



CATALOG

ADMINISTRATIVE OFFICERS

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Loretta DiLorenzo

Interim Associate Dean of Academic Programs, B.A., M.S.Ed., Ed.D.

David B. Silver

Associate Dean for Administration and Planning, A.B., J.D.

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Director of Human Resources and Labor Relations, B.A.

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Assistant Administrator for Business Affairs, A.A.S., B.S.

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Director of Institutional Research, B.A., M.A., Ph.D.

Peter Pobat

Executive Assistant to the President, B.A., M.A.

Gilbert Retrey

Campus Facilities Officer, B.A., B.F.A., M.A.

Norman Toback

Assistant Dean of Students, B.A., M.S.

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(ACE), the League for Innovation in the Community College, 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, 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

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 twenty-four 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.

International Students Applicants who are not citizens or permanent residents of the United States, whose native language is not English and whose previous education was not in English are required to take the Test of English as a Foreign Language (TOEFL) and score at least 475 if the test was taken on paper or 150 if taken on computer. Since it may take a considerable length of time for the TOEFL to be scored and many months for transcripts to arrive from outside the United States, applicants with foreign school documents are urged to complete their applications for admission at least six months prior to the start of the semester. Kingsborough does not evaluate foreign school documents or make admission decisions for international students. All foreign school documents are evaluated by the University Application Processing Center. The College is authorized to enroll non-immigrant alien students and issue US Immigration form I-20 to those who are matriculated, in good academic standing and who register for at least twelve credits including equated credits. International students may not commence studies until they have an approved I-20 or F-1 status.

Non-Degree Status Applicants who wish to earn college credit without working toward a degree may request non-degree status. They may, if they wish, change to matriculated status in a future semester subject to the College's requirements for doing so and use their credits toward their degree. Non-degree students are not entitled to financial aid.

Admission Application Procedures

Matriculated Status

United States Citizens and Permanent Residents who have NOT previously attended a college or university should apply for admission by requesting a Freshman Application form from:

1. Kingsborough Community College
Admission Information Center—Room F-123
2001 Oriental Boulevard, Brooklyn, New York 11235

(718) C-O-L-L-E-G-E
2. College Advisors' Office, local high schools.

Applicants who are high school seniors currently attending a New York City public school or some parochial schools should request the University Application Processing Center personalized application form from their high school college advisor's office.

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

Admission Deadline Dates

Students who wish to enroll in Kingsborough should list Kingsborough as their first choice on their Admissions application. The suggested filing dates should be observed.

Preference may be given to applications received by dates listed.

I. Students who wish admission as matriculants for:

- September (Fall) admission—apply directly through the University Application Processing Center by January 15
- September admission with advanced standing—apply directly to CUNY Office of Admission Services by March 15
- February (Winter) admission—apply directly through the University Application Processing Center by October 15
- February admission with advanced standing—apply directly to CUNY Office of Admission Services by November 1
- March (Winter) admission—apply directly to Kingsborough
- June (Summer) admission—apply directly to Kingsborough

II. Students who wish admission as **non-degree** students for:

- September (Fall) admission—apply directly to Kingsborough by August 15
- February (Spring) admission—apply directly to Kingsborough by January 15

NOTE: Application deadline dates indicated above are extended on the basis of available space. Kingsborough's Admission Information Center should be contacted for any possible changes in filing dates. The phone number is 718-368-4600, or you may direct e-mail inquiries to info@kbcc.cuny.edu.

Tuition

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

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

MATRICULATED NEW YORK CITY RESIDENTS ---- students must have at least 12 consecutive months of residency in New York State which includes 6 months of consecutive residency in New York City immediately preceding the first day of classes.

FULL-TIME (12 or more credits + or, 12 or more equated credits + +) \$1,390.00 (inclusive of required fees)

PART-TIME (less than 12 credits + or, less than 12 equated credits + +)
per credit + or equated credit + + 105.00 (plus required fees).

NON-DEGREE – NEW YORK CITY RESIDENTS per credit + or equated credit + + 120.00 (plus required fees).

NON-DEGREE – NON-RESIDENTS per credit + or equated credit + + 175.00 (plus required fees).

NOTE: Students who reside in counties outside New York City but within New York State are eligible for New York City resident rates IF they present a valid certificate of residency from their county on, or before, the day of registration. The certificate must have been issued within two months prior to registration. Please contact the Bursar's Office for more information at 718-368-5416.

* A semester consists of either the Fall session plus WINTER module or the SPRING session plus SUMMER module.

+ The number of credits for each course is indicated with course title and description.

+ + Equated credits pertain to non-credit developmental courses. See course descriptions.

Tuition Refund Policy

In general, no portion of the Student Activity, Miscellaneous, Penalty or Special Fees will be refunded. A student who withdraws after the scheduled opening date of the session, or during the term, will receive tuition refunds according to the following schedule* (full-time students who decrease their credit load will be charged per credit). Call Bursar's Office at 718-368-5416, room A205.

<u>Date of Formal Withdrawal from Course(s) or College</u>	<u>Fall & Spring Sessions</u>	<u>Winter & Summer Modules</u>
Before scheduled opening date	100%	100%
Within six calendar days after scheduled opening date	75%	50%
Between seventh and twelfth calendar days after scheduled opening date	50%	25%
Between thirteenth and seventeenth calendar days after scheduled opening date	25%	none
Beyond seventeenth calendar day after opening date	none	none

Should the sixth, twelfth, or seventeenth day fall on a weekend, the refund period would be extended to the next business day.

**NOTE: Students entering Military Service may qualify for a refund other than as listed. The Registrar should be notified of the military status at the time of withdrawal.*

Withdrawal from the College

The date that the withdrawal form is completed and submitted—NOT the last date of class attendance---is considered the official date of withdrawal from the college. No portion of the Student Activity, Special, Penalty or Miscellaneous Fees is refundable except when a student's registration is cancelled or when the college withdraws or cancels courses.

Federal Refund Policies for Title IV Federal Aid Recipients

Federal Pro-Rata Refunds:

First-time Kingsborough Community College students who receive Title IV Financial Aid (Federal PELL, SEOG, Stafford and/or

First aid, emergency treatment, psychological counseling and referral, educational, preventive and advisory services are provided. Registered nurses are in attendance when classes are in session. A clinical psychologist and college physicians are available by appointment to see students and college personnel with specific health problems or questions. Any accident or illness incurred during school hours or en route to the college should be reported immediately.

The College does not monitor individual student participation in physical education or athletics. Students are responsible for

Student Handbook

its students with forms which entitle them to childcare and carfare supplements. There is also job preparation and placement assistance including workshops in the application process, interview preparation, job search and computer tutorials. For further information contact the Director, Marie Beavers-Mandara.

H.E.L.M. (Health Education & Lifestyle Management) Center, Room F-106, ext. 4909

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

Returning Adults Program, Room M-201, ext. 5157

The Returning Adults Program provides a bridge back to college for adults who have been away from school for a number of years and would like to pursue an Associate Degree in a major field of study. The program provides advising and counseling, academic support, a new student orientation and varied extracurricular activities. Students attend school within a sup-

CUNY has established two standard budgets: (1) students living with parents and (2) students living away from parents.

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

THE NEW YORK STATE TUITION ASSISTANCE PROGRAMS

The Tuition Assistance Program (TAP)

Academic Progress Chart for Undergraduate Students (to be used in conjunction with the program pursuit chart of New York State financial assistance regulations effective September 1981, Amended in July 1996):

To Be Eligible For TAP Payment	Minimum Cumulative Credits Earned	Minimum Cumulative Grade Point Average
1	0	0
2	0	0
3	6	1.00
4	18	1.20
5	31	2.00
6	45	2.00
*7	60	2.00

**Applicable to Students in the College Discovery and Bilingual Programs Only.*

Important Notes

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

Aid for Part-time Study (APTS)

The Aid for Part-Time Study (APTS) program, sponsored by the State of New York, was established to provide tuition assistance for part-time matriculated students. Kingsborough students should use the CUNY supplement to apply for APTS. This form is mailed to all students after they complete the FAFSA.

Eligibility for APTS

Federal Perkins Loan Program (FPKL)

Applicants may borrow up to \$5,000 during their first two years at Kingsborough, provided they remain in good standing. The amount students may receive is determined by financial need and availability of Federal funds. No interest is charged during the time borrowers are enrolled as qualified students. Upon termination of study, there is a six month grace period before payments begin at 5% simple interest for up to a ten-year repayment period. Application is made by completing the FAFSA. To continue their eligibility, students must be enrolled at least half-time and maintain satisfactory academic progress as stated under the PELL program.

Satisfactory Academic Standing to Continue Title IV Awards

In order to make satisfactory academic progress toward a degree for the purposes of receipt of Title IV Federal Student Assistance, undergraduate students must achieve at least the GPA required for probationary status at the institution; after two years of enrollment at the college, student must have at least a "C" average, or its equivalent, or academic standing consistent with the requirements for graduation, and accumulate credits toward degree according to the following standards:

1. Accumulated credits are equal to or greater than two-thirds of the attempted credits at the institution.
2. Attempted credits are not more than 150% of the credits normally required for completion of the degree. (If the standards in paragraph A and B are not met, eligibility may be retained by meeting conditional standards.)
3. For the associate degree, the conditional standard is: accumulated credits equal to or greater than $(.875 \times \text{credits attempted}) - 21$.

A.A. Degree (64 credit degree \times (1.5) = 96)

Credit Accumulation	12	24	36	48	60	72	84	96
Required Cumulative Credits	8	16	24	32	40	48	55	64
Conditional Standard	0	0	10.5	21	31.5	42	52.5	64

Students will be measured against the satisfactory academic progress standard at the end of the Spring term to determine eligibility for receipt of Title IV financial assistance for the upcoming year.

Important Notes

- A. Attempted credits usually reflect course loads maintained in students' permanent records at their college.
- B. Accumulated credits should reflect credits that students earn toward the completion of the degree program in which they are enrolled.
- C. Enrollment in developmental courses will not be included as attempted credits.
- D. Withdrawals which are recorded on students' permanent records will be included as attempted credits and will have an effect on their capability to meet the appropriate standard. A retroactive "non-punitive" withdrawal may result in ... students repaying any assistance received as a result of their enrollment at the time of receipt of the assistance.
- E. Courses with incomplete grades are included as attempted credits. However, these courses cannot be used as credits ... accumulated toward the degree since successful completion is the criterion for positive credit accumulation.
- F. Repeated courses can generally be accepted toward degree requirements once. However, each time students attempt ... courses, they are included as part of the attempted credit record. Therefore, repeated courses, regardless of the prior grade, reduce students' capacities to meet the appropriate credit accumulation standard.

For detailed information on the topics below, go to Room U-201 or refer to Kingsborough's Financial Aid web page.

- G. Appeal procedures
- H. Non-standards admissions situations
 1. Readmitted students
 2. Transfer students
 3. Second degree students

NOTE: Non-degree students and those holding foreign student visas are NOT ELIGIBLE for financial aid. Any student required to

register with the Military Selective Service, who fails to do so, is ineligible for financial aid. All bank loan recipients who completed their degree requirements and/or are leaving the college, must schedule a loan exit interview with the Financial Aid Office.

Federal Work-Study Program (FWS)

This program enables qualified students to pursue degrees while holding a part-time job. This employment may be located on or off campus and may take place during the academic year (including vacation periods) and/or during the summer months. Eligibility for this program is based on the financial status of students and/or their families. Recipients are required to maintain satisfactory academic progress as stated under the PELL program. Students may apply to this program on the FAFSA form.

Federal Direct Loans

Student seeking loans under the Direct Loan program should first obtain a FAFSA Application from the College's Financial Aid Office (Room U-201) and file it as directed (by mail or on the WEB at www.fafsa.ed.gov). Students will then receive a Student Aid Report (SAR). Students should bring the SAR to the Financial Aid Office and request a loan application.

This program provides 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 \$2,625 for the freshman year and up to a total of \$3,500 for the sophomore year. The amount of the loan will be determined by students' Effective 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 while students attend college. To be eligible for the Subsidized Federal Stafford Loan, applicants must (a) be enrolled for at least half-time study at an approved institution; (b) be United States citizens or permanent resident aliens; (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 Effective 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 Stafford Loan, applicants must: (a) be enrolled for at least half-time study at an approved institution; (b) be United States citizens or permanent resident aliens; (c) demonstrate satisfactory academic progress; (d) have no outstanding debts from previous loans, and; (e) file a PELL application to determine the Effective 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.

The Office Administration and Technology Award

The Word Information Processing Award

Department of Physical Sciences:

The Chemistry Award

The Engineering Science Award

The Physics Program Award

The Marine Technology Program Award

a smooth transition from high school to college. The program, conceived at Kingsborough Community College in 1983 and expanded by the University in 1998, operates at over 160 high schools throughout New York City and at all CUNY colleges. Kingsborough Community College offers College Now programs at 25 New York City public high schools in four boroughs.

Eleventh and twelfth grade students are eligible to participate in College Now. Those who express interest in the program by submitting an application are offered developmental and/or college-level coursework tailored to their academic needs and interests. The courses are offered before or after the regular school day. Students may earn up to 11 college credits, tuition free, while in the program.

Among the college-level offerings are courses in Business (BA 10), Communications (COM 11), Humanities (HUM 1), Science (SCI 1), Social Sciences (BSS 1), and Student Development – (SD 10, SD 11). Developmental offerings include courses in English (ENG BW, ENG W1, ENG W2, ESL BW1, ESL BW2) and Mathematics (MAT R2).

Contact program director Dr. Rachelle Goldsmith for information.

Computer Center

The Kingsborough Community College Computer Center serves administrative departments requiring data processing support. The Computer Center has an IBM 9221 that links Kingsborough with the CUNY University Computer Center, which has an IBM 3090 and an IBM 3081 Computer (See CUNY Computer Facilities).

Administrative Computing, Room L-117, ext. 4900

(Under the auspices of the Dean of Instructional Services)

Cultural Affairs

The KCC Orchestra, Concert Band, Dance Band and Chorus perform over ten times a year. In addition, there are at least ten guest concerts. An active Drama Club performs theatrical events and the Children's Theater Festival offers fifteen performances a year for youngsters 6 to 10 years of age. For information, contact the box office at 718-368-5596 (Room E-305).

CUNY Baccalaureate Degree Program, Room A-218, ext. 6512

For information, contact, Ms. Meryll Reichbach.

Family College Program, Room L-705, ext. 5170

The Family College Program at Kingsborough Community College is a collaborative effort between the City University of New York, the New York City Board of Education and the Human Resources Administration. The program offers women and men receiving Temporary Assistance to Needy Families (TANF) the opportunity to earn a career-oriented associate degree in an HRA approved area of study. While parents pursue their educational goals, their children attend the pre-Kindergarten through second grade at the Board of Education P.S. 225 Superstart Plus elementary school located on the Kingsborough campus.

The primary goal of Family College is to provide an opportunity for students to develop their educational and career skills in a supportive environment that will enable them to earn an associate degree, obtain employment and become economically self-sufficient. Support services offered include group and individual counseling, registration assistance, HRA guidance, technology support, career planning and job placement.

For information call the program director, Karl Dettmer or the assistant director, Erika Delacruz, at 718-368-5170.

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

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

For information contact Dr. Delores Washington, Director

Leon M. Goldstein High School for the Sciences T-7, T-6, T-3 Building (Will have a new building in 2002)

To provide a quality high school education for all students at all levels with special emphasis on the sciences, the Leon M.

Goldstein High School for the Sciences opened in September 1993 to a high school population from the entire city. Students will be enrolled in a Regents diploma program, will graduate with all College Preparatory Initiative (CPI) requirements and will have four years of science and four years of math. The high school, which is a collaborative effort between

ing arts as electives. For complete course descriptions, check within the respective departments. Also, special Women's Studies sections of basic courses in english, mass media, music, sociology and student development are offered regularly.

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

For students wishing to obtain a four-year major in Women's Studies, Kingsborough has articulation agreements with Hunter, York and Queens Colleges.

For further information, see the co-directors, Professors Fran Kraljic or Inez Martinez, in F-115 or call 718-368-5162.

Affiliated Faculty:

Susan Aronoff	Business
Bonne August	English
Uda Bradford	Student Development
Norah Chase	English
Eleanor Cory	Communications & Performing Arts
Mary Dawson	Biological Science
Janice Farley	Art
Susan Farrell	Behavioral Sciences
Eileen Ferretti	English
Lea Fridman	English
Jeanne Galvin	Library
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
Miriam Kittrell	Biological Sciences
Frances Kraljic	History
Suzanne Lafont	Behavioral Sciences
Robert Laurenty	Communications & Performing Arts
Joanne Lavin	Nursing
Inez Martinez	English
Janice Mehlman	Art
Estelle Miller	Student Development
Mira Morgenstern	History And Political Science
Susan O'Malley	English
Mary Ortiz	Biological Sciences
Hope Parisi	English
Anna Procyk	History
Jennie Roman	Behavioral Sciences
Cecilia Salber	Library
Jacqueline Scerbinski	Business
Michael Sokolow	History
Loretta Taras	Biological Sciences
Barbara Walters	Behavioral Sciences
Sheri Weinstein	English
Tara Weiss	English
Judith Wilde	Art

SPORTS*

Room G-201, ext. 5696

The Health, Physical Education and Recreation Department offers a program of intramural, recreation, and athletic activities geared to promote a variety of interests and skills.

**NOTE: The college will not monitor student participation in physical education or athletics. Students are responsible for following the advice of their physicians in these matters. The college will take no responsibility whatsoever for any injury students may suffer should they participate without medical advice, or against medical advice, or for any injury suffered as a result of any*

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 CUNY Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing. Results of these mandatory tests determine specific courses assignments in appropriate English and Mathematics classes.

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 proficiency before entrance to the upper of division. Consequently, students will be tested in these areas after admission but prior to their freshman year to determine whether they meet the minimal University standards. Those who initially fail to meet requirements will be given appropriate developmental instruction to assist them to achieve the required skills competency levels. Students who fail to achieve the minimal CUNY standards by the end of their sophomore year will not be per-

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

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

Students who fail to achieve these standards will be placed on probation for one semester, and if unable to correct their deficiencies during that semester, will be dropped from the college. Students who receive financial aid must maintain these standards. The normal academic appeals procedure of the college will continue to consider individual cases and to make such exceptions to the implementations of these guidelines as unusual circumstances may warrant. Students who are dropped from college for academic reasons may appeal to the Committee on Admissions and Academic Standing for readmission after one semester. Students should pay the required readmission application fee and submit the completed readmission application, along with a letter of appeal addressed to the College Committee on Admission and Academic Standing, to

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.

To receive early notification of grades, students may submit postcards to their instructors at final exams. The Registrar's Office mails grade reports to students at the conclusion of each session.

Make-up Final

Students who miss final examinations for legitimate reasons may apply for make-up examinations.

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

Students pay \$15 for the first make-up exams plus \$5 for each additional exam.

GRADES

Grades indicate how well a student is doing academically. They deserve careful attention as evidence of good progress, as an indication of the need for counseling, and/or for increased effort.

Standards Grades

Students receive an official grade for each course at the end of a semester. This has become part of the permanent record. The standard grades are:

Kingsborough Community College OFFICIAL GRADING SYSTEM

<u>GRADE</u>	<u>DEFINITION</u>	<u>PERCENTAGE</u>
A+, A-, A	EXCELLENT	90-100 percent
B+, B-, B	GOOD	80-89 percent
C+, C, C-	SATISFACTORY	70-79 percent
D+, D	PASSING	60-69 percent
F	FAILURE	

A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	F	0.0
INC	Doing Passing Work, But Missing An Assignment Or An Examination: Changes To A "FIN," If Work Is Not Made Up By The 10th Week Of The Next 12-Week Module		
FIN	Failure As A Result Of An Incomplete		
P	Passed, But Course Not Counted In Computing Cumulative Average		
R	Minimum Level Of Proficiency Not Met For Developmental Courses		
W	Withdrew Officially		
WA	Withdrawn Administrative Due To Immunization		
WU	Withdrew-Unofficial;Counts As Failure		
Y	Yearly Course; Grade Assigned At The End Of Year		
AUD	Audit		
NC	Minimum Level Of Proficiency Not Met For Certain Specific Compensatory Courses		
Z	Instructor Did Not Submit Grade		
#	This Course Has Been Successfully Completed In A Subsequent Semester And Is Not Calculated In .. The Cumulative Average (Examples: F#, Wu#)		

KINGSBOROUGH COMMUNITY COLLEGE IS ACCREDITED BY THE MIDDLE STATES ASSOCIATION OF COLLEGES AND SCHOOLS

NOTE: Students may register to repeat a course if they received an F, W, R, NC, or WU grade.

Effective September 1, 1990, if a student repeats a course in which an "F" or an administration failing grade (WU) was originally earned and subsequently earns a passing grade of "C" or better in the same course, the original failing grade will remain on the student's transcript but will no longer be computed into the grade point average. The total number of failing credits earned during enrollment in CUNY which may be deleted is 16. Students who wish to replace an "F" grade earned before September 1, 1984 must first receive approval from the Committee on Academic Review.

A course in which a "D" grade was received may be repeated only if a more advanced course in that discipline has not been completed. Students who receive a "C" grade or better in any course offered at the college MAY NOT REPEAT that course. In unusual and extenuating circumstances the rule may be waived by the Committee on Academic Review.

(Regulations above do NOT apply to students in the Nursing Program.)

"R" Grade

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

Grade Change

Students may appeal a final grade NO LATER than the end of the semester following that in which the grade was given. The student must first speak to the instructor about the grade. If that does not satisfactorily resolve the matter, the student must speak to the Chairperson of the Department. Following these steps, the student may file an appeal with the Committee on Academic Review.

Scholastic Standing

The measure of scholastic standing is based on the number of graded credits and/or equated credits taken and the grade received.

CHANGE of CURRICULUM

For any curriculum change, except Nursing* which has special regulations, students must file the appropriate form in the Registrar's Office, A101, following the deadline dates on the Academic Calendar.

A curriculum change cannot go into effect until one semester in the original choice has been completed. The new curriculum goes in effect the semester following the student's application. The most recent information on college policy, and all proper forms for a change of curriculum or change of session, are available in the Registrar's Office.

**Please refer to Nursing Department Information*

AUDITING POLICY

To audit a course a student must:

- a. obtain permission from the department chairperson and course instructor.
(Permission to remain in the class is on a space available basis.)
- b. formally register, as an auditor, for the course under the current tuition policy.

The grade of "AUD", which carries no credit and cannot be changed to any other grade, will be given at the completion of the term.

WITHDRAWAL

From the College

Students who find it necessary to withdraw from the college must complete and file an official form in the Registrar's Office, A -101

NOTE: The last date of class attendance is considered the official date of withdrawal from the college. Students should check the Academic Calendar for deadline dates to withdraw without academic penalty.

From a Course

After consultation with a counselor and before such action is taken, the proper forms must be filled with the Registrar's Office, A-101. The

Trustees. This policy states that " All City University Community College Associate in Arts and Associate in Science degree recipients shall be accepted as matriculated students at a senior college of The City University and that these students be given priority for transfer over non-university students seeking transfer and that upon such transfer they be granted a minimum of 64 credits toward a baccalaureate degree and be required to complete only the difference in credits between 64 and the total credits required..." ; and be it further

RESOLVED, That effective September 1, 1986 all Liberal Arts courses taken in one City University college be considered transferable, with full credit, to each college of The City University; and that full credit be granted for these courses in all departments and programs; and be recognized for the fulfillment of degree requirements; and be it further

RESOLVED, That based on a fair and reasonable evaluation of a student's transcript at least nine (9) credits* be granted in the student's major unless the senior college determines that it wishes to grant additional credit in the major; and be it further

RESOLVED, That effective September 1, 1988 all Science courses taken in one City University college be considered transferable, with full credit, to each college of The City University; and that full credit be granted for these courses in all departments and programs and be recognized for the fulfillment of degree requirements; and be it further

RESOLVED, That based on a fair and reasonable evaluation of a student's transcript at least nine (9) credits* in Laboratory Science be granted in the student's major unless the senior college determines that it wishes to grant additional credit in the major; and be it further

RESOLVED, That when transferring from a community college to a senior college, credit be granted for course work taken in the Liberal Arts and Sciences in the community college irrespective of whether the student has fulfilled the requirements for

RESOLVED, That the community colleges and senior colleges establish an articulation advisement unit at each of the colleges in order to counsel students on career goals, courses to be taken at the student's college prior to transfer, and the requirements expected upon transfer.

EXPLANATION: The above resolutions represent a clarification of the mission of The City University and will result in removing remaining barriers and arbitrary distinctions which may yet exist with respect to intra-University transfer. These resolutions strengthen the University's commitment to upward mobility and equality for opportunity for all students regardless of race, ethnicity or economic status.

*It is understood that the relationship of course sequence and credit within the major will vary from college to college and major to major and that the allocation of credits will vary slightly.

SUNY TRANSFER POLICY

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

PRIVATE COLLEGE TRANSFER POLICIES

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

NOTE: Details are available from Kingsborough's Counseling Faculty, the KCC Student Handbook, or the Admissions Office of the unit desired.

CATALOG

During the first semester at the college, each Kingsborough student receives the college catalog. The information spelled out in the catalog is important while attending the college and may prove invaluable in the future. Freshmen receive a copy of the catalog in SD-10. Day students who do not enroll in SD-10 receive a card in the mail that they must bring to F102 in exchange for a catalog and handbook. Evening students not enrolled in SD 10 should bring their card to C102 and redeem it for a catalog and handbook.

Careful reading of the catalog makes it possible to check on all the courses required for each particular degree. Course descriptions also help to make decisions about those electives which are of the greatest interest and value. Other catalog information alerts students to specific college requirements, rules and regulations and the special opportunities and advantages available on campus. Information on articulation agreements with senior CUNY and private colleges and universities and transfer opportunities are described.

After graduating from Kingsborough, alumni discover that many senior colleges, universities and professional schools frequently require a copy of the Kingsborough Community College catalog, (printed during the years of attendance) which describe course content and other details that may be needed in order to properly evaluate credits. The catalog information may also be useful and helpful for employment opportunity consideration.

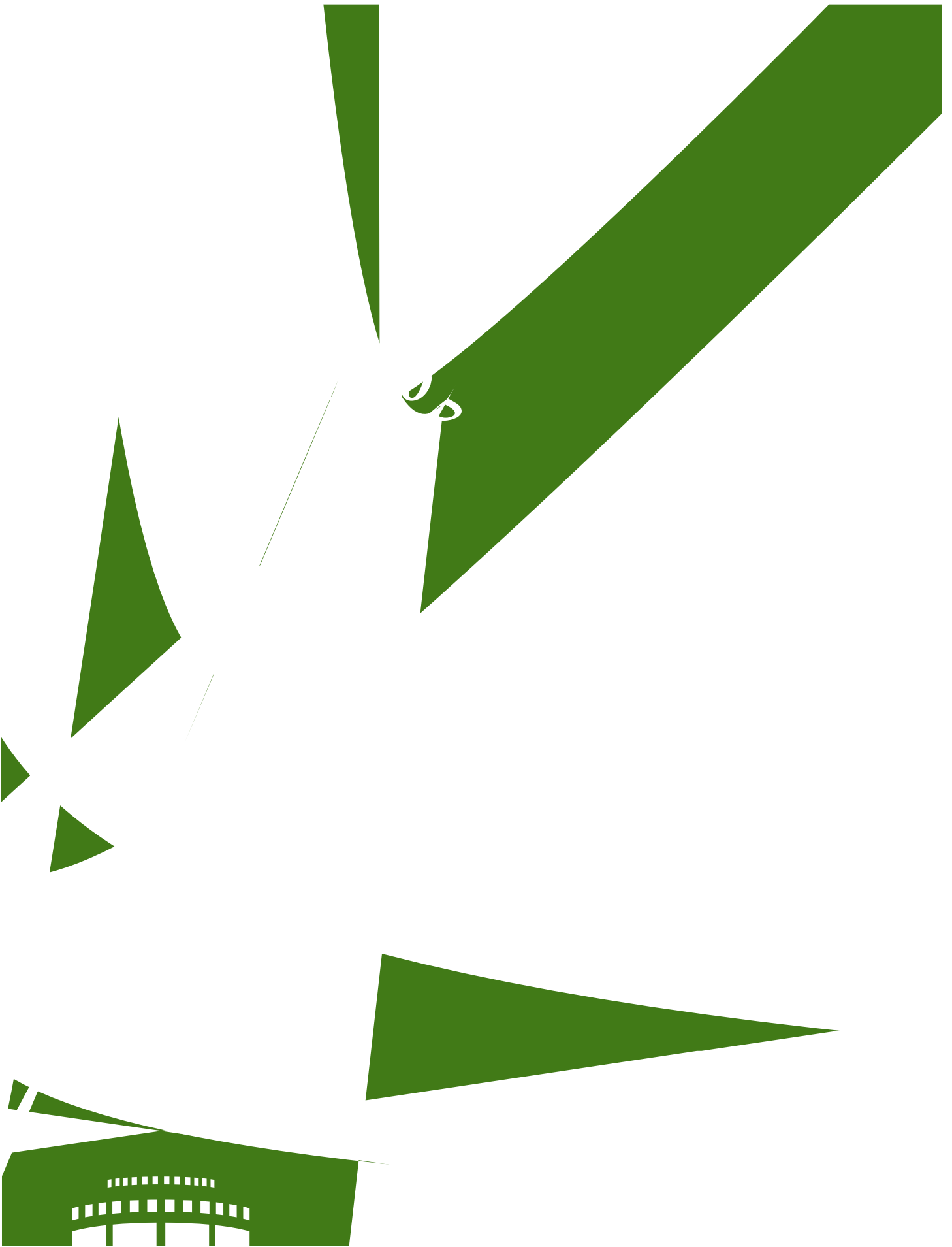
The Kingsborough catalogs are printed in very limited quantities and replacements may not be possible. Students are urged to carefully keep the catalog they receive.

Prospective students who are interested in attending Kingsborough should request publications about the college from the Admission Information Center.

*Adopted by the CUNY Board of Trustees, June 24, 1985.

CURRICULA

Kingsborough Community College offers three degree programs. Graduates who successfully complete the courses prescribed for the two-year 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, the Associate in Applied Science (A.A.S.) degree. One-year certificate pro-



DEGREE & CERTIFICATE PROGRAMS*

Physical Therapist Assistant	Page 83	5219
Sports, Fitness, and Therapeutic Recreation	Page 85	5506
Certificate Programs:		
Certificate in Entrepreneurial Studies	Page 90	5004
Certificate in Exercise Science/Personal Training	Page 91	5299.30

COURSE DESCRIPTIONS

Art Department	Courses—page	95
Behavioral Sciences and Human Services Department	Courses—page	101
Biological Sciences Department	Courses—page	109
Business Department	Courses—page	116
Communications and Performing Arts Department	Courses—page	123
English Department	Courses—page	132
Foreign Languages Department	Courses—page	139
Health, Physical Education and Recreation Department	Courses—page	145
History, Philosophy and Social Sciences Department	Courses—page	154
Mathematics and Computer Science Department	Courses—page	161
Nursing Department	Courses—page	171

** Students who wish to do so will be permitted to take a Foreign Language Literature Course taught in English to fulfill the literature requirement in this group.

Associate in Science and Associate in Applied Science

Associ



THE ASSOCIATE IN ARTS (A.A.) DEGREE

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.

PROGRAMS

- Behavioral Sciences and Human Services
- Biological Sciences
- Communication and Performing Arts
- English
- Fine Arts
- Foreign Languages
- Graphic Design
- Health, Physical Education and Recreation
- History, Philosophy and the Social Sciences
- Mathematics
- Physical Sciences

A.A. LIBERAL ARTS •TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

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

*English 12	4	credits
*English 24	3	
HPE 12	3	

GROUP REQUIREMENTS §

At least 6 credits of the 9 credits selected from EACH group - I thru IV - must be Basic Courses.

Students shall elect to take 3 credits less in any one group, I-V.

I. Performing and Visual Arts (2 areas) Art - Music - Speech - Theatre Arts	9	credits
II. Language and Literature (2 areas) Foreign Language - Literature - Philosophy	9	
III. Social Sciences (2 areas) Economics - History - Political Science	9	
IV. Behavioral Sciences (2 areas) Anthropology - Psychology - Sociology	9	
V. Mathematics and Sciences (2 areas) Biological Sciences - Mathematics & Computer Science - Physical Sciences - Chemistry - Earth Science	11	

Suggested plan of study for students who wish to transfer to baccalaureate programs in:

SECONDARY EDUCATION CONCENTRATION

This option prepares for transfer into baccalaureate majors in various disciplines listed below with a minor in Secondary Education.

Students take 9 credits in an academic major which shall be reflected in the choice of 9 credits in one discipline as listed in Groups I - V.

At least 6 credits of the 9 credits from Groups not in the student's major must be in basic courses. Students shall elect to take 3 credits less in any one Group, I through V.

Major comprised of 3 credits in one discipline (see choices in Groups I-V) below Educational Psychology (PSY 35)	9	credits
I. Performing and Visual Arts (Excluded are Art and Music Studio -Theatre Production and Technique courses) Disciplines: Art - Music - Speech - Theatre Arts	9	
II. Language and Literature Disciplines: Foreign Language - Literature – Philosophy	9	
III. Social Sciences Disciplines: Economics - History - Political Science	9	
IV. Behavioral Sciences Disciplines: Anthropology - Psychology – Sociology	9	
V. Mathematics and Sciences Disciplines: Biological Sciences - Mathematics & Computer Science - Physical Sciences	11	

WOMEN'S STUDIES CONCENTRATION

Students who chose to complete this concentration are required to take 12 credits from the Group

Requirements in Women's Studies Courses. The 12 credits must come from four of the five groups.

Group I	ART 39 or THA 48 or Women's Studies sections of MCM 30 or MCF 44 or MUS 31
Group II	ENG 67
Group III	HIS 66 (required), HIS 68
Group IV	ANT 39 or PSY 37 or SOC 38 or Women's Studies sections of SOC 31
Group V	BIO 28

In addition to day and evening classes, the A.A. in Liberal Arts can also be completed by attending weekend classes only.

ELECTIVES - Sufficient to meet required total of

60 credits

Department requirements may be used to satisfy group I-V requirements where applicable.

§Consultation with the Department Advisor is required. May meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes

•This program is within the Art Department.

*CPI Unit(s)

THE ASSOCIATE IN SCIENCE (A.S.) DEGREE

The Science, Mathematics, Fine and Performing Arts courses offered in these programs provide sound foundations in those specialities 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.

PROGRAMS

- Biology (with concentrations in Biotechnology, Marine Biology, Occupational Therapy, Pharmacy Transfer Options, Physician Assistant and Preparation for Teaching)
- Chemistry
- Community Health (with a concentration in Gerontology)
- Computer Science
- Educational Studies
- Engineering Science
- Fine Arts (with concentrations in Art History, Drawing and Painting, Photography and Sculpture)
- Mathematics
- Mental Health and Human Services
- Performing Arts
- Physics
- Pre-Physical Therapy

A.S. DEGREE PROGRAMS

Biology

Requirements, page 48

Course Descriptions, page 109

Chemistry

Requirements, page 51

Course Descriptions, page 181

Community Health

Requirements, page 52

Course Descriptions, page 145

Computer Science

Requirements, page 54

Course Descriptions, page 161

Educational Studies

Requirements, page 55

Course Descriptions, page 102

Engineering Science

Requirements, page 56

Course Descriptions, page 181

Fine Arts

Requirements, page 57

Course Descriptions, page 95

Mathematics

Requirements, page 59

Course Descriptions, page 161

Mental Health and Human Services

Requirements, page 60

Course Descriptions, page 105

Performing Arts

Requirements, page 61

Course Descriptions, page 126

Physics

Requirements, page 62

Course Descriptions, page 181

Pre-Physical Therapy

Requirements, page 63

Course Descriptions, page 109

A.S. BIOLOGY •TOTAL CREDITS 60–64

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or, developmental courses may be required.)

*ENG 12	4 credits
*ENG 24	3
HPE 12	3
If Required	
ENG 04, 91, 92 &/or 93	0
MAT M1 & M2 or MAT R2 proficiency	0

DEPARTMENT REQUIREMENTS §

+*General Biology I and II (BIO 13–14)	8 credits
Biology Laboratory Courses (excluding BIO 11-12 and BIO 51)	8
*General Chemistry I and II (CHM 11–12)	8
+*Analytic Geometry and Pre-Calculus Math (MAT 14)	4
Introductory Computer Applications course (BA 60 or CP 11 or TEC 25)	3-4

CONCENTRATION IN MARINE BIOLOGY

Please note that for this concentration, HE 36 is required: not HPE 12.

+*General Biology I and II (BIO 13-14)	8 credits
Marine Biology (BIO 52) and Field Studies in Oceanography	8
*General Chemistry I and II (CHM 11-12)	8
*Analytic Geometry and Pre-Calculus Math (MAT 14)	4
Introductory computer applications course (BA 60 or CP 11 or TEC 25)	3-4

CONCENTRATION IN BIOTECHNOLOGY

+*General Biology I and II (BIO 13-14)	8 credits
*General Microbiology (BIO 50) and Genetics (BIO 59)	8
*General Chemistry I and II (CHM 11-12)	8
*Analytic Geometry and Pre-Calculus Math (MAT 14)	4
Introductory computer applications course (BA 60 or CP 11 or TEC 25)	3-4

OCCUPATIONAL THERAPY TRANSFER OPTION

*Human Anatomy and Physiology I and II (BIO 11–12)	8 credits
*General Biology I and II (BIO 13–14)	8
*General Chemistry I (CHM 11)	4
*Elements of Statistics (MAT 20)	3

PLUS, COMPLETION OF 40 HOURS OF VOLUNTEER OR PAID EXPERIENCE IN AN OCCUPATIONAL THERAPY FACILITY APPROVED, IN ADVANCE, BY THE PROGRAM COORDINATOR.

PHARMACY TRANSFER OPTION

* Human Anatomy and Physiology I and II (BIO 11–12)	8 credits
* General Biology I and II (BIO 13–14)	8
* General Chemistry I and II (CHM 11–12)	4
* Organic Chemistry I and II (CHM 31–32)	10
+* Calculus I (MAT 15)	4

Recommended

* General Physics I (PHY 11) 4

PHYSICIAN ASSISTANT TRANSFER OPTION

* Biology (BIO 13–14), Chemistry (CHM 11–12), Mathematics (MAT 14) 20 credits

* Human Anatomy and Physiology (BIO 11–12) 8

* Microbiology in Health and Disease (BIO 51) 4

* General Psychology (PSY 11) 3

* Human Growth and Development (PSY 32) 3

* Elements of Statistics (MAT 20) 3

3 RECOMMENDED ELECTIVES

Science of Nutrition (BIO 70) 3

Cardiopulmonary Resuscitation (HE 20) 1

Emergency Health Care (NUR 41) 2

* Organic Chemistry I and II (CHEM 31–32) 10

PLUS, COMPLETION OF VOLUNTEER PROGRAM CONCERNED WITH DIRECT PATIENT CARE AT LEAST ONE YEAR BEFORE TRANSFER TO A SENIOR COLLEGE OFFERING A PROGRAM LEADING TO CERTIFICATION AS A PHYSICIAN ASSISTANT.

SECONDARY EDUCATION

* Biology (BIO 13–14), 8 credits

+ *General Biology I and II (Bio 13-14) 8

PSY 35 (Educational Psychology) 3

Biology Laboratory Courses (excluding BIO 11-12, BIO 33 and BIO 51) 8

*General Chemistry I and II (CHM 11-12) 8

+ *Analytic Geometry and Pre-Calculus Math (MAT 14) 4

Introductory computer applications course (BA 60 or CP 11 or TEC 25) 3-4

Courses must be discussed in advance with Department Advisor. Specific recommendations for group distribution courses or electives are dependent upon the requirements of particular occupational therapy or pharmacy programs to which the student may wish to apply for transfer.

• These programs are within the Biological Sciences Department.

* CPI unit(s)

§ Consultation with the Department Advisor is required. Transfer students must be staffed in accordance with the requirements of the receiving institution.

IV. Behavioral Sciences	3
Anthropology - Psychology - Sociology	
V. Mathematics and Sciences— Satisfied by Department requirements	24 credits
Biological Sciences - Mathematics & Computer Science - Physical Sciences	
ELECTIVES—Sufficient to meet required total of	60–64 credits

**Department requirements may be used to satisfy groups I-V requirements. May also meet CPI requirements; refer to CPI unit requirements in Schedule of Classes.

A.S. CHEMISTRY •TOTAL CREDITS 60-64

Requirements for Matriculants

College requirements

(Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or, developmental courses may be required.)

*ENG 12 4 credits

*ENG 24 3

HPE 12 3

If Required

ENG 04, 91, 92 &/or 93 0

MAT M1 & M2 or MAT R2 proficiency 0

DEPARTMENT REQUIREMENTS §

*General Chemistry I and II (CHM 11–12) (see prerequisites) 8 credits

*Organic Chemistry I and II (CHM 31–32) 10

*Advanced General Physics I and II (PHY 13–14) 8

*Calculus I and II (MAT 15–16) 8

GROUP REQUIREMENTS ** 9 CREDITS

A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.

I. Performing and Visual Arts 3 credits

(Excluded are Art & Music Studio, Theatre Production & Technique courses)

Art - Music - Speech - Theatre Arts

II. Language and Literature 3

Foreign Language - Literature - Philosophy

III. Social Sciences 3

Economics - History - Political Science

IV. Behavioral Sciences 3

Anthropology - Psychology - Sociology

V. Mathematics and Sciences—**Satisfied by Department requirements** 24 credits

Biological Sciences - Mathematics & Computer Science - Physical Sciences

ELECTIVES—Sufficient to meet required total of 60–64 credits

•This program is within the Physical Sciences Department.

*CPI Unit(s)

§Consultation with the Department Advisor is required.

**Department requirements may be used to satisfy groups I-V requirements. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

A.S. COMMUNITY HEALTH •TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of the Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or developmental courses may be required.)

*ENG 12	4	credits
*ENG 24	3	
HPE 12	3	
If Required		
ENG 04, 91, 92 &/or 93	0	
MAT M1 & M2 or MAT R2 proficiency	0	

DEPARTMENT REQUIREMENTS \$0

A.S. COMPUTER SCIENCE •TOTAL CREDITS: 60-64

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or, developmental courses may be required.)

*ENG 12	4	credits
*ENG 24	3	
HPE 12	3	
If Required		
ENG 04, 91, 92 &/or 93	0	
MAT M1 & M2 or MAT R2 proficiency	0	

DEPARTMENT REQUIREMENTS §

*Introduction to Computing (CS 12)	4	credits
*Computer and Assembly Language Programming (CS 14)	5	
Discrete Structures (CS 35)	5	
Program Design and Analysis (CS 37)	4	
+*Calculus I, II and III (MAT 15, 16, 21)	12	
Differential Equations (MAT 55) OR,		
Linear Algebra (MAT 56)	3	
*Physics I and II (PHY 11–12) OR,		
*Advanced General Physics I and II (PHY 13–14)	8	

GROUP REQUIREMENTS ** 9 CREDITS

A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.

I. Performing and Visual Arts	3	credits
(Excluded are Art & Music Studio, Theatre Production & Technique courses)		
Art - Music - Speech - Theatre Arts		
II. Language and Literature	3	
Foreign Language - Literature - Philosophy		
III. Social Sciences	3	
Economics - History - Political Science		
IV. Behavioral Sciences	3	
Anthropology - Psychology - Sociology		
V. Mathematics and Sciences— Satisfied by Department requirements	24	credits
Biological Sciences - Mathematics & Computer Science - Physical Sciences		
ELECTIVES—Sufficient to meet required total of	60-64	credits

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

*CPI Unit(s)

§Consultation with the Department Advisor is required.

**Department requirements may be used to satisfy groups I-V requirements. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

A.S. EDUCATIONAL STUDIES •TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or developmental courses may be required.

*ENG 12 4 credits

*ENG 24 3

HPE 12 3

If Required

ENG 04, 91, 92 &/or 93 0

MAT M1 & M2 or MAT R2 proficiency 0

DEP

A.S. ENGINEERING SCIENCE •TOTAL CREDITS 66–70

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or, developmental courses may be required.)

*ENG 12	4	credits
*ENG 24	3	
HPE 12	3	
If Required		
ENG 04, 91, 92 &/or 93	0	
MAT M1 & M2 or MAT R2 proficiency	0	

DEPARTMENT REQUIREMENTS §

*General Chemistry I and II (CHM 11, 12)	8	
+*Calculus, I, II and III, (MAT 15, 16, 21)	12	
Differential Equations (MAT 55)	3	
Linear Algebra (MAT 56)	3	
Engineering Science (EGR 21)	3	
Introduction to Engineering Thermodynamics (EGR 23)	3	
Introduction to Electrical Engineering (EGR 22)	3	
*Advanced General Physics I and II (PHY 13, 14)	8	
*Introduction to Computing (CS 12)	4	

GROUP REQUIREMENTS**9 CREDITS

A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.

I. Performing and Visual Arts	3	credits
(Excluded are Art & Music Studio, Theatre Production & Technique courses)		
Art - Music - Speech - Theatre Arts		
II. Language and Literature	3	
Foreign Language - Literature - Philosophy		
III. Social Sciences	3	
Economics - History - Political Science		
IV. Behavioral Sciences	3	
Anthropology - Psychology - Sociology		
V. Mathematics and Sciences— Satisfied by Department requirements	24	credits
Biological Sciences - Mathematics & Computer Science - Physical Sciences		

ELECTIVES—Sufficient to meet required total of 66–70 credits

•This program is within the Physical Sciences Department.

*CPI Unit(s)

§Consultation with the Department Advisor is required.

**Department requirements may be used to satisfy groups I-V requirements. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

A.S. FINE ARTS •TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or, developmental courses may be required.)

*ENG 12	4 credits
*ENG 24	3
HPE 12	3
If Required	
ENG 04, 91, 92 &/or 93	0
MAT M1 & M2 or MAT R2 proficiency	0

DEPARTMENT REQUIREMENTS §

ALL Fine Arts Majors Must Take:

*Survey of Art History I and II (ART 33–34)	6 credits
Design I (ART 55)	3
*Drawing I (ART 57)	3

PLUS, SEQUENCES IN FINE ARTS CONCENTRATIONS

ART HISTORY

*Modern Art I and II (ART 35–36)	6 credits
*African, Oceanic and Native American Art (ART 37)	3
*Renaissance Art (ART 38)	3
Recommended Electives	6

DRAWING AND PAINTING

Drawing II (ART 58)	3
*Painting I and II (ART 59–60)	7
**Recommended Electives	7–9

PHOTOGRAPHY

Photography I (ART 51)	3
Photography II (ART 52)	3
Photojournalism I (ART 53)	3
Recommended Electives	9

SCULPTURE

*Sculpture I and II (ART 61–62)	7
Figure Modeling (ART 83)	3
**Recommended Electives	7–9

GROUP REQUIREMENTS** 12 CREDITS

A minimum of three credits each selected from at least two different groups—II thru IV—must be in Basic Courses.

- 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

ELECTIVES—Sufficient to meet required total of

60 credits

•This program is within the Art Department.

*CPI Unit(s)

§Consultation with the Department Advisor is required.

**Department requirements may be used to satisfy groups I-V requirements. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

A.S. MATHEMATICS •TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or, developmental courses may be required.)

*ENG 12 4 credits

*ENG 24 3

HPE 12 3

If Required

A.S. MENTAL HEALTH AND HUMAN SERVICES •TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or, developmental courses may be required.)

*ENG 12	4	credits
*ENG 24	3	
HPE 12	3	
If Required		
ENG 04, 91, 92 &/or 93	0	
MAT M1 & M2 or MAT R2 proficiency	0	

DEPARTMENT REQUIREMENTS §

*General Psychology (PSY 11)	3	credits
*Human Growth and Development (PSY 32)	3	
*Abnormal Psychology (PSY 36)	3	
*Introduction to Sociology (SOC 31)	3	
Choice of ONE from the following	3	
Sociology of the Family (SOC 35)	3	
Minority Groups in the U.S. (SOC 36)	3	
Introduction to Anthropology (ANT 37)	3	
Introduction to Human Services (MH 11)	3	
Human Services Organizations (MH 30)	3	
Principles of Interviewing and Group Leadership (MH 31)	3	
Mental Health Practices with Vulnerable Populations (MH 34)	3	
Introduction to Gerontology (MH 35)	3	
Supervised Instructional Experience in Mental Health (MH 96–97)	6	

GROUP REQUIREMENTS **6 CREDITS

A minimum of three credits each selected from at least two different groups—I thru III—must be in Basic Courses.

I. Performing and Visual Arts	3	credits
(Excluded are Art & Music Studio, Theatre Production & Technique courses)		
Art - Music - Speech - Theatre Arts		
II. Language and Literature	3	
Foreign Language - Literature - Philosophy		
III. Social Sciences	3	
Economics - History - Political Science		
IV. Behavioral Sciences— Satisfied by Department requirements	3	
Anthropology - Psychology - Sociology		
V. Mathematics and Sciences	6	credits
Choice of—*BIO 33 or SCI 37 or *MAT 13		

PLUS

Choice of—BIO 32 or 37 or 49 or 70 or SCI 25

ELECTIVES—Sufficient to meet required total of 60 credits

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

A.S. PERFORMING ARTS •TOTAL CREDITS: 60

Requirements for matriculants

COLLEGE REQUIREMENTS

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

*English 12	4
*English 24	3
HPE 12	3

DEPARTMENT REQUIREMENTS

ALL PERFORMING ARTS MAJORS MUST TAKE:

*Introduction to Theatre Arts (THA 50)	3	credits
Play Analysis (THA 51)	3	
Performing Arts Experience (PER 59)	3	
*Rudiments of Theory (MUS 30)	3	
*The Musical Experience (MUS 31)	3	

****PLUS, FOR:**

Students who are interested in: Performance, Technical, Design, Theory, Criticism, Directing and Management must see their Performing Arts Advisor to structure their program and establish additional Department requirements. 12-15 credits

GROUP REQUIREMENTS** 6 CREDITS

A minimum of three credits each from at least two different groups - II thru IV - must be in Basic Courses.

I. Performing and Visual Arts— Satisfied by Department requirements 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 Biological Sciences - Mathematics & Computer Science - Physical Sciences	6 credits
VI. Select from among Groups II, III, IV for additional	6 credits

ELECTIVES - Sufficient to meet required total of 60 credits

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

*CPI Unit(s)

**Department requirements may be used to satisfy groups I -V requirements where applicable. May meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

A.S. PHYSICS •TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or, developmental courses may be required.)

*ENG 12	4	credits
*ENG 24	3	
HPE 12	3	
If Required		
ENG 04, 91, 92 &/or 93	0	
MAT M1 & M2 or MAT R2 proficiency	0	

DEPARTMENT REQUIREMENTS §

*Advanced General Physics I and II (PHY 13–14)	8	credits
Advanced Physics Elective	8	
*General Chemistry I and II (CHM 11–12)	8	
+*Calculus I and II (MAT 15–16)	8	

GROUP REQUIREMENTS **9 CREDITS

A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.

I. Performing and Visual Arts	3	credits
(Excluded are Art & Music Studio, Theatre Production & Technique courses)		
Art - Music - Speech - Theatre Arts		
II. Language and Literature	3	
Foreign Language - Literature - Philosophy		
III. Social Sciences	3	
Economics - History - Political Science		
IV. Behavioral Sciences	3	
Anthropology - Psychology - Sociology		
V. Mathematics and Sciences— Satisfied by Department requirements	24	credits
Biological Sciences - Mathematics & Computer Science - Physical Sciences		

ELECTIVES—Sufficient to meet required total of 60 credits

•This program is within the Physical Sciences Department.

*CPI Unit(s)

§Consultation with the Department Advisor is required.

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

**Department requirements may be used to satisfy groups I-V requirements. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

A.S. PRE-PHYSICAL THERAPY •TOTAL CREDITS 68

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or, developmental courses may be required.)

*ENG 12	4	credits
*ENG 24	3	
HPE 12	3	
If Required		
ENG 04, 91, 92 &/or 93	0	
MAT M1 & M2 or MAT R2 proficiency	0	

DEPARTMENT REQUIREMENTS §

Preparatory Biology (BIO 10 if required)	0	credits
*General Biology I and II (BIO 13–14)	8	
*Human Anatomy and Physiology (BIO 11-12)	8	
*General Chemistry I and II (CHM 11, 12)	8	
*General Physics I and II (PHY 11, 12)	8	
*Analytic Geometry and Pre-Calculus Math (MAT 14)	4	
*General Psychology (PSY 11)	3	
*Human Growth and Development (PSY 32)	3	
*Introduction to Sociology (SOC 31)	3	
*Elements of Statistics (MAT 20)	3	

§ PLUS, COMPLETION OF 50–100 VOLUNTEER OR PAID WORK HOURS IN APPROVED PHYSICAL THERAPY FACILITY

Recommended

First Aid and Personal Safety (HE 35)	2	
Cardiopulmonary Resuscitation (HE 20)	1	

GROUP REQUIREMENTS**6 CREDITS

A minimum of three credits each selected from at least two different groups I thru III. Courses selected must be Basic Courses.

I. Performing and Visual Arts	3	credits
Excluded are Art & Music Studio, Theatre Production & Technique courses)		
Art - Music - Speech - Theatre Arts		
II. Language and Literature	3	
Foreign Language - Literature - Philosophy		
III. Social Sciences	3	
Economics - History - Political Science		
IV. Behavioral Sciences—Satisfied by Department requirements	3	credits
Anthropology - Psychology - Sociology		
V. Mathematics and Sciences—Satisfied by Department requirements	24	credits
Biological Sciences - Mathematics & Computer Science - Physical Sciences		

ELECTIVES—Sufficient to meet required total of 68 credits

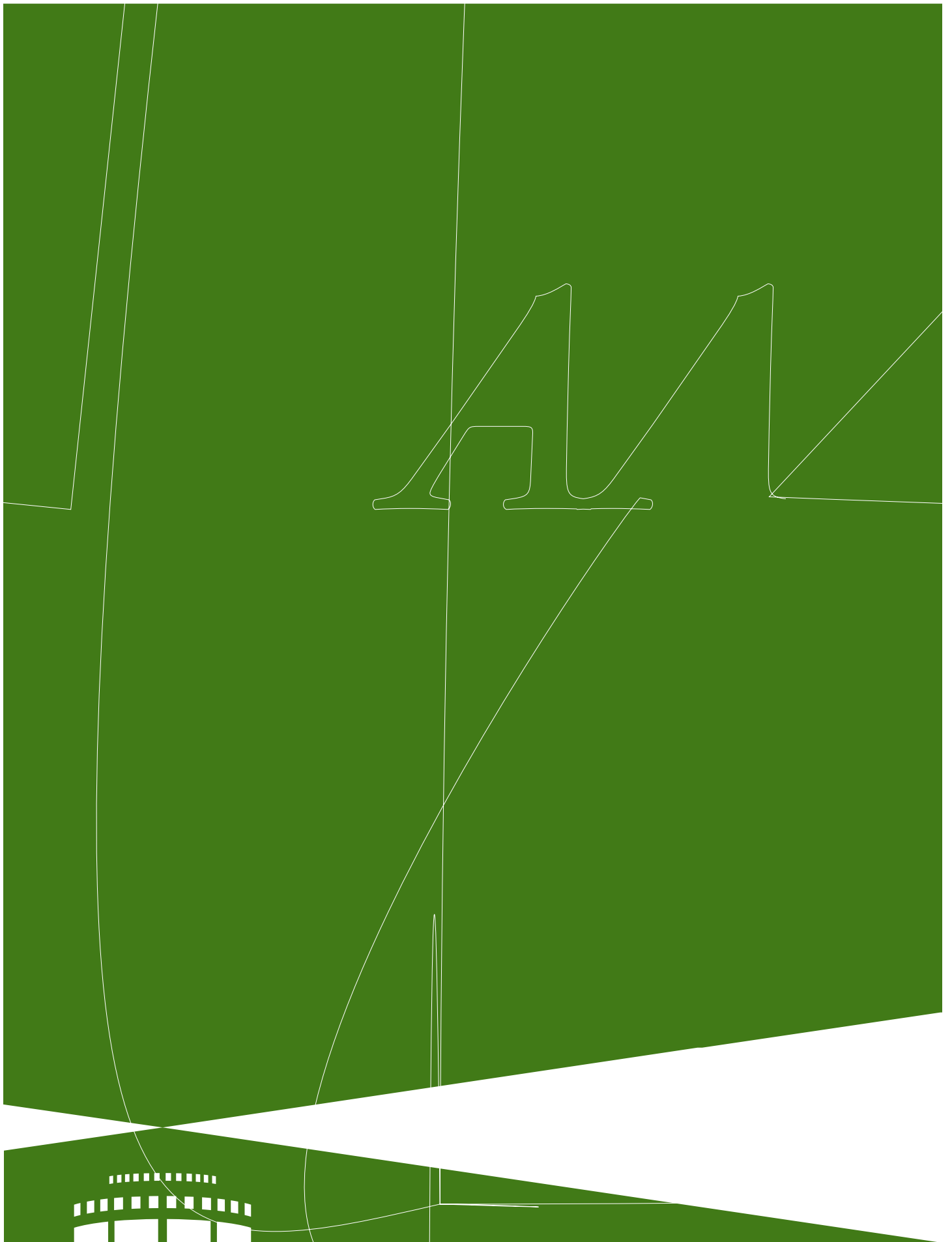
•This program is within the Biological Sciences Department.

*CPI Unit(s)

§Consultation with the Department Advisor is required.

**Department requirements may be used to satisfy groups I-V requirements. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

notes



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

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

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

PROGRAMS

- Accounting (with a concentration in Tax Accounting)
- Broadcasting Technology and Management (with a concentration in Music Technology)
- Business Administration (with a concentration in Entrepreneurial Studies)
- Computer Information Systems
- Early Childhood Education/Child Care
- Education Associate
- Exercise Science/Personal Training
- Graphic Design and Illustration
- Journalism and Print Media (with concentrations in Writing & Reporting and Production)
- Nursing
- Office Administration and Technology

A.A.S. ACCOUNTING •TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or, developmental courses may be required.)

*ENG 12	4	credits
*ENG 24	3	
HPE 12	3	
If Required		
ENG 04, 91, 92 &/or 93	0	

A.A.S. BROADCASTING TECHNOLOGY AND MANAGEMENT •TOTAL CREDITS 60

A.A.S. COMPUTER INFORMATION SYSTEMS • TOTAL CREDITS 60

Requirements for matriculants

COLLEGE REQUIREMENTS

GROUP REQUIREMENTS** 9 CREDITS

A minimum of three credits each from at least three different groups,

I - IV. Courses selected 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 Requirement

Biological Sciences - Mathematics & Computer Science - Physical Sciences

ELECTIVES - Sufficient to meet required total of

60 credits

Department requirements may be used to satisfy Groups I - V requirements where applicable.

§Consultation with the Department Advisor is required.

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

*CPI Unit(s)

**May satisfy CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

A.A.S. EARLY CHILDHOOD EDUCATION/CHILD CARE •TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or, developmental courses may be required.)

*ENG 12	4 credits
*ENG 24	3
HPE 12	3
If Required	
ENG 04, 91, 92 &/or 93	0
MAT M1 & M2 or MAT R2 proficiency	0

DEPARTMENT REQUIREMENTS §

*General Psychology (PSY 11)	3 credits
Psychological Disorders in Young Children (PSY 24)	3
*Human Growth and Development (PSY 32)	3
*Introduction to Sociology (SOC 31)	3
Foundations of Education (EDC 20)	3
Social Science in Education (EDC 21)	3
Art Workshop for Students in Education (EDC 22)	2
Music and Movement Workshop for Students in Education (EDC 23)	2
Seminar and Practicum in Education (EDC 30)	3
Development of Literacy in Children (HUM 81)	1
Supervised Instructional Experience in Education I and II (EDC 91 and 93)	6
Techniques in Math, Science and Technology Teaching for Early Childhood Education (EDC 28)	2

GROUP REQUIREMENTS** 6 CREDITS

A minimum of three credits each selected from at least two different groups—I thru III—must be in 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 (2 areas) Biological Sciences - Mathematics & Computer Science - Physical Sciences	7 credits
Electives—3 credits to be chosen from Groups I - V	3 credits

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

*CPI Unit(s)

§Consultation with the Department Advisor is required.

**Department requirements may be used to satisfy groups I–V requirements where applicable. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

A.A.S. EDUCATION ASSOCIATE •TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with

A.A.S. GRAPHIC DESIGN AND ILLUSTRATION •TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or developmental courses may be required.

*English 12	4	credits
*English 24	3	
HPE 12	3	
If Required		
ENG 04, 91, 92 &/or 93	0	
MAT M1 & M2 or MAT R2 proficiency	0	

DEPARTMENT REQUIREMENTS §

*Choose one of the following four Art History courses:

Art Survey I (ART 33) or	3	credits
Art Survey II (ART 34) or	3	
Modern Art I (ART 35) or	3	
Modern Art II (ART 36)	3	
Design I (ART 55)	3	
*Drawing I (ART 57)	3	
Illustration (ART 68) and Illustration Style (ART 69)	6	
Publication Design (ART 73)	3	
Experimental Typography (ART 74) and Designing with Type (ART 40)	6	
Digital Art Illustration (ART 43)	3	
Computer Assisted Illustration (ART 46)	3	
Computer Art (ART 45)	3	
Introduction to Graphic Design & Advertising (ART 75)	3	

GROUP REQUIREMENTS **6 CREDITS

A minimum of three credits each from at least two different groups - II - IV. Courses selected must be Basic Courses.

- 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

ELECTIVES—Sufficient to meet required total of 60 credits

•This program is within the Art Department

*CPI Unit(s)

§Consultation with the Department Advisor is required.

**Department requirements may be used to satisfy groups I–V requirements where applicable. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

A.A.S. JOURNALISM AND PRINT MEDIA •TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or, developmental courses may be required.)

*ENG 12	4 credits
*ENG 24	3
HPE 12	3
If Required	
ENG 04, 91, 92 &/or 93	0
MAT M1 & M2 or MAT R2 proficiency	0

DEPARTMENT REQUIREMENTS S

A.A.S. NURSING •TOTAL CREDITS 66-67

Requirements for Matriculants

COLLEGE REQUIREMENTS

FIRST SEMESTER

Applied Physical Sciences for Allied Health Careers (SCI 25)	3	credits
*General Psychology (PSY 11)	3	
*Human Anatomy and Physiology I (BIO 11)	4	
Drug Calculations in Nursing (NUR 17)	1	
Fundamentals of Nursing (NUR 18)	7	

WINTER OR SUMMER MODULE +

*Human Anatomy and Physiology II (BIO 12)	4	
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+ *Students may elect to take required courses other than nursing courses during the Winter and Summer Modules.*

SECOND SEMESTER

Microbiology in Health and Disease (BIO 51)	4	
*Freshman English I (ENG 12)	4	
Nursing the Ill Adult (NUR 21)	9	

THIRD SEMESTER

*Human Growth and Development (PSY 32)	3	
*Introduction to Sociology (SOC 31)	3	
Nursing the Emotionally Ill (NUR 20)	4	
Nursing the Ill Adult II (NUR 22)	5	

A.A.S. OFFICE ADMINISTRATION AND TECHNOLOGY •TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or, developmental courses may be required.)

*ENG 12	4	credits
*ENG 24	3	
HPE 12	3	
If Required		
ENG 04, 91, 92 &/or 93	0	
MAT M1 & M2 or MAT R2 proficiency	0	

DEPARTMENT REQUIREMENTS §

All Majors MUST TAKE:

••Elementary Keyboarding (TEC 11)	2	credits
••Intermediate Keyboarding (TEC 12)	2	
Advanced Keyboarding (TEC 13)	2	
Office Administration (TEC 34)	3	
Business Communications (ADM 37)	3	
Field Experience (ADM 92)	3	

PLUS, FOR STENOGRAPHIC MAJORS WITH CONCENTRATIONS IN:

EXECUTIVE

••Elementary Shorthand (ADM 15)	3	
••Intermediate Shorthand (ADM 17)	3	
Advanced Shorthand and Transcription (ADM 30)	4	credits

LEGAL

••Elementary Shorthand (ADM 15)	3	
••Intermediate Shorthand (ADM 17)	3	
Advanced Shorthand and Transcription (ADM 30)	4	
Legal Stenography, Transcription and Procedures (TEC 50)	4	credits

SCHOOL

••Elementary Shorthand (ADM 15)	3	
••Intermediate Shorthand (ADM 17)	3	
Advanced Shorthand and Transcription (ADM 30)	4	credits
School Secretary I and II (ADM 53, 54)	4	
School Records and Accounts (ADM 55)	2	

PLUS, OPTIONS FOR

Non-stenographic majors with concentrations in

WORD/INFORMATION PROCESSING

Basic Word/Information Processing (TEC 21)	3	credits
Machine Transcription (TEC 23)	3	
Office Systems and Procedures (ADM 24)	3	
Office Computer Applications I (TEC 25)	3	
Office Computer Applications II (TEC 26)	3	

MEDICAL WORD/INFORMATION PROCESSING

Basic Word/Information Processing (TEC 21)	3	credits
Machine Transcription (TEC 23)	3	
Office Systems and Procedures (ADM 24)	3	
Office Computer Applications I (TEC 25)	3	
Office Computer Applications II (TEC 26)	3	
Terminology and Electronic Transcription (TEC 61)	4	
Computer Applications for Medical Office (TEC 62)	3	

GROUP REQUIREMENTS** 9 CREDITS

A minimum of three credits each selected from at least three different groups—I thru IV—must be in 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 4 credits
Biological Sciences - Mathematics & Computer Science - Physical Sciences

ELECTIVES—Sufficient to meet required total of 60 credits

Elementary Keyboarding and Shorthand required of students who do not meet Department requirements.

Intermediate Keyboarding and Shorthand may be waived for students who meet Department requirements.

•This program is within the Office Administration and Technology Department

**May meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

*CPI Unit(s)

§Consultation with the Department Advisor is required.

••Students with previous typing and/or steno background may be exempt from elementary and/or intermediate courses upon consultation with the Department Advisor.

A.A.S. PHYSICAL THERAPIST ASSISTANT •TOTAL CREDITS 68

Requirements for Matriculants

COLLEGE REQUIREMENTS

A.A.S. RETAIL MERCHANDISING • TOTAL CREDITS 60

Requirements for Matriculants

A.A.S. SPORTS, FITNESS AND THERAPEUTIC RECREATION •TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

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

*English 12	4
*English 24	3
HPE 12	3

DEPARTMENT REQUIREMENTS S

All Majors Must Take:

Introduction to Recreation (REC 11)	3	credits
Leadership in Recreation and Physical Education (REC 12)	3	
Methods and Materials for Teaching Folk and Square Dance (REC 16)	2	
Therapeutic Recreation for Individuals with Disabilities I (REC 31)	3	
Organization and Administration of Recreation Programs (REC 32)	3	
+Field Experience in Sports, Fitness and Recreation (REC 91)	3	
*General Psychology (PSY 11)	3	
*Introduction to Sociology (SOC 31)	3	
First Aid and Personal Safety (HE 35)	2	

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

A. PLAN OF STUDY FOR SPORTS, FITNESS AND THERAPEUTIC RECREATION OPTION

Social Recreation (REC 13)	3
Methods and Materials in Arts and Crafts (REC 34)	3
Therapeutic Recreation for Individuals with Disabilities II (REC 35)	3
+Field Experience in Sports, Fitness and Therapeutic Recreation (REC 92)	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 15)	2
Outdoor Recreation (REC 14)	2
Sport and American Society (REC 40)	3
Methods of Teaching Fitness and Recreation Activities (REC 70)	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 **6 CREDITS

Economics - History - Political Science

IV. Behavioral Sciences—**Satisfied by Department requirements**

Anthropology - Psychology - Sociology

V. Mathematics and Sciences

4 credits

ELECTIVES—Sufficient to meet required total of

60 credits

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

Department requirements may be used to satisfy groups I-V requirements where applicable.

§Consultation with the Department is required.

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

+Requires approval of Program Director.

*CPI Unit(s)

**May meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

A.A.S. TOURISM AND HOSPITALITY •TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

(*Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or, developmental courses may be required.)

*ENG 12	4	credits
*ENG 24	3	
HPE 12	3	

DEPARTMENT REQUIREMENTS §

All Majors MUST TAKE:

Introduction to Travel and Tourism (TAH 1)	3	credits
Destination Geography (TAH 2)	3	
Introduction to Computer Concepts (BA 60)	3	
Fundamentals of Business (BA 11) or Entrepreneurship (ES 51)	3	
Principles of Marketing (BA 14) or Salesmanship (RM 33)	3	
Professional Portfolio (TAH 91)	1	
Field Experience in Travel and Hospitality (TAH 92)	3	
Case Studies in Tourism and Hospitality (TAH 18)	3	
Internet Applications in Tourism and Hospitality (TAH 52)	3	
The Virtual Enterprise (TAH 90)	3	

PLUS, FOR MAJORS WITH CONCENTRATION IN:

TOURISM

Students must take three of the following courses:

Travel Agency Operations (TAH 12)	3
Computer Reservation Systems (TAH 14)	3
Specialty Travel Markets (TAH 15)	3
Introduction to Logistic and Transportation (TAH 61)	3
Transportation (TAH 31)	3
Airport and Aviation Management (TAH 65)	3

HOSPITALITY

Students must take three of the following courses:

Introduction to Meeting Planning (TAH 41)	3
The Hospitality Industry (TAH 21)	3
Trade Shows and Events (TAH 45)	3
Introduction to Professional Food Service (TAH71)	3
Introduction to Restaurant and Catering Operations (TAH 72)	3
Catering and Beverage Operations (TAH 43)	3

GROUP REQUIREMENTS**9 CREDITS

A minimum of three credits each selected from at least three different groups—I thru IV—must be in 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

4 credits

Biological Sciences - Mathematics & Computer Science - Physical Sciences

notes

CERTIFICATE IN ENTREPRENEURIAL STUDIES •TOTAL CREDITS 25

Requirements for Matriculants

DEPARTMENT REQUIREMENTS §

All Majors MUST TAKE:

Fundamentals of Accounting I (ACC 11)	4	credits
Small Business and the Entrepreneurial Perspective (ES 51)	3	
Legal Issues for the Entrepreneurial and Small Firm (ES 52)	3	
Entrepreneurial Strategic Planning (ES 55)	3	
Cases in Entrepreneurial Strategies (ES 57)	3	
Introduction to Computer Concepts (BA 60)	3	
Effective Public Speaking (SPE 21)	3	
General Psychology (PSY 11)		
OR		
Introduction to Sociology (SOC 31)	3	
Total Credits	25	

•This program is within the Business Department

§Consultation with the Department Advisor is required.

CERTIFICATE IN EXERCISE SCIENCE/PERSONAL TRAINING•TOTAL CREDITS: 30

COLLEGE REQUIREMENTS

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

DEPARTMENT REQUIREMENTS S

Foundations of Human Anatomy and Physiology (BIO 7)	3	credits
Human Anatomy and Physiology I and II (BIO 11,12)	8	
The Science of Nutrition (BIO 70)	3	
Kinesiology of Exercise (EXS 10)	3	
Physiology of Exercise (EXS 11)	3	
Health Risk Appraisal (EXS 12)	3	
Fitness Assessment and Exercise Prescription (EXS 13)	3	
Exercise Leadership Seminar (EXS 16)	1	
Cardiopulmonary Resuscitation (HE 20)	1	
First Aid and Personal Safety (HE 35)	2	
Total Credits	30	

§Consultation with the Department Advisor is required.

+This program is within the Department of Health, Physical Education and Recreation

notes



notes

+ *ART 31 – 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 32 – ART IN SPAIN (3 crs. 3 hrs.)

This course in the Overseas Program is an introduction to the different periods of art in Spain and will include a survey of prehistoric cave paintings, monuments, cathedrals and master painters, historic through contemporary.

+ *ART 33 – SURVEY OF ART HISTORY: FROM ANCIENT TO RENAISSANCE ART (3 crs. 3 hrs.)

Historical view of Western art and some non-Western Art designed to survey in chronological sequence, the evolution of style and form in the major arts from pre-history through the Renaissance. Required of Art Majors in first year. See Department Advisor

+ *ART 34 – SURVEY OF ART HISTORY: FROM RENAISSANCE TO 19TH CENTURY ART (3 crs. 3 hrs.)

Study of Western art from the Renaissance to the mid-nineteenth century, noting changes and growth in style and form.

+ *ART 35 – MODERN ART: FROM 1880 TO 1945 (3 crs. 3 hrs.)

Introduction to the early development of Modern Art. Study provides insight into the aesthetic climate in late nineteenth century France and traces the emergence of various styles and artists through the first decades of the twentieth century. Personal research and visits to New York City museums are integral components of the course.

+ *ART 36 – MODERN ART: FROM 1945 TO PRESENT (3 crs. 3 hrs.)

International and American trends in painting, sculpture and architecture during the second part of the twentieth century, leading to current directions in the visual arts. The interrelationship of art and contemporary culture is discussed in slide lectures supplemented by personal research and visits to New York City art museums and galleries.

+ *ART 37 – AFRICAN, OCEANIC AND NATIVE AMERICAN ART (3 crs. 3 hrs.)

The art of Africa, Oceania, the North American Indian and the Pre-Columbia civilizations of Central and South America in its cultural contexts.

+ *ART 38 – RENAISSANCE ART (3 crs. 3 hrs.)

History of the development of art from the Gothic to the Humanist movement, including the Renaissance, with an analysis of the new concepts of nature, history and man in Italy.

***ART 39 – HISTORY OF WOMEN IN ART(3 crs. 3 hrs.)**

A survey of women in the visual arts from the ancient world through the present, including her image, her traditional arts, gender description from professional institutions, individual women artists, their liaisons, and the evolution of feminist art.

***ART 40 – DESIGNING WITH TYPE (3 crs. 4 hrs)**

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

***ART 42 – THREE DIMENSIONAL ILLUSTRATION (3 crs. 4 hrs)**

Studio course explores three-dimensional illustration techniques of model-making and design and their commercial and fine art applications.

Prerequisites : ART 55 and ART 57

+ *ART 43 – DIGITAL ART ILLUSTRATION (3 crs. 4 hrs.)

Illustrators, designers and desktop publishers learn basic concepts and receive hands-on experience in the use of a

major computer illustration program which can be applied to commercial and fine-art illustration.
Prerequisite: ART 55

***Art 44 – STILL LIFE PAINTING (3 crs. 4 hrs.)**

A studio course using methods of oil and/or acrylic painting in a concentrated approach to the expressive possibilities of still life as a subject matter.
Prerequisite: ART 59 or Department Permission

***ART 45 – COMPUTER ART (3 crs. 4 hrs.)**

Introductory course to the computer as a complete publishing system and as a graphic design and illustration tool for creating finished portfolio pieces.
Prerequisite: ART 55

***ART 46 – COMPUTER-ASSISTED ILLUSTRATION (3 crs. 4 hrs)**

Introduction to core features and functions of a computer-assisted illustration program. To be used as an image manipulation tool, an image re-touching tool, an effects tool, an illustration and paint program, as well as a tool to import and scan images and perform color and tonal corrections.
Prerequisite: ART 45, ART 55

***ART 47 – AMERICAN ART (3 crs. 3 hrs.)**

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

+ *ART 51 – PHOTOGRAPHY I (3 crs. 4 hrs.)

Introduction to the rudimentary ideas and techniques of photography. Camera, film, development process and artistic possibilities realized with the photographic print are considered.

+ *ART 52 – PHOTOGRAPHY II (3 crs. 4 hrs.)

During this "Professionalism in Photography" course, students are taught to understand the place of photography in our society and how to realize one's potential through photography. Analysis of professional standards and how to mold personal work to attain those standards, is included.
Prerequisite: ART 51

***ART 53 – PHOTOJOURNALISM I (3 crs. 4 hrs.)**

Prerequisite: ART 51
Photography and documentary story-telling encompass the use of written and visual communication. This course is designed to provide students with the skills and techniques necessary to create a professional-quality portfolio of work. The course will cover the history of photography, the elements of composition, lighting, and the use of color. Students will learn how to use a camera and how to develop and print photographs. The course will also cover the use of photography in advertising, journalism, and fine art. Students will be required to complete a series of assignments that will challenge their creative and technical abilities. The course will culminate in a final project that will require students to create a cohesive body of work that demonstrates their understanding of the medium and their ability to communicate through photography.



***ART 69 – ILLUSTRATION STYLE (3 crs. 4 hrs.)**

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

***ART 73 – PUBLICATION DESIGN (3 crs. 4 hrs.)**

Evaluation and design of Web pages using software including Quark X-press, Illustrator, Flash and Dreamweaver.
Prerequisites.: ART 46 and either ART 74 or ART 40

+ *ART 73 – PUBLICATION DESIGN (3 crs. 4 hrs.)

Layout design for publications emphasizing newspapers, magazines, newsletters and pamphlets. Students strive for the greatest artistic and practical effect obtainable from applying the principles of design.

+ *ART 74 – EXPERIMENTAL TYPOGRAPHY (3 crs. 4 hrs.)

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ART 86 – INTERMEDIATE LANDSCAPE PAINTING (3 crs. 4 hrs.)

The experimental approach to landscape painting will be extended within a more personally directed context.
Prerequisite: ART 85

ART 87 – TRANSPARENT WATERCOLOR PAINTING (3 crs. 4 hrs.)

The interactions of brush and color with paper and water and the use of different color-wash techniques.
Prerequisite: ART 59

ART 88 – INTERMEDIATE WATERCOLOR PAINTING (3 crs. 4 hrs.)

Advanced study of transparent watercolor painting, using wet-into-wet and glazing techniques.
Prerequisite: ART 87

ART 90 – INTRODUCTION TO WELDED SCULPTURE (3 crs. 4 hrs.)

The different processes of joining metals used in the creation of a welded sculpture as various techniques of sculpting in metal are explored.
Prerequisite: ART 61

+ Basic Course

★Meets CPI requirements for Fine Arts

A. S. Degree
FINE ARTS
Requirements - page 57

A.A.S. Degree
GRAPHIC DESIGN AND ILLUSTRATION
Requirements – page 76

BEHAVIORAL SCIENCES AND HUMAN SERVICES DEPARTMENT

Room D-309

ext. 5630

Leslie Arberman,

ANTHROPOLOGY

+🌐ANT 37 – INTRODUCTION to ANTHROPOLOGY (3 crs. 3 hrs.)

A comparative study of the human condition in various societies and its application in solving practical problems.

EDC 31 – SOCIAL SCIENCE IN CHILDHOOD EDUCATION (3 crs. 3 hrs. plus 3 field hours)

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

PSY 28 – CONTEMPORARY PSYCHOLOGICAL VIEWPOINTS (3 crs. 3 hrs.)

Trends in contemporary psychological theories, including the shift from psychology as a natural science to a human science. The roles of evolutionary psychology, cognitive constructivism, and feminist theories and their historical and cultural contexts as they affect human consciousness.

Prerequisite: PSY 11

PSY 32 – HUMAN GROWTH AND DEVELOPMENT (3 crs. 3 hrs.)

Human development from infancy through childhood, adolescence, and adulthood. Intellectual growth, personal and social adjustment, the relationship between physical and mental development, and typical problems in various stages of the life-cycle.

Prerequisite: PSY 11

PSY 34 – PSYCHOLOGY OF PERSONALITY (3 crs. 3 hrs.)

Various personality theories are examined to demonstrate the diverse ways of dealing with basic personality problems.

Prerequisite: PSY 11

PSY 35 – EDUCATIONAL PSYCHOLOGY (3 crs. 3 hrs.)

Current scientific theory and research relating to formal learning environments including: process of human learning; concept-formation; language affecting acquisition and retention; new approaches to motivate and direct learning; new methods of organizing and transmitting information and knowledge.

Prerequisite: PSY 11

PSY 36 -- ABNORMAL PSYCHOLOGY (3 crs. 3 hrs.)

Concepts of normality and abnormality, and significant theoretical contributions to personality disorganization. Historical factors and current trends in the field of Mental Health and causes of behavioral disorders are discussed in terms of the impact of social, cultural, genetic and other factors. Survey of treatment methods included.

Prerequisite: PSY 11

PSY 37 – PSYCHOLOGY OF WOMEN (3 crs. 3 hrs.)

Study of psychological factors specifically related to women, including the traditional models of femininity in social, occupational, and sex roles. The approach is analytical, beginning with denotative and connotative definitions of terms, analyzing traditional and new female models and identities and some problems these models present in personality integration. Recent psychological research on women is reviewed. Male and female student experiences are used to help support, or refute, theories presented.

Prerequisite: PSY 11

PSY 81 – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

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

PSY 82 – (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.

SOCIOLOGY

 **SOC 32 – URBAN SOCIOLOGY (3 crs. 3 hrs.)**

To better understand the effects of urbanization, the inherent contradictions in urban living are reviewed in terms of the multiplicity of problems that currently challenge the city.

Prerequisite: SOC 31

 **SOC 33 – SOCIAL PROBLEMS: INSTITUTIONS IN CRISIS (3 crs. 3 hrs.)**

The social ills currently facing American society, includes the major conflicts and social changes in community institutions. Each problem is approached as a crisis facing a particular institution. Appropriate changes in policy are suggested to resolve the problems.

Prerequisite: SOC 31

 **SOC 34 – URBAN ANTHROPOLOGICAL AND SOCIOLOGICAL FIELDWORK (3 crs. 4 hrs.)**

Concepts and techniques for doing social research using participant observation fieldwork. Students will have direct, personal experience doing fieldwork projects of their choice and learn to write them as ethnographies.

Prerequisite: ANT 37 or SOC 31

 **SOC 35 – SOCIOLOGY OF THE FAMILY (3 crs. 3 hrs.)**

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

Prerequisite: SOC 31



BIOLOGICAL SCIENCES DEPARTMENT

Room S-244

ext. 5502



Carla Beeber, Assistant Professor

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

Carol Biermann, Professor

Rosa M. Bradley, Associate Professor; Coordinator, Occupational Therapy Transfer Option and Pharmacy Transfer Option Programs

Mary Dawson, Assistant Professor

James C. Goetz, Assistant Professor

Judith Hugo, Senior College Laboratory Technician

Christina Hurley, Assistant Professor; Co-Director, Physical Therapist Assistant Program Pre-Physical Therapy Program

Miriam Kittrell, Professor

Mohamed Lakrim, Assistant Professor

Peter A. Lanzetta, Professor

Georgia Lind, Assistant Professor

Theodore C. Markus, Professor

LaShon McKenzie, Senior College Laboratory Technician

Mary Theresa Ortiz, Associate Professor

Peter Pilchman, Professor

Marion T. Saccardi, Senior College Laboratory Technician

Gary B. Sarinsky, Assistant Professor

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

Anthea Stavroulakis, Associate Professor

Loretta Taras, Associate Professor

Arthur N. Zeitlin, Professor and Chairperson

🍏+ BIO 7 – FOUNDATIONS OF HUMAN ANATOMY AND PHYSIOLOGY (3 crs. 3 hrs.)

Fundamental principles covered are those underlying the study of anatomy and physiology: molecular organization of cells and their environment; cell structure and cell physiology; enzymes and metabolic pathways, and a survey of histology and the integumentary system. Laboratory sessions include the use of the microscope membrane transport phenomena and microscopic studies of human tissues. This course **does not** satisfy the Biology major elective requirement.

Prerequisite: Passing scores on the CUNY ACT in Reading and Writing and the CUNY Math Skills Exam or the equivalent.

NOTE: Students interested in the 3 semester Human Anatomy and Physiology sequence start with BIO 7 followed by BIO 11, then BIO 12. Students who have prior course work in Biological Sciences, and want to be exempt from BIO 7, may take the BIO 7 Exemption Exam. Information is available in the Department Office (S-244). Passing score permits entry directly into BIO 11.

~ + BIO 10 – PREPARATORY BIOLOGY* (0 crs. 4 hrs. – 4 equated crs.)

Biology Majors or Allied Health Science students with little or no previous biology course instruction who require background preparation for advanced biology courses may elect to take this course. Introduction to fundamental concepts in biology and related physical and chemical processes through demonstrations, "hands-on" experiences, readings, discussions and presentations. Basic skills and procedures related to biological laboratory practices. Students are encouraged to obtain assistance in the college's reading skills programs. This course **does not** satisfy the Biology major elective requirement.

* Enrollment limited to recommended students based on science background and placement examination scores. Does not fulfill science requirements for any degree. Students who do not pass CUNY ACT English and the Assessment Test in Mathematics must successfully complete BIO 10, and pass the CUNY Reading, Writing and Mathematics tests before enrolling in BIO 7.

+ 🍏BIO 11,12 – HUMAN ANATOMY AND PHYSIOLOGY I and II (4 crs. 6 hrs. each semester)

tion given to water, food and dairy microbiology. This course satisfies the elective credit requirement for Biology majors.

Prerequisites: BIO 14, CHM 11

Recommended: CHM 12

🍏B10 51 – MICROBIOLOGY IN HEALTH AND DISEASE (4 crs. 6 hrs.)

Lecture and laboratory study of the principles and practices of microbiology; pure culture techniques; micro-organisms and their environments; physical and chemical factors affecting growth, immunology, epidemiology; relationship between humans and the microbiological world. Suggested primarily for students in the allied health sciences. This course **does not** satisfy the Biology major elective requirement.

Prerequisite: BIO 12

FOR NURSING STUDENTS ONLY: BIO 51 must be taken BEFORE or WITH NUR 21. Students who withdraw from BIO 51 cannot continue in NUR 21.

🍏BIO 52 – MARINE BIOLOGY (4 crs 6 hrs.)

Lecture and laboratory study of interrelationships between various environmental factors (physical, chemical and biological) and the (distribution and physiology of selected marine organisms. Special attention to ecological techniques and taxonomic methods. Field trips supplement laboratory work. This course satisfies the elective credit requirement for Biology majors.

Prerequisites: BIO 14, CHM 11 or Department permission.

🍏BIO 53 – ECOLOGY (4 crs. 6 hrs.)

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

Prerequisite: BIO 14

🍏BIO 54 – BOTANY (4 crs. 6 hrs.)

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

Prerequisite: BIO 14

Pre or Corequisite: CHM 11

🍏BIO 55 – BIOLOGY OF THE INVERTEBRATES (4 crs. 6 hrs.)

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

Prerequisite: BIO 14

Pre or Corequisite: CHM 11

🍏B10 59 – 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;

+ BIO 70 – THE SCIENCE OF NUTRITION (3 crs. 3 hrs.)

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

BIO 81 – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

PTA 6 – CLINICAL PRACTICUM I (3 crs. 35 hrs.)

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

Prerequisite: PTA 5

PTA 7 – MODALITIES AND PROCEDURES II (4 crs. 6 hrs.)

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

Prerequisites: PTA 3, 4, 5,6, BIO 12

Corequisite: PTA 8

PTA 8 – SELECTED TOPICS IN PHYSICAL THERAPY (5 crs. 8 hrs.)

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

Prerequisites: PTA 4, 5, 6, BIO 12

Corequisite: PTA 7

PTA 9 – CLINICAL PRACTICUM II (3 crs. 35 hrs.)

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

Prerequisite: PTA 8

PTA 10 – INTRODUCTION TO PHYSICAL THERAPY (3 crs. 3 hrs.)

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

Corequisites: BIO 11, PTA 1, PTA 2 and PTA 20

PTA 20 – PATHOLOGY (3 crs. 3 hrs.)

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

Prerequisite: BIO 7

Corequisites: PTA 1,2,10, BIO 11

🍏 Meets CPI in Lab Science

A.S. Degree
BIOLOGY
Plus –
Options in
BIOTECHNOLOGY
MARINE BIOLOGY
OCCUPATIONAL THERAPY
PHARMACY
PHYSICIAN ASSISTANT
PREPARATION FOR TEACHING
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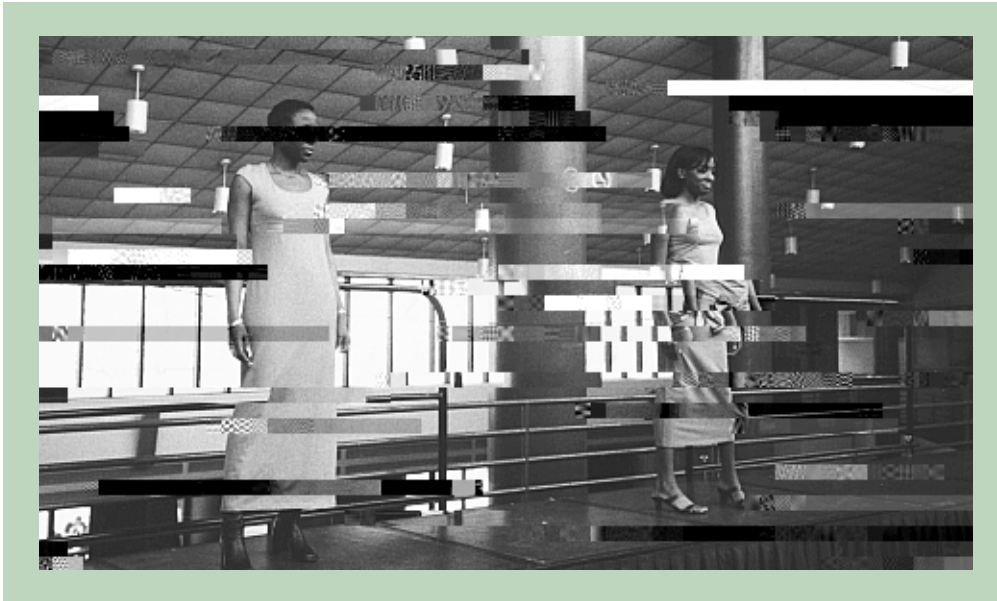
A.S. Degree
PRE-PHYSICAL THERAPY
Requirements – Page 63

A.S. Degree
PHYSICAL THERAPIST ASSISTANT
Requirements – Page 82

BUSINESS DEPARTMENT

Room M-355

ext. 5555



Norman Adise, *Assistant Professor*
Susan Aranoff, *Professor*
Renato Bellu, *Professor*
Joseph Consolo, *Lecturer*
Jay Gelbein, *Professor*
Shereen Grossman, *Lecturer*
Joseph Guardino, *Professor*
Amy Haas, *Associate Professor*
Nat Hirschfeld, *Assistant Professor*
Charles Kee, *Associate Professor*
Rose Litvack, *Professor*
Maxine McGarvey, *Instructor*
Consolacion Magdangal, *Assistant Professor*
Edward Martin, *Professor and Chairperson*
Theresa Mastrianni, *Lecturer*
Fredric Mayerson, *Professor*
Andre Montero, *Professor*
Darry Romano, *Lecturer*
Eric Rothenburg, *Assistant Professor*
Jacqueline Scerbinski, *Assistant Professor*
David Zwibel, *Assistant Professor*

ACCOUNTING

+ ACC 11 – FUNDAMENTALS OF ACCOUNTING I (4 crs. 4 hrs.)

ACC 60 – MICROCOMPUTER ACCOUNTING APPLICATIONS (3 crs. 3 hrs.)

BA 31 – 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 11

+ BA 33 – 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: ENG 93 or passing score on the CUNY ACT in Writing.

BA 52 – 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 14

+ BA 60 – INTRODUCTION TO COMPUTER CONCEPTS (3 crs. 4 hrs.)

Microcomputers have changed the way managers evaluate data, make decisions, and communicate. This lab-oriented course introduces the business student to the "Big Four" business applications: Electronic Spreadsheets; Data Management; Word Processing; Graphics. Concentrating on actual business software, students learn conceptual and operational skills necessary to successfully compete in the modern microcomputer business environment.

NOT open to Computer Information System Majors.

Students who completed CP 11 or CIS 11 will NOT receive credit for this course.

BA 61 – SPREADSHEET APPLICATIONS IN BUSINESS (3 crs. 3 hrs.)

Advanced spreadsheet applications in business. An intensive look at electronic spreadsheets in a lab-oriented course.

Prerequisite: BA 60 or equivalent

ECONOMICS

+ ECO 12 – MACROECONOMICS (3 crs. 3 hrs.)

The nature and methods of economics include: the economizing problem, American capitalism, national goals, basic principles of money and banking. Detailed analysis of supply and demand, the mechanics of prices in different market structures, national income and employment theory, monetary and fiscal policy, problems of economic growth and stability.

+ ECO 13 – 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.

+ ECO 14 – MONEY AND BANKING (3 crs. 3 hrs.)

The nature and function of money, monetary systems and monetary standards. Detailed analysis of the organization, policies, and operation of our public and private financial institutions, commercial banking, investment banking, central banking, and other financial intermediaries. The relationships of money and banking to economic activity.

+ ECO 20 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 82 – (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 12 and 14 DO NOT meet Group III requirements for students majoring in Accounting or Business Administration. For students majoring in Retail Merchandising, ECO 14 does not meet Group III requirements.

 Meets CPI requirements for Social Sciences

ENTREPRENEURIAL STUDIES

ES 51 – SMALL BUSINESS AND THE ENTREPRENEURIAL PERSPECTIVE (3 crs. 3 hrs.)

A comprehensive prospective with which to better understand the determining factors in successfully starting a new business. In addition to familiarizing students with the characteristics and nature of the entrepreneurial personality and providing a framework for self-analysis, the course addresses particular needs of small entrepreneurial businesses including marketing, finance, human resources management and crafting the business plan.

Corequisite: ACC 11

ES 52 – LEGAL ISSUES FOR THE ENTREPRENEURIAL AND SMALL FIRM (3 crs. 3 hrs.)

Legal issues pertaining to the starting and managing of a small, entrepreneurial business. A comprehensive understanding of essential legal issues including an evaluation of the best business form, special laws affecting small businesses, credit and collection laws, patents and trademark, sales, contract and warranties, commercial real estate and leases, and other pertinent issues. A review and practical application of actual legal and business forms.

ES 55 – ENTREPRENEURIAL STRATEGIC PLANNING (3 crs. 3 hrs.)

A strategic planning approach for the successful growth of small entrepreneurial firm. The course is designed to provide the student who completed ES 51 with a framework with which competitive advantage can be maintained and enhanced. An effective analysis of macro and micro aspects of the small entrepreneurial firm in order to better exploit opportunities while avoiding potential threats.

Prerequisite: ES 51

ES 57 – CASES IN ENTREPRENEURIAL STRATEGIES (3 crs. 3 hrs.)

Practical information concerning venture creation and management through an in-depth analysis of case studies and through presentations and discussions by guest entrepreneurs.

Prerequisite: ES 51

Corequisite: ES 55

Certificate

ENTREPRENEURIAL STUDIES

Requirements – page 90

RETAIL MERCHANDISING

+ RM 31 – ELEMENTS OF RETAIL MANAGEMENT (3 crs. 3 hrs.)

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

+ RM 33 – SALESMANSHIP (3 crs. 3 hrs.)

Principles of selling based on modern marketing concepts. Consumer needs and desires combined with company objectives, contributions of the behavioral sciences to the study of consumer behavior and buying patterns, organization and control of wholesale, industrial, and retail sales.

RM 34 – MERCHANDISING PLANNING AND CONTROL (3 crs. 3 hrs.)

Basic merchandising principles to understand the principles of good merchandise planning and decision making. Students acquire the ability to adjust to continually changing conditions in the retailing environment. Topics include: stock planning, market evaluation, fashion forecasting and pricing.

Prerequisite: RM 31

FM 35 – TEXTILE AND NON-TEXTILE ANALYSIS (3 crs. 3 hrs.)

Fashion fabrics and non-textile merchandise information, including their identification, characteristics, merits, limitations and care. Study of natural and man-made fibers, types of yarns, construction, finishes, coloring of fabrics, sales, leather, rubber, plastic, paint, papers, furs, jewelry, cosmetics, soaps, synthetic detergents, and other non-textile products.

Prerequisite: RM 31

FM 36 – VISUAL MERCHANDISING AND DISPLAY (3 crs. 4 hrs.)

Visual merchandising communicates merchandise information to customers and encourages people to buy. The purpose, value, and methods of display as a part of sales promotion and how it fits into the total marketing picture, designing and building interior window and point-of-purchase merchandise displays.

Prerequisite: RM 31

FM 37 – FASHION MERCHANDISING (3 crs. 3 hrs)

Course will prepare students for career paths as buyers and merchandisers by acquainting them with renowned designers of the past and present and by exploring current trends in men and women's apparel.

FM 39 – FASHION SALES PROMOTION (3 crs. 3 hrs.)

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

Prerequisite: FM 37

RM 81 – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

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

RM 82 – (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.

COMMUNICATIONS AND PERFORMING ARTS DEPARTMENT

Room E-309

ext. 5591



Sheldon I. Aptekar, *Professor*

Lucia Buttarò, *Assistant Professor*

Paul Cameron, *Assistant Professor*

Eleanor Cory, *Associate Professor*

David Frankel, *Associate Professor and Chairperson*

Marta Ghezzi, *Professor*

Cindy Greenberg, *Professor*

Robert Herklotz, *College Laboratory Technician*

Cliff Hesse, *Professor*

William McKinney, *Professor*

Gloria Nicosia, *Associate Professor*

Edward Rohrllich, *Senior College Laboratory Technician*

Arnold Rosner, *Associate Professor*

Edward Schweibacher, *Adjunct College Laboratory Technician*

Greg D. Sutton, *Higher Education Associate*

Samuel Taitt, *Assistant Professor*

MCB 45 – "THE GOLDEN AGES" OF RADIO AND TELEVISION (3 crs. 3 hrs.)

A detailed examination of the two great periods of discovery for the broadcast media: 1927-1939 for radio; and 1947-1959 for television. An analysis of why these periods were critical in the development of their respective media.

MCB 46 – BROADCAST TECHNOLOGY (3 crs. 3 hrs)

Basic broadcasting technology skills utilized in the field of radio and television and other audio and video applications. Topics include set-up, physical maintenance, alignment, synchronization, flow charts and interfacing of various equipment.

Prerequisite: MCB 39 and successful completion of the CUNY math exam

MCB 48 – ADVANCED VIDEO PRODUCTION (3 crs. 3 hrs.)

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

Prerequisites: MCB 41, MCB 39

+ MCB 59 – RADIO STATION OPERATIONS (1 cr. 6 hrs.)

Day-to-day operations in a broadcast environment; airing news and music, network feeds, community interviews, scheduling, writing, and editing. Class meets once per week; other five hours arranged.

MCB 81 – 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 82 – INTERNSHIP (3 crs. 3 hrs.)

Applied work/study at professional broadcasting organizations.

+ MCF 40 – 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 41 – ANIMATION: CARTOON AND COMMENTARY (3 crs. 3 hrs.)

The history of animation from 1906 to the present; from its reference of entertainment to its social, political and philosophical use. Animation from around the world will be explored.

MCF 43 – 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 40

MCF 44 – FILM AND SOCIETY (3 crs. 3 hrs)

A view of the motion picture industry's depiction of an/or commentary upon various social issues. Topics may include women, politics, war and minorities.

***+ MCM 30 – MASS MEDIA (3 crs. 3 hrs.)**

Analysis of mass media to discover the way information is perceived and influences behavior. Extensive use is made of films, tapes, recordings and video tapes to examine the message systems employed by individuals, groups, institutions and politics. Focus is on radio, television, newspapers, magazines, film and advertising.

***+ MCM 31 – MEDIA AND CHILDREN (3 crs. 3 hrs.)**

The context and content of material presented to children by the various media including television, film, magazines, video games, records, comic books, computers and advertising, will be surveyed.

MCM 42 – COMMUNICATIONS: TECHNOLOGY AND CULTURE (3 crs. 3 hrs.)

Communication from Caveman to the computer. Examination of the origins of human communication and technologies in order to apply this knowledge to everyday business and personal life. Body language, color, art, music and architecture as communication media.

COM 11 – MASS COMMUNICATIONS (3 crs. 3 hrs.)

The study of mass communications and their effects on society and interpersonal communication through both historical and contemporary views. Communications systems, including print, film, and electronic media, will be considered with an emphasis on relevant speaking skills.

Prerequisite: Enrollment in the College Now Program

A.A.S. Degree

BROADCASTING TECHNOLOGY and MANAGEMENT–concentration in Music Technology

Requirements – page 69

PERFORMING ARTS

MUSIC

MUS 20 – THE BUSINESS OF SHOW BUSINESS (3 crs. 3 hrs)

(Also listed as BA 20, MCB 20 and THA 20)

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

+*MUS 21 – INTRODUCTION TO JAZZ (3 crs. 3 hrs)

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

+*MUS 22 – MUSIC OF THE TWENTIETH CENTURY (3 crs. 3 hrs)

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

***MUS 23 – INTRODUCTION TO SONGWRITING (3 crs. 3 hrs.)**

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

Prerequisite: ENG 93

+*MUS 24 – OPERA (3 crs. 3 hrs.)

Development of Opera, its sociological and political aspects, and its rich and varied literature in the Baroque, Classic, Romantic, and Modern Eras. Renowned operatic masterworks included.

+*MUS 27 – MUSIC OF THE WORLD'S PEOPLE (3 crs. 3 hrs.)

A listening survey of various folk and ethnic music forms performed and practiced worldwide by various social groups. Songs and dances associated with love, war, and rites of passage; evocative forms; drumming, chanting; instruments and languages as related to the musical forms; social, geographic, historical elements and their musical relevance.

+*MUS 30 – RUDIMENTS OF THEORY (3 crs. 3 hrs.)

+★MUS 31 – THE MUSICAL EXPERIENCE (3 crs. 3 hrs.)

Development of perceptive awareness of music through guided listening. Materials and forms of music and their use in musical literature.

★MUS 40 – MIDI (Musical Instrument Digital Interface) STUDIO OPERATIONS (1 cr.1 hr.)

Hands-on study of interaction and operation of electronic instruments found in a typical commercial MIDI studio; drum machine, multi-channel synthesizer, intelligent MIDI switch box, special effects processor. Equipment is used with an IBM PC to produce a stereo cassette recording.

Prerequisite: MUS 30

★MUS 41 – SEQUENCING (2 crs. 2 hrs.)

Hands-on introduction to the operation of music sequencing software for the IBM PC. Students use the sequencer programs to create original music.

Prerequisite: MUS 30

★MUS 42 – SOUND SYNTHESIS AND DIGITAL EDITING (3 crs. 3 hrs.)

The theory and practice of the creation of sound. Practice working with digital synthesizers to construct original sounds or model pre-existing ones. Editing of sounds directly on the computer using sound editing software.

Prerequisite: MUS 30

Pre or Corequisite: MUS 40

+ SPE 15 – SPEECH ARTS FOR PRE AND ELEMENTARY SCHOOL GRADES (3 crs. 3 hrs.)

Methods and materials for teaching speech arts in nursery and elementary schools. Students learn to understand

SPE 32 – CRITICAL ISSUES IN COMMUNICATIONS (3 crs. 3 hrs)

Speech presentation and research, examining today's critical communications issues such as: communications systems, the social environment, language, culture, media and technology. Open only to students in the Honors Option program.

Prerequisite: ENG 12

SPE 81 – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

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

SPE 82 – (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

🌐 Meets CPI requirement for Social Sciences

★ Meets CPI requirement for Fine Arts

✓ Meets CPI requirement for English

ENGLISH DEPARTMENT

Room C-309

ext. 5849



Steven Amarnick, *Assistant Professor*

Bonne August, *Professor and Chairperson*

Marcia Babbitt, *Associate Professor*

Robert Blaisdell, *Assistant Professor*

Norah Chase, *Professor*

Betsy McCully Cooper, *Assistant Professor*

Eileen Ferretti, *Assistant Professor*

Lea Fridman, *Associate Professor*

Kate Garretson, *Assistant Professor*

Matthew Gartner, *Assistant Professor*

Leonard Green, *Associate Professor*

Linda Holman, *Assistant Professor*

Loretta Kasper, *Professor*

Yvonne Laurenty, *Associate Professor*

Thomas Lavazzi, *Assistant Professor*

Natasha Lvovich, *Assistant Professor*

Inez A. Martinez, *Professor*

Gene McQuillan, *Associate Professor*

Norma Miles, *Assistant Professor*

Rebecca Mlynarczyk, *Associate Professor*

Susan O'Malley, *Professor*

Hope A. Parisi, *Associate Professor*

Maria Scordaras, *Instructor*

Robert Singer, *Professor*

Denis Sivack, *Assistant Professor*

Bailin Song, *Associate Professor*

Kenneth Speirs, *Assistant Professor*

Jack H. Taub, *Lecturer*

Ronald E. Walcott, *Lecturer*

Sheri Weinstein, *Assistant Professor*

FRESHMAN ENGLISH PROGRAM

At CUNY'S community colleges the CUNY ACT Tests in Reading and Writing are used to determine placement into or exemption from developmental reading and writing courses. Students cannot begin Freshman English until they have completed all required developmental work and passed both the CUNY Reading Test and the CUNY Writing Test.*

FRESHMAN ENGLISH

Kingsborough's Freshman English requirement consists of a two course sequence, ENG 12 (4 credits) followed by ENG 24 (3 credits). ENG 12 is a pre or co-requisite for all credit-bearing English courses.

+ ↗

to help them prepare for the required readings in their regular academic courses. Required of entering students who fail to pass the CUNY Reading Assessment Test but who have passed the CUNY writing test.

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 93, Developing Competence in Writing.

**Some students are exempt from the testing requirement.*

They include:

- a. 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);
- b. entering students who achieve a score of 480 or above on the Verbal section of the SAT;

- ESL 93 – DEVELOPING COMPETENCE Ls6q55 wW n(WRITCOMPFOR)TJ1.67766 1./CD 1 rs. 4 hrs. 4 equated1 redits)

@ENG 56 – 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 12

Course does NOT satisfy Group II "Literature" requirement.

@ENG 57 – CREATIVE WRITING: POETRY (3 crs. 3 hrs.)

Instruction and practice in writing traditional and new forms of poetry.

Prerequisite: ENG 12

Course does NOT satisfy Group II "Literature" requirement.

+ @/ENG 63 – SHAKESPEARE (3 crs. 3 hrs.)

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

Prerequisite: ENG 12

+ @/ENG 64 – 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 12

+ @/ENG 65 – 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 12

+ @/ENG 66 – 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 12

+ @/ENG 67 – WOMEN IN LITERATURE (3 crs. 3 hrs.)

ENG 81 – 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 82 – (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.

COLLEGE NOW

~ ESL BW1 – FOUNDATIONS FOR COLLEGE-LEVEL READING AND WRITING FOR ESL STUDENTS, 1 (O 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 and pass ELA Regents and college placement exams. Readings assigned from various genres and of varying lengths. First of a two-semester course sequence.
Prerequisite: Students must be designated as ESL.

~ ESL BW2 – FOUNDATIONS FOR COLLEGE-LEVEL READING AND WRITING FOR ESL STUDENTS, 2 (O crs. 4 hrs.)

High, intermediate/advanced portfolio, based course designed to help students develop the fluency, focus, analytical and organizational skills needed to become successful college writers and pass ELA Regents and college place-

FOREIGN LANGUAGES DEPARTMENT

Room E-309A

ext. 5403



Alfonso García-Osuna, *Associate Professor and Chairperson*

Roslin Khan, *Assistant Professor*

Frantz A. Leconte, *Associate Professor*

Eduardo Lolo, *Assistant Professor*

Gloria Pollack, *Associate Professor*

Ronald Schwartz, *Professor*

Angela Toscano, *Lecturer*

FRENCH

f+ FR 1 – ELEMENTARY FRENCH 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.)

f+ FR 2 – ELEMENTARY FRENCH II (4 crs. 4 hrs.)

Further development of language skills, comprehension, speaking, reading and writing.

Prerequisite: FR 1 or acceptable Language Placement Examination score.

f+ FR 3 – INTERMEDIATE FRENCH I (3 crs. 3 hrs.)

Progressive development of language skills, based on foundations established in elementary French. Grammar review supplemented by readings of modern French literature.

Prerequisite: FR 2 or acceptable Language Placement Examination score.

fFR 4 – INTERMEDIATE FRENCH II (3 crs. 3 hrs.)

Advanced grammar, composition and reading of modern French authors.

Prerequisite: FR 3 or acceptable Language Placement Examination score.

f+ FR 22 – FRENCH CONVERSATION (3 crs. 3 hrs.)

Practice in conversational patterns and basic vocabulary leading to fluency in everyday situations.

Prerequisite: FR 1 or acceptable Language Placement Examination score

FR 57 – 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 81 – 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 82 – (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 a maximum of two semesters between student and faculty member and must be approved by the Department. Placement Examination score. Emphasis on correct pronunciation, use of the language laboratory and audio-visual materials, acquisition of elementary grammar for conversation.

f+ HEB 3 – 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 2 or acceptable Language Placement Examination score or three years of high school Hebrew or equivalent.

✓+ HEB 30 – 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 31 – 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 81 – 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 82 – (1-3 crs. 1-3 hrs.)

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

ITALIAN

f+ IT 1 – 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 con-

★IT 70 – ITALIAN CINEMA (3 crs. 3 hrs.)

History of Italian Cinema from the silent era and Fascist period to the present, with emphasis on postwar neorealism and the major directors of the sixties and seventies. Films in Italian with English subtitles. Instruction is in English. Prerequisite: ENG 12

IT 81 – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

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

IT 82 – (1-3 crs. 1-3 hrs.)

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

SPANISH

f+ SPA 1 – ELEMENTARY SPANISH I (4 crs. 4 hrs)

One-year course designed for students with no previous training in the language, or, as indicated by the Language Placement Examination score. Emphasis on correct pronunciation through intensive oral practice, use of language laboratory and audio-visual materials, acquisition of basic vocabulary and the elements of grammar for conversation, comprehension, reading and writing.
(NOTE: Not open to native speakers.)

f+ SPA 2 – ELEMENTARY SPANISH II (4 crs. 4 hrs)

Further development language skills, comprehension, speaking, reading and writing.
Prerequisite: SPA 1 or acceptable Language Placement Examination score

f+ SPA 3 – INTERMEDIATE SPANISH (3 crs. 3 hrs.)

Progressive development of language skills, based on foundations established in elementary Spanish. Grammar review is supplemented by readings of modern Spanish literature.
Prerequisite: SPA 2 or acceptable Language Placement Examination score

fSPA 4 – READINGS IN HISPANIC LITERATURE (3 crs. 3 hrs.)

Advanced grammar and composition through selected readings in Hispanic literature.
Prerequisite: SPA 3 or acceptable Language Placement Examination score

+ SPA 11 – SPANISH FOR TEACHERS I (4 crs. 4 hrs.)

Teachers are introduced to Spanish language fundamentals. Development of basic conversational ability, grammar patterns, understanding writing and reading through intensive practice in the classroom. Language lab drills use computer software, audio-visual and musical materials. Different approaches for teaching Spanish to children.
OPEN to TEACHERS ONLY or Department permission.

SPA 12 – SPANISH FOR TEACHERS II (4 crs. 4 hrs.)

Further development of Spanish language skills for teachers includes: study of basic grammatical patterns; development and acquisition of new vocabulary; ample utilization of language lab and classroom drills; use of computer software, audio-visual and musical materials. Various approaches for teaching Spanish to children.
OPEN to TEACHERS ONLY or Department permission.
Prerequisite: SPA 11 or equivalent

+ SPA 17 – INTENSIVE REVIEW OF SPANISH GRAMMAR (3 crs. 4 hrs. – 1 equated cr.)

For students who have had three or more years of high school Spanish but have not studied the language for a substantial period of time, or for Spanish native speakers with limited formal training in the language.
Prerequisite: Acceptable Language Placement Examination score

f+ SPA 18 – PROPER MODELS OF SPANISH GRAMMAR AND CONVERSATION FOR NATIVE SPEAKERS (3 crs. 3 hrs.)

For Spanish-speaking students, stress on improvement of reading and writing skills.

Prerequisites: Native conversational ability, acceptable Language Placement Examination score and Department permission.

f+ SPA 22 – ELEMENTARY SPANISH CONVERSATION (3 crs. 3 hrs.)

Basic conversational skills for students who wish to use Spanish language to communicate with Spanish-speaking people.

Prerequisite: SPA 2 or three years of high school Spanish or Department permission.

✓*+ SPA 30 – READING IN PENINSULAR SPANISH LITERATURE IN TRANSLATION(3 crs. 3 hrs.)

A study, analysis and discussion of the most outstanding literary productions of Spain, from the Middle Ages to contemporary texts. The course will be taught entirely in English.

Pre or Corequisite: ENG 12

+ SPA 31 – READINGS in SPANISH-AMERICAN LITERATURE in TRANSLATION (3 crs. 3 hrs.)

For students who wish to explore the high points of Spanish-American literature. Instruction is entirely in English. Open to all students.

f+ SPA 33 – INTERMEDIATE SPANISH CONVERSATION (3 crs. 3 hrs.)

Intensive practice in spoken Spanish for students who wish to use the language to communicate with Spanish-speaking people, and students of Spanish in familiar situations.

Prerequisites: SPA 2, 22 or Department permission.

+* SPA 34 – SPANISH AMERICA: CULTURE, ART and MUSIC (3 crs. 3 hrs.)

Outstanding facets of Spanish-American culture, includes all important historic, political, literary and artistic movements, individuals, ideas and periods. Grammar, literature and composition emphasized through reading selected representative authors and works of each period. Instruction is in both Spanish and English.

Prerequisite: SPA 4 or 18 or Department permission.

+✓ SPA 35 – THE CONTEMPORARY LATIN 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 12

+ SPA 36 – 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 18 or acceptable Language Placement Examination score

+ SPA 40 – SPANISH FOR STUDENTS IN CAREER PROGRAMS (3 crs. 3 hrs.)

Introduction to fundamentals of Spanish language specifically prepared for Education Associate, Early Childhood Education, Nursing, Sports, Fitness and Therapeutic Recreation students. This course is not intended for native Spanish speakers.

Prerequisite: Major Program Advisor permission.

SPA 44 – 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 3 or Department permission.

fSPA 53 – 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 4 or equivalent or Department permission.

fSPA 55 – 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.
Prerequisite: SPA 4 or equivalent or Department permission.

***SPA 70 – 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.

HEALTH, PHYSICAL EDUCATION AND RECREATION DEPARTMENT

Room G-201

ext. 5696



Rebecca Arliss, *Assistant Professor*

Michele Bracco, *Instructor*

Dominick Chiodi, *Athletic Director/Basketball Coach*

Catherine A. Dachtera, *Coordinator of Athletic; Facilities and Events*

Christine Fey, *Director of Exercise Science/Personal Training*

Ronald Gerwin, *Professor*

Barbara Ginsberg, *Professor; Director, "My Turn" Program*

Rachelle Goldsmith, *Professor; Director, Collaborative Programs*

Walter Hanula, *College Laboratory Technician*

Sherry H. Harris, *Assistant Professor*

Patricia Hazlewood, *Associate Professor; Director, Community Health Program*

Donald Hume, *Assistant Professor, Co-Director, Sports, Fitness and Therapeutic Recreation*

David Lawson, *College Laboratory Technician*

Gail Levine, *Associate Professor*

Samuel Scherek, *Professor and Chairperson*

Louis Shor, *Assistant Professor*

Nicholas Skirka, *Assistant Professor, Co-Director, Sports, Fitness and Therapeutic Recreation*

Silvea Thomas, *Associate Professor*

+ HE 35 – FIRST AID AND PERSONAL SAFETY (2 crs. 2 hrs.)

PEC 65 – AQUA EXERCISE (1 cr. 2 hrs.)

An overview of the scope of fitness attainable from a regulated program of exercising in water. Development of muscular strength, flexibility and increased aerobic capacity (endurance) is stressed in aqua aerobics and water exercise.

PEC 68 – COMPETITIVE TENNIS (1 cr. 2 hrs.)

For students who possess advanced tennis skills and wish to improve or apply them in varsity level competition.
Prerequisite: PEC 12, or permission of instructor

PEC 82 – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.
Following PEM and PEW courses meet for 2 hours a week and earn 1 credit each semester.
Men's Activities

+ PEM 2 – BASEBALL (Spring)

To develop individual and team techniques involved in "College Baseball". Conditioning, sportsmanship, team play, appreciation of the game and its rules, and other benefits.

+ PEM 5 – BASKETBALL TECHNIQUES

Various aspects of basketball include: basic skills, practice drills, individual and team responsibilities in man-to-man and zone defenses, offenses against man-to-man and zone defenses, coaching techniques and basketball strategy.

+ PEM 7 – SOCCER TECHNIQUES (Fall)

Soccer, the fastest growing team sport in the country, can be played by both sexes and all ages. Technical development, tactical understanding and appreciation of the popular sport.

PEM 82 – (1-3 crs. 1-3 hrs.)

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

WOMEN'S ACTIVITIES

+ PEW 2 – BASKETBALL

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

+ PEW 6 – SOFTBALL

Throwing, catching, batting and running skills are developed so the game of softball can be played with enjoyment and satisfaction. Strategies of play and rules of the game.

+ PEW 7 – POWER VOLLEYBALL

Introduction to the techniques of a highly skilled game of volleyball called power volleyball, including history, rules, scoring, terminology, general conditioning, individual volleyball skills, team play elements, specific offense and defense tactics.

SPORTS, FITNESS AND THERAPEUTIC RECREATION

+ REC 11 – INTRODUCTION TO RECREATION (3 crs. 3 hrs.)

Historical and philosophical foundations of recreation and leisure, study of institutions providing recreation services, and the socio-economic factors which influence the growth and development of recreation.

For Program Majors only

REC 12 – LEADERSHIP IN RECREATION AND PHYSICAL EDUCATION (3 crs. 3 hrs.)

Leadership, supervision, group dynamics, and proper teaching techniques in leisure services. Additional topics include conflict resolution, behavior management, values and ethics and risk management.

Pre or Corequisite: REC 11

+ REC 13 – SOCIAL RECREATION (3 crs. 3 hrs.)

How to conduct, plan and program social recreation activities in camps, centers, clubs, institutions and playgrounds. Under supervision, leadership is developed and performance evaluated.

Pre or Corequisite: REC 11

+ REC 14 – OUTDOOR RECREATION (2 crs. 2 hrs.)

Trends in outdoor recreation, place of the recreation leader in outdoor programs, scope and extent of programs in conservation, camping, aquatics and nature. Weekend camping trip required.

+ REC 15 – SUMMER CAMP LEADERSHIP (2 crs. 2 hrs.)

To prepare as future camp counselors, students examine basic camping philosophy, camping objectives, problems in the camping field, acquire skills and leadership essential in camp life. Weekend camping trip required.

+ REC 16 – FOLK AND SQUARE DANCE TEACHING TECHNIQUES (2 crs. 2 hrs.)

Folk and square dance basic movement, positions, etiquette and terminology are linked with teaching techniques.

REC 31 – THERAPEUTIC RECREATION FOR INDIVIDUALS WITH DISABILITIES I (3 crs. 3 hrs.)

The philosophy and history of Therapeutic Recreation (TR). The physical, social and psychological barriers to access as well as the principles of normalization and inclusion. An emphasis on the TR process and provision of a continuum of services based on clients' needs. Students learn how to adapt activities (e.g., aquatics, arts and crafts, dance) to meet the needs, interests and abilities of individuals with specific disabilities.

For Program Majors only

Prerequisites: REC 11 and 12

REC 32 – ORGANIZATION AND ADMINISTRATION OF RECREATION PROGRAMS (3 crs. 3 hrs.)

Underlying principles for effective recreation programming, considers operation of recreation facilities, including budget, public relations, records, reports, equipment and evaluation.

For Program Majors only.

Prerequisites: REC 12, 31, 91

+ REC 33 – SKILLS IN ARTS AND CRAFTS (2 crs. 2 hrs.)

+ REC 40 – SPORT AND AMERICAN SOCIETY (3 crs. 3 hrs.)

The development of selected sports as well as related contemporary and controversial issues in America approached from a sociological point of view. Additional topics include economic and media influences and future trends.

REC 45 – ADVANCED ARTS AND CRAFTS (2 crs. 2 hrs.)

To familiarize students with methods of design and decoration, a series of wood projects will be completed as the use of stencil, paint, varnish and hand detailing techniques are mastered.

Pre or Corequisite: REC 33 or 34.

+ REC 70 – METHODS OF TEACHING FITNESS AND RECREATION ACTIVITIES (3 crs. 3 hrs.)

Develop techniques, methods, skills and philosophy required to teach fitness and recreation activities.

+ REC 72 – EXPLORING LEISURE TO PROMOTE WELLNESS (2 crs. 2 hrs.)

The social, historical and cultural influences that shape attitudes towards leisure. Emphasis is on the contribution of leisure experiences to psycho/social/emotional and physical well-being. Through an experiential approach inside and outside class, students are encouraged to expand their leisure awareness.

REC 82 – (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.

REC 91 – FIELD EXPERIENCE IN SPORTS, FITNESS AND RECREATION (3 crs. 6 hrs.)

Students are assigned to supervised field work in a variety of community recreation agency settings. One hour seminar, field reports and class discussions of the experiences are included.

For Program Majors only.

Prerequisites: REC 11, 12, 13, 16, 31, 32, 33

REC 92 – FIELD EXPERIENCE IN SPORTS, FITNESS AND THERAPEUTIC RECREATION (3 crs. 6 hrs.)

Advanced field experience involves increased participation in the assigned recreation agencies, assignment to a second type of agency for varied experience, and one hour seminar.

For Program Majors only.

Prerequisite: REC 91 (REC 31 for students assigned to field experience for individuals with disabilities.)

EXERCISE SCIENCE AND PERSONAL TRAINING

EXS 9 – INTRODUCTION TO PERSONAL TRAINING (3 crs. 3 hrs.)

This course is the introduction course to the Personal Training major. All aspects of personal training will be covered, including the necessary qualifications and responsibilities of a trainer, the various job opportunities that are available, legal considerations, psychological and motivational factors in working with different types of individuals,

EXS 12 – HEALTH RISK APPRAISAL (3 crs. 3 hrs.)

Risk factors for coronary heart disease, chronic disease, pathophysiology, medications, biological and lifestyle risk factors, contraindications for exercise, and ethical concerns. Health risk appraisal instrumentation and methodology

Prerequisites: BIO 11, EXS 10

Corequisites: EXS 11 and EXS 13

HISTORY, PHILOSOPHY AND POLITICAL SCIENCES DEPARTMENT

Room D-309A

ext. 5417

Michael Barnhart, *Associate Professor*

Voorhees E. Dunn, *Associate Professor*

Joseph Felser, *Assistant Professor*

Norman Hanover

AMERICAN HISTORY

+🌐 HIS 11 – AMERICAN CIVILIZATION I (3 crs. 3 hrs.)

History of the American people from colonial times to the Civil War, includes: the birth and development of American society; the American Revolution; the rise of the common man; conquest of the frontier, slavery and the Old South.

+🌐 HIS 12 – AMERICAN CIVILIZATION II (3 crs. 3 hrs.)

American people from the Civil War to the present includes: reuniting the country after the Civil War; the role of Blacks in American society; growth of American business; immigration; the rise of the United States as a world power; American Society in the 20th century.

+🌐 HIS 15 – ERA OF THE CIVIL WAR: 1828 to 1877 (3 crs. 3 hrs.)

America, from the age of Jackson to Reconstruction, the growth of a national society, reform movements, the problem of slavery and race, sectionalism and nationalism, the Civil War and the triumph of American capitalism.

+🌐 HIS 20 – THE IMMIGRANT IN AMERICAN SOCIETY (3 crs. 3 hrs.)

Changing immigration pattern from the 17th century to the present. Immigrants, their motives and ambitions (background, role in American society, and contributions to American life).

+🌐 HIS 21 – POPULAR CULTURE IN AMERICA (3 crs. 3 hrs.)

Development of sports, fads, and folklore in America including additional significant aspects of American society from the colonial era to the present.

+🌐 HIS 41 – THE INDIAN IN AMERICAN HISTORY (3 crs. 3 hrs.)

History of the American Indian from Columbus to the present. Indian culture, its place in Indian history, Indian-white conflict, Indian problems in contemporary American society.

+🌐 HIS 50 – THE BLACK IN AMERICAN HISTORY (3 crs. 3 hrs.)

Study of Black Americans within the context of American civilization. Their role in the growth of the nation is examined to understand their contributions, their problems and the attitudes of all Americans, black and white, on the issue of race.

+🌐 HIS 55 – HISTORY OF ITALIAN AMERICANS (3 crs. 3 hrs.)

The circumstances of Italian immigration to the United States from the colonial period to the present. The Italians' contributions to American culture, their treatment in American literature, and the changes they experienced in their own lives, as a result of living in the United States.

+🌐 HIS 59 – MODERN AMERICA: 1920 TO PRESENT (3 crs. 3 hrs.)

Development of the United States from 1920 to the present. The Jazz Age, the Great Depression, the New Deal, World War II, the Cold War, the Civil Rights Revolution, and the protest movements of the 1960's.

+🌐 HIS 62 – HISTORY OF NEW YORK CITY (3 crs. 3 hrs.)

The history of the City of New York from its founding to the present. New York City's development; its history; its origin as a Dutch trading post; position in colonial culture and society; role in the American Revolution and the

+  HIS 66 – WOMEN IN THE SOCIAL SCIENCES (also listed as WS01) (3 crs. 3 hrs.)

An interdisciplinary study of women from an historical and multicultural perspective focusing on the socio-historical and political position of women. Social science and feminist theories are used to analyze gender inequality in American society. Gender differences are analyzed to understand women's historical and present social positions. Cross-cultural views of gender are also explored. Race, class, age and sexual orientation as well as gender are central analytical themes revealing the diversity of women's lives in contemporary America.

+  HIS 68 – WOMEN IN AMERICAN HISTORY (3 crs. 3 hrs.)

+🌐HIS 44 – THE NAZI HOLOCAUST (3 crs. 3 hrs.)

POLITICAL SCIENCE

+ 🌐 POL 50 – CLASH OF POLITICAL IDEAS: INTRODUCTION TO POLITICAL THEORY (3 crs. 3 hrs.)

Selected major political philosophers from Plato to Machiavelli from Locke and Rousseau to Hegel and Marx. What are the bases for political leadership, political obligation, majority rule and minority rights?

+ 🌐 POL 51 – AMERICAN GOVERNMENT AND POLITICS (3 crs. 3 hrs.)

Structure of the national government and the way it operates includes discussion of our democratic system, the three branches of government (executive, legislative and judicial), political parties, pressure groups, and current legislation.

+ 🌐 POL 52 – COMPARATIVE GOVERNMENT (3 crs. 3 hrs.)

The major types of political systems in selected foreign countries includes study of the role of ideology, economics, elite groups, political institutions, comparison of Western and non-Western systems, with emphasis on Britain, France, Germany, Italy, the Soviet Union and selected African, Asian, and Latin American countries.

+ 🌐 POL 53 – STATE AND LOCAL GOVERNMENTS AND POLITICS (3 crs. 3 hrs.)

The role of state and local governments in the American Political system particularly New York State, New York City and representative urban problems. Governmental structure is presented as the permanent yet changing framework within which urban-centered political action takes place.

+ 🌐 POL 54 – THE AMERICAN PRESIDENCY (3 crs. 3 hrs.)

Description and analysis of the Presidency as a post-World War II political institution. An historical introduction to the role of the President, the growth of the Presidency from 1789 to the present, and the factors currently affecting presidential elections, and presidential powers.

+ 🌐 POL 55 – AMERICAN POLITICAL PARTIES (3 crs. 3 hrs.)

The function and role of the American political party system in American life will be explored. Special emphasis will be given to social bases of voting blocks, patterns of voting and non-voting, the influence of money and interest groups on the parties and how the system has changed over time.

+ 🌐 POL 56 – CITY POLITICS (3 crs. 3 hrs.)

An examination of the urban community's political actions and response to government policy. How ethnic, racial, religious and economic groups interact within the political system to meet the needs of their respective communities.

+ 🌐 POL 57 – THE POLITICS OF ECONOMICS: INTRODUCTION TO POLITICAL ECONOMY (3 crs. 3 hrs.)

Political economy within a social, political and historical context and the problems of recession, inflation and resource insufficiency. "Getting and spending" and their concomitant politico-economic costs and benefits are dealt with in discussions and readings which are institutionally oriented rather than theoretically contrived. Attention is on existing and emerging public agencies and their constituencies, and on the nature of policy making and administration.

+ 🌐 POL 58--ENVIRONMENTAL POLITICS (3 crs. 3 hrs.)

the nature and causes of hazards that pose threats to the global environment and the policies that have been put forth to solve these problems. The roles played by political parties, interest groups and government in shaping public policy on the state, national and international levels are also examined.

+ 🌐 POL 59 – INTERNATIONAL RELATIONS (3 crs. 3 hrs.)

Analysis of the role of America in international relations with emphasis on sovereignty, state power, colonialism, imperialism, nationalism and ideologies, the role of international organizations and law, collective security and regionalism in the maintenance of international order.

+🌐POL 61 – PRINCIPLES OF PUBLIC ADMINISTRATION AND PUBLIC AGENCIES (3 crs. 3 hrs.)

The practice of American public administration emphasizing the role of bureaucracy in the American political system, political environment of public-sector administrative units, process of policy-making and policy implementation in the American political context, policy-making function of administrators and their relationships with other factors in the political process.

+🌐POL 63 – INTRODUCTION TO CRIMINAL JUSTICE (3 crs. 3 hrs.)

Introduction to the criminal justice system in the United States, includes study of crime and the three element which comprise the criminal justice system: police, courts and corrections. Attention is given to civil liberties issues which involve the procedural due process rights of persons accused of crime.

+🌐POL 64 – CRIME AND PUNISHMENT (3 crs. 3 hrs.)

To further education in criminal justice, focus will be on "Crime" and on "Punishment", the two major aspects of the criminal justice system. Course will consider the three sections: The Institution of Punishment, Crime and Criminals, Controlling Crime through Punishment.

+🌐POL 65 – CIVIL RIGHTS AND LIBERTIES (3 crs. 3 hrs.)

The central American heritage issues of freedom and equality of opportunity, the development of freedom of speech, press, religion, guarantees of assembly and petition, civil rights, women's rights, and affirmative action.

+🌐POL 66 – CONSTITUTIONAL LAW (3 crs. 3 hrs.)

Designed for, but not limited to, students interested in a pre-law curriculum. United States Supreme Court decisions and opinions in several major areas of constitutional law will be studied.

+🌐POL 67 – THE AMERICAN LEGAL SYSTEM: THE COURTS (3 crs. 3 hrs.)

Designed for, but not limited to, students interested in a pre-law curriculum. The American judicial process at the federal and state levels will be investigated.

POL 81 – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

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

POL 82 – (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.

🌐BSS 1 – BEHAVIORAL AND SOCIAL SCIENCE: THE INDIVIDUAL AND HIS/HER WORLD (3 crs. 3 hrs.)

The concepts and methodologies of sociology, psychology, economics, political science and history helps students understand issues of current significance.

Prerequisite: Enrollment in "College Now" Program.

+ Basic Course

🌐Meets CPI requirements for Social Sciences

MATHEMATICS AND COMPUTER SCIENCE DEPARTMENT

Room F-309B

ext. 5931

Jack Arnow

COMPUTER INFORMATION SYSTEMS

(Computer Information Systems courses do not satisfy Group V or CPI requirements.)

+CIS 11 – MICROCOMPUTER APPLICATIONS (4 crs. 4 hrs.)

Introduction to microcomputer applications used in data processing environments including: microcomputer hardware, microcomputer operating systems, word processing systems, and electronic spreadsheets.

Prerequisite: Passing combined score on parts 1 and 2 of CUNY Mathematics Assessment Test. Students who receive credit for CP11, BA 60 or CP 28 will not receive credit for CIS 11.

CIS 12 – INTRODUCTION TO OPERATING SYSTEMS (4 crs. 4hrs.)

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

Prerequisites: CIS 11 plus 1 programming course

CIS 21 – INTRODUCTION TO WEB PAGE DEVELOPMENT (4 crs. 4hrs.)

An introduction to the design and development of web pages. Students will develop their own web pages using web page development software. *Students who have taken DP 8 may not receive credit for this course.*

CIS 22 – HTML AUTHORIZING AND JAVASCRIPT (4 crs. 4 hrs.)

A second course in design and development of web pages emphasizing HTML coding, interactivity, animation and e-commerce applications of the World Wide Web. Students will develop their own web pages using web page software. *Students who have taken DP 9 may not receive credit for this course.*

Prerequisite: CIS 21 or Department permission

CIS 31 – INTRODUCTION TO DATABASE (4 crs. 4hrs.)

Microcomputer applications used in a data processing environment. Introduction to database management systems, and integrated software systems and packages.

Prerequisite: CIS 11 or BA 60 or CP 11

Corequisite: MAT 9

CIS 32 – ADVANCED dBASE PROGRAMMING (4 crs. 4 hrs.)

The concepts and features dBase has in common with all programming languages as well as the unique character of the dBase language. Emphasis on the fundamentals of good programming style, and the use of the dBase language to develop a menu-driven data base program.

Prerequisite: CIS 31

CIS 41 – NOVELL I (4 crs. 4 hrs.)

Introduction to the concepts of local area networks including the organization, management, and protection of network resources. Assists in preparation for Novell's Certified Network Administration (CNA) exam.

Prerequisite: CIS 12 or Department permission.

CIS 42 – NOVELL II (4 crs. 4 hrs.)

Will afford students the ability to perform server start-up procedures and maintain the server's configuration files; monitor and manage server memory; use appropriate utilities to maintain the server; perform advanced set-up and maintenance routines for print services; maintain client configuration files that will enhance the DOS client environment.

Prerequisite: CIS 41

CIS 61 – SYSTEMS ANALYSIS (4 crs. 4 hrs.)

Tools and methods used by management to develop systems for computer applications including: system investi-

gation, input design, output design, file design, documentation, system testing, system implementation, hardware and software.

Prerequisite: ONE of the following: CP 21, 41 or CIS 31

CIS 81 – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

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

CIS 82 – (1-3 crs. 1-3 hrs.)

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

(Data Processing courses do not satisfy Group V or CPI requirements.)

+DP 1 – NEW STUDENT TECHNOLOGY SKILLS (also listed as BA 1 and TEC 1) (1 cr. 1 hr).

Basic technology skills on the computer and Internet necessary for research and term paper preparation.

+DP 7 – INTRODUCTION TO THE INTERNET (2 crs. 2 hrs.)

Methods of access to the Internet and all the important functions of the new technology will be discussed and explored on-line in hands-on sessions.

Prerequisite: Passing CUNY Math Skills Exam.

+Basic Course

COMPUTER PROGRAMMING

(Computer Programming courses are offered as electives to all students who have satisfied course prerequisites.)

+ CP 11 – INTRODUCTION TO COMPUTERS AND COMPUTER APPLICATIONS (4 crs. 4 hrs.)

Computer literacy course introducing uses of computers in society; components of a computer system; input/output devices; flowcharting and programming in BASIC, and other programming languages. Computer Applications includes word processing, spreadsheets, graphics, and database management systems; computer concepts and information processing, as an area of general knowledge for the informed individual and how the computer can be used as a tool at home and at work. Computer Information Systems Majors and students who completed BA 60 or CP 28 OR CIS 11 WILL NOT receive credit for this course.

Prerequisite: Passing Score on CUNY Mathematics Assessment Test

CP 21 – 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.

Prerequisite: One course in a programming language

CP 22 – 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.

Prerequisite: CP 21

+ CP 28 – 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 60, CP 11 or CIS 11 will not receive credit for this course.

Prerequisites: MAT 9 or department permission.

π + CP 29 – INTRODUCTION TO COMPUTER PROGRAMMING FOR OFFICE, ADMINISTRATION AND TECHNOLOGY STUDENTS (4 crs. 4 hrs.)

Programming in the BASIC language with more emphasis on string and character manipulation and less on mathematical programming. Hands-on experience using IBM microcomputer, disk operations and proper use of a printer for producing hard copy.

Open to Office Administration and Technology Majors only.

Prerequisite: Passing score on parts I and II of CUNY Mathematics Assessment Test

+ CP 31 – 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 9

CP 33 – 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 drop techniques, graphics and ActiveX controls.

Prerequisite: CP 31

CP 40 – MULTIMEDIA PROGRAMMING (4 crs. 4 hrs.)

Course combines text, sound graphics and motion to execute a multimedia presentation. Application of techniques for interactive use of the new technology to create mixed media materials. Leading multimedia authoring programs will be discussed.

Prerequisite: Any computer language.

+ CP 41 – COBOL PROGRAMMING (4 crs. 4 hrs.)

Structured COBOL programming and typical business applications. Programs written by students will be run on the remote job entry communication network connected to the University computer Center.

Prerequisite: CIS 11

CP 42 – ADVANCED COBOL PROGRAMMING (4 crs. 4 hrs.)

Magnetic tape and disk programming in COBOL. Introduction to operating systems including: system control and system service programs such as the Supervisor, Job Control, and the Linkage Editor; interacti.)

CP 66 – COMPUTER GRAPHICS AND DESIGN (4 crs. 4 hrs.)

The concepts and structures of modern computer graphics and computer aided design. Applications for presentation and business graphics, computer-aided design and drafting, engineering graphics. Hands-on experience with computers for programming practice and assignments.

Prerequisite: CIS 11 or CP 11 or BA 60 or Department permission.

CP 67 – COMPUTER GRAPHICS AND DESIGN II (4 crs. 4 hrs.)

Advanced computer graphics and technical drawing using AutoCAD LT and Auto Sketch.

Prerequisite: CP 66

CP 71 – PROGRAMMING IN UNIX/LINUX (5 crs. 5 hrs.)

Introduction to the UNIX operating system and to programming using its functions and subprograms including: file structures, directories, security, utility programs, pointers, functions, screen handling with term cap definitions and interfaces to languages and data bases.

Prerequisites: CIS 12 PLUS one of the following: CP 51, 54, 41, CIS 31

+ Basic Course

π course meets MATH CPI requirement

COMPUTER SCIENCE

π + CS 12 – INTRODUCTION TO COMPUTING (4 crs. 4 hrs.)

Algorithms, programs, data representation, debugging and verification of programs. Numeric and non-numeric programming applications include searching and sorting algorithms, function and procedures, and number theory problems. ***Students who completed CP 21 will not receive credit for this course.***

Corequisite: MAT 14

π CS 14 – COMPUTERS AND ASSEMBLER LANGUAGE PROGRAMMING (5 crs. 5 hrs.)

Computer structure, machine language and assembler language programming. Digital representation of data; addressing techniques; macro, machine and assembler instruction sets. Emphasis on computing techniques for numerical applications is supplemented by several computer projects.

Prerequisite: CS 12

CS 35 – 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 15

CS 37 – 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 12

CS 81 – 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 82 – (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

π meets CPI requirement for Math

MATHEMATICS

~ MAT M1 – BASIC MATHEMATICS (0 crs. 4 hrs – 4 equated crs.)

Arithmetic stressing quantification and manipulative skills and applications for students who are deficient in that subject.

Required of all students who score 14 or less on the CUNY Math Skills Exam.

~ MAT M2 – ALGEBRA (0 crs. 4 hrs. – 4 equated crs.)

Introductory algebra for students who completed MAT M1 but have not passed the CUNY Math Skills Exam. Course stresses solution of elementary algebraic equations, word problems and applications. Required of all students who score 14 or less on the CUNY Math Skills Exam and have passed MAT M1

~ MAT R2 – INTRODUCTORY MATHEMATICS (0 crs. 5 hrs. – 5 equated crs.)

Introductory algebra for students whose skills do not meet the CUNY Math Skills Exam standards. Course stresses elementary solution of algebraic equations, word problems and applications.

NOTE: Required of all students who score between 15 and 19 on the CUNY Math Skills Exam. It is also open to R2 students who score between 20 and 24 on the CUNY Math Skills Exam.

~ MAT B3 – IMMERSION PROGRAM (0 crs. 1/2 hrs. – 1/2 equated crs.)

Intensive review of arithmetic and elementary algebra for students who failed the CUNY Math Skills Exam with a score of 20 to 24. Course ends with administration of the CUNY Exam.

+ MAT 01 – ELEMENTARY ALGEBRA (0 crs. 4 hrs.)

Designed to help students pass the Mathematics A High School Regents Exam. Topics include: number concepts,

π + MAT 10 – COLLEGE TRIGONOMETRY (3 crs. 3 hrs.)

Functions, graphing techniques, angle measurement, functions of right angles, linear interpolation, inverse functions, laws of Sines and Cosines, circular functions, formulas, identities, waves and conditional equations. Open to students who have passed MAT 9 but not trigonometry.

Prerequisite: MAT 9

π + MAT 11 – FINITE MATHEMATICS (4 crs. 4 hrs.)

Analysis of polls, linear programming by graph, introduction to probability, games and game theory, Markov chains, growth and decay problems, savings plans, annuities, amortization and other problems in the mathematics of management, such as PERT, simulation and forecasting. Calculators and/or minicomputers are used to do calculations. Designed as an elective for liberal arts or business students interested in some practical problems solved by mathematics.

Prerequisite: MAT 9

π + MAT 12 – CONCEPTS OF MODERN MATHEMATICS (4 crs. 4 hrs.)

Introduction to the spirit of mathematical investigation and mathematical logic including: the prime numbers, the Fundamental Theorem of Arithmetic, the rational and irrational numbers, tiling, congruence and number bases. Students may take MAT 12 and/or MAT 13 during the same or different semesters in either order.

Prerequisite: MAT 9

~~**π + MAT 13 – SURVEY OF MATHEMATICS AND COMPUTER CONCEPTS (4 crs. 4 hrs.)**~~

π MAT 22 – STATISTICS FOR BUSINESS WITH COMPUTER APPLICATIONS (4 crs. 4 hrs.)

An introduction to probability and statistics as they apply to business applications including data summary measures, discrete random variables and probability distributions, sampling methodologies and analysis, hypothesis testing and regression analysis. Special emphasis will be given to solutions of practical business problems using statistical computer software.

Prerequisite: MAT 9. Not open to students who have taken MAT 20

π MAT 25 – COLLEGE GEOMETRY (4 crs. 4 hrs.)

Geometry is presented as a branch of contemporary mathematics involving the interrelated study of Euclidean plane and solid geometry with an introduction to non-Euclidean geometrical systems.

Prerequisite: MAT 9

π MAT 55 – DIFFERENTIAL EQUATIONS (3 crs. 4 hrs.)

The solution of ordinary linear differential equations, operational techniques, solution by series, numerical solutions, Laplace transforms, and applications in engineering and the sciences.

Prerequisite: MAT 16 with "C" grade or better

π MAT 56 – LINEAR ALGEBRA (3 crs. 4 hrs.)

Study of vector spaces, matrix algebra transformation, and vector analysis.

Prerequisite: MAT 15 with "C" grade or better

MAT 81 – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

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

MAT 82 – (1-3 crs. 1-3 hrs.)

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

~ Developmental Course

+ Basic Course

π course meets CPI requirement for Math

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A.S. Degree
MATHEMATICS
Requirements – page 59

NURSING DEPARTMENT

Room M-401

ext. 5522



Laura DiCapua, *Senior College Laboratory Technician*

Carmel Ficorelli, *Instructor*

Valerie Gill, *Assistant Professor*

Arlyne Kellock, *Assistant Professor*

Joanne Lavin, *Professor*

Pamela Mahon, *Associate Professor*

Marjorie McDonough, *Associate Professor*

Hazeline Outram-Evans, *Assistant Professor*

Rosamond Payne, *Instructor*

Dolores Shrimpton, *Associate Professor and
Chairperson*

Delores Washington, *Director, HELM Center*

Bridget Weeks, *Assistant Professor*

NURSING

The Nursing Program consists of two components, Pre-Clinical and Clinical.

To enter the Clinical Component, students MUST FIRST complete the Pre-Clinical Sequence of the college.

Students with disabilities who are interested in the Nursing Program should make an appointment with the Department Chairperson.

Up to 5% of the students who are accepted to the Nursing Program may be allowed directly into the Clinical component and can earn their A.A.S. degree in two years. These students are selected on the basis of their high school admission average, results of the CUNY ACT Tests in Reading and Writing and the CUNY Mathematics Test, and approval of the Nursing Department.

To be considered for the Clinical component of the Program, students must comply with the following:

1. be enrolled in the Pre-clinical Component
2. complete any required remediation before completion of the four courses in the Pre-Clinical Sequence;
3. complete the four courses in the Pre-Clinical Sequence: ENG 12 or ENG 24, PSY 11, BIO 11 and SCI 25.
4. complete the four courses in the Pre-Clinical Sequence with at least a grade point average of 2.5 or earn 2 B's (one of which must be in SCI 25 or BIO 11) and 2 C's;
5. if required to repeat course(s) in the Pre-Clinical Sequence due to unsatisfactory initial grades, achieve a minimum average of 2.5 based on all grades earned in the Sequence courses;
6. all grades received for courses taken in the Pre-Clinical Sequence at Kingsborough, will be included in the Pre-Clinical average computation;
7. submit transcripts from other colleges (NOTE: all grades received for the Pre-Clinical Sequence will be included in the Pre-Clinical's average computation);
8. perform satisfactorily on the National League for Nursing Pre-Admission RN Examination, and;
9. pass Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing or meet all requirements for existing remediate.

Students who successfully complete the prescribed Pre-Clinical Sequence requirements may formally file for enrollment into the Clinical component of the Nursing Program. Completion of the above conditions does NOT guarantee admission into the Clinical component of the Nursing Program. Admission into the Clinical component will be based on space availability, the Pre-Clinical Sequence average and the NLN examination results.

Qualified applicants who are not admitted to the Clinical component due to lack of available space will NOT be placed on a waiting list or be given preferential admission into a later class. After having attempted 25 credits at Kingsborough, Nursing students who are not admitted into the Clinical component of the Nursing Program MUST FILE for a change of curriculum into another degree program or they will be automatically transferred into Liberal Arts. Exception to this rule can be made only by the Nursing Department Admissions Committee.

Application forms for the Clinical component of the Nursing Program are available in the Nursing Department Office (M-401). The completed form should be filed in that office during the Fall or Spring semester in which the student expects to complete the pre-clinical requirements. Students completing the requirements during the Summer or Winter module should file their applications in the following semester. Specific filing dates are available in the Nursing Department Office.

Licensed Practical Nurses who are accepted into the Clinical phase of the Nursing Program may receive credit for NUR 18 (Fundamentals of Nursing), by earning a "C" or better in the National League for Nursing (NLN) ACE exam.

years may appeal to the appropriate college committee.

Any student who has not attended nursing courses for two or more consecutive years 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 can be repeated only once.

Drug Calculation Policy

As of Fall 1989, NUR 17, "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

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 certificate. The insurance policy, CPR certificate, and health clearance must be satisfactory for the entire semester. Information on malpractice insurance and/or CPR is available in the Nursing Department Office (M-401); information on health requirements, from the Health Services Office (A-108).

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 of New York State on their first attempt. Most graduates are employed in acute care or long-term care facilities.

NUR 20 – NURSING THE EMOTIONALLY ILL (4 crs. 14 hrs. One-half semester)

Introduction to nursing care of clients who are experiencing difficulty meeting psychosocial needs. Students will learn how emotional illness affects the needs of the individual and family in their efforts to adapt to stressors.

NUR 32 – PARENTING (3 crs. 3 hrs.)

Theory and concepts relating to the interaction between parents and children from infancy to early adulthood. Participants explore effective parenting skills to assist in personal growth.

+ NUR 43 – PERSPECTIVES ON DEATH AND DYING (3 crs. 3 hrs.)

The dynamics of death and dying for the purpose of understanding one's own feelings and attitudes so that meaningful assistance may be given to the dying individual and the family are examined. The ethical/moral and legal problems arising from such controversial issues as advanced medical treatment; strategies, abortion, suicide and euthanasia are explored.

Prerequisites: PSY 11, SOC 31

NUR 44 – DIET IN HEALTH AND ILLNESS (2 crs. 2 hrs.)

The nature of food and fluid intake in healthy and in ill individuals. Cultural differences, the age variable and dietary modifications are examined.

Pre or Corequisite: BIO 11

NUR 45 – PHARMACOLOGY OF DEATH AND DYING (3 crs. 3 hrs.)

Prerequisites: PSY 11, SOC 31

OFFICE ADMINISTRATION AND TECHNOLOGY DEPARTMENT

Room M-211

ext. 5655

Donald Donin, *Associate Professor*

Naomi Platt, *Professor*

ADMINISTRATION

+ADM 15 – GREGG SHORTHAND (ELEMENTARY) (3 crs. 4 hrs.)

Understanding Gregg Shorthand theory is reinforced by practice in reading and writing contextual materials. The elements of transcription, proper English usage and correct grammatical form are introduced. For students with no prior shorthand knowledge and students with less than one year of instruction in Gregg theory.

ADM 16 – BASIC DICTION (1 crs. 2 hrs.)

Timed dictation at basic levels on previewed materials, automatizing brief forms, and the transcription of short business letters with correct spelling and punctuation. Shorthand theory in Gregg is reviewed through homework assignments and classroom participation.

ADM 17 – GREGG SHORTHAND (INTERMEDIATE) (3 crs. 4 hrs.)

Continued development of Gregg Shorthand language skills and pre-transcription training. Emphasis is on taking dictation at sustained speeds and reading shorthand fluently. (With approval, students who satisfactorily completed the equivalent of this course may be exempt).

Prerequisite: ADM 15 or equivalent

Corequisite: TEC 12

+ ADM 24 – OFFICE SYSTEMS AND PROCEDURES (3 crs. 3 hrs.)

The systems and procedures of the electronic office for administrative secretary and word processing specialist includes: planning and organizing office operations; developing good office leadership and human relations; controlling office operations, theory, concepts, and practices relating to office systems and procedures, employee performance; output and job satisfaction.

Required for all non-stenographic secretarial students.

+ ADM 27 – LEGAL ASSISTING I (3 crs. 3 hrs.)

Preparation to function as a non-lawyer assistant under the direction and supervision of a lawyer. Includes introduction to law and the legal profession; the legal system, its sources of law and the methodology of legal research; law office management; litigation and trial management.

ADM 28 – LEGAL ASSISTING II (3 crs. 3 hrs.)

Specialized training for the legal assistant in the procedural aspects of Surrogate Court practice.

Prerequisite: ADM 27

ADM 29 – LEGAL ASSISTING III: MATRIMONIAL AND FAMILY LAW SPECIALIZATION (3 crs. 3 hrs.)

Specialized training as a non-lawyer assistant, while working under the direction and supervision of an attorney in the procedural aspects of Supreme Court and Family Court practice. Divorce, uncontested and contested; separation; child custody; alimony and support payments; annulment; separation agreements, and orders of protection.

Prerequisite: ADM 27

ADM 30 – ADVANCED STENOGRAPHY AND TRANSCRIPTION (3 crs. 3 hrs.)

ADM 44 – INTERMEDIATE SHORTHAND: INTENSIVE (4 crs. 4 hrs.)

Develops skill attainment levels of ADM 15, and ADM 17, for students with educational and/or experiential background that includes the complete Gregg Shorthand and ability to take dictation at 60 wpm for two minutes with 95 percent accuracy. Each student is evaluated by the instructor to measure understanding the Gregg Shorthand principles, level of dictation and transcription skills. Individual prescriptions include the use of tapes for development of shorthand principles and the ability to take dictation, the completion of transcription projects in the secretarial laboratory, and tutorial instruction.

Prerequisite: Department permission.

+ ADM 53-54 – THE SCHOOL SECRETARY I AND II (2 crs. 2 hrs., each semester)

This two-semester course considers educational principles relating to the school secretary's work. Emphasis is on the organization of school systems, particularly in New York City.

+ ADM 55 – SCHOOL RECORDS MANAGEMENT (2 crs. 2 hrs.)

Introduction to the activities and responsibilities of the school secretary, including the preparation of a variety of reports usually completed in the school office; records of school personnel, accounts, textbooks and supplies.

ADM 81 – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

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

ADM 82 – (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.

ADM 92b – FIELD EXPERIENCE – LEGAL (3 crs. 9 hrs.)

Eight hours per week of supervised work experience in law firms in the community, and one hour a week of classroom discussion of the on-the-job experience are course requirements.

Prerequisites: TEC 33, ADM 37

Corequisites: TEC 34, TEC 50

ADM 92d – FIELD EXPERIENCE – MEDICAL (3 crs. 9 hrs.)

Eight hours per week of supervised work experience in medical environments in the community, and one hour a week of classroom discussion of the on-the-job experience are course requirements.

Prerequisites: ADM 37, TEC 13, 61

Corequisites: TEC 34, 62

TECHNOLOGY

+ TEC 1 – NEW STUDENT TECHNOLOGY SKILLS (Also listed as BA 1 and DP 1) (1 cr. and 1 hr.)

Basic technology skills on the computer and Internet necessary for research and term paper preparation.

+ TEC 11 – COMPUTER KEYBOARDING I (2 crs. 4 hrs.)

Basic skills in keyboarding are developed and applied to the formatting of simple business and personal letters, tabulations, and manuscripts.

TEC 12 – COMPUTER KEYBOARDING II (2 crs. 4 hrs.)

Keyboarding speed and control. Beginning production skill in keying business forms including letters, tabulated materials, business reports, and manuscripts emphasizing business standards. (With approval, students who satisfactorily completed the equivalent of this course may be exempt.)

Prerequisite: TEC 11 or equivalent

TEC 13 – COMPUTER KEYBOARDING III (2 crs. 4 hrs.)

Mastery of keyboarding skills and formatting techniques includes formatting business communications, directives, business reports, and statistical data.

Prerequisite: TEC 12 or equivalent or Department permission.

+TEC 14 – 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 21 – WORD/INFORMATION PROCESSING I (3 crs. 4 hrs.)

Modern word/information processing concepts in the organization, operation, and control of office functions. Emphasis is on the office administrator's dual role as an administrative assistant and/or as a correspondence secretary. Keyboarding of correspondence and tables using word processing software. Basic word processing terminology will be introduced.

TEC 22 – WORD/INFORMATION PROCESSING II (3 crs. 4 hrs.)

The applied use of word/information processing procedures and equipment in a simulated word processing environment. The total work flow of office communications from input through output will be covered.

Keyboarding of tables, reports, letters, and form letters with variable information will be stressed using specific word processing software different from the software used in TEC 21.

Prerequisite: TEC 21 or TEC 25 or BA 60

TEC 23 – ELECTRONIC TRANSCRIPTION (3 crs. 4 hrs.)

Taped dictation of correspondence and reports representative of a variety of business firms and organizations are transcribed from a transcribing machine to the personal computer using current word processing software.

Prerequisite: TEC 11 or department permission

TEC 25 – OFFICE COMPUTER APPLICATIONS I (3 crs. 4 hrs.)

Knowledge, skill and understanding the uses of integrated software in the electronic office. Electronic spreadsheets, database management, word processing, graphics, and telecommunications are applied to office information processing.

TEC 26 – OFFICE COMPUTER APPLICATIONS II

The advanced functions of Microsoft Office Software suite. The application of Microsoft Word to create and edit business correspondence; Microsoft Excel to format and create spreadsheets, charts, and macros; in Microsoft Access to create an enhanced database; and in Microsoft Powerpoint to create slides for professional presentations.

Prerequisites: TEC 25, BA 60 or CP 11

TEC 34 – OFFICE ADMINISTRATION (3 crs. 4 hrs.)

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

TEC 42 – INTENSIVE COMPUTER KEYBOARDING III (4crs. 4 hrs.)

Develops skill attainment and production levels of TEC 12 and TEC 13, for students with education and/or experiential background of 40 wpm for five minutes with 2.5 percent error limitation. The instructor evaluates each student and provides individual prescriptions that include specialized projects, use of the computer laboratory for skill building, and use of tutorial services.

Prerequisite: Department permission.

TEC 50 – LEGAL TERMINOLOGY AND LAW OFFICE TRANSCRIPTION (3crs. 3 hrs.)

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

Prerequisite: TEC 12

TEC 57 – THE COMPUTER AS A DESIGN TOOL (3 crs. 4 hrs.)

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

Prerequisite: A College-level computer course or department permission.

TEC 58 – BASIC DESKTOP PUBLISHING (3 crs. 4 hrs.)

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

Prerequisite: College level computer course or Department permission.

***TEC 59 – PHOTODIGITAL ILLUSTRATION (3 crs. 4 hrs.)**

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

Prerequisite: College level computer course or department permission

TEC 61 – MEDICAL TERMINOLOGY AND ELECTRONIC TRANSCRIPTION (4 crs. 4 hrs.)

The basic principles of medical word building to develop comprehensive medical vocabulary in the respiratory, car-

TEC 82 – PRESENTATION GRAPHICS for the OFFICE (3 crs. 4 hrs.)

The application of presentation graphics to plan, organize and create slide shows, notes and outlines in an office

PHYSICAL SCIENCES DEPARTMENT

Room S-243A

ext. 5746



Grigoriy Aizin, *Associate Professor*

John Blunt, *Associate Professor and Chairperson*

Harvey F. Carroll, *Professor, Director, Engineering Science Program*

Gearlen M. Crump, *Senior College Laboratory Technician*

Harold C. Connolly, *Assistant Professor*

Anthony D. DiLernia, *Associate Professor, Marine Technology*

Aston G. Gillies, *Senior College Laboratory Technician,
Adjunct Lecturer*

Laxman Kanduri, *Lecturer, Marine Technology*

John Lawrence, *College Laboratory Technician*

Patrick M. Lloyd, *Assistant Professor*

Thomas O. Meeks, *Associate Professor*

John Mikalopas, *Assistant Professor*

Varattur Reddy, *Assistant Professor*

Patricia W. Schwartz, *Assistant Professor*

Robert Stiglitz, *College Laboratory Technician*

Michael K. Weisberg, *Associate Professor*

CHEMISTRY

~ CHM 01 – 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.
Corequisite: MAT 9

🍏+ CHM 11 – GENERAL CHEMISTRY I (4 crs. 6 hrs.)

Two-semester classroom and laboratory course. First term introduces: the mole concept, stoichiometry, thermochemistry, atomic structure, periodic properties, bonding, (especially of carbon compounds), the gaseous, liquid and solid states, phase changes, electrolytes, and the properties of selected elements in relation to environmental problems.
Prerequisites: MAT 9 and CHM 01 or passing chemistry exemption exam, or passing grade on Part III of CUNY Math Skills Exam—contact department for exemption exam information.

🍏CHM 12 – GENERAL CHEMISTRY II (4 crs. 6 hrs.)

Study of chemical kinetics, equilibrium, acids, bases, salts, weak electrolytes and pH, solubility, entropy and free energy, electrochemistry, transition metal chemistry, nuclear chemistry and selected topics in organic chemistry. Laboratory experiments includes classical and modern chemistry methods.
Prerequisite: CHM 11

🍏CHM 31 – ORGANIC CHEMISTRY I (5 crs. 9 hrs.)

Modern concepts of organic chemistry includes: structure and bonding reaction mechanisms, stereochemistry, nomenclature and synthesis; relationship between structure and reactivity of the functional groups representing the principal classes of organic compounds. Laboratory covers fundamental operations of organic chemistry including determination of physical properties, experimental reactions and procedures, basic instrumentation and analysis.
Prerequisite: CHM 12

🍏CHM 32 – ORGANIC CHEMISTRY II (5 crs. 9 hrs.)

Continued study of structure and reactivity of organic compounds including structure and bonding, nomenclature, synthesis, stereochemistry and reaction mechanisms of the important functional groups of organic compounds. Laboratory covers basic processes of organic chemistry, advanced instrumental methods, study of functional groups and derivatives and qualitative organic analysis. Select students may be introduced to research methods.
Prerequisite: CHM 31

CHM 81 – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

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

CHM 82 – (1-3 crs. 1-3 hrs.)

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

~ Developmental Course
+ Basic Course

A.S. Degree
CHEMISTRY
Requirements – page 51

🍏+ SCI 35 – INTRODUCTION TO MODERN PHYSICS (4 crs. 5 hrs.)

A one-semester lecture and laboratory college-level survey course in classical and modern physics; includes mechanics, heat, wave motion, electricity, optics, atomic and nuclear physics.

🍏+ SCI 37 – CHEMISTRY, TECHNOLOGY AND THE ENVIRONMENT (4 crs. 5 hrs.)

Balancing potential benefits and risks associated with modern chemical sciences in a technological society. Selected topics include: plastics, energy production, nuclear chemistry, semiconductors, drug design, personal care products, the earth as a resource, air and water pollution, ozone layer depletion, global warming, acid rain and nuclear waste. Laboratory work coordinated with lectures.

+ SCI 51 – PEOPLE AND THE ENVIRONMENT (2 crs. 2 hrs.)

From a chemical point of view, course assesses what is known of the environment and how to conserve it; the actions designed to expand that knowledge and its use. Important contemporary problem of energy consumption and related pollution problems, waste disposal, and recycling.

Note: This is a Basic Course. It does NOT require any prerequisite.

+ SCI 70 – THE SCIENCE OF NUTRITION (3 crs. 3 hrs.)

Increased food processing and addition of chemical substances in foods make it important to understand the basic ideas of modern nutrition. This interdisciplinary course is taught jointly by the Biological Sciences and Physical Sciences Departments. Such concepts as biochemical individuality as related to nutrition for optimum health are integrated with surveys of carbohydrate, protein and fat metabolism; the role of vitamins and minerals in metabolic processes and their still-controversial role in orthomolecular nutrition, food selection, diet during pregnancy and infancy, special diets during illness, and the safety of the food supply. Students are asked to analyze their own diet. Open to all students in partial fulfillment of their science requirement.

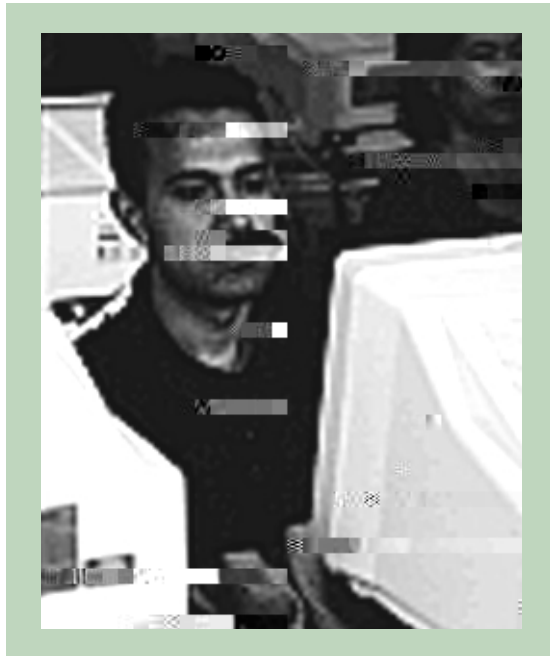
+Basic Course

🍏Meets CPI requirement for Lab Science

TOURISM AND HOSPITALITY DEPARTMENT

Room E-219

ext. 5143



Adrienne Biel, *Lecturer*

Anthony Borgese, *Lecturer*

Rosemary Bufano, *Lecturer*

Jonathan Deutsh, *Lecturer*

Richard Graziano, *Associate Professor*

Laurel Marshall, *Assistant Professor*

Stuart Schulman, *Professor and Chairperson*

Barbara Steffen, *Professor*

TOURISM AND HOSPITALITY

+ TAH 1 – INTRODUCTION TO TRAVEL AND TOURISM (3 crs. 3 hrs.)

Overview of the many and varied organizations and agencies that make up the tourism and hospitality industry, their roles and interrelationships. Topics include transportation, lodgings, restaurants, wholesale and retail operations, attractions, government owned parks and facilities, trade organizations, and governmental agencies.

Corequisite: TAH 2

+ TAH 2 – DESTINATION GEOGRAPHY (3 crs. 3 hrs.)

Destination development topics include: travel motivation; man-made and natural attractions, and activities in their geographic context; major tourism destination areas; selling techniques used when counseling clients.

Corequisite: TAH 1

TAH 3 – TOUR OPERATIONS AND WHOLESALING (3 crs. 3 hrs.)

Transportation and Wholesaling are major components of the tourism and hospitality industry. The Transportation area includes regulation and deregulation, fare structure, charters, administration, and marketing. Wholesaling area includes services, tour packaging, legal aspects.

TAH 11 – AIRLINE TICKETING (3 crs. 3 hrs.)

Skills and knowledge to properly prepare and process a variety of domestic and international flight coupons and other appropriate documentation for passenger travel. Fair Constructivism (17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100)

Other appropriate documentation for passenger travel. Fair Constructivism (17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100)

TAH 41 – INTRODUCTION TO MEETING PLANNING (3 crs. 3 hrs.)

The basic essentials and elements of meeting planning plus an introduction to the opportunities and responsibilities in this growing field.

Prerequisites: TAH 1, 2

TAH 42 – EVENT PLANNING AND OPERATIONS (3 crs. 3 hrs.)

To effectively manage the increasingly complex area of hotel and association meeting and event planning and operations, students learn to understand and deal with fiscal constraints and acquire necessary skills and knowledge to successfully interact with the various players involved.

Prerequisite: TAH 41

TAH 43 – CATERING AND BEVERAGE OPERATIONS (3 crs. 3 hrs.)

Introduction to the basic skills and competencies required for catering, food and beverage operations, and the opportunities and responsibilities of this sector of the hospitality and tourism industry.

Prerequisites: TAH 1, 2

TAH 44 – TRADE SHOW, CONVENTION AND EXPOSITION OPERATIONS (3 crs. 3 hrs.)

Introduction to the convention, trade show, and exposition industry, and the relationship between these components and the tourism, meeting and hospitality sectors. Professional development and opportunities are included.

Prerequisites: TAH 1, 2

TAH 45 – TRADE SHOWS AND EVENTS (3 crs. 3 hrs)

A comprehensive introduction to the event convention and trade show and exposition industry. The relationships between these components and the travel, tourism, food service and meeting planning sectors are examined. Relevant technology is utilized to demonstrate critical competencies.

Prerequisites: TAH 1,2

TAH 51 – INTERPRETIVE GUIDING (3 crs. 3 hrs.)

Basic components of Tour Guiding including duties and responsibilities of a tour guide and how to handle tour groups in various settings. New York City will be the reference point for sight and attraction guiding. Requirements for the New York City Tour Guide license.

Prerequisites: TAH 1,2

TAH 52 – INTERNET APPLICATIONS IN TOURISM AND HOSPITALITY (3crs. 3 hrs.)

This course will prepare students to understand the basic essentials of Ecotourism, Diversity in Tourism and tourism research. These are new and significant emerging competencies that are required for developmental opportunities in the tourism and hospitality industry.

Prerequisites: TAH 1, 2

TAH 53 – GEOGRAPHIC HIGHLIGHTS (3crs. 3 hrs.)

The financial, sociocultural, physical resource and environmental consequences of tourism developmental decisions. The application of this information in the competition for market share.

Prerequisites: TAH 1, 2

TAH 54 – COMPARATIVE HOSPITALITY VENUES (3 crs. 3 hrs.)

Meeting planning, Event management, Trade Show Development and administration and catering support as elements critical to the growth and economic development of the hospitality industry. This course will help prepare students to recognize and manage these factors in today's global marketplace.

Prerequisites: TAH 1, 2

TAH 61 – INTRODUCTION TO LOGISTICS AND TRANSPORTATION (3 crs. 3 hrs.)

An overview of the field of logistics and transportation in light of today's global market realities. Includes a thorough analysis of the U.S. and international transportation systems, physical distribution operations, and

import/export documentation as well as the principles involved in the movement of goods worldwide.

Prerequisites: TAH 1, 2

TAH 62 – COMPUTER CONCEPTS IN TRANSPORTATION (3 crs. 3 hrs.)

Will prepare students to understand and implement the requisite computer applications related to the documentation, informational processing, inventory control, and tracking and tracing required by the global cargo transportation system.

Prerequisite: Department permission.

TAH 63 – DESTINATION LOGISTICS (3 crs. 3 hrs.)

Will examine the legal and fiscal concerns in the movement of freight across and within national boundaries. System approaches to tracking and delivering goods will also be assessed, as well as processes and strategies involved in designing a transportation flow chart.

Prerequisite: TAH 61

TAH 64 – TRANSPORTATION SIMULATION PRACTICUM (3 crs. 3 hrs.)

Utilizes a computer strategic management simulation to provide students with the experience of making and implementing critical management decisions in the operation of a transportation company. Students strategize, work in teams, implement decisions, and are accountable for the results of their decisions. This course provides cognitive and operational skills required in a professional transportation environment.

Prerequisite: TAH 14

TAH 65 – AIRPORT AND AVIATION MANAGEMENT (3 crs. 3 hrs)

This course will impart to students a broad understanding of the air transportation industry and an appreciation of the major management functions within an airline and airport. The characteristics, scope and economic significance of airports and air transportation are explored in details.

Prerequisites: TAH 1, 2

TAH 71 – INTRODUCTION TO PROFESSIONAL FOOD SERVICE (3 crs. 3 hrs.)

An introduction to the various components of the professional food service industry. Subjects will include the history, scope, classification, trends and the role of the customer.

Prerequisites: TAH 1, 2

TAH 72 – INTRODUCTION TO RESTAURANT AND CATERING OPERATIONS (3 crs. 3 hrs.)

An introduction to restaurant concepts and operations for students who want to open their own restaurant, or manage a restaurant or catering establishment. The course is a blueprint for how to proceed from the conceptual development stage through the marketing, operations and management of a restaurant or catering facility.

Prerequisites: TAH 1, 2

TAH 73 – THE GEOGRAPHY AND MARKETING OF FOOD AND WINE (3 crs. 3 hrs.)

Will introduce students to the relationship between areas of food and wine production, culture, preparation and consumption. The role of food and wine as a component of the tourism and hospitality industry will be explored.

Prerequisites: TAH 1, 2

TAH 74 – MENU MANAGEMENT AND PROFESSIONAL TABLE AND WAIT SERVICE (3 crs. 3 hrs.)

The role and importance of proper wait service to the tourism and hospitality industry. Case studies, cost, and control factors in the construction and management of a function menu will be covered. New trends and developments will be explored as they relate to catering, trade shows and professional meetings.

Prerequisites: TAH 1, 2

TAH 81 – INDEPENDENT STUDY (3 crs. 3 hrs.)

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

TAH 82 – (1-3 crs. 1-3 hrs.)

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

TAH 90 – THE VIRTUAL ENTERPRISE (3 crs. 3 hrs)

Introduction to business operations of tourism, hospitality, aviation, international transportation, and the food service industries through the development operation of a simulated business environment. Utilizing technology, students trade products and services, and form decision-making teams that conceive, organize and operate business transactions.
Prerequisites: TAH 1, 2, 18, 52 or Department Permission

LIBRARY DEPARTMENT

Room L-200

ext. 5637



Jeanne Galvin, *Associate Professor*

Sharad Karkhanis, *Professor*

Kamini Karran, *College Laboratory Technician*

Alan Mirwis, *Associate Professor*

Josephine Murphy, *Assistant Professor*

Richard Najjar, *Higher Education Assistant*

Coleridge Orr, *Associate Professor and Chairperson*

Roberta Pike, *Assistant Professor*

Carmen Ramirez, *College Laboratory Technician*

Michael Rosson, *Professor and Director, Media Services*

Cecelia Salber, *Assistant Professor*

Angelo Tripicchio, *Professor*

THE ROBERT J. KIBBEE LIBRARY

The Library and Media Center is the major learning resource facility at the college. Students and faculty are provided with a rich variety of materials to support the curriculum, meet information needs, assist in study, in research, in stimulating cultural development, satisfying special interests and academic curiosity. Professional librarians offer reference and research service and individual teaching assistance for students, produce and distribute a library handbook and a newsletter "Op Cit" for faculty, administration and staff, and are available to promote the full utilization of all library resources.

The Library's high-quality collection includes more than 155,000 carefully selected reference and circulating books, (circulating books may be borrowed for a three-week period), over 500 current periodicals, magazines and journals, more than 20,000 bound periodicals and over 9,900 micro-films. Additional resources include 16,000 pamphlets, government documents, career briefs, and special collections of maps and college catalogs. The Library also contains an online public access catalog (CUNY+) which contains Kingsborough's print holdings as well as those of several other City University colleges. Also available is Web access to over thirty electronic data bases--full text and bibliographic.

Additional services include: computer work stations with access to the Internet, Internet training classes, home access to select electronic data bases, e-mail notices of books being held and of overdue books, e-mail renewal of Kingsborough library books, photocopiers (nominal charge), microfilm reader/printers (nominal charge), prominent display of new books which may be borrowed, exhibits in wall and floor display cases, bulletin boards for notice of campus events.

In the Media Center (Room L-115, ext. 5044) are a variety of non-print materials and media services. Among the materials available are audio and video tapes, slides/film-strips/cassette machines along with numerous music and language recordings; video tapes on math skills; library skills; English, Biology, Nursing and Psychology among a variety of other subjects. The Center maintains 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 forty-carrel audio listening facility (L-102) is available to students as a class. Classes in foreign languages and other disciplines are conducted in this lab.

CONTINUING EDUCATION AND COMMUNITY RELATIONS

In support of its mission as an educational institution for the community, the College relies on outreach to a broad spectrum of learners. In addition to students of all ages who matriculate in credit and degree programs, the College serves learners who seek courses and programs on a not-for-credit basis. It also promotes learning outside of classrooms by making its rich resources as a collegiate institution-its scholars, artists and performers, print and technology resources, and campus facilities-available to the community.

Recognizing the importance of inter-connected networks of educational institutions, corporate entities, civic and governmen-

Sun Microsystems

Sun Microsystems is partnering with Continuing Education to offer Java and SOLARIS Preparation for non-programmers. Students learn the syntax of the Java Programming Language. This is an object oriented program. SOLARIS students will use the UNIX operating system and perform administrative tasks in a SOLARIS operating environment.

PUBLICATIONS

Continuing Education publishes a catalog four times per year which is its major promotional vehicle. 200,000 copies are produced quarterly and 185,000 of these are inserted in a major New York City newspaper for wide distribution. Additionally, program flyers are also produced quarterly for the College for Kids programs and S.A.T. program. Additional flyers representing Regents Review programs and Grant programs are also printed.

Finally, a promotional brochure introducing the summer concert series is produced each year by the office.

Publications also include quarterly advertisements in a major newspaper as well as foreign language weeklies to promote the Office of Continuing Education Programs.

CONTINUING EDUCATION PROGRAMS

English as a Second Language

Diagnostic testing and counseling precede placement in appropriate-level instruction for adults whose first language is not English. Instructional levels range from survival skills for those with no command of English, to advancement skills for employees in fields such as health care or business who wish to refine their English language skills.

High School Equivalency

Preparation for the G.E.D. examination includes a diagnostic/prescriptive assessment, practice in test-taking, instruction in content areas, critical thinking, writing skills development, and counseling for both career development and college admission. For adults not yet ready for high school completion, basic education courses are also provided.

Certificate Programs

Carefully designed sequences of courses comprise the certificate programs. Offered on a non-credit basis, exempt from liberal arts distribution requirements, and of considerably shorter duration than degree programs at the College, the Continuing Education certificate programs nevertheless require commitment to a sustained and rigorous course of study. They are designed for adults seeking entry level employment in such positions as bookkeeping, business computer applications, medical billing and administrative assistant, child care, paralegal studies, e-commerce, word processing, insurance, real estate salesperson, and real estate broker.

Career Advancement Courses

Tailored to the needs of adults re-entering the job market or seeking to update or upgrade skills for current jobs, career advancement courses build skills in work processing, data processing, keyboarding and other business office skills. Career planning is facilitated by courses which introduce the adult learner to occupational options.

CUNY Language Immersion Programs

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.

College for Kids

This Saturday morning program for pre-teens, ages 7 through 12, offers a combination of academic and active classes. Most classes are small and all instructors are dedicated and highly qualified so that youngsters enjoy enrichment activities not ordinarily provided in the public schools. Courses may include, but are not limited to: reading and math, creative writing, A hands-on instruction in arts, crafts, and musical instruments, fishing 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 GED 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. Approximately one-fourth of the Diploma Now graduates subsequently enroll in credit and degree programs at Kingsborough.

S.A.T. Preparation Program

This Saturday morning program for high school students delivered in partnership with the Princeton Review Corporation offers instruction drill, and simulated testing in verbal, math, and test strategy skills in preparation for college entrance examinations. Counseling, advisement on college selection, the application process, financial assistance and scholarship programs are also included.

Liberal Arts

A variety of liberal arts courses serve adults who wish to explore their current interests in the humanities, politics, psychology, foreign languages and other areas. Adults also register in short-term liberal arts courses to sample the experience of formal instruction in established disciplines, deciding whether they wish to enroll in the College's credit-based courses and degree programs.

FACULTY & INSTRUCTIONAL STAFF

Michael Aboussleman, Adjunct Lecturer, Health, Physical Education and Recreation
B.S., Brooklyn College

Steven Abramowitz, Adjunct Lecturer, "College Now" Program,
B.A., Lehman College; M.A., Long Island University; M.A., Brooklyn College

Audrey Ackerman, Adjunct Lecturer, English
B.A., Brooklyn College; M.A., Brooklyn College

Norman J. Adise, Associate Professor, Business
L.L.B., B.A., New York University

Ruby Adlerberg, Adjunct Lecturer, Behavioral Sciences and Human Services
B.A., Brooklyn College; M.S., Bank Street College of Education

Sonia Alexander-Ghazarbekian, Adjunct Lecturer, English

Judith H. Altman, Adjunct Lecturer, "College Now" Program
B.A., State University of New York at Albany; M.A., Brooklyn College; M.S., C.W. Post, Long Island University

Steven Amarnick, Assistant Professor, English
B.A., Brown University; M.A., Ph.D., Rutgers University

Stephen Anderson, Adjunct Lecturer, "College Now" Program
B.A., University of Kansas; M.A., Hunter College

John Annese, Adjunct Lecturer, "College Now" Program
B.A., Seton Hall University; S.T.B., S.T.L., The Gregorian University in Rome; S.T.M., The Union Theological Seminary

Charles Appleblatt, Adjunct Lecturer, "College Now" Program
B.A., M.A., Certification in Educational Administration and Supervision, Brooklyn College

Sheldon I. Aptekar, Professor, Communications and Performing Arts
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B.A., University of Connecticut; Ph.D., University of California at Berkeley
- Howard Nimchinsky**, Professor, English
B.A., Brooklyn College; Ph.D., Columbia University
- Edward Nober**, Assistant Professor, Health, Physical Education and Recreation
B.S., Brooklyn College; Certificate of Proficiency in Physical Therapy, University of Pennsylvania;
M.A., Columbia University
- Thomas I. Nonn**, Professor, Art
B.S., Manhattan College; M.A., Ph.D., New York University
- G. Curtis Olsen**, Associate Professor, English
B.A., Augustana College; M. A., University of Wisconsin; Ph.D., University of Kentucky
- Benjamin Pacheco**, Associate Professor, Behavioral Sciences and Human Services
B.A., Inter-American University, Puerto Rico; M.S.W., New York University
- Evelio Penton**, Associate Professor, Foreign Languages
Bachiller, Instituto de Santa Clara, Cuba; Pe.D., Universidad de la Habana, Cuba;
Diploma de Estudios, Centro de Estudios del I.N.P.R.S., Cuba; M.A., Columbia University

- Judith A. Perez**, Associate Professor, Health, Physical Education and Recreation
B.A., M.S., Hunter College
- Barbara Petrello**, Assistant Professor, English
B.A., McGill University; M.A., Middlebury College; Ed.D., Rutgers University
- Angelica Petrides**, Professor, Health, Physical Education and Recreation
B.A., Hunter College; M.A., Teachers College, Columbia University
- Frances Mostel Poggioli**, Professor, Office Administration and Technology
B.B.A., St. John's University; M.S. Long Island University; R.R.T.
- John R. Price**, Associate Professor, English
A.B., Ph.L., M.A., Th.L., St. Louis University; Ph.D., University of Wisconsin
- Paul W. Proctor**, Associate Professor, Student Development
B.S., Washington University; M.A., Teachers College, Columbia University; Ph.D., New York University
- Morris Rabinowitz**, Associate Professor, Student Development
B.A., City College of New York; M.A., Ed.D., Teachers College, Columbia University
- Stanley Rabinowitz**, Associate Professor, Mathematics and Computer Science
B.S., The City College of New York; M.S., New York University; Ph.D., The City University of New York
- Irving Resnick**, Professor, Physical Sciences
B.A., Brooklyn College; M.S., University of North Carolina; Ph.D., Johns Hopkins University
- Sylvia Resnick**, Assistant Professor, Communications and Performing Arts
B.A., M.A., Brooklyn College; Ph.D., New York University
- Eva H. Richter**, Assistant Professor, English
A.M., University of Chicago
- Theresa M. Rodin**, Assistant Professor, Nursing
B.S., St. John's University; M.A., Columbia University; R.N., St. Michael's School of Nursing
- Rose K. Rose**, Professor, Physical Sciences
B.A., Hunter College; M.S., Purdue University; Ph.D., City University of New York
- Irwin Rosenthal**, Professor, Student Development
B.A., Brooklyn College; M.A. Columbia University; Ph.D., New York University
- Gordon A. Rowell**, Professor, Library
B.A., Bowdoin College; B.S., Columbia University; M.A., Teachers College, Columbia University
- Natalie Rubinton**, Professor, Student Development
B.A., M.S., Brooklyn College; Ph.D., Fordham University
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- Marvin I. Shapiro**, Assistant Professor, Behavioral Sciences and Human Services
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B.S., New York University; M.A., Hunter College; Diploma, Bellevue Hospital School of Nursing

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Barbara Steffen, Professor, Tourism and Hospitality

B.A., Dickinson College; M.A., Ed.D., George Washington University

John O. H. Stigall, Professor, English

A.B., Dartmouth College; B.A., M.A., Magdalen College, Oxford University;

LL.B., Georgetown University; M.A., University of Kansas City;

M.A., Ph.D., University of Colorado

C. Frederick Stoerker, Professor, History, Philosophy and Political Science

A.A., St. Joseph Junior College of Missouri; S.T.B., Boston University;

Zev Zahavy, Professor, English
B.A., M.H.L., Ph.D., Yeshiva University

Michael Zibrin, Professor, Business
A.A., Chicago City College; A.B., M.B.A., University of Chicago; Ed.D., Rutgers University

Nikola Zlatar, Assistant Professor, Health, Physical Education and Recreation
B.S., M.A., New York University

REGISTRAR'S OFFICE

Room A101, ext. 5087

Sonia Saladuchin, *Director of the Office of Student Records and Admissions Services/Registrar*
B.A., Queens College

Richard Cockrell, *Assistant to Director, Registration and Scheduling*
B.A., Brooklyn College

David Cooper, *Assistant Registrar, Student Records/Advanced Standing Evaluation*
B.A., Brooklyn College

Elba Grau, *Assistant Registrar, Records and Registration*
A.A., Kingsborough Community College; B.A., College of Staten Island

BUSINESS OFFICE

Room A207, ext. 5902

Joseph Musicus, *Administrator for Business Affairs*

CAMPUS BUILDINGS and GROUNDS

Room P220, ext. 5124

Wilhelm Krapf, *Chief Administrative Superintendent*

Anthony Corazza, *Superintendent*

Thomas Brzozowski, *Superintendent*

SAFETY AND SECURITY OFFICE

Room L202, ext. 5069

Michael Lederhandler, *College Security Director*

B.S., State University of New York at Oneonta; M.S., State University of New York at Albany

Jeffrey Leibowitz, *Assistant Director, Safety and Security*

Joseph Santa Anna, *Assistant Director, Safety and Security*

A.A., Kingsborough Community College

Glenn Newell, *Assistant Director, Safety and Security*

B.A., M.A., Queens College

Richard Lazarini, *Assistant Director, Safety and Security*

B.A., John Jay College

William Rosenblum, *Security Specialist*

NOTIFICATION OF POLICY

Kingsborough Community College complies with the Federal Education Rights and Privacy Act of 1974. The full text of CUNY's Student Records Access Policy is available for review in the Registrar's Office and in the Library.

Title I, Article 5, Section 224-a of New York State Education Law

Students unable because of religious beliefs to attend classes on certain days.

1. No person shall be expelled from or be refused admission as a student to an Institution of Higher Education for the reason that he/she is unable, because of religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.
2. Any student in an Institution of Higher Education who is unable, because of religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.
3. It shall be the responsibility of the faculty and of the administrative officials of each Institution of Higher Education to make available to each student who is absent from school, because of religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which may have been missed because of such absence on any particular day or days. No fees of any kind shall be charged by the Institution for making available to the said student such equivalent opportunity.
4. If classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study or work requirements shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.
5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each Institution of Higher Education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of availing him/herself of the provisions of this section.
6. Any student, who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the Supreme Court of the County in which such Institution of Higher Education is located for the enforcement of rights under this section.
7. As used in this section the term "Institution of Higher Education" shall mean schools under the control of the Board of Trustees of the State University of New York or of the Board of Trustees of The City University of New York or any Community College.

RULES AND REGULATIONS FOR THE MAINTENANCE OF PUBLIC ORDER

(Henderson Rules)

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

Academic freedom and the sanctuary of the university campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends or who violate the norms of conduct established to protect that freedom. Against such offenders the university has the right and obligation, to defend itself. Therefore, the following rules and regulations are in effect at Kingsborough Community College and will be administered in accordance with the requirements of the process as provided in the Bylaws of CUNY's Board of Trustees.

To enforce these rules and regulations the Bylaws of CUNY's Board provide that:

The President, with respect to this education unit, shall:

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

- b. Be the advisor and executive agent to the Board and of his respective College Committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the Bylaws, resolutions and policies of any of its committees and the policies, programs and lawful resolutions of the several faculties;
- c. Exercise general superintendence over the concerns, officers, employees and students of his education unit.

Rules

1. No member of the academic community shall intentionally obstruct and/or forcibly prevent others from the exercise of their rights, or interfere with the institution's educational process or facilities, or with the rights of those who wish to avail themselves of any of the institution's instructional, administrative, recreational, and community services.
2. Individuals are liable for failure to comply with lawful directions issued by representatives of the university/college when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.
3. Unauthorized occupancy of university/college facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation and use of university/college equipment and/or supplies.
4. Theft from or damage to university/college premises 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.

TRAVEL DIRECTIONS TO KINGSBOROUGH

By Car:

(From Manhattan)

Belt Parkway eastbound to Coney Island Avenue — Exit 8 (Note: Exit 8 follows very closely upon Exit 7 and can easily be missed). Watch for the directional signs leading to the campus. They point the way along the following route: cross Coney Island Avenue and continue along Guider Avenue to the traffic light. Turn right onto East 12th Street for one block. Turn left onto Neptune Avenue to the traffic light. Turn right at light onto Cass Place and proceed until next traffic light. Turn right

- B8: Transfer to B1 at 86th Street and 18th Avenue, or to B49 at Ocean Avenue and Foster Avenue.
- B9: Transfer to B49 at Ocean Avenue and Avenue M.
- B11: Transfer to B49 at Ocean Avenue and Avenue J.
- B12: Transfer to B49 at Bedford Avenue and Clarkson Avenue.
- B16: Transfer to B1 at Bay Ridge Avenue and Fort Hamilton Parkway.
- B25: Transfer to B49 at Franklin Avenue and Fulton Street.
- B31: Transfer to B49 at Ocean Avenue and Avenue R.
- B35: Transfer to B49 at Bedford Avenue and Church Avenue.
- B36: Transfer to B1 at Ocean Parkway and Neptune Avenue, or B49 at East 16th Street and Sheepshead Bay Road.
- B43: Transfer to B49 at Bedford Avenue and Empire Boulevard.
- B45: Transfer to B49 at Bedford Avenue and Saint Johns Place.
- B48: Transfer to B49 at Franklin Avenue and Fulton Street.
- B68: Transfer to B1 at Brighton Beach Avenue and Coney Island Avenue.
- B82: Transfer to B1 at 86th Street and Bay Parkway, or B49 at Ocean Avenue and Avenue P/Kings Highway.

BY SUBWAY:S.

THE CITY UNIVERSITY OF NEW YORK

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Frederick P. Schaffer, General Counsel and Vice Chancellor for Legal Affairs

Dave Fields, Special Counsel to the Chancellor

THE CITY UNIVERSITY OF NEW YORK . . .

which was created by state legislation in 1961, has evolved from a "Free Academy" underwritten by the people of New York City in 1847 into a "public entity" of nine (9) senior colleges, seven (7) community colleges, a technical college, a graduate school, a law school, and an affiliated medical school. Article 125 of the *New York State Education Law* (Sections 6201, et. seq.) establishes The City University of New York as a separate and distinct body, corporate governed by a Board of Trustees. Prior to 1979, the members of this Board were convened as "The Board of Higher Education," which had been established in 1926.

Of the Board's seventeen (17) members, ten (10) are appointed by the Governor, including one from each borough; five (5) are appointed by the Mayor, including one from each borough; and two (2) are elected *ex officio* members: the Chairperson of the University Faculty Senate, who does not vote; and the Chairperson of the University Student Senate, who may vote. In general, the Board sets policy and approves actions of the University; determines the Bylaws of the University, from which all units derive or adopt specific governance structures; and appoints the Chancellor of the University and the presidents of its colleges.

The Chancellor oversees the administration of policies approved by the Board, recommends to the Board policies and actions on all educational activities of the University, and coordinates college matters involving business and financial procedures and management. It is the Chancellor's responsibility as well, with the advice of the Council of Presidents, to prepare the operating and capital budgets of the University for consideration by the Board and presentation to the State and City. Administrative and staff support to these operations of the University, and to the Board, are provided through a structure of Vice Chancelleries and Deanships.

The Council of Presidents of the several colleges is established by the *Bylaws* of the University and is chaired by the Chancellor. The Council not only advises the Chancellor on the budget and on the formulation and revision of a Master Plan for public higher education in the City, but it may recommend directly to the Board in matters concerning the physical and instructional development of the University at large. The President of each college unit is specifically charged with the administration of his/her own institution and in this capacity he/she is responsible directly to the Board.

Within each institution, governance structures are established to meet unique needs and objectives; some of these structures may be at variance with plans called for in the University *Bylaws*, but are permitted by them. Under these *Bylaws*, responsibilities for policy at the college level are shared by the President, the Faculty, and students. The President has affirmative responsibility for conserving and enhancing the educational standards and general academic excellence of the college under his/her jurisdiction and is responsible to the Board as its advisor and executive agent on his/her campus. The President is also directed to consult with the Faculty, through appropriate bodies, on matters of appointments, reappointments, and promotions. One means of this consultation is provided for in the *Bylaws* through the requirement for a Committee on Faculty Personnel and Budget at each college.

The *Bylaws* reserve to the Faculty of each institution, subject to guidelines established by the Board of Trustees, responsibility for the formulation of policy relating to curriculum, admission and retention of students, credits, attendance, and the granting of degrees. Recommendations in these matters by a Faculty, Faculty Council, or other organization created under a Board-approved college governance plan to represent the Faculty, as provided for in the *Bylaws*, shall be forwarded to the Board by the President.

SPECIAL PROGRAMS

Baccalaureate Degree Program

The CUNY Baccalaureate degree, awarded by the University, brings a flexible approach to the concept of a liberal arts education with maximum opportunity to take courses and work with faculty at other than the home college and permits incorporating individual research, travel, work, community activities and other off-campus activities of educational value into an individually planned course of study. Open to students who completed at least 15 credits at a CUNY college. Information and applications available from the campus coordinator (page 22) or from Coordinator, CUNY B.A. Program, The Graduate School and University Center, 33 West 42nd Street, NY, N.Y. 10036.

College Discovery

Students who meet certain requirements, particularly with regard to family income, may be eligible for admission to one of The City University's special programs. The Community College level program is called College Discovery. A "first-time admission" applicant, who may be qualified for this program, should complete the section on the admissions application form

COLLEGES OF THE CITY UNIVERSITY OF NEW YORK

GRADUATE DIVISION

THE GRADUATE SCHOOL AND UNIVERSITY CENTER, founded in 1961
Frances D. Horowitz, President

THE CUNY SCHOOL OF LAW AT QUEENS COLLEGE, founded in 1973
Kristin Booth Glen, Dean

THE CITY UNIVERSITY OF NEW YORK MEDICAL SCHOOL
Stanford A. Roman, Jr., Dean

SENIOR COLLEGES

THE CITY COLLEGE, founded in 1847
Gregory H. Williams, President

HUNTER COLLEGE, founded in 1870
Jennifer Raab, President

BROOKLYN COLLEGE, founded in 1930
Christoph M. Kimmich, President

QUEENS COLLEGE, founded in 1937
Russell K. Hotzler, Interim President

NEW YORK CITY TECHNICAL COLLEGE, founded in 1946;
affiliated with The City University in 1964
Fred Beaufait, President

JOHN JAY COLLEGE OF CRIMINAL JUSTICE, founded in 1964
Gerald W. Lynch, President

YORK COLLEGE, founded in 1966
Charles C. Kidd, Sr., President

BERNARD M. BARUCH COLLEGE, founded in 1968
Ned Regan, President

HERBERT H. LEHMAN COLLEGE, founded in 1968
Ricardo R. Fernandez, President

MEDGAR EVERS COLLEGE, founded in 1968
Edison O. Jackson, President

THE COLLEGE OF STATEN ISLAND, founded in 1976
Marlene Springer, President

COMMUNITY COLLEGES

BRONX COMMUNITY COLLEGE, founded in 1957
Carolyn G. Williams, President

QUEENSBOROUGH COMMUNITY COLLEGE, founded in 1958
Eduardo J. Marti, President

KINGSBOROUGH COMMUNITY COLLEGE, founded in 1963
Byron N. McClenney, President

BOROUGH OF MANHATTAN COMMUNITY COLLEGE, founded in 1963
Antonio Perez, President

EUGENIO MARIA DE HOSTOS COMMUNITY COLLEGE, founded in 1968
Dolores M. Fernandez, Interim President

FIORIELLO H. LA GUARDIA COMMUNITY COLLEGE, founded in 1968
Gail O. Mellow, President

Notice:

In accordance with "The Student's Right-To-Know and Campus Security Act," the College will provide all students and prospective students with statistics on graduation rates and campus safety upon request. In addition, all enrolled students are entitled to receive the College's FERPA (Family Educational Rights and Privacy Act) regulations upon request.

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A- Administration

President
 Provost & Dean of Academic Programs
 Vice President for Administration & Planning
 Vice President for Student Services
 Administrator for Business Affairs
 Dean of Continuing Education
 Dean of Instructional Services
 Admissions Services
 Bursar
 CUNY BA Program
 Evening & Weekend College
 Health Services
 Human Resources & Labor Relations
 Institutional Research
 Payroll Distribution
 Purchasing
 Registrar
 TAP Office
 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**L- Robert J. Kibbee Library & Media Center**

College Discovery
 College Now
 Computer Center
 Family College Advisement
 Holocaust Resource Center
 Library
 Library Department
 Media Center
 Reading & Writing Center
 Security & Public Safety
 Tutorial Services

M- Marine & Academic Center (MAC)

Business Department
 Child Development Center
 Conference Center
 Dining Room & Cafeteria
 Early Childhood Education Program

Environmental Education Center
 Instructional Computing Department
 Marketing Management Program
 Nursing Department
 N.Y.S. Citizenship Unit
 Office Administration & Technology Department
 Office of Academic Programs
 Student Publications
 Vice President for College Advancement
 Women's Resource Center

P- Central Services

Buildings & Grounds
 Campus Facilities
 Information Desk
 Mailroom & Office Services
 Testing Office

P- Parking: P1 - P16**R- Security Post****S- Arts & Sciences**

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

T- The Leon M. Goldstein Performing Arts Center (PAC)**T-1** University Application Processing Center (UAPC)**T-2** College Classrooms**T-3** Marina**T-4**

Continuing Education

COPE

HRA

T-5

Family College

Ceramics

T-6, 7, 8 College Classrooms**U- College Center**

Alumni Affairs

ASAP

Bookstore

Cafeteria

Financial Aid

Multi-Purpose & Meeting Rooms

Public Occasions

Public Relations & Public Information

WKRB-FM Radio Station

V- Academic Village

W- (West Academic Cluster) (C/D/E/F) (WAC)

C- WAC

Career Counseling, Placement & Transfer

Dean of Student Life

English Department

New Start Program

D- WAC

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