, Carnot theorems, entropy, thermodynamic state variables and functions, reversibility, irreversibility, and availability functions; Ideal gas mixtures, mixtures of vapors and gas, humidity calculations.

Required for Engineering Science Majors.

Prerequisites: CHM 01200, PHY 01400

Corequisite: CS 01200

**EA A D A E A C E CE****+ EPS 03100 – METEOROLOGY (4 crs. 6 hrs.)**

Fundamental physical and chemical structure of the atmosphere including weather, climate, meteorological instrumentation, and air pollution.

Prerequisites: Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or department permission

**+ EPS 03200 – OCEANOGRAPHY (4 crs. 6 hrs.)**

Factors that have a major influence on the physical and chemical structure of the oceans includes tides, waves, currents, oceanographic instrumentation and coastal oceanography. 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 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

**C****PHY 00100 – PREVIEW OF GENERAL PHYSICS (0 crs. 2 hrs. – 2 equated crs.)**

Topics covered include: measurements mathematical background, vectors, motion in a straight line, motion in a plane, forces, work, energy, power, momentum, impulse and angular motion in a plane.

Pre/Corequisite: MAT 00900

**+ PHY 01100 – GENERAL PHYSICS I (4 crs. 6 hrs.)**

First term of non-calculus two-semester lecture and laboratory course in classical and modern physics. Includes study of mechanics, heat, hydrostatics and hydrodynamics, harmonic motion and waves. Physical principles are demonstrated and students receive hands on laboratory experience.

Prerequisite: MAT 01400.

Recommended for students in liberal arts, pre-medical, pre-dental, pre-pharmacy, pre-optometry and allied health.



**A D A D E A E**

Room V-226 • ext. . 5143

**Anne Babette Audant**, *Lecturer*

**Anthony Borgese**, *Associate Professor*

**Rosemary Bufano**, *Lecturer*

**Jonathan Deutsh**, *Assistant Professor*

**Anthony DiLernia**, *Associate Professor*

**Richard Graziano**, *Professor and Chairperson*

**Laxman Kanduri**, *Lecturer*

**Robynne Maii**, *Lecturer*

**Laurel Marshall**, *Assistant Professor*

**Stuart Schulman**, *Professor*

**Robert Stiglitz**, *Senior College Laboratory Technician*

**Edgar Troudt**, *Instructor*

**Christine Zagari**, *College Laboratory Technician*

**A D A**

+ **TAH 00100 – INTRODUCTION TO TOURISM AND**

**HOSPITALITY (3 crs. 3 hrs.)** crs. 3 1 .213 ( 33 Td(Ch)Tj-0.0001 Tc (ristine )Tj0 Tc 5.004 0 Td(Zag)Tj-0.000ea(Td(Edg)Tj-0.0002 Tc (ar )Tj0 Tc 3.338





**TAH 09250 – FIELD EXPERIENCE IN TOURISM AND  
HOSPITALITY (3 crs. 9 hrs.)**

(8 hrs. in field plus 1 hr. on-campus seminar)

To integrate theory and practice by applying acquired skills in an

**MT 05800 – ADVANCED WELDING (3 crs. 3 hrs.)**

Builds on the knowledge and skills acquired in the prerequisite Welding course. Two new processes will be covered; Tungsten Inert Gas welding (TIG) and Shielded Metal Arch Welding (SMAW). Emphasis is placed on safe and proper setup and operation of equipment.

Prerequisites: MT 05200

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A.A.S. Degree

MARITIME TECHNOLOGY

Requirements page 55

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A.A.S. Degree

TOURISM AND HOSPITALITY concentrations in Tourism and Hospitality

Requirements page 60

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Certificate

AVIATION AND CRUISE OPERATIONS

Requirements Page 63

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Certificate

Media Center (Room L-115, ext. 5044) are a variety of non-print materials and media services that serve the needs of several departments, students and faculty. Among materials available are audio and video recordings; slides/ film-strips/cassette machines; and numerous music and language recordings. The Center contains an audio studio for taped lessons, programs for playback and developmental use. Media reference service is available throughout the academic year. The Learning Lab, which consists of a 40-carrel audio listening facility (L-102) is available to students as a class. Classes in foreign languages and other disciplines are taught in this lab.

**C G E D C A A D  
C E A**

**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.

**C M M N I N E L A I N**

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.

**B I N E A I N I N G A N D D E E L O M E N**

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.

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## CUNY Language Immersion Programs (CLIP)

The CLIP Program is designed for students who have been accepted by CUNY colleges but whose English skills need refining before they can enter CUNY as a matriculated student. It is an intensive 25-hour-a-week immersion program. Students may remain in this program for up to one year. After completing instruction, it is expected that they will enter the CUNY College of their choice.

## The Taxi Institute

Continuing Education is an approved city-wide provider of the 24-hour and 80-hour test prep training for the New York City Taxi Operators (Hack) License, and the 4-hour class designed for those wishing to satisfactorily complete their probationary period. All testing is done on site at Kingsborough.

## College for Kids (CFK)

Pre-teens, ages 7 through 12, can attend a combination of academic and active classes on Saturday and/or Sunday mornings; over a full-day on Saturdays (which includes a nutritious lunch); and/or during the summer for four or six weeks. The College For Kids program is designed so parents can enroll in a G.E.D. or certificate program class while their child is in the CFK program. Most classes are small and all instructors are dedicated and highly qualified so that children enjoy enrichment activities not ordinarily provided in the public schools. Courses may include, but are not limited to: reading and math, creative writing, hands-on instruction in arts, crafts, and musical instruments, fishing, cooking, photography, as well as swimming, tennis, gymnastics, dance, self-defense and soccer. A special sub-section of College for Kids offers intensive test preparation courses in language arts, mathematics, science and social studies to prepare third and fourth graders for mandatory State exams given in fourth and fifth grade.

## Diploma Now

This preparation program is offered at public high schools in the College's service area. By providing preparation for the G.E.D. examination, Diploma Now offers an alternative to students whose basic skills are good but who have fallen behind in their progress toward high school graduation and are at risk of dropping out of school.



revised 2008-2009

# faculty and instructional staff

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John Aaron







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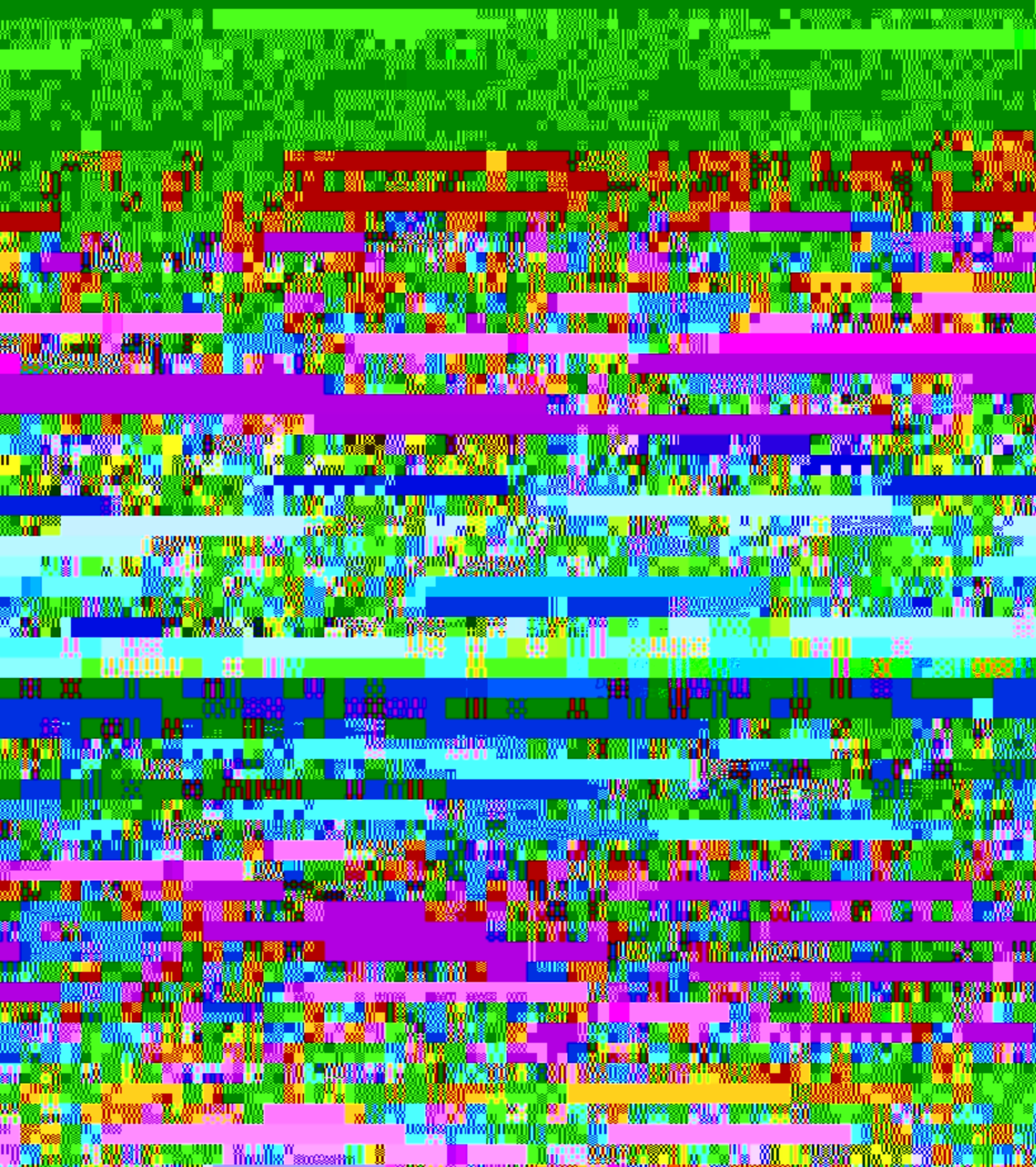
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- Nat Hirschfeld**, *Assistant Professor, Business*



Thomas O.



## **NOTIFICATION 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

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 harm on an individual or damage upon a building or the grounds of the college without the written authorization of such educational institution. Nor shall any individual have in his possession any other instrument or material which can be used and is intended to inflict bodily harm on an individual or damage upon a building or the grounds of the college.
9. It is a violation of acceptable standards of conduct at the college, and it is prohibited for any individual, group or organization to engage in the practice of hazing ;  
 Hazing is defined as any action or situation which recklessly or intentionally endangers mental or physical health or involves forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.
10. In accordance with the policy of The City University of New York, the College prohibits sexual harassment of employees or students.
11. All pagers, wireless phones, electronic games, radios, tape or CD players or other devices that generate sound must be turned off when any member of the academic community enters a classroom, when a class is in session. Cellular devices are allowed to be on in the classroom only if the owner is using caller ID, voice messaging, or a vibrating battery or universal clip mechanism. Members of the academic community must exit the classroom to make or receive a call.

*In addition to Henderson Rules, student conduct and discipline is governed by Article XV of the Bylaws of The City University of New York. Students are urged to familiarize themselves with the content of the Article. Copies of the Bylaws are available in the Library. They are printed in the Student Handbook as are the rules and regulations pertaining to Sexual Harassment.*

## Penalties

1. Any student engaging in any manner in conduct prohibited under substantive Rules 1-10 shall be subject to the following range of sanctions as hereafter defined in the attached Appendix: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection, and/or arrest by the civil authorities.
2. Any tenured or non-tenured faculty member, or tenured or non-tenured member of the administrative or custodial staff engaging in any manner in conduct prohibited under substantive Rules 1-10 shall be subject to the following range of penalties: warning, censure, restitution, fine (not exceeding those permitted by law or by the Bylaws of the CUNY Board), or suspension with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection and/or arrest by the civil authorities. In addition, in the case of a tenured faculty member, or tenured member of the administrative or custodial staff engaging in any manner in conduct prohibited under substantive Rules 1-10 shall be entitled to be treated in accordance with applicable provisions of the Education Law or Civil Service Law.
3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1-10 shall be subject to ejection, and/or arrest by the civil authorities.

## Sanctions Defined

**A. ADMONITION** An oral statement to the offender that University rules have been violated.

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

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

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

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

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

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

**H. CIVIL LIABILITY**

**I. EXPULSION**

**A. 23, 1, C. 3( )**

## AFFIRMATIVE ACTION

Kingsborough Community College is an Affirmative Action/Equal Opportunity Institution. The college does not discriminate, in any way, on the basis of age, gender, sexual orientation, lineage, or citizenship religion, race, color, national or ethnic origin, disability, genetic predisposition or carrier status, veteran status or marital status in its student admissions, employment, access to programs, and administration of educational policies.

It is the policy of The City University of New York to prohibit harassment of students and employees on the basis of gender and sexual orientation. Sexual harassment is illegal under federal, state and city laws and contrary to the University policy of equal employment and academic opportunity.

Kingsborough's Affirmative Action/Equal Opportunity Officer is located in room A-209 and can be reached at extension 5028. The Affirmative Action Officer also serves as KCC's coordinator for Section 504 of the American Disabilities Act and coordinator of Title IX, which prohibits discrimination on the basis of gender.

For the president's message regarding Affirmative Action Policy, see [www.kbcc.cuny.edu/humanresources/affirmativeaction.htm](http://www.kbcc.cuny.edu/humanresources/affirmativeaction.htm).

## EGITMENT AND PUBLIC AFFAIRS OFFICE

Room L-202, ext. 5069

## HOLIDAYS AND EMERGENCY CLOSING

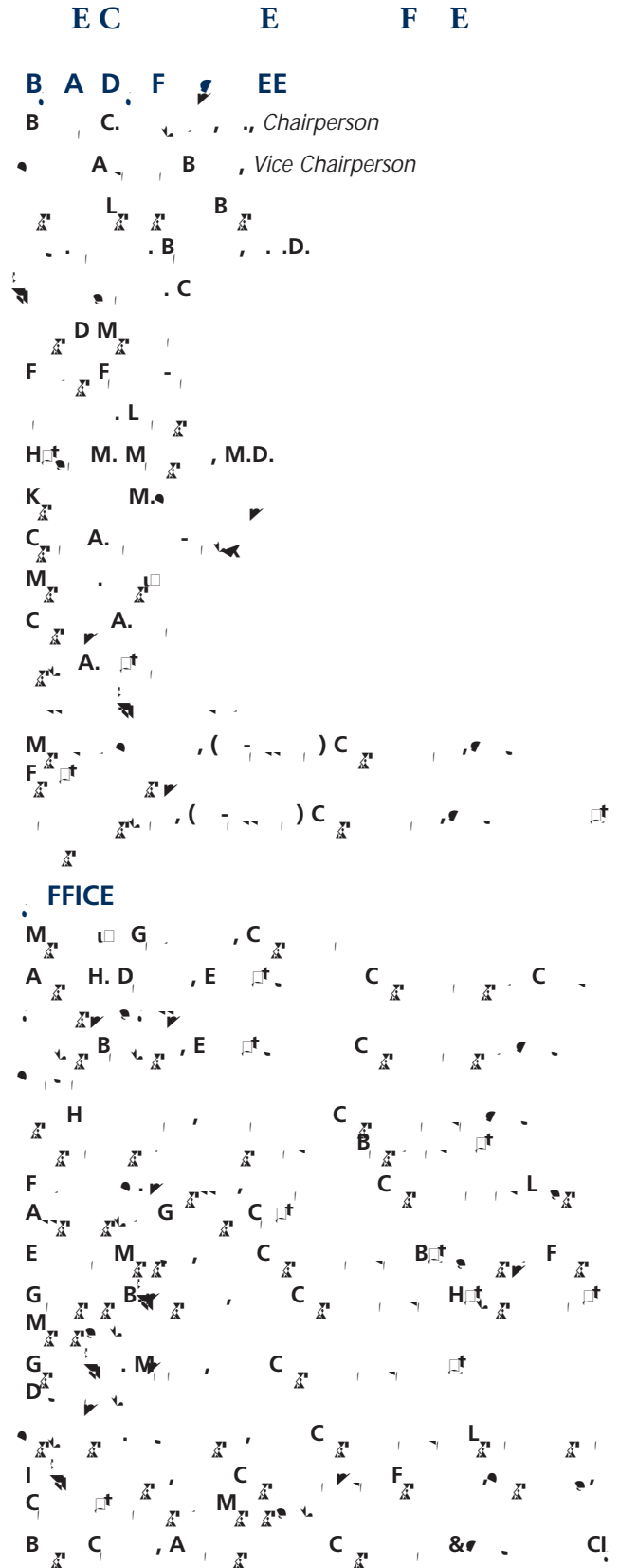
The Academic Calendar in the Schedule of Classes lists holidays when the college is closed and when no classes are held. This information is also available on the Kingsborough website, [www.kbcc.cuny.edu](http://www.kbcc.cuny.edu).

In the event of emergency college closings, due to inclement weather or other factors over which the college has no control, students can get up-to-the-minute information by listening to the following radio stations for instructions or by going to the Kingsborough Community College website at [www.kbcc.cuny.edu](http://www.kbcc.cuny.edu).

Station	Number
WKRB	90.9 fm (Kingsborough Community College Station)
WADO	1280 am
WBLS	107.5 fm
WCBS	880 am/101.1 fm
WFAS	1230 am/104 fm
WFAS	103.9fm
WFAS	106.3fm
WINS	1010 am
WLIB	1190 am
WOR	710am

## CUNY Alert System

Students, faculty and staff can also receive text or voice alerts of campus emergencies or weather related closings via cell or home phone and e-mail by enrolling in the free CUNY Alert System through the Kingsborough website, [www.kbcc.cuny.edu](http://www.kbcc.cuny.edu).





QUEENS COLLEGE

Dr. James L. Muyskens, President

QUEENSBOROUGH COMMUNITY COLLEGE

Dr. Eduardo J. Mart , President

YORK COLLEGE

Dr. Marcia V. Keizs, President

**UNIVERSITY OF THE CITY OF NEW YORK**  
**ACADEMIC INTEGRITY**

Academic Dishonesty is prohibited in The City University of New

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. 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 grade<sup>1</sup> 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<sup>2</sup>.

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 or the college 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 not occur, then no sanction of any kind may be imposed. The decision whether to pursue both types of sanctions will ordinarily rest with the faculty member.

E. Reporting Requirements

1. By The Faculty Member To The Academic Integrity Official

In cases where a violation of academic integrity has been found to have occurred (whether by admission or a fact-finding process), the faculty member should promptly file with the Academic Integrity Official a report of the adjudication in writing on a Faculty Report form (see sample attached) provided by the college as described above. The Academic Integrity Official shall maintain a confidential file for each student about whom a suspected or adjudicated violation is reported. If either the grade appeals process or the Faculty- Student Disciplinary Committee finds that no violation occurred, the Academic Integrity Official shall remove and destroy all material relating to that incident from the student's confidential academic integrity file. Before determining what sanction(s) to seek, the faculty member or the Academic Integrity Official may consult the student's confidential academic integrity file, if any, to determine whether the student has been found to have previously committed a violation of the Academic Integrity Policy, the nature of the infraction, and the sanction imposed or action taken.

2. By the Academic Integrity Official To the Faculty Member

Where a matter proceeds to the Faculty-Student Disciplinary Committee, the Academic Integrity Official shall promptly report its resolution to the faculty member and file a record of the resolution in the student's confidential academic integrity file, unless, as indicated above, the suspected violation was held to be unfounded, in which case all reporting forms concerning that suspected violation shall be destroyed.

*1 A reduced grade can be an "F," a "D-," or another grade that is lower than the grade that would have been given but for the violation.*

*2 Typically, disciplinary sanctions would be sought in cases of the most egregious, or repeated, violations, for example: infraction in ways similar to criminal activity (such as forging a grade form; stealing an examination from a professor or a university office; or forging a transcript); having a substitute take an examination or taking an examination for someone else; sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment; dishonesty that affects a major or essential portion of work done to meet course requirements. [These examples have been taken from a list of violations compiled by Rutgers University.]*



## CUNY Policies



revised 2008-2010

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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  
 External Relations

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)

**G- Physical Education Center**

Dance Studio  
Gymnasium  
Health, Physical Education & Recreation Department  
Swimming Pool

**K- The Leon M. Goldstein High School for the Sciences Family College**

**L- Robert J. Kibbee Library & Media Center**

College Discovery  
Holocaust Resource Center  
Information Technology Services  
Kingsborough Center for Advanced Technology Training (KCATT)  
Library  
Library Department  
Media Center  
Reading & Writing Center  
Security & Public Safety  
Tutorial Services

**M- Marine & Academic Center (MAC)**

Academic Advisement Center  
Assistant Vice President for Academic Affairs & Associate Provost  
Assistant Dean for College Advancement  
Business Department  
Coordinated Undergraduate Education (CUE) Initiative  
CUNY BA Program  
Dining Room & Cafeteria  
Honors Program  
Information Technology Services  
Institutional Review Board (IRB)  
Kingsborough Center for Teaching & Learning (KCTL)  
MAC Rotunda (Conference Center)  
Marine Aquarium  
Nursing Department  
Registration Center  
Retail Merchandising Program  
Student Publications  
Technical Access-Ability Center  
Writing Across the Curriculum Program/CUNY Writing Fellows  
Women's Resource Center

**P- Central Services**

Box Office  
Buildings & Grounds  
Campus Facilities  
Mailroom & Office Services

**P- Parking: P1 - P16**

**S- Arts & Sciences**

Art Department  
Art Gallery  
Biological Sciences Department  
Physical Sciences Department  
Science Programs  
SERVE Office

**T- The Leon M. Goldstein Performing Arts Center (PAC)**

- 1 University Application Processing Center (UAPC)
- 2 College Classrooms
- 3 Marina
- 4 Continuing Education  
COPE
- 5 Ceramics  
Graphic Design Lab
- College Classrooms

**U- College Center**

Alumni Affairs  
ASAP  
Black Male Initiative Office  
Bookstore  
Cafeteria  
Dean for Institutional Research, Assessment and Planning  
Financial Aid  
International Hall of Flags  
Multi-Purpose & Meeting Rooms  
Public Occasions  
WKRB-FM Radio Station

**V- Academic Village**

Center for Economic and Workforce Development  
Collaborative Programs/College Now  
Counseling  
Child Development Center  
Dean of Enrollment Management  
Distance Learning Lab  
Early Childhood Education  
Family College Advisement  
International Student Affairs  
One Stop  
Single Stop  
The New American Center  
Tourism & Hospitality Department

**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**

Admissions Info Center  
ESL Counseling  
Freshman Year Experience  
Mathematics & Computer Science Department  
Math Skills Center  
My Turn Office

**Z. Vehicle Storage**

**Gates:** **NG**-North Gate/(Shore Boulevard)  
**G**-South (Main) Gate/(Oriental Boulevard)






A E D EC

G B G C

C EGE

**B. CA**

From  **M**  **I**  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.

**F**  **N**   

second traffic light onto Ori8(n rin2 1 Tfch leads dir)18(ect)92(u Tc 0 -1.JJT(the C)18(o0259 Tw 12.5 0 0 12.84 0.37m C

# Kingsborough Community College

The City University of New York

2001 Oriental Boulevard

Brooklyn, New York 11235-2333

718-368-5000

[www.kbcc.cuny.edu](http://www.kbcc.cuny.edu)

