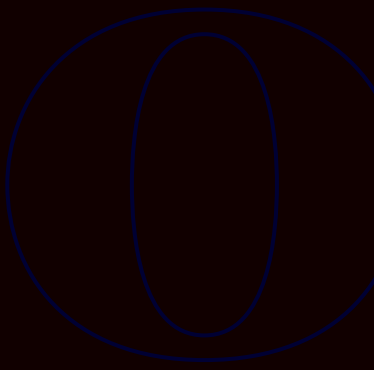


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CATALOG

2004-2005

Kingsborough Community College
2001 Oriental Boulevard
Brooklyn, New York 11235
(718) C-O-L-L-E-G-E
www.kingsborough.edu

A College of The City University of New York

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KINGSBOROUGH COMMUNITY COLLEGE

Who We Are

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

The college is located on a breathtaking 72-acre campus in Manhattan Beach, on the southern tip of Brooklyn, New York. The campus overlooks three bodies of water: Sheepshead Bay, Jamaica Bay and the Atlantic Ocean.

Our Vision

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

What We Offer

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

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

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

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

Kingsborough – Brooklyn's Community College

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

Looking Toward The Future

Kingsborough Community College is committed to enhancing learning opportunities for the Brooklyn community. Following its long-standing and exemplary record, Kingsborough will continue to anticipate and respond to the ever-changing needs of its dynamic urban area. As the community experiences economic, social, and occupational shifts, Kingsborough will remain in the forefront to fulfill the needs and expectations of community members.

Accreditation

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

The College is a member of the American Association of Community Colleges (AACC), the American Council on Education

(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 a 6-week Summer module which continues until the end of July. The actual time of each day class period is 58 minutes.

12/6 ACADEMIC CALENDAR Fall Semester

SEPT./OCT./NOV./DEC.

12/6 ACADEMIC CALENDAR Spring Semester

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.

The College Level Examination Program (CLEP) of the College Entrance Examination Board gives students the opportunity to gain college credit by examination. Students who achieve a score of 50 or higher on approved CLEP exams are exempt from taking a corresponding course at Kingsborough and will be awarded the credits for the course when they have met all the pre-requisites for that course. Each academic department will determine for its disciplines which, if any, CLEP exams are not acceptable and will be excluded from this policy. A maximum of two CLEP examinations may be applied towards a degree and will count towards the transfer credit maximum of 30 credits. Students who completed a college-level course in high school and who achieved a score of 4 or higher in an Advanced Placement (AP) subject are exempt from taking a corresponding course at Kingsborough and will be awarded the credits for the course, when they have met all the pre-requisites for that course, where appropriate as determined by the department. Each academic department will determine for its disciplines, which, if any, AP subjects are not acceptable and will be excluded from this policy. The College will exempt or award no more than two courses based on AP exams and the credit awarded will count towards the transfer credit maximum of 30 credits.

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 should apply for admission as early as possible. Applicants who score below the minimum TOEFL score may be required to take the Test of English as a Foreign Language (TOEFL) at Kingsborough College. Applicants who score below the minimum TOEFL score may be required to take the Test of English as a Foreign Language (TOEFL) at Kingsborough College.

+ 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.

MATRICULATED OUT-OF-CITY RESIDENTS, OUT-OF-STATE RESIDENTS, FOREIGN STUDENTS

All entering matriculated students should have a complete physical examination that includes a Tuberculin Skin Test and/or a Chest x-ray taken within the past year. A health form, available from the Health Services Office, should be completed by the student's personal physician, health care provide or a clinic. The College requires signed authorization by students to release medical records. Students who are under 18 years of age require a parent or legal guardian to sign the release.

Nursing program students require additional immunization and tests which must be completed prior to attending hospital affiliations.

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 following the advice of their own physicians or health care providers in these matters. The College will take no responsibility whatsoever for any injury which may be suffered should a student participate without medical advice or against medical advice and for any injury suffered as a result of physical incapacity.

NOTE: Smoking is prohibited inside all campus buildings including classrooms, auditoriums, elevators, hallways, restrooms and other common areas.

Registrar's Office, Room A-101, ext. 5087

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

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

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

Advance Standing evaluation of transfer credit	Filing dates—Academic Calendar*
Certification of enrollment to outside agencies	
Change of:	
Address, name and/or social security number	
Curriculum	Filing dates—Academic Calendar*
Grades—page 30	
Matriculation Status—page 7	Filing dates—Academic Calendar*
Session (Day to Evening/Evening to Day)—page 31	Filing dates—Academic Calendar*
Exams:	
Finals—conflicts/make-ups—page 29	Filing dates—Academic Calendar*
Graduation—page 27	Filing dates—Academic Calendar*
Permit to attend other CUNY colleges	
Readmission	
Records access—page 227	
Transcripts—page 9	
Withdrawal from college and/or course—page 31	Filing dates—Academic Calendar*

* *The latest ACADEMIC CALENDAR, with information on filing dates and deadlines, is available in the Registrar's Office, Room A-101.*

DEPARTMENT OF STUDENT DEVELOPMENT, ROOM A-216, EXT. 5563

The Department of Student Development is dedicated to helping students achieve self-understanding and direction and assisting them in developing their maximum educational, social and personal potential.

To aid students in their adjustment to the college community, and in the realization of goals during and after college, the department offers a wide variety of services within a framework designed to highlight individual growth.

Counseling and Related Services

The student-counselor relationship is central to the Department of Student Development's efforts to assist students. This counseling relationship begins with a new student orientation and enrollment in the freshman orientation course (SD 10). Individual and group counseling sessions that focus on issues related to academic and career planning as well as personal and social concerns are offered by counselors. Counselors are available to meet with students both day and evening, and Saturdays, whenever classes are in session.

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

Some programs that offer individualized counseling include: Special Services, My Turn, Honors Option, New Start, College Now, Freshman Year Experience, Financial Aid, Foreign and English as a Second Language (ESL), Returning Adults and Veterans, Selected Educational and Vocational Testing, High Risk Student Advisement, and Leadership Training.

Orientation and the Freshman Year Experience

All incoming freshmen are invited to participate in an Orientation Program. This includes an on-campus experience as well as an informational component. An integral part of the department's offerings include a one credit-bearing course (Student Development (SD 10) to prepare students to obtain maximum personal and scholastic benefit from their attendance at Kingsborough. The Freshman Year Experience is dedicated to students' personal, social and academic growth. We work closely with students through advisement in developing a mutually agreed upon plan which will aid in the identity and achievement of their educational, career and life goals. We respect the rights and dignity of all students. We strive to dissuade prejudice, endeavoring to enable students to learn from the differences in people, ideas and beliefs. We teach students the need to show consideration for others and to refrain from behaviors which endanger the autonomy and respect all individuals deserve. We encourage the development of close ties and strong relationships between students and other students, as well as students and our staff. It is our belief that these relationships form solid connections enhancing our goal of a student-centered environment.

Course Offerings

SD 10 Freshman Seminar 1 cr. 1 hr.

Student Development (SD 10) is a one-credit Freshman Seminar course. The course facilitates interactive learning for students, provides information and skills important for transition to and success in college. In order to provide students with an opportunity to develop personally, academically, and socially, the course is divided into several components which include: academic policies, career exploration, human relations, learning styles, library skills, and the advisement/registration process. Students are encouraged to think critically as well as to develop an academic and life plan. The class promotes the development of a strong bond between the students and their instructor as well as with the college community.

SD 11 Career and Life Planning 1 cr. 1 hr.

Students have an opportunity to explore careers with emphasis on their interests, abilities, aptitudes and college experiences. They learn how to plan for future work and leisure time. Topics include: the nature of work, contemporary changes in careers and work ethic, self assessment, jobs and changing lifestyles. Current labor market information is introduced followed by intensive, individual research and exploration of occupations. Instruction and practical assignments explore the dynamics and techniques of job-seeking, decision-making, goal-planning and priority-setting.

SD 12 Strategies for College Success 1 cr. 1 hr.

Typical problems encountered in the college and the strategies to overcome these difficulties. An assessment of personal academic strengths and weaknesses and an examination of the internal and external barriers to academic success. All students are assigned a counselor to explore issues that often correspond to the course curriculum.

Co-Curricular Activities—Office of Student Life, Room C-123, ext. 5597

The Department of Student Development's co-curricular activities program was designed to enrich students' total college experience. The mission of the Office of Student Life is to provide programs and services that support the activities of student organizations, to sponsor and support extra and co-curricular activities designed to supplement students' classroom experiences and to contribute to students' personal and intellectual development.

Students and faculty work together to make decisions in areas of college governance, leadership training, etc. Opportunities are available on the College Council, the Kingsborough Community College Association, the Committee to Advance Pluralism and Equity and many other college-wide committees.

Over eighty student organizations, organized and administered by students with assistance from faculty advisors, develop

academic, cultural, educational and social programs. Included are team sports and athletics, theater, special interest groups, social groups, a radio station, newspaper, yearbook, literary and arts journal and a peer advisor program.

There are five Student Government Councils, each representing different curricula (Business, Evening Studies, Liberal Arts, Mathematics and Sciences, Public and Health Services).

Many events, open to all students, are scheduled throughout the semester. They include lectures, films, art exhibits, socials, music and videos. Dates and campus locations of events are published in

Bilingual Studies Program, Room D-213, ext. 5576

The Bilingual Studies Program offers academic training leading towards an associate degree for bilingual (Spanish-English/French Creole-English) high school graduates or holders of the General Equivalency Diploma (GED). Applicants must meet the eligibility requirements of the CUNY College Discovery Program. The underlying principle of the program is to provide an opportunity for the bilingual student to develop college-level proficiency in English, Spanish and French while acquiring a liberal arts or career skills education. The program's main features, offered in English, Spanish, and French Creole include: intensive counseling and orientation; developmental and college-level instruction; tutorial and mentoring services; supplemental instruction; financial aid assistance; and cultural enrichment activities. For further information contact Dr. Diego Colon.

Child Development Center, Room V-105, ext. 5868

A limited number of Kingsborough's students' children, ages 2.6 through 5 years, are accepted to the Child Development Center each semester on a first-come, first-served basis. The children receive professional care and education at this licensed and accredited facility from September through July each year. A small summer program for children 6 through 10 years of age is available for the month of July in a separate location. The low parent fees for enrolling children are a result of the Center's receipt of public funds. For information contact Dr. Uda Bradford.

College Discovery, Room L-516, ext. 5520

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

C.O.P.E. Program, Room T-4216, ext. 4660

C.O.P.E. (The College Opportunity to Prepare for Employment Program) provides special services to students who are enrolled in avocationally-oriented associate degree programs and who receive public assistance through the Human Resources Administration and qualify as TANF (formerly AFDC) recipients. The program also offers its services to other students who are low income and the parent of a minor. Services include personal and academic counseling, HRA advisement of policy changes, preparing for HRA appointments and meeting workfare requirements. C.O.P.E. also assists its students with forms 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.

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

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- (3) matriculated,
- (4) income eligible,
- (5) enrolled full-time (a minimum of 12 credits/chargeable hours required in the student's major)
- (6) able to meet minimum standards of satisfactory academic standing, academic progress and program pursuit as defined by the New York State Education Department for Kingsborough Community College students.

Satisfactory Academic Standing to Continue TAP Awards

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

Pursuit of Program/Academic Progress

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

Program Pursuit Chart

<u>To Be Eligible For TAP Payment Number</u>	<u>Minimum Credits/Equated Credits Completed into Prior Semester Must Be</u>
1	0
2	6
3	6
4	9
5	12
6	12
7	12

Academic Progress Chart

<u>To Be Eligible For TAP Payment</u>	<u>Minimum Cumulative Credits Earned</u>	<u>Minimum Cumulative Grade Point Average</u>
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 subsequent semester.
- B. Students on probation or continued probation who make satisfactory academic progress during this probationary period

and continue to maintain their academic standing will maintain their eligibility for TAP.

C. A repeated credit course cannot be included as part of a student's minimum full-time or part-time, course load for New York State financial aid purposes, except in the following cases: (1) when the repeated course was previously failed (2) when the course was previously passed but with a grade too low to be accepted in the enrolled curriculum, or (3) when a course may be repeated and credit earned each time.

D. A repeated non-credit (developmental or remedial) course cannot be included as part of a student's minimum full-time or part-time course load for New York State financial aid purposes: (1) if students have already received two payments for that course, or (2) if students have previously received passing grades for that course.

E. Loss of TAP eligibility: Students who fail to meet the standards of academic program pursuit, academic progress, and/or attendance will lose their TAP eligibility. In addition, any student who registers for courses without having met these standards will be liable and billed for the full amount of their TAP award, retroactively.

F. Transfer students or students making a change of curriculum should review their status with an academic adviser and a financial aid counselor in order to insure their continuing TAP eligibility status at Kingsborough Community College.

G. Waiver Policy.

Students who can demonstrate that exceptional circumstances beyond their control caused them to have a substandard academic record may be eligible for a one-time, undergraduate waiver of the TAP regulations. Waivers will be granted in these exceptional cases only when: (1) there is a reasonable probability that the student will regain good academic standing (2) the student is able to present full documentation (3) the waiver is recommended by the Committee on Academic Standing after the student has met with an appropriate college official, and (4) the waiver is approved by the Committee on Academic Standing. Students who wish to apply for a TAP waiver must submit a written appeal to the Registrar's Office, Room A-101. There are three types of TAP waivers: One time, "C" and Medical/Health (student-health-related).

Aid for Part-Time Study (APTS)

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

Eligibility for APTS

APTS is not an entitlement program. Therefore, awards are limited. Kingsborough Community College selects award recipients and determines individual award amounts. To be eligible, students must: (1) be enrolled, part-time, in an approved undergraduate degree program in New York State (part-time is defined as at least six (6) but not more than eleven (11) chargeable hours); (2) meet the income eligibility requirements; (3) be New York State residents; (4) be either U.S. citizens or permanent residents; (5) have a tuition liability of at least \$100 per year; (6) have remaining TAP eligibility and (7) be enrolled in courses required in their curriculum.

APTS Awards

The money available for all participating institutions is set each year in the money available by the ei[(excesowR ent

time of registration and will be awarded the amount of money for which they are eligible later in the school year.

Eligibility for PELL

Eligibility varies with financial need. The need analysis formula used is devised and mandated by Congress each year. Students are notified by the Financial Aid Office about the conditions for receiving PELL payments and how and where these payments can be received. Check Kingsborough Community College Financial Aid Website at www.kingsborough.edu for details. Application is accomplished by (1) selecting a "PIN" at www

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 a student's permanent record, will be included as attempted credits and will have an effect on meeting the appropriate standard. A retroactive "non-punitive" withdrawal may result in cases where students repay 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.
- F. Repeated courses can generally be accepted toward degree requirements. 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.
<http://www.kingsborough.edu/financialaid/index.html>.

G. Appeal procedures (see <http://www.kingsborough.edu/financialaid/AppealsMenu.htm>).

H. Non-standard 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. Possible sources of assistance can be researched at: <http://www.kingsborough.edu/financialaid/ForeignStudents.htm>

Any student required to register with the Military Selective Service, who fails to do so is ineligible for financial aid.

Department of Foreign Languages:

- The Foreign Language Award
- Hebrew/Yiddish Scholastic Studies Scholastic Award

Department of History, Philosophy and Political Science:

- The Political Science Award
- The History Studies Award
- The Philosophy Studies Award

Department of Mathematics and Computer Science:

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

Department of Nursing:

- The Nursing Scholastic Award

Department of Office Administration and Technology:

- The Office Administration Award
- 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

The Department of Student Development:

- The New Start Program Award
- The Department of Tourism and Hospitality Award
- Virtual Enterprise Award

ADMINISTRATIVE AWARDS

- The Liberal Arts Award
- The Israel and Julia Glasser Scholarship for Political Science
- The Science Scholars Award
- The Library Service Award
- The Child Care Center Service Award
- The President's Award for Distinguished Scholarship
- The Valedictorian Award
- The Leon M. Goldstein Scholarship Award for Academic Excellence and Community Service
- The Otis Hill Scholarship Award

** For information about Departmental Awards, contact the Department Chair.

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

** For students that are graduating and beginning to apply to senior colleges, contact Dr. Carmen Rodriguez at (718) 368-5029 for information on transfer scholarship opportunities offered by senior colleges.

SPECIAL PROGRAMS

Behavioral Sciences Research Methodology Project, Room L-705, ext. 5170

Family College Program, Room V101E, 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 Department 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 Department 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, tech-

Institute of Tutorial Services, Room L605, ext. 5118

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

The Math Workshop, Room F206, ext. 5808

The Math Workshop, a branch of the Institute of Tutorial Services, provides very specific support in close collaboration with the Math Department. It has four components:

1. Math Skills Lab: the lab component of the developmental math classes.
2. Independent Study Program: for freshman and R2 students who score between 20 and 24 on the CUNY exam.
3. Workshop: for all students who are taking a math class.
4. Math Computer Lab: for Math and Computer Science students.

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

For further information contact Dr. Susan Hom, Director.

Women's Studies Program

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

To graduate with a concentration in Women's Studies, students must take HIS 66, an interdisciplinary course on Women in the Social Sciences. In addition, they must take 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 Susan Farrell or Fran Kraljic, 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

Janice Mehlman	Art
Mira Morgenstern	History, Philosophy 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 Physical Education, Recreation and Recreation Therapy 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 physical incapacity.*

Intramurals

The intramurals program is designed to enable students to participate in a wide variety of athletic and recreational activities on a voluntary basis.

The program consists of individual and team events such as touch football, volleyball, 3- and 5-man basketball, soccer, racquetball, tennis, karate, weight-lifting, body-building, swimming, aerobics, water aerobic workshops, water volleyball, volleyball, bowling and ping-pong. Special events include tournaments in handball, softball, golf, badminton, darts, chess, and the Wheelchair Superstars. All events are coeducational.

Recreation

The recreation program offers students an opportunity to participate, at their own convenience, in sports and physical fitness activities including: swimming, tennis, handball, racquetball and training with weights.

Athletics

The Athletic Program is renowned in the northeastern part of the United States, offering men and women opportunity to participate in a wide range of sports. Emphasis is placed upon promoting enjoyment, fitness, skill development, knowledge, and sportsmanlike competition.

For women, the growing program includes varsity softball, volleyball, basketball, tennis, track and softball teams. The women's program is sanctioned by the City University of New York Athletic Conference (CUNYAC), the local conference, and by the National Junior College Athletic Association (NJCAA) on the regional, district, and national levels.

Male varsity team programs include baseball, basketball, soccer, tennis, and track. The men's program is sanctioned by the City University of New York Athletic Conference (CUNYAC), the local conference, and by the National Junior College Athletic Association (NJCAA), on regional, district, and national levels.

Kingsborough is a member of Region XV, District of the NJCAA. There are 24 regions and ten more encompassing districts geographically within NJCAA. Victorious teams in the Regional structure compete against each other to determine District champions in each sport. The ten District champions in turn compete for National titles. In 1998, the men's tennis team won the national title and was ranked #1 in Division III.

ACADEMIC INFORMATION

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

Part-time students carry fewer than full time (12) credits and/or equated credits. It is possible to carry a full-time Evening program. However, not all KCC degree programs are available for full-time Evening Study. But non-department required degree courses can be used for necessary basic courses and credits before completing department requirements in Day Session. Counselors are available for consultation.

Non-degree students* who request a change to matriculated status must meet the following requirements:

Eligibility for graduation requires the completion of one of the programs of study, as outlined in the statement of requirements, with an overall minimum cumulative grade point average of 2.00 (at least a "C" average) for all courses taken at Kingsborough Community College (see page 25), and a passing score on the College Proficiency Examination.

In order to receive a Kingsborough degree, a student is required to have completed the final 30 credits toward that degree while enrolled at Kingsborough. Where one or more credit-bearing courses to be included in this sum are to be earned at another institution, prior permission must be obtained from the Committee on Academic Review.

College Preparatory Initiative (CPI)

All entering Kingsborough students who graduated from high school June, 1993 or later will be expected to have completed units of high school work in specific academic subjects:

<u>Effective Fall Dates</u>	<u>Total Units</u>	<u>Science</u>	<u>Math</u>	<u>English</u>	<u>Social Sciences</u>	<u>Fine Arts</u>	<u>Foreign Language</u>	<u>Elective Units</u>
Fall '93 & Fall '94	9	1	2	3	X	X	X	3
Fall '95 & Fall '96	11	1	2	4	X	X	X	4
Fall '97 & Fall '98	13	1	2	4	2	X	X	4
Fall 1999	15	2	3	4	2	X	X	4
Fall 2000	16	2	3	4	4	1	2	0

MAINTENANCE OF ACADEMIC STANDARDS*

The grade of "INC" (incomplete), or -r9f 0 0 92.149]TJw1i 9T32

X. *9(X)-6694.3(4)]TJT*[[((4)tt637INC" (66.9(X)-66.d.In specifg

Equated Credits

Weekly class hours in developmental and compensatory courses for which actual credit is not allowed may, for certain purposes, be counted in the same manner as are credits.

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

Grade Point Index

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

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

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

Developmental Courses (0)

Developmental courses are specifically designed for students who skills assessment test scores indicate that special remediation assistance is required. Developmental, no credit courses are designated by a 0.

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.

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 grade of C- or below was received may be repeated only if a more advanced course in that discipline has not been completed. Students who receive a "C" grade or better in any course offered at the college MAY NOT REPEAT that course. 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, A-101, 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.

"With Honors," inscribed on their diploma. Graduated "With Honors" also becomes a part of the student's permanent record, and appears on all transcripts.

TRANSFER TO SENIOR COLLEGES AND UNIVERSITIES

CUNY Articulation Policy:

Associate in Arts (A.A) Degree

Students who graduate with the A.A. degree and transfer to CUNY senior colleges have completed at least 60 credits of study required for the Bachelor's degree. General education requirements (may also be called core curriculum or distribution requirements) will have been met except as noted below.

Please note the following:

- The senior college may require students to complete one course in a discipline required by a senior college's baccalaureate distribution requirements that was not part of the student's associate degree program.
- Students may need to fulfill a 6-8 credit foreign language requirement at a senior college, unless it was fulfilled at KCC or in high school or based on native language abilities.
- Students will also need to complete the requirements for their major at the senior college. Based on a fair and reasonable evaluation of a student's transcript, at least nine credits will be granted in the student's major (including laboratory science). Students who change majors upon transfer may not have completed coursework that can be applied toward a new major.

Associate in Science at-lege's permanent

SUNY TRANSFER POLICY

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

PRIVATE COLLEGE TRANSFER POLICIES

Students who wish to transfer to a private college should check 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

Evening and weekend students may avail themselves of the following services:

- counseling services, including career counseling and placement
- financial aid advisement
- tutoring in most subject areas
- laboratories in accounting, English, foreign languages, and mathematics
- library services
- gym facilities
- child care

For information regarding matriculated and non-degree status in the Evening Program contact the Admissions Information Center or Evening Studies Office.

SCHOLASTIC AWARDS

programs: Business, Health and Human Services. Candidates for this degree follow programs which concentrate in the applied field. The professional fields in which these programs are offered include Accounting (with a concentration in Tax Accounting), Broadcasting Technology and Management (with a concentration in Music Technology), Business Administration, Computer Information Systems, Early Childhood Education/Child Care, Education Associate, Exercise Science and Personal Training, Retail Merchandising, Graphic Design and Illustration, Journalism and Print Media, Nursing, Office Administration and Technology (with the following options: Executive, Legal, School, plus concentrations in Medical, Word/Information Processing), Physical Therapist Assistant, Physical Education, Recreation and Recreation Therapy and Tourism and Hospitality.

PROGRAMS

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

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

Students in all programs follow courses of study designed to provide a sound general education and a carefully developed program of occupational or pre-professional education.

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

notes

The image features a dark blue background with intricate white line art. The lines form various geometric and organic shapes, including rectangles, circles, and flowing curves. A prominent white shape in the lower-left corner resembles a folded piece of paper or a stylized arrow pointing towards the center. The overall aesthetic is clean, modern, and technical.

2004

Programs & C

DEGREE & CERTIFICATE PROGRAMS*

	Program	HEGIS
	Requirements	CODE
Associate in Arts (A.A.)		
Liberal Arts	Page 455649
Secondary Education Concentration		
Women's Studies Concentration		
Associate in Science (A.S.)		
<u>Arts Programs</u>		
Fine Arts	Page 585610
Performing Arts	Page 625610
<u>Sciences and Mathematics Programs</u>		
Biology	Page 505604
Marine Biology Concentration		
Biotechnology Concentration		
Occupational Therapy Transfer Option		
Pharmacy Transfer Option		
Physician Assistant Transfer Option		
Preparation for Teaching		
Chemistry	Page 525619
Community Health	Page 535299
Gerontology Concentration		
Computer Science	Page 555103
Educational Studies	Page 565503
Engineering Science	Page 575609
Mathematics	Page 605617
Mental Health and Human Services	Page 615216
Physics	Page 635619
Pre-Physical Therapy	Page 645219
Associate in Applied Science (A.A.S.)		
<u>Business Career Programs</u>		
Accounting	Page 685002
Tax Accounting Concentration		
Broadcasting Technology and Management	Page 695008
Music Technology Concentration		
Business Administration	Page 705004
Entrepreneurial Studies Concentration		
Computer Information Systems	Page 715101
Retail Merchandising–Fashion & Marketing Management Concentrations	Page 865004
Graphic Design and Illustration	Page 765012
Journalism and Print Media–Writing & Reporting and Production Concentrations	Page 775008
Maritime Technology	Page 785403
Office Administration and Technology	Page 815005
(Executive, Legal, Medical, School) plus—Word/Information Processing and Medical Word/Information Processing Concentrations		
Tourism and Hospitality–Tourism & Hospitality Concentrations	Page 875011
Website Development and Administration	Page 895104

*NOTE: Enrollment in other than registered (or otherwise approved) programs may jeopardize a student's eligib10 0 8 .5101

Exercise Science/Personal Training	Page 75	5299.30
Nursing	Page 79	5208
Physical Education, Recreation and Recreation Therapy	Page 83	5506
Physical Therapist Assistant	Page 85	5219
Certificate Programs:		
Certificate in Entrepreneurial Studies	Page 92	5004
Certificate in Exercise Science/Personal Training	Page 92	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 140
Health, Physical Education and Recreation Department	Courses—page 146
History, Philosophy and Social Sciences Department	Courses—page 155
Mathematics and Computer Science Department	Courses—page 162
Nursing Department	Courses—page 170
Office Administration and Technology Department	Courses—page 176
Physical Sciences Department	Courses—page 182
Tourism and Hospitality Department	Courses—page 188

DEGREES

All matriculated students must successfully complete the total number of required credits for their degree, divided into four basic categories:

1. College-Wide Requirements—four to eight credits in Freshman English courses. Three-credit Health and Physical Education course (HPE 12) required of ALL students except those majoring in Nursing. Non-credit courses in developmental English and/or Mathematics may be required.
2. Department Requirements—as specified in all curricula except Liberal Arts.
3. Group Requirements—limited courses are offered within five general areas.
4. Free Electives—choices from the entire range of course offerings. In some programs, Department or Program Director consultation may be required.

Associate in Arts

Students matriculated for the A.A. degree must successfully complete a minimum of 60 credits, divided into three basic categories.

1. College-Wide Requirements—courses which all students must take (see 1 above).
2. Group Requirements—44 credits chosen from: I) the Performing and Visual Arts; II) Language*, Literature** and Philosophy; III) the Social Sciences; IV) the Behavioral Sciences; V) Mathematics and Science. These choices are the foundation for future academic studies and depend on background, interests, area of prospective specialization, future career goals.
3. Free Electives—six credits to make up the total number of credits required for the degree. Students may choose from groups already mentioned or from any other courses offered by the College.

* Placement recommendations for entering freshmen who wish to continue with a familiar foreign language are made by the Department of Foreign Languages based on language proficiency.

** 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

Students matriculated for the A.S. degree or the A.A.S. degree must successfully complete the number of credits specifically required for that degree. These credits are divided into four basic categories.

1. College-Wide Requirements—courses which all students must take (see #1 above).
2. Group Requirements—courses which offer limited choices within general areas. Students may choose from a wide selection of course offerings.
3. Department Curriculum Requirements—courses which students must successfully complete in the chosen area of specialization, such as Nursing, Physical Education, Recreation and Recreation Therapy, Chemistry, Biology, etc.
4. Free Electives—courses to make up the total number of credits required for the specific curriculum. Students may choose from groups already mentioned or from any other courses offered by the college. In some programs, Department or Program Director consultation is required.

The image features a dark blue background with abstract, layered geometric shapes in various shades of blue and white. A prominent white number '2' is centered in the middle. The shapes include curved lines, rectangular forms, and overlapping layers that create a sense of depth and movement. The overall aesthetic is modern and minimalist.

2

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
- Communications and Performing Arts
- English
- Fine Arts
- Foreign Languages
- Health, Physical Education and Recreation
- History, Philosophy and the Social Sciences
- Mathematics
- Physical Sciences

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 03900 or THA 04800 or Women's Studies sections of MCM 03000 or MCF 04400 or MUS 03100
Group II	ENG 06700
Group III	HIS 06600 (required), HIS 06800
Group IV	ANT 03900 or PSY 03700 or SOC 03800 or Women's Studies sections of SOC 03100
Group V	BIO 02800

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

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

*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

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 01200

4 credits

*ENG 02400

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PHYSICIAN ASSISTANT TRANSFER OPTION

* Biology (BIO 01300–01400), Chemistry (CHM 01100–01200), Mathematics (MAT 01400)	20	credits
* Human Anatomy and Physiology (BIO 01100–01200)	8	
* Microbiology in Health and Disease (BIO 05100)	4	
* General Psychology (PSY 01100)	3	
* Human Growth and Development (PSY 03200)	3	
* Elements of Statistics (MAT 02000)	3	
3 Recommended Electives		
Science of Nutrition (BIO 07000)	3	
Cardiopulmonary Resuscitation (HE 02000)	1	
Emergency Health Care (NUR 04100)	2	
* Organic Chemistry I and II (CHEM 03100–03200)	10	

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

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

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

GROUP REQUIREMENTS **9 CREDITS

A minimum of three credits each 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—**Satisfied by Department requirements**
Biological Sciences - Mathematics & Computer Science - Physical Sciences

ELECTIVES—Sufficient to meet required total of

60–64 credits

**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 01200	4 credits
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*ENG 02400	3
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HPE 01200	3
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If Required

ENG 00400, 09100, 09200 &/or 09300	0
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MAT 0M100 & 0M200 or MAT 0R200 proficiency	0
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DEPARTMENT REQUIREMENTS §

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 01200	4	credits
*ENG 02400	3	
HPE 01200	3	
If Required		
ENG 00400, 09100, 09200 &/or 09300	0	
MAT 0M100 & 0M200 or MAT 0R200 proficiency	0	

DEPARTMENT REQUIREMENTS

Introduction to Community Health (COH 01100)	3	credits
Critical Issues in Community Health (COH 01200)	3	
Epidemiology (COH 01300)	3	
Helping Skills for Community Health majors (COH 02000)	3	
Drugs, the Individual and Society (HE 04000)	3	
Human Sexuality (HE 05200)	3	
Introduction to Gerontology (MH 03500)	3	
*Human Anatomy and Physiology I and II (BIO 01100, 01200)	8	
*Elements of Statistics (MAT 02000)	3	
*General Psychology (PSY 01100)	3	
Science of Nutrition (BIO 07000)	3	
*Introduction to Sociology (SOC 03100)	3	
Community Health Internship (COH 09100)	3	

GERONTOLOGY CONCENTRATION

Introduction to Gerontology (MH 03500)	3	credits
Biology of Aging (BIO 03900)	3	
Perspectives on Death and Dying (NUR 04300)	3	
Introduction to Community Health (COH 01100)	3	
Helping Skills for Community Health Majors (COH 02000)	3	
Field Experience in Community Health (COH 09100)	3	
Drugs, the Individual and Society (HE 04000)	3	
Science of Nutrition (SCI 07000)	3	
*Human Anatomy and Physiology (BIO 01100, 01200)	8	
*Introduction to Sociology (SOC 03100)	3	
*General Psychology (PSY 01100)	3	

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

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 01200	4 credits
*ENG 02400	3
HPE 01200	3
If Required	
ENG 00400, 09100, 09200 &/or 09300	0
MAT 0M100 & 0M200 or MAT 0R200 proficiency	0

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 01200	4 credits
*ENG 02400	3
HPE 01200	3
If Required	
ENG 00400, 09100, 09200 &/or 09300	0
MAT 0M100 & 0M200 or MAT 0R200 proficiency	0

DEPARTMENT REQUIREMENTS §

*General Chemistry I and II (CHM 01100, 01200)	8
+*Calculus, I, II and III, (MAT 01500, 01600, 02100)	12
Differential Equations (MAT 05500)	3
Linear Algebra (MAT 05600)	3
Engineering Science (EGR 02100)	3
Introduction to Engineering Thermodynamics (EGR 02300)	3
Introduction to Electrical Engineering (EGR 02200)	3
*Advanced General Physics I and II (PHY 01300, 01400)	8
*Introduction to Computing (CS 01200)	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
(Excluded are Art & Music Studio, Theatre Production & Technique courses)
Art - Music - Speech - Theatre Arts
- II. Language and Literature
Foreign Language - Literature - Philosophy
- III. Social Sciences
Economics - History - Political Science
- IV. Behavioral Sciences
Anthropology - Psychology - Sociology
- V. Mathematics and Sciences—**Satisfied by Department requirements**
Biological Sciences - Mathematics & Computer Science - Physical Sciences

ELECTIVES—Sufficient to meet required total of

66–70 credits

• This program is within the Physical Sciences Department.

*CPI Unit(s)

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

§Consultation with the Department Advisor is required.

**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 01200	4 credits
*ENG 02400	3
HPE 01200	3
If Required	
ENG 00400, 09100, 09200 &/or 09300	0
MAT 0M100 & 0M200 or MAT 0R200 proficiency	0

DEPAR

- 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.

** 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 01200	4 credits
*ENG 02400	3
HPE 01200	3
If Required	
ENG 00400, 09100, 09200 &/or 09300	0
MAT 0M100 & 0M200 or MAT 0R200 proficiency	0

DEPARTMENT REQUIREMENTS S

+*Calculus I, II and III (MAT 01500, 01600, 02100)	12 credits
Differential Equations (MAT 05500)	3
Linear Algebra (MAT 05600)	3
Programming in Fortran (CP 05100) or Introduction to Computing (CS 01200)	4
**Mathematics OR Computer Programming Electives	8
Laboratory Science	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
(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
EPP

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 01200	4 credits
*ENG 02400	3
HPE 01200	3
If Required	
ENG 00400, 09100, 09200 &/or 09300	0
MAT 0M100 & 0M200 or MAT 0R200 proficiency	0

DEPARTMENT REQUIREMENTS

*General Psychology (PSY 01100)	3 credits
*Human Growth and Development (PSY 03200)	3
*Abnormal Psychology (PSY 03600)	3
*Introduction to Sociology (SOC 03100)	3
Choice of any Sociology elective or Introduction to Anthropology (ANT 03700)	3
Introduction to Human Services (MH 01100)	3
Human Services Organizations (MH 03000)	3
Principles of Interviewing and Group Leadership (MH 03100)	3
Mental Health Practices with Vulnerable Populations (MH 03400)	3
Introduction to Gerontology (MH 03500)	3
Supervised Instructional Experience in Mental Health (MH 09600–09700)	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
(Excluded are Art & Music Studio, Theatre Production & Technique courses)
Art - Music - Speech - Theatre Arts
 - II. Language and Literature
Foreign Language - Literature - Philosophy
- III. TheqU4dr

**Department requirement0
opology-I Psychology-y Sociology**

redits

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 01200	4
*English 02400	3
HPE 01200	3

DEPARTMENT REQUIREMENTS

ALL PERFORMING ARTS MAJORS MUST TAKE:

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 01200	4 credits
*ENG 02400	3
HPE 01200	3
If Required	
ENG 00400, 09100, 09200 &/or 09300	0
MAT 0M100 & 0M200 or MAT 0R200 proficiency	0

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 01200	4 credits
*ENG 02400	3
HPE 01200	3
If Required	
ENG 00400, 09100, 09200 &/or 09300	0
MAT 0M100 & 0M200 or MAT 0R200 proficiency	0

DEPARTMENT REQUIREMENTS §

Preparatory Biology (BIO 01000 if required)	0 credits
*General Biology I and II (BIO 01300–01400)	8
*Human Anatomy and Physiology (BIO 01100-01200)	8
*General Chemistry I and II (CHM 01100, 01200)	8
*General Physics I and II (PHY 01100, 01200)	8
*Analytic Geometry and Pre-Calculus Math (MAT 01400)	4
*General Psychology (PSY 01100)	3
*Human Growth and Development (PSY 03200)	3
*Introduction to Sociology (SOC 03100)	3
*Elements of Statistics (MAT 02000)	3

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

Recommended

First Aid and Personal Safety (HE 03500)	2
Cardiopulmonary Resuscitation (HE 02000)	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

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

Art - Music - Speech - Theatre Arts

II. Language and Literature

Foreign Language - Literature - Philosophy

The image features a dark blue background with abstract white and light blue elements. A large, stylized white outline of a number '5' is prominent on the left side. Overlapping this and other shapes are several semi-transparent, light blue geometric forms, including a large 'S' shape and various angular blocks. In the center-right, the year '2004' is written in a white, serif font, with '2000' written above it in a similar font. The overall composition is modern and graphic.

2004
2000

A.A.S. DEGREE PROGRAMS

Accounting

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Course Descriptions, page 117

Broadcasting Technology and Management

Requirements, page 69

Course Descriptions, page 124

Business Administration

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Course Descriptions, page 117

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Early Childhood Education/Child Care

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Exercise Science/Personal Training

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Graphic Design and Illustration

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Physical Education, Recreation and Recreation Therapy

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Retail Merchandising

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Course Descriptions, page 121

Tourism and Hospitality

Requirements, page 87

Course Descriptions, page 189

Website Development and Administration

Requirements, page 89

Course Descriptions, page 179

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 01200	4 credits
*ENG 02400	3
HPE 01200	3
If Required	
ENG 00400, 09100, 09200 &/or 09300	0
MAT 0M100 & 0M200 or MAT 0R200 proficiency	0

DEPARTMENT REQUIREMENTS

Fundamentals of Accounting I and II (ACC 01100–01200)	8 credits
Intermediate Accounting I and II (ACC 02100–02200)	6
Cost Accounting (ACC 03100)	4
Federal Taxation (ACC 04100)	4
Fundamentals of Business (BA 01100)	3
Business Law (BA 01200)	3
Introduction to Computer Concepts (BA 06000)	3

A.A.S. BROADCASTING TECHNOLOGY AND MANAGEMENT •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 01200	4	credits
*ENG 02400	3	
HPE 01200	3	

If Required

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

DEPARTMENT REQUIREMENTS

Introduction to Broadcasting (MCB 03500)	3	credits
Writing for the Electronic Media (MCB 05000)	3	
Radio Station Operation (MCB 05900) 3 semesters (1 cr. ea.)	3	
Three Program Courses (3 crs. ea.)	9	
*Mass Media (MCM 03000) OR		
Communication Development and Application (MCM 0T0)		

A.A.S. BUSINESS ADMINISTRATION •TOTAL CREDITS 60

Requirements for matriculants

COLLEGE REQUIREMENTS

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

*English 01200

4

*English 02400

BLUS, FOR MAJORS WITH

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

Requirements for matriculants

COLLEGE REQUIREMENTS

IV. Behavioral Sciences

Anthropology - Psychology - Sociology

V. Mathematics and Sciences—**Satisfied by Department Requirement**

A.A.S. EXERCISE SCIENCE/PERSONAL TRAINING •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 01200 4 credits

*ENG 02400 3

DEPARTMENT REQUIREMENTS

*Foundations of Human Anatomy & Physiology (BIO 00700) 3 credits

*Human Anatomy & Physiology I and II (BIO 01100-01200) 8

Science of Nutrition (BIO 07000) 3

Introduction to Personal Training (EXS 00900) 3

Kinesiology of Exercise (EXS 01000) 3

Physiology of Exercise (EXS 01100) 3

Health Risk Appraisal (EXS 01200) 3

Fitness Assessment & Exercise Prescription (EXS 01300) 3

Exercise Leadership Seminar (EXS 01600) 1

Field Experience in Exercise Science (EXS 09100) 3

*General Psychology (PSY 01100) 3

First Aid and Personal Safety (HE 03500) 2

Cardiopulmonary Resuscitation (HE 02000) 1

Choose from the following for 3 credits: 3 credits

Walk, Jog, Run (PEC 00200)

Training with Weights (PEC 00400)

Body Building (PEC 00500)

Physiological Fitness and Development: Training with Weights (PEC 00600)

Aerobic Dance (PEC 01900)

Swimming for Fitness (PEC 03300)

Aqua Exercise (PEC 06500)

Tai Chi Chuan (PEC 02500)

Introduction to Hatha Yoga (PEC 02900)

The Pilates System of Exercise (PEC 08210)

GROUP REQUIREMENTS **6 CREDITS

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

I. Performing and Visual Arts

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

Art - Music - Speech (recommended) - Theatre Arts

II. Language and Literature

Foreign Language - Literature - Philosophy

III. Social Sciences

Economics - History - Political Science

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

Anthropology - Psychology - Sociology

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

Biological Sciences - Mathematics & Computer Science - Physical Sciences

ELECTIVES—Sufficient to meet required total of

60 credits

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

*CPI Unit(s)

§Consultation with the Department Advisor is required.

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

A.A.S. MARITIME TECHNOLOGY • TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

A.A.S. NURSING •TOTAL CREDITS 66-67

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 01200	4 credits
*ENG 02400	3
If Required	
ENG 00400, 09100, 09200 &/or 09300	0
MAT 0M100 & 0M200 or MAT 0R200 proficiency	0

DEPARTMENT REQUIREMENTS

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

FIRST SEMESTER (PRE-CLINICAL COMPONENT)

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

SECOND SEMESTER (CLINICAL COMPONENT)

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

THIRD SEMESTER

*Microbiology in Health and Disease (BIO 05100)	4
Nursing the III Adult I (NUR 02100)	9

FOURTH SEMESTER

*Freshman English II (ENG 02400)	3
Nursing the Emotionally III (NUR 02000)	4
Nursing the III Adult II (NUR 02200)	5

FIFTH SEMESTER

*Introduction to Sociology (SOC 03100)	3
Family-Centered Maternity Nursing (NUR 01900)	4
Nursing of Children (NUR 02300)	5
Issues in Nursing (NUR 02400)	1

Students requiring remediation based upon College placement test scores may be required to take any or all of the following prior to taking the Pre-Clinical Sequence.

Preparatory Biology (BIO 01000)

Developmental Math (0M100 and 0M200, or MAT 0R200)

English Skills (ENG 00400, 09100, 09200 &/or 09300)

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 Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing, and approval of the Nursing Department. Those students (not more than 5% of each class) who complete the degree in two years will take the semester-sequences in the following order.

FIRST SEMESTER

Applied Physical Sciences for Allied Health Careers (SCI 02500)	3	credits
*General Psychology (PSY 01100)	3	
*Human Anatomy and Physiology I (BIO 01100)	4	
Drug Calculations in Nursing (NUR 01700)	1	
Fundamentals of Nursing (NUR 01800)	7	

WINTER OR SUMMER MODULE +

*Human Anatomy and Physiology II (BIO 01200)	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 05100)	4	
*Freshman English I (ENG 01200)	4	
Nursing the III Adult I (NUR 02100)	9	

THIRD SEMESTER

*Human Growth and Development (PSY 03200)	3	
*Introduction to Sociology (SOC 03100)	3	
Nursing the Emotionally III (NUR 02000)	4	
Nursing the III Adult II (NUR 02200)	5	

FOURTH SEMESTER

*Freshman English II (ENG 02400)	3	
Family-Centered Maternity Nursing (NUR 01900)	4	
Nursing of Children (NUR 02300)	5	
Issues in Nursing (NUR 02400)	1	

ELECTIVES—Sufficient to meet required total of**66-67 credits**

- This program is within the Nursing Department.

CPI Unit(s)

§Consultation with the Department Advisor is required.

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 01200	4 credits
*ENG 02400	3
HPE 01200	3
If Required	
ENG 00400, 09100, 09200 &/or 09300	0
MAT 0M100 & 0M200 or MAT 0R200 proficiency	0

DEPARTMENT REQUIREMENTS §

All Majors MUST TAKE:

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

PLUS, FOR STENOGRAPHIC MAJORS WITH CONCENTRATIONS IN:

EXECUTIVE

••Elementary Shorthand (ADM 01500)	3
••Intermediate Shorthand (ADM 01700)	3
Advanced Shorthand and Transcription (ADM 03000)	4 credits

LEGAL

••Elementary Shorthand (ADM 01500)	3
••Intermediate Shorthand (ADM 01700)	3
Advanced Shorthand and Transcription (ADM 03000)	4
Legal Stenography, Transcription and Procedures (TEC 05000)	3 credits

SCHOOL

••Elementary Shorthand (ADM 01500)	3
••Intermediate Shorthand (ADM 01700)	3
Advanced Shorthand and Transcription (ADM 03000)	4 credits
School Secretary I and II (ADM 05300, 05400)	4
School Records and Accounts (ADM 05500)	2

PLUS, OPTIONS FOR

Non-stenographic majors with concentrations in

WORD/INFORMATION PROCESSING

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

A.A.S. PHYSICAL EDUCATION, RECREATION AND RECREATION THERAPY •TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

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

*English 01200	4
*English 02400	3
HPE 01200	3

DEPARTMENT REQUIREMENTS

All Majors Must Take:

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

PLUS, ONE OF THE FOLLOWING TWO OPTIONS MUST BE COMPLETED: SPORTS, FITNESS AND THERAPEUTIC RECREATION OPTION

Social Recreation (REC 01300)	3
Methods and Materials in Arts and Crafts (REC 03400)	3
Therapeutic Recreation for Individuals with Disabilities II (REC 03500)	3
+Field Experience in Sports, Fitness and Therapeutic Recreation (RPE 09253)	3

OPTION LEADING TO TRANSFER TO BACCALAUREATE PROGRAMS IN TEACHING PHYSICAL EDUCATION K-12

Fitness Assessment and Prescription (HPE 01500)	2
Outdoor Recreation (REC 01400)	2
Sport and American Society (REC 04000)	3
Methods of Teaching Fitness and Recreation Activities (REC 07000)	3

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

Anthropology - Psychology - Sociology

V. Mathematics and Sciences

4

ELECTIVES—Sufficient to meet required total of

60 credits

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

§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. PHYSICAL THERAPIST ASSISTANT •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 01200	4	credits
*ENG 02400	3	
If Required		
ENG 00400, 09100, 09200 &/or 09300	0	
MAT 0M100 & 0M200 or MAT 0R200 proficiency	0	

DEPARTMENT REQUIREMENTS S

*Foundations of Human Anatomy and Physiology (BIO 00700)	3	credits
*Human Anatomy and Physiology I and II (BIO 01100 and 01200)	8	
*General Psychology (PSY 01100)	3	
Foundations of Physical Therapy (PTA 00100)	3	
Kinesiology/Applied Anatomy (PTA 00200)	4	
Pathology (PTA 02000)	3	
Introduction to Physical Therapy (PTA 01000)	3	
Foundations of Physical Therapy II (PTA 00300)	3	
Modalities and Procedures I (PTA 00400)	5	
Therapeutic Exercise (PTA 00500)	5	
Clinical Practicum I (PTA 00600)	3	
Modalities and Procedures II (PTA 00700)	4	
Selected Topics in Physical Therapy (PTA 00800)	5	
Clinical Practicum II (PTA 00900)	3	

GROUP REQUIREMENTS** 6 CREDITS

A minimum of three credits each selected from at least three 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—**Satisfied by Department requirements**
Biological Sciences - Mathematics & Computer Science - Physical Sciences

ELECTIVES—Sufficient to meet required total of **68 credits**

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

•This program is within the Biological Sciences Department.

*CPI Unit(s)

§Consultation with the Department Advisor is required.

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

A.A.S. RETAIL MERCHANDISING •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.)

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 01200	4	credits
*ENG 02400	3	
HPE 01200	3	

DEPARTMENT REQUIREMENTS §

All Majors MUST TAKE:

Introduction to Travel and Tourism (TAH 00100)	3	credits
Destination Geography (TAH 00200)	3	
The Business of Tourism and Hospitality (TAH 01900)	3	
Introduction to Computer Concepts (BA 06000)	3	
Fundamentals of Business (BA 01100) or Entrepreneurship (ES 05100)	3	
Principles of Marketing (BA 01400) or Salesmanship (RM 03300)	3	
Professional Portfolio (TAH 09100)	1	
Field Experience in Travel and Hospitality (TAH 09200)	3	
Case Studies in Tourism and Hospitality (TAH 01800)	3	
Tourism and Hospitality Technology (TAH 01700)	3	
The Virtual Enterprise (TAH 09000)	3	

PLUS, FOR MAJORS WITH CONCENTRATION IN:

TOURISM

Students must take two of the following courses:

Travel Agency Operations (TAH 01200)	3
Specialty Travel Markets (TAH 01500)	3
Airport and Aviation Management (TAH 06500)	3

HOSPITALITY

Students must take two of the following courses:

Front Office Operations (TAH 02200)	3
Introduction to Meeting Planning (TAH 04100)	3
Introduction to Restaurant and Catering Operations (TAH 07200)	3
Catering and Beverage Operations (TAH 04300)	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

•This program is within the Tourism and Hospitality Department.

*CPI Unit(s)

§Consultation with the Department Advisor is required.

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

A.A.S. WEBSITE DEVELOPMENT AND ADMINISTRATION •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 01200	4	credits
*ENG 02400	3	
HPE 01200	3	

CERTIFICATE IN ENTREPRENEURIAL STUDIES •TOTAL CREDITS 25

Requirements for Matriculants

DEPARTMENT REQUIREMENTS §

All Majors MUST TAKE:

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

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 §

Foundations of Human Anatomy and Physiology (BIO 00700)	3	credits
Human Anatomy and Physiology I and II (BIO 01100, 01200)	8	
The Science of Nutrition (BIO 07000)	3	
Kinesiology of Exercise (EXS 01000)	3	
Physiology of Exercise (EXS 01100)	3	
Health Risk Appraisal (EXS 01200)	3	
Fitness Assessment and Exercise Prescription (EXS 01300)	3	
Exercise Leadership Seminar (EXS 01600)	1	
Cardiopulmonary Resuscitation (HE 02000)	1	
First Aid and Personal Safety (HE 03500)	2	

Total Credits **30**

- +This program is within the Health, Physical Education and Recreation Department
- §Consultation with the Department Advisor is required.

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ART DEPARTMENT

Room S-155

ext. 5718

Janice Farley, *Associate Professor and Chairperson*

Peter Fikaris, *Assistant Professor*

Brian Hack, *College Laboratory Technician*

Michel Kanter, *Professor*

Deborah Lewittes, *Assistant Professor*

Manel Lledos, *Associate Professor*

Peter Malone, *Senior College Laboratory Technician*

Janice Mehlman, *Associate Professor*

Olga Mezhivovskaya, *Lecturer*

Anthony Padovano, *Professor*

Judith Wilde, *Professor*

+ *

★

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

Introduction to the basic concepts of drawing. To cultivate the ability to see, create form, and enjoy visual experiences, students draw from still life.

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

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

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

Prerequisite: ART 05700 or Department permission

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

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

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

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

Prerequisite: ART 05900 or Department permission

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

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

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

Advanced students in creative sculpture explore new techniques.

Prerequisite: ART 06100 or Department permission

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

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

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

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

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

Evaluation and design of Web pages using software including Quark X-press, Illustrator, Flash and Dreamweaver.
Prerequisites: ART 04600 and either ART 07400 or ART 04000

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

Layout design for publications emphasizing newspapers, magazines, newsletters and pamphlets. Students strive for

ART 08651 – INTERMEDIATE LANDSCAPE PAINTING (3 crs. 4 hrs.)

The experimental approach to landscape painting will be extended within a more personally directed context.
Prerequisite: ART 08547

ANTHROPOLOGY

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

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

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

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

Prerequisites: ANT 03700 or SOC 03100 or PSY 01100

EARLY CHILDHOOD EDUCATION/CHILD CARE PROGRAM

Due to the special nature of the Early Childhood Education/Child Care Program, students are evaluated at the end of each semester to determine if it is advisable for them to continue in the Program. No ECE courses may be taken more than twice. These include: EDC 02000, 02100, 02200, 02300, 03000, 09100 and HUM 08100. Unless otherwise indicated. The EDC courses are only open to students in the ECE sequence.

+ EDC 02000 – FOUNDATIONS OF EDUCATION (3 crs. 3 hrs.)

The effects of society, culture and institutions on the developmental needs of children with emphasis on the impact of urban life and the role of the educational system.

Corequisite: HUM 08100

EDC 02100 – SOCIAL SCIENCE IN EDUCATION (3 crs. 3 hrs. plus two field hours per week)

Survey of the objectives of the Social Sciences as reflected in the selection, guidance and evaluation of curricula in Education.

Prerequisites: EDC 02000 with a grade of C or better and HUM 08100

Pre or Corequisite: a history or political science course. Pre or Corequisite: EDC 02100

EDC 02200 – ART WORKSHOP IN EDUCATION (2 crs. 2 hrs.)

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

10 hours per semester working with children in art activities.

Prerequisites: EDC 02100, 03000 or Department permission

Corequisite: EDC 09000 or 09100

EDC 02300 – MUSIC and MOVEMENT WORKSHOP IN EDUCATION (2 crs. 2 hrs.)

Musical literature, methods and techniques for utilizing music and dance to achieve the curricular and behavioral objectives of programs in education. 10 hours per semester working with children in music activities.

Prerequisite: EDC 02000

EDC 02800 – TECHNIQUES IN MATH, SCIENCE AND TECHNOLOGY TEACHING FOR EARLY CHILDHOOD EDUCATION (2 crs. 2 hrs.)

Knowledge and understanding of the methods of teaching pre-mathematics, science, and technology in early childhood classrooms. Hands-on methods that permit young children to learn through discovery, plus theoretical underpinnings of these methods are emphasized. Open to all students.

EDC 03000 – SEMINAR AND PRACTICUM IN EARLY CHILDHOOD EDUCATION CURRICULUM (3 crs. 4 hrs.)

Working directly with materials, students explore and become familiar with the methods and materials used in an Early Childhood Education setting as developmentally appropriate practice and the integrated approach to education is emphasized. 10 hours per semester working with children in Early Childhood curriculum activities.

Prerequisite: EDC 02000

Corequisite: EDC 02100

EDU 04500 – SIGN LANGUAGE IN THE CLASSROOM I (2 crs. 2 hrs.)

Designed to help students use Signed English and American Sign Language. Special emphasis will be placed on

*MH 03100 – PRINCIPLES OF INTERVIEWING AND GROUP LEADERSHIP (3 crs. 3 hrs.)

PSY 03200 – 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 01100

PSY 03400 – PSYCHOLOGY OF PERSONALITY (3 crs. 3 hrs.)

An examination of the phenomenon of personality; including psychodynamic, social-cognitive, and contemporary neurobiological perspectives; topics include personality development, typology, pathology, growth, and the construction of meaning.

Prerequisite: PSY 01100

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

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

Prerequisite: PSY 01100

PSY 03600 – 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 01100

PSY 03700 – 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 01100

PSY 08100 – 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 08200 – (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 02800 – CONTEMPORARY ISSUES IN HEALTH CARE (Also listed as BA 28 and NUR 28) (3 crs. 3 hrs.)

The sociological, ethical, legal and economic impact of managing health care in the 21st century.

+SOC 03100 – INTRODUCTION TO SOCIOLOGY (3 crs. 3 hrs.)

The social dimensions of human existence with stress on social structure and culture as governing factors in the lives of individuals with an introduction to basic concepts of sociology, major theoretical positions, and research methods. Meets the needs of students who want an introduction to the field as well as those who wish to undertake

🌐SOC 03200 – URBAN SOCIOLOGY (3 crs. 3 hrs.)

The origin of the world's cities, industrialization and the global spread of cities, post-industrial cities, and cities of the future. Urban research methods. Multicultural American cities as they have changed through time; post-911 New York City.

Prerequisite: SOC 31 or ANT 37

🌐SOC 03300 – SOCIAL PROBLEMS: INSTITUTIONS IN CRISIS (3 crs. 3 hrs.)

Focusing on problems whose origins lie outside the individual and effects are reflected in the behavior of individuals and the institutions of society. Students will explore problems relating to health care, education, criminal justice, inequality, etc.

Prerequisite: SOC 03100 or ANT 03700

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

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

Prerequisite: SOC 03100

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

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

Prerequisite: SOC 03100

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

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

Prerequisite: SOC 03100

SOC 08100 – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

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SUBSTANCE ABUSE & ALCOHOLISM COUNSELING

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

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

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

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

Prerequisite: SAC 02000

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

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

Prerequisite: SAC 02200

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

Confidentiality regulations from both Federal and State law for the protection of substance abuse clients are discussed with emphasis on disclosure exceptions and the proper handling of written and verbal communications regarding clients. Required for any student seeking assistance with an internship placement.

Prerequisite: SAC 02000

SAC 02800 – APPROACHES TO TREATMENT: VARIETIES OF ALCOHOLISM AND SUBSTANCE

BIOLOGICAL SCIENCES DEPARTMENT

Room S-244

ext. 5502

John Acevedo, *College Laboratory Technician*

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*

Mary Theresa Ortiz, *Associate Professor*

Peter Pilchman, *Professor*

Marion T. Saccardi, *Chief 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*

vectors. Techniques developed and utilized in the Human Genome Project and genetic engineering are emphasized. Research papers and in-class presentations are required. This course satisfies the elective credit requirement for Biology majors.

Prerequisites: BIO 01400, CHM 01100

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

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

Prerequisite: Department Permission and passing scores on CUNY Math Exam and CUNY ACT in Reading & Writing

Corequisite: BIO 06200

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

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

Prerequisite: Department Permission and passing scores on CUNY Math Assessment Test & ACT in Reading & Writing

Corequisite: BIO 06100

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

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

BIO 08100 – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

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

BIO 08200 – (1-3 crs. 1-3 hrs.)

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

SCI 00100 – ISSUES AND ADVENTURES IN SCIENCE (3 crs. 3 hrs.)

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

Prerequisite: Enrollment in "College Now" Program

+Basic Course

~Developmental Course

! Meets CPI in Lab Science

PHYSICAL THERAPIST ASSISTANT

! PTA 00100 – FOUNDATIONS OF PHYSICAL THERAPY (3 crs. 5 hrs.)

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

Prerequisite: BIO 00700; Pre or Corequisite: BIO 01100

Corequisites: PTA 00200, 01000, 02000

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

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

Prerequisite: PTA 00800

PTA 01000 – INTRODUCTION TO PHYSICAL THERAPY (3 crs. 3 hrs.)

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

Pre or Corequisite: BIO 01100

Corequisites: PTA 00100, PTA 00200 and PTA 02000

PTA 02000 – PATHOLOGY (3 crs. 3 hrs.)

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

Prerequisite: BIO 00700; Pre or Corequisite: BIO 01100

Corequisites: PTA 00100,00200,01000

! Meets CPI in Lab Science

A.S. Degree
BIOLOGY
Plus –
Options in
BIOTECHNOLOGY
MARINE BIOLOGY
OCCUPATIONAL THERAPY
PHARMACY
PHYSICIAN ASSISTANT
PREPARATION FOR TEACHING
Requirements – Page 50

A.S. Degree
PRE-PHYSICAL THERAPY
Requirements – Page 64

A.A.S. Degree
PHYSICAL THERAPIST ASSISTANT
Requirements – Page 85

ALL CREDIT-BEARING BIOLOGY COURSES MEET GROUP V DISTRIBUTION REQUIREMENTS FOR ALL DEGREES.

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, *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 01100 – FUNDAMENTALS OF ACCOUNTING I (4 crs. 4 hrs.)

This first half of this two-semester course introduces the accounting cycle, the fundamental concepts and tech-

and payment, payroll, inventory, account reconciliation, financial reporting and budget analysis.
Prerequisites: ACC 01200 and BA 06000 or equivalent.

ACC 08100 – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

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

ACC 08200 – (1-3 crs. 1-3 hrs.)

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

A.A.S. Degree
ACCOUNTING–concentration in Tax Accounting
Requirements – page 68

BUSINESS ADMINISTRATION

+BA 01100 – FUNDAMENTALS OF BUSINESS (3 crs. 3 hrs.)

The interrelationships among management, labor, and government in both the domestic and global environments. Emphasis is placed on business objectives, strategies, and operational implementation. Contemporary trends are stud-

include: improving performance and productivity, individual motivation, leadership style and the effect of the external environment on the organization.

Prerequisite: BA 01100 or ES 05100

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

The principles of writing effective business communications, including letters, reports, memoranda, directives. Emphasis on organization, language, personal relations and application of business psychology in writing.

Prerequisite: Passing score on the CUNY ACT in Writing.

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

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

Prerequisite: BA 01100 or ES 05500

+ BA 06000 – 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 01100 or CIS 01100 will NOT receive credit for this course.

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

American free enterprise system, legal aspects of operating a business, and the role of computers in business.
This course is equivalent to BA 01100.
Prerequisite: Enrollment in the "College Now" Program.

ECONOMICS

+ ECO 01200 – 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 01300 – MICROECONOMICS (3 crs. 3 hrs.)

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

+ ECO 01400 – 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 02000 – INTERNATIONAL TRADE: TRADING BEYOND BORDERS (3 crs. 3 hrs.)

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

ECO 08200 – (1-3 crs. 1-3 hrs.)

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

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

 Meets CPI requirements for Social Sciences

ENTREPRENEURIAL STUDIES

ES 05100 – 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 01100

ES 05200 – 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 05500 – ENTREPRENEURIAL STRATEGIC PLANNING (3 crs. 3 hrs.)

A strategic planning approach for the successful growth of a 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 05100

Pre or Corequisite: ES 05700

ES 05700 – 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 05100

Pre or Corequisite: ES 05500

Certificate

ENTREPRENEURIAL STUDIES

Requirements – page 92

RETAIL MERCHANDISING

+RM 03100 – 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 03300 – 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 03400 – 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 03100

RM 08100 – 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 08200 – (1-3 crs. 1-3 hrs.)

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

RM 09200 – FIELD EXPERIENCE IN RETAIL MERCHANDISING (3 crs. 9 hrs.)

Eight hours per week of supervised field experience in marketing management, plus one hour a week devoted to seminar discussion of relevant field experience are required. For Retail Merchandising seniors only.

FASHION MERCHANDISING

FM 03500 – 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 03100

FM 03600 – 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 03100

FM 03700 – 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 03900 – FASHION SALES PROMOTION (3 crs. 3 hrs.)

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

Prerequisite: FM 03700

+ Basic Course

A.A.S. Degree

RETAIL MERCHANDISING–concentrations in Fashion and Marketing Management

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ECO 01200 and ECO 01400 DO NOT meet the Group III requirements for students majoring in Accounting, Business Administration, Retail Merchandising.

COMMUNICATIONS AND PERFORMING ARTS DEPARTMENT

Room E-309

ext. 5591

Sheldon I. Aptekar, *Professor*

Experience R. Bryon, *Assistant Professor*

Lucia Buttarò, *Assistant Professor*

Paul Cameron, *Assistant Professor*

Eleanor Cory, *Professor*

David Frankel, *Associate Professor and Chairperson*

Cindy Greenberg, *Professor*

Robert Herklotz, *College Laboratory Technician*

Cliff Hesse, *Professor*

Gloria Nicosia, *Associate Professor*

Edward Rohrllich, *Senior College Laboratory Technician*

Arnold Rosner, *Associate Professor*

Edward Schweibacher, *Adjunct College Laboratory Technician*

Greg D. Sutton, *Associate Professor*

Samuel Taitt, *Assistant Professor*

MASS COMMUNICATIONS

+MCB 02000 – THE BUSINESS OF SHOW BUSINESS (3 crs. 3 hrs)

(Also listed as BA 02000, MCB 02000 and THA 02000)

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

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

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

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

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

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

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

Prerequisite: Passing score on CUNY ACT in Reading

Pre or Corequisite: SPE 02700 or SPE 02900

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

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

Prerequisite: ENG 01200

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

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

Prerequisite: MCB 03500

+MCB 03900 – RADIO BROADCAST STUDIO OPERATIONS (3 crs. 3 hrs.)

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

MCB 04000 – RECORDING STUDIO OPERATIONS (3 crs. 3 hrs.)

Sound manipulation, processing equipment, advanced editing techniques in the compilation of commercials, long-form programming and production for continuity.

Prerequisite: MCB 03900

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

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

MCB 04400 – SPORTSWRITING AND PRODUCING (3 crs. 3 hrs.)

Practicum in the unique journalistic area of sports presentation including reporting, writing, performing and producing sporting events, the job of the sports specialist in radio and television news programs and interviewing techniques.

Prerequisite: ENG 01200

 **MCB 04500 – "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 04600 – 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.

***+MCM 03000 – 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 03100 – 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.

+★MUS 02400 – 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 02700 – 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 03000 – RUDIMENTS OF THEORY (3 crs. 3 hrs.)

A first course in music theory for students with no previous musical training, but an interest in acquiring basic skills in music reading, writing, and performance. Topics include: note reading and writing in treble and bass clef, major and minor scales, intervals and chords.

Pre or Corequisite: MUS 04600

+★MUS 03100 – 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 04000 – 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 03000

★MUS 04100 – 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 03000

★MUS 04200 – SOUND SYNTHESIS AND DIGITAL EDITING (2 crs. 2 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 03000

Pre or Corequisite: MUS 04000

MUS 04600 – LABORATORY AND KEYBOARD PRACTICUM (1 crs. 1 hrs.)

The twelve-tone chromatic scale, harmony, dissonance and melody patterns will be discussed and practiced.

Corequisite: MUS 03000 or permission of instructor

★MUS 04800 – MUSIC THEORY/EAR TRAINING (3 crs. 3 hrs.)

This course explores the musical skills necessary for performing, engineering and producing music. Both theory practice (including dictation, melody writing and arranging) and ear training (including sight singing, rhythmic and interval exercises) will be investigated.

Prerequisite: MUS 04600

MUS 08100 – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

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

MUS 08200 – (1-3 crs. 1-3 hrs.)

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

THEATRE

THA 02000 – THE BUSINESS OF SHOW BUSINESS (3 crs. 3 hrs.)

(Also listed as BA 02000, MCB 02000 and MUS 02000)

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

***THA 05000 – INTRODUCTION TO THEATRE ARTS (3 crs. 3 hrs.)**

Various elements which compose theatre—from classical to modern times—are studied as performing art forms and as parts of an integrated whole. The cultural role, as well as the business of theatre, is considered as an institution in society. Films, slides, projects, and guest lecturers help comprehend the nature of theatre art.

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

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

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

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

THA 05300 – MODERN SCENE STUDY (4 crs. 4 hrs.)

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

THA – 05700 PUPPETRY (3 crs. 3 hrs.)

The history, the making and the manipulation of puppets as educational instruments. The concept of "theatre" as an educational technique in the classroom is a major foundation of this course.

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

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

Prerequisite: Department permission

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

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

Prerequisites: THA 50 and Department permission

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

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

+THA 06800 – HISTORY OF THE THEATRE (3 crs. 3 hrs.)

History of the theatre from its primitive origins to modern times. Includes study of historical documents, contemporary writings, slides of theatre architecture, costumes, scenic designs and related artifacts.

ENGLISH DEPARTMENT

Room C-309

ext. 5849

Steven Amarnick, *Assistant Professor*

Bonne August, *Professor and Chairperson*

Marcia Babbitt, *Associate Professor*

Sylviane Baumflek, *Instructor*

Robert Blaisdell, *Associate Professor*

Norah Chase, *Professor*

Eileen Ferretti, *Assistant Professor*

Ann Fleissner, *Instructor*

Lea Fridman, *Associate Professor*

Kate Garretson, *Associate 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, *Associate Professor*

Inez A. Martinez, *Professor*

Betsy McCully, *Assistant Professor*

Gene McQuillan, *Professor*

Norma Miles, *Assistant Professor*

Rebecca Mlynarczyk, *Professor*

Susan O'Malley, *Professor*

Hope A. Parisi, *Associate Professor*

Maria Scordaras, *Assistant Professor*

Robert Singer, *Professor*

Denis Sivack, *Assistant Professor*

Bailin Song, *Associate Professor*

Kenneth Speirs, *Assistant Professor*

Jack H. Taub, *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 01200 (4 credits) followed by ENG 02400 (3 credits). ENG 01200 is a pre or corequisite for all credit-bearing English courses.

+ **ENG 01200 – FRESHMAN ENGLISH I (4 crs. 4 hrs.)**

An introduction to composition, emphasizing writing as a process and the understanding of the ways language functions in the communication of information and ideas. The close reading of texts plays a major role in the course. Required of all students.

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

+ **ENG 02400 – FRESHMAN ENGLISH II (3 crs. 3 hrs.)**

An intensive study of the various types of reading that students must undertake in college. Using readings from interdisciplinary subject areas, the course emphasizes a critical examination of texts. Students will learn to use their analysis and evaluation of these texts to generate and support ideas which they further develop in writing and related research.

Prerequisite: ENG 01200 or OC200 Passing scores on the CUNY ACT in Reading and Writing

DEVELOPMENTAL ENGLISH

Kingsborough's approach to developmental education emphasizes a full and integrated grounding in reading, writing, and critical thinking, as well as the study skills that students need in order to cope with their academic and career training programs. This grounding also prepares students to pass the CUNY tests. Upon completing the top level course, students retake the CUNY tests.

Reading/Writing

Students are placed into Reading/Writing courses on the basis of their scores in reading and writing. Students who do not pass both Reading and Writing CUNY Tests or whose score on either test is at the introductory level enroll in ESL or ENG 09100, as appropriate. Students who fail both tests at the intermediate level enroll in ENG 09200. Combined Reading/Writing courses allow students to progress as quickly as possible through required developmental work.

- **ENG 091A5 – DEVELOPING FLUENCY IN READING AND WRITING* (0 crs. 8 hrs. – 8 equated crs.)**

A course in reading, writing, and critical thinking for students who are at the basic level of developmental work. Required of entering students who score 5 or below on the CUNY Writing Test and/or at the 91 level on the CUNY Reading Test unless ESL placement is indicated.

- **ENG 092A6 – DEVELOPING COMPETENCE IN READING AND WRITING* (0 crs. 8 hrs. – 8 equated crs.)**

A course in reading, writing and critical thinking for students who are at the intermediate level of developmental work. Required of students who score 6 on the CUNY Writing Test and who have failed the CUNY Reading Test at the 92/04 level. Also required of students who completed ENG 91.

Reading

For students whose scores or work in a previous course indicate that they need additional developmental work in reading but not in writing, KCC offers a course in developmental reading, ENG 04 (Analytical Reading), to help students prepare for college level assignments. The concentrated instruction and practice in the full range of reading skills offered by this course should also lead to improved performance on the CUNY Reading Test.

-+ **ENG 00400 – ANALYTICAL READING (0 crs. 4 hrs. – 4 equated crs.)**

Helps students improve reading proficiency through instruction and intensive practice in vocabulary, comprehension, and study skills development. Students read and analyze interdisciplinary materials, both in and out of class,

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

~ ENG 00R00 – PREPARATION FOR CUNY READING TEST @ (0 crs. 2 hrs. – 2 equated crs.)

The course will familiarize students with the computer-adaptive testing modality, as well as with drawing distinctions among different question types. Course will increase the reader's ability to sustain close attention to brief texts.

Prerequisite: Passing score on the English Departmental Reading Exam. This course is also open to students with transfer credits for Freshman English from another institution pending passing of the CUNY Reading 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 09300, 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;
- c. students who achieve a score of 75 or higher on the English Language Arts Regents Exam.

~ ENG 093A9 – DEVELOPING COMPETENCE IN WRITING* (0 crs. 4 hrs. – 4 equated crs.)

A course in reading, writing and critical thinking for students who score 6 on the CUNY Writing Test with a passing score on the CUNY Reading Test. Also required of students who have taken ENG 09100 and/or 09200 but have not satisfied the writing requirements for entrance into ENG 01200.

~ ENG 00W00 – PREPARATION FOR CUNY WRITING TEST @ (0 crs. 2 hrs. – 2 equated crs.)

Elective course for students who scored 6 on the CUNY Writing Test and passed ENG 09300. Offering intensive instruction in grammar, syntax, and usage, this course is designed to help students eliminate persistent errors in composition in order to enable them to pass the CUNY Writing Test. Students may not take ENG W unless they have passed ENG 09300 or the writing component of ENG 09200.

ESL

English courses open only to students who are non-native speakers of English. Students are placed into the following English as a Second Language (ESL) courses on the basis of their performance on CUNY Reading and Writing tests.

~ ESL 00700 – BASIC LANGUAGE SKILLS FOR STUDENTS LEARNING ENGLISH AS A SECOND LANGUAGE * (0 crs. 10 hrs. – 10 equated crs.)

This is the first course in an ESL sequence designed for students whose first language is not English and whose results on the CUNY reading and writing tests indicate that they need extensive work on developing these areas. Activities include intensive work on reading, writing and revision, with an emphasis on developing fluency in writing and basic reading comprehension.

~ ESL 00900 – READING AND WRITING SKILLS IMPROVEMENT FOR STUDENTS LEARNING ENGLISH AS A SECOND LANGUAGE * (0 crs. 10 hrs. – 10 equated crs.)

This is the second course in an ESL sequence designed for students whose first language is not English and whose results on the CUNY reading and writing tests indicate that they need work on their reading and writing at the intermediate level. This course consists of various activities to improve English language communication skills, emphasizing clarity in writing and increased reading comprehension.

~ ESL 09100 – DEVELOPING FLUENCY IN READING AND WRITING FOR ESL STUDENTS * (0 crs. 8 hrs. – 8 equated crs.)

A course in reading, writing, and critical thinking for ESL students who score 5 or below on the CUNY/ACT Writing

Test. Also required of students who have successfully completed ESL 00900.

~ ESL 09200 – DEVELOPING COMPETENCE IN READING AND WRITING FOR

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

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

ENG 05500 – CULTURAL/LINGUW.T

+ @

JRL 08100 – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

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

JRL 09249 – JOURNALISM INTERNSHIP (3 crs. 9 hrs.)

Students will be placed on community newspapers or in community-relations offices for practical work in the operations of a community publication.

Prerequisite: JRL 04100

Studies are supplemented each week by required small group instruction in the Reading and Writing Center.

~ Developmental Course

@ Appropriate writing assignments

* Studies are supplemented each week by required Reading and Writing Center instruction

+ Basic Course

✓ Meets CPI requirement for English

A.A.S. Degree

JOURNALISM and PRINT MEDIA–concentrations in Writing & Reporting and Production

Requirements – page 77

FOREIGN LANGUAGES DEPARTMENT

Room E-309A

ext. 5403

Alfonso García-Osuna, *Professor and Chairperson*

Frantz A. Leconte,

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

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

Prerequisite: HEB 00200 or acceptable Language Placement Examination score or three years of high school Hebrew or equivalent.

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

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

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

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

HEB 08100 – 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 08200 – (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 00100 – ELEMENTARY ITALIAN I (4 crs. 4 hrs.)

A one-year course for students with no previous training in the language, or, as indicated by the Language Placement Examination score. Emphasis on correct pronunciation through intensive oral practice, use of the language laboratory and audio-visual materials, acquisition of basic vocabulary and the elements of grammar for conversation, comprehension, reading and writing.

(NOTE: Not open to native speakers.)

f+IT 00200 – ELEMENTARY ITALIAN II (4 crs. 4 hrs.)

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

Prerequisite: IT 00100 or acceptable Language Placement Examination score

f+IT 00300 – INTERMEDIATE ITALIAN I (3 crs. 3 hrs.)

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

Prerequisite: IT 00200 or acceptable Language Placement Examination score

fIT 00400 – INTERMEDIATE ITALIAN II (3 crs. 3 hrs.)

Advanced grammar, composition and reading of modern Italian authors.

Prerequisite: IT 3 or acceptable Language Placement Examination score

+IT 02200 – ITALIAN CONVERSATION (3 crs. 3 hrs.)

Practice in conversation on an elementary level. Emphasis on the vocabulary and idioms of everyday usage.

Prerequisite: IT 00100 or equivalent

✓+IT 03000 – LITERATURE IN TRANSLATION (3 crs. 3 hrs.)

For non-Italian speaking students, course includes reading and analysis of representative works of Italian literature in their cultural and historical context. Reading and discussion in English.

Prerequisite: ENG 01200

$f+$

fSPA 05300 – SPANISH-AMERICAN LITERATURE (3 crs. 3 hrs.)

Survey of the significant literary production of Spanish America from colonial beginnings to the present, with special attention to major authors of the 20th century. Instruction is in Spanish.
Prerequisite: SPA 00400 or equivalent or Department permission

fSPA 05500 – HISTORY AND CIVILIZATION OF SPAIN (3 crs. 3 hrs.)

Chronological study of major Spanish historical trends and developments to the present. Political, literary and artistic movements, highlight important individuals, ideas and periods are examined as selected texts representative of each period are read. Instruction is in Spanish and English.

***SPA 07000 – SPANISH CINEMA (3 crs. 3 hrs.)**

Study of the best films and film scripts in the Spanish cinema. Instruction is in English with a view toward developing appreciation of the history, art and aesthetics of the Spanish cinema and increasing Spanish language experience. Does not meet Distribution Requirement for Group II.

fSPA 07100 – PUERTO RICAN FOLKLORE (3 crs. 3 hrs.)

Study of folkloric compositions of the Puerto Rican people in all forms—literary, musical, superstitions, etc; their sources and formation as influenced by all three cultural groups in Puerto Rican history: Indian, Spanish, and Black, and how they influence the Puerto Rican of today. Instruction is in Spanish and English.

***SPA 07400 – LATIN AMERICAN CINEMA (3 crs. 3 hrs.)**

Exploration of the culture of Latin America through film. All films are subtitled in English and the course will be taught entirely in English.
Does not meet Distribution Requirement for Group II.

SPA 08100 – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

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

SPA 08200 – (1-3 crs. 1-3 hrs.)

This course is of 63.10643l tre ofn2.0001 Tm/Cs110.nced by8

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, Physical Education, Recreation and Recreation Therapy*

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, Physical Education, Recreation and Recreation Therapy*

Silvea Thomas, *Associate Professor*

COMMUNITY HEALTH

+COH 01100 – INTRODUCTION TO COMMUNITY HEALTH SERVICES (3 crs. 3 hrs)

The determinants of health and the relationship between health and human behavior, including cultural, social, psychological and ethical issues are analyzed for their impact on illness behavior and quality of life.

+COH 01200 – CRITICAL ISSUES IN COMMUNITY HEALTH (3 crs. 3 hrs.)

Ethical, social, legal and scientific issues underlying today's health problems. Students evaluate and relate basic health facts and concepts to critical health issues.

+COH 01300 – EPIDEMIOLOGY (3 crs. 3 hrs.)

Introduction to factors which determine occurrence of disease in populations. Applies basic principles to disease prevention and health promotion at institution and community levels.

Prerequisite: MAT 02000

COH 02000 – HELPING SKILLS FOR COMMUNITY HEALTH MAJORS (3 crs. 3 hrs.)

Intervention strategies needed to improve the quality of their interaction within the community.

Prerequisites: COH 01100, PSY 01100, SOC 03100

COH 091E1 – FIELD EXPERIENCE IN COMMUNITY HEALTH (3 crs. 1 class hour plus 100 field hours)

Under Agency and Department supervision working in the field (100 hours are required), students broaden knowledge and deepen understanding of current Community Health issues. They work on Community Health problems, meet experienced professionals, familiarize themselves with the practices and methods used to ensure and protect the community and experience the "real life" challenges of the Community Health professional.

Prerequisites: COH 01100, 01200, 01300 and 02000 or Department permission.

HEALTH EDUCATION

+HPE 01200 – FOUNDATIONS OF HEALTH AND PHYSICAL EDUCATION* (3 crs. 3 hrs.)

This fundamental course covers a broad spectrum of health-related topics to make students aware of the causes of mental and physical illnesses and their prevention, and demonstrates how lifestyle, perceptions, and decisions affect health. Guidelines and criteria presented to determine good mental, emotional, and physical health. Opportunities for personal assessment.

*HPE 01200 REQUIRED OF ALL students except students majoring in Nursing.

+HPE 01500 – FITNESS ASSESSMENT AND PRESCRIPTION (2 crs. 3 hrs.)

Principles of physical fitness are taught. Students undergo a battery of fitness tests and develop a personal fitness program.

+HE 02000 – COMMUNITY CPR (1 cr. 1 hr.)

Knowledge and basic skills necessary to meet respiratory and cardiac emergencies in adults, children and infants. Upon successful completion of this course, students will receive the American Red Cross Certificate for Community CPR.

HE 02100 – EMERGENCY CARDIAC CARE (1 cr. 1 hr.)

Knowledge and skill required to meet cardiac emergencies including Adult CPR and use of the automated external defibrillator. Upon successful completion, students will receive the Red Cross Certificate for Adult CPR and AED.

+HE 03300 – STRESS MANAGEMENT (2 crs. 2 hrs.)

To help students understand and cope more effectively with stress in their daily lives, course topics include: causes, components and consequences of stress; how to measure stress; strategies/techniques to control stress.

HE 03400 – SURVEY OF HOLISTIC HEALTH CARE (2 crs. 2 hrs.)

Investigation of popular alternative health care therapies including mind/body interventions, manual healing, diet, nutrition and lifestyle changes, with an emphasis on understanding the theory, research, materials, and methodologies that underlie these different approaches to healing and wellness.

+ HE 03500 – FIRST AID AND PERSONAL SAFETY (2 crs. 2 hrs.)

Principles for first aid and personal safety in terms of theory and practice of first aid procedures. Qualified students receive American Red Cross Certification. Course fulfills the safety and first aid requirement for those contemplating a teaching career.

+ HE 03600 – MARINE SAFETY AND FIRST AID (3 crs. 4 hrs.)

Provides knowledge and skills necessary to meet emergency medical situations and implement appropriate safety measures in a marine environment. Course completion can qualify students for American Red Cross Certification in cardiopulmonary resuscitation and first aid.

Prerequisite: Department permission

HE 03800 – WOMEN'S HEALTH ISSUES (3 crs. 3 hrs.)

A comprehensive exploration of current health issues and their specific impact on women. The health concerns for each developmental phase of a woman's life are covered, with an emphasis on behaviors that can enhance wellness.

+ HE 04000 – DRUGS: THE INDIVIDUAL AND SOCIETY (3 crs. 3 hrs.)

Provides students with an opportunity to gain a deeper perspective into the psychology of the dependent personality, reasons for drug use, misuse, abuse, and possible solutions.

+ HE 05200 – HUMAN SEXUALITY (3 crs. 3 hrs.)

Information on the biological basis of sex, sexual behavior, sexual problems, sex therapy, and the social aspects of sexuality in an atmosphere conducive to free expression and inquiry.

HE 08200 – (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.

PHYSICAL EDUCATION

Course Information

All Physical Education courses include the fundamental development of specifically related rules and history, skills and techniques, strategy and game experience. Fitness and lifetime carry-over values are inherent within course content. No credit will be given for repeating a course previously passed.

Information Item

Neither the college nor the department assumes any responsibility for students' participation in physical education or in athletics. Students, faculty and staff participate at their own risk. All Physical Education, athletic and recreation participants are strongly advised to have a medical check-up before participating in physical activities, and to follow the advice of their own physicians. Medical report forms are available in the Health Services Office – Room A-108.

CO-EDUCATIONAL ACTIVITIES

+ PEC 00200 – WALK, JOG, RUN (1 cr. 2 hrs.)

Introduction to the principles and practices for assessing and improving cardiovascular fitness.

+PEC 00400 – TRAINING WITH WEIGHTS (1 cr. 2 hrs.)

Study of weight training techniques to increase muscle strength and endurance in relation to various sports activities and to improve physical appearance.

+PEC 00500 – BODY BUILDING (1 cr. 2 hrs.)

in deep water. The development of muscular strengths, flexibility and increased aerobic capacity will be stressed as students work in a non-impact exercise environment.

Prerequisite: Each student will be required to swim 25 meters (1 lap) and demonstrate the ability to stay afloat by treading water for a two-minute time period.

PEC 06500 – AQUA EXERCISE (1 cr. 2 hrs.)

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

PEC 06800 – COMPETITIVE TENNIS (1 cr. 2 hrs.)

For students who possess advanced tennis skills and wish to improve or apply them in varsity level competition.

Prerequisite: PEC 01200 or permission of instructor

PEC 08200 – (1-3 crs. 1-3 hrs.)

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

Following PEM and PEW courses meet for 2 hours a week and earn 1 credit each semester.

MEN'S ACTIVITIES

+ PEM 00200 – BASEBALL (Spring)

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

+ PEM 00500 – BASKETBALL TECHNIQUES

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

+ PEM 00700 – SOCCER TECHNIQUES (Fall)

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

PEM 08200 – (1-3 crs. 1-3 hrs.)

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

WOMEN'S ACTIVITIES

+ PEW 00200 – BASKETBALL

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

+PEW 00600 – 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 00700 – 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.

**PHYSICAL EDUCATION, RECREATION AND RECREATION THERAPY
(PERT)**

+RPE 01100 – INTRODUCTION TO RECREATION (3 crs. 3 hrs.)

RPE 03500 – THERAPEUTIC RECREATION FOR INDIVIDUALS WITH DISABILITIES II (3 crs. 3 hrs.)

The biopsychosocial approach to understanding the later part of the lifespan and the contribution leisure and recreation make to quality of life. A continuum of services in a range of settings is examined. Students acquire an understanding of normal and abnormal psychological and emotional development. Students learn how to plan recreation programs to meet the needs of the elderly and those with emotional/psychological disorders.

For Program Majors only.

Prerequisite: RPE 03100

+ RPE 04000 – 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.

RPE 04500 – 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: RPE 03300 or 03400

+ RPE 07000 – METHODS OF TEACHING FITNESS AND RECREATION ACTIVITIES (3 crs. 3 hrs.)

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

+ RPE 07200 – 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.

RPE 08200 – (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.

RPE 09152 – FIELD EXPERIENCE IN PHYSICAL EDUCATION, RECREATION AND RECREATION THERAPY (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: RPE 01100, 01200, 01600, 03100

Pre or Corequisite: RPE 03200

RPE 09253 – FIELD EXPERIENCE IN RECREATION AND RECREATION THERAPY (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: RPE 09100

Pre or Corequisite: RPE 03500

EXERCISE SCIENCE AND PERSONAL TRAINING

EXS 00900 – INTRODUCTION TO PERSONAL TRAINING (3 crs. 3 hrs.)

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

EXS 01000 – KINESIOLOGY OF EXERCISE (3 crs. 3 hrs.)

Mechanical principles of human motion; macroscopic analysis of bones and muscles; joint leverage and limitations; types of muscular contractions and the relationship of muscular efficiency to posture; analysis of motor activities.
Prerequisite: BIO 7

EXS 01100 – PHYSIOLOGY OF EXERCISE (3 crs. 3 hrs.)

The effects of exercise on human body; the foundation of exercise physiology and the application of the physiological principles which govern the science of sport and exercise. Emphasis is on how the cardiovascular and pulmonary systems work with the muscular system and the development of safe and productive physical training programs.
Prerequisites: BIO 00700

EXS 01200 – HEALTH RISK APPRAISAL (3 crs. 3 hrs.)

Risk factors for coronary heart disease, chronic disease, pathophysiology, medications, biological and lifestyle risk factors, contraindications for exercise, and ethical concerns. Health risk appraisal instrumentation and methodology
Pre or Corequisites: EXS 01000

EXS 01300 – FITNESS ASSESSMENT AND PROGRAM DESIGN (3 crs. 3 hrs.)

Techniques to assess human performance and how this information is utilized to develop appropriate exercise prescriptions.
Pre or Corequisite: EXS 01000

EXS 01600 – EXERCISE LEADERSHIP SEMINAR (1 crs. 1 hrs.)

Review of the knowledge, skills and abilities necessary for exercise leadership. Using case studies, students will demonstrate their ability to evaluate the health risk status of potential exercise participants. In addition, students will demonstrate their skills in interviewing, motivating and counseling exercise participants.
Prerequisites: EXS 01000 or EXS 01100

EXS 091X6 – FIELD EXPERIENCE IN EXERCISE SCIENCE (3 crs. 1 class hour plus 100 field hours)

Supervised fieldwork in a commercial, corporate or cardiac rehabilitation fitness center.
Prerequisite: EXS 00900, EXS 01000, EXS 01100, EXS 01200 and EXS 01300

+ Basic Course

★Meets CPI requirements for Fine Arts

A.S. Degree

COMMUNITY HEALTH hufRequire-, m8Sk8e SCNO J O..vfiAised fieldwork in a commercial, corporate or cardi[2EI, corporat8 or c:

AMERICAN HISTORY

+🌐 HIS 01100 – 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 01200 – 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 v56Old Sory

+🌐 HIS 06600 – 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 06800 – WOMEN IN AMERICAN HISTORY (3 crs. 3 hrs.)

HIS 08100 – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

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

HIS 08200 – (1-3 crs. 1-3 hrs.)

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

PHILOSOPHY

+🌐 PHI 07100 – HISTORY OF PHILOSOPHY: THE CLASSICAL PHILOSOPHERS (3 crs. 3 hrs.)

Philosophical thought and its influence on modern man with emphasis on classical Greece, India, and China. Focus is on the work of Plato, Aristotle, Confucius, Lao Tsu.

+🌐 PHI 07200 – HISTORY OF PHILOSOPHY: THE MODERN PHILOSOPHERS (3 crs. 3 hrs.)

Philosophical thought from the Renaissance to the present with emphasis on Cartesian thought, natural religion, skepticism, idealism and existentialism. Focus is on the work of Descartes, Spinoza, Hume, Nietzsche, Kierkegaard.

+🌐 PHI 07300 – LOGIC: THEORIES OF ARGUMENTATION (3 crs. 3 hrs.)

Introduction to the basic theories of argumentation in their evolution from Plato and Aristotle to contemporary theories. Principles of logic, scientific method, and their application.

+🌐 PHI 07400 – ETHICS: A STUDY OF ETHICAL PROBLEMS (3 crs. 3 hrs.)

Ethical and moral theories from the Greek philosophers to the present. Problems which are constant in human history will be examined against the background of various classical and modern writers.

+🌐 PHI 07500 – PHILOSOPHY OF THE BEAUTIFUL – AESTHETICS (3 crs. 3 hrs.)

Study of the aesthetic experience in the philosophies of Plato, Aristotle, Schopenhauer, Nietzsche and Kierkegaard. Examination of the criteria of the theories of beauty with reference to art, literature and music.

+🌐 PHI 07600 – ETHICS AND MORALITY IN THE HEALTH PROFESSIONS (3 crs. 3 hrs.)

The range of moral dilemmas associated with health care and biological research includes an in-depth study of the major ethical theories that determine the content of our moral concepts.

+🌐 PHI 07700 – PHILOSOPHY OF RELIGION (3 crs. 3hrs.)

Introduction to the major metaphysical, epistemological and religious approaches to the fundamental questions of human existence. A comparative analysis of the varying concepts of divinity found in the religious traditions of the world.

+🌐 PHI 07800 – PHILOSOPHY IN ASIAN TRADITIONS (3 crs. 3 hrs.)

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

PHI 08100 – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

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

PHI 08200 – (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.

POLITICAL SCIENCE

+  **POL 05000 – CLASH OF POLITICAL IDEAS: INTRODUCTION TO POLITICAL THEORY (3 crs. 3 hrs.)**

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

+  **POL 05100 – AMERICAN GOVERNMENT AND POLITICS (3 crs. 3 hrs.)**

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

+  **POL 05200 – 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 05300 – 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 y-305.7(POL172u, Asi5cW17.7y Sochangingvelamew91.tain,))TJT*C

+🌐POL 06100 – 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 sys-

MATHEMATICS AND COMPUTER SCIENCE DEPARTMENT

Room F-309B

ext. 5931

Jack Arnow, *Assistant Professor*

Gordon Bassen, *Associate Professor*

Aleksandr Davydov, *Assistant Professor*

Ronald Forman, *Assistant Professor*

Samuel Gale, *Professor*

Isaak Garber, *Assistant Professor*

Daniel Grimaldi, *Assistant Professor*

Jacob Kainnady, *Assistant Professor*

Stephen Majewicz, *Instructor*

Max Mlynarski, *Professor*

Dianna Oratz, *Associate Professor*

Robert Putz, *Assistant Professor*

Julius I. Rosenthal, *Assistant Professor*

David Salb, *Associate Professor*

Dale Siegel, *Associate Professor*

Richard Staum, *Professor*

Rachel Sturm-Beiss, *Assistant Professor*

Rina J. Yarmish, *Professor and Chairperson*

COMPUTER INFORMATION SYSTEMS

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

+CIS 01100 – 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 CP 01100, BA 06000 or CP 02800 will not receive credit for CIS 01100.

CIS 01200 – 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 01100 plus 1 programming course

CIS 02100 – 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 00800 may not receive credit for this course.*
Prerequisite: CP 01100, or CIS 01100, or BA 06000, or TEC 02500

CIS 02200 – HTML AUTHORIZING AND JAVASCRIPT (4 crs. 4 hrs.)

A second course in design and development of web pages emphasizing HTML coding, interactivity, animation and e-commerce applications of the World Wide Web. Students will develop their own web pages using web page software. *Students who have taken DP 00900 may not receive credit for this course.*
Prerequisite: CIS 02100 or Department permission

CIS 03100 – 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 01100 or BA 06000 or CP 01100
Pre or Corequisite: MAT 00900

CIS 03200 – 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 database program.
Prerequisite: CIS 03100

CIS 04100 – NOVELL I (4 crs. 4 hrs.)

Introduction to the concepts of local area networks including the organization, management, and protection of network resources. Assists in preparation for Novell's Certified Network Administration (CNA) exam.
Prerequisite: CIS 01200 or Department permission

CIS 04200 – NOVELL II (4 crs. 4 hrs.)

Will afford students the ability to perform server start-up procedures and maintain the server's configuration files; monitor and manage server memory; use appropriate utilities to maintain the server; perform advanced set-up and maintenance routines for print services; maintain client configuration files that will enhance the DOS client environment.
Prerequisite: CIS 04100

CIS 06100 – SYSTEMS ANALYSIS (4 crs. 4 hrs.)

Tools and methods used by management to develop systems for computer applications including: system investigation, input design, output design, file design, documentation, system testing, system implementation, hardware and software.
Prerequisite: ONE of the following: CP 02100, 04100 or CIS 03100

Open to Office Administration and Technology Majors only.
Prerequisite: Passing score on parts I and II of CUNY Mathematics Assessment Test

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

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

Prerequisite: MAT 00900

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

The second semester of VISUAL BASIC introduces advanced topics, including arrays, files, database access, advanced data handling, drag and drop techniques, graphics and ActiveX controls.

Prerequisite: CP 03100

CP 04000 – 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 04100 – COBOL PROGRAMMING (5 crs. 5 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 01100

CP 04200 – ADVANCED COBOL PROGRAMMING (4 crs. 4 hrs.)

Magnetic tape and disk programming in COBOL. Introduction to operating systems including: system control and

CP 06600 – 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 01100 or CP 01100 or BA 06000 or Department permission

CP 06700 – COMPUTER GRAPHICS AND DESIGN II (4 crs. 4 hrs.)

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

Prerequisite: CP 06600

CP 07100 – 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 databases.

Prerequisites: CIS 01200 PLUS one of the following: CP 05100, 05400, 04100, CIS 03100

+ Basic Course

π course meets MATH CPI requirement

COMPUTER SCIENCE

π + CS 01200 – 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 02100 will not receive credit for this course.***

Pre or Corequisite: MAT 01400

π CS 01400 – COMPUTERS AND ASSEMBLY LANGUAGE PROGRAMMING (5 crs. 5 hrs.)

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

Prerequisite: CS 01200

CS 03500 – DISCRETE STRUCTURES (5 crs. 5 hrs.)

Sets, Matrices, Relations and Digraphs, Functions, Order Relations and Structures, Trees and Languages, Semigroups and Groups, Finite-State Machines and Languages.

π + MAT 01000 – 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 00900

π + MAT 01100 – 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 00900

π + MAT 01200 – 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 01200 and/or MAT 01300 during the same or different semesters in either order.

Prerequisite: MAT 00900

π + MAT 01300 – SURVEY OF MATHEMATICS AND COMPUTER CONCEPTS (4 crs. 4 hrs.)

To introduce A.A. and A.A.S. students to several branches of mathematics, topics include: probability and statistics, computer programming, logic, the real number system, and linear programming. Students may take MAT 01200 and/or MAT 01300 during the same or different semesters in either order.

Prerequisite: MAT 00900 or "A" grade in MAT 00700

π + MAT 01400 – ANALYTIC GEOMETRY AND PRE-CALCULUS MATHEMATICS (4 crs. 4 hrs.)

This pre-calculus course stresses real numbers, open sentences, functions and relations, and serves as an introduction to analytic geometry and to probability. Recommended for students planning to continue with calculus and/or mathematics. (That la03 igF MO .0.000 0 s."w67.8(ThessN00 w inPPr)T4sc-0.0057 Tc-0.at7c.027gTm/Cs10 cs 1 scn1 scn1 scejusitus and/ord/os, (That la03 igF MO .0.000 0 s."w67.8(ThessN00 w inPPr)T4sc-0.0057 Tc-0.at7c345488 0 TD-0.0001 Tc0.0277 Tw[(+ MA)7[(Ctions,scs o7MOD01200)]

π MAT 02200 – 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 00900 Not open to students who have taken MAT 02000

π MAT 02500 – COLLEGE GEOMETRY (4 crs. 4 hrs.)

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

Prerequisite: MAT 00900

π MAT 05500 – 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 01600 with "C" grade or better

π MAT 05600 – LINEAR ALGEBRA (3 crs. 4 hrs.)

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

Prerequisite: MAT 01500 with "C" grade or better

MAT 08100 – 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 08200 – (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

A.A.S. Degree
COMPUTER INFORMATION SYSTEMS
Requirements – page 71

NURSING DEPARTMENT

Room M-401

ext. 5522

Laura DiCapua, *Senior College Laboratory Technician*

MaryAnn Edelman, *Assistant Professor*

Carmel Ficorelli, *Assistant Professor*

Valerie Gill, *Assistant Professor*

Arlyne Kellock, *Assistant Professor*

Joanne Lavin, *Professor*

Pamela Mahon, *Associate Professor*

Marjorie McDonough, *Associate Professor*

Dolores Shrimpton, *Associate Professor and Chairperson*

Delores Washington, *Professor and Director, HELM Center*

Bridget Weeks, *Assistant Professor*

NURSING

All first-time freshman and transfer students accepted into college curriculum code "038" (Pre-Clinical Nursing) are enrolled as Liberal Arts (A.A.) students taking a sequence of courses which, once satisfactorily completed, could lead to entrance into the Clinical Nursing Major.

All currently enrolled students in college curriculum code "038" (Pre-Clinical Nursing) will be changed to Liberal Arts (A.A.) students taking a sequence of courses which, once satisfactorily completed, could lead to entrance into the Clinical Nursing Major.

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 and earn at least 2 B's (one of which must be in SCI 25 or BIO 11);
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); *any biological sciences course more than 10 years old will not be accepted for exemption or credit*;
8. perform satisfactorily on the National League for Nursing Pre-Admission RN Examination, and;
9. pass Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing or meet all requirements for existing remediation.

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 automatic,oursesanscr a tJs1due 9r1vsal and

below "C" in the biological and physical sciences; no more than one grade below "C" in the behavioral sciences;

- 2) earn a minimum "C" grade in every required nursing course;
- 3) students earning less than a "C" grade in a nursing course with a clinical component may repeat the course one time;
- 4) a second earned grade of less than "C" in any nursing course with a clinical component will result in dismissal from the Nursing Program.

As of Fall 1983, Nursing students who enter NUR 17 and 18 for the first time MUST complete the Nursing Program within four years from the date of entry into core nursing courses. Students who risk not completing the Program within four years are encouraged to seek academic counseling. Students who do not complete the Program in four years may appeal to the appropriate college committee.

Any student who has not attended nursing courses for two or more consecutive semesters cannot be readmitted into the

create recurrent patterns of cellular dysfunction and progression to alterations in system function and interweaves development across the lifespan with disease processes.
Pre/Corequisites: Department permission or BIO 01200 and SCI 02500

NUR 04800 – INTRODUCTION TO BASIC HEALTH ASSESSMENT AND PHYSICAL EXAMINATION OF THE ADULT (3 crs. 4 hrs.)

Introduction to the basic knowledge and skills required to perform a comprehensive health assessment of an adult. The compilation of a health history, interview techniques and a regional approach to the physical examination of the adult will be introduced and practiced. A synthesis of the physical, psychosocial, developmental and cultural assessments will prepare students to develop a holistic statement of the health status of an adult individual.
Prerequisite: NUR 01800

NUR 04900 – EKG RHYTHM RECOGNITION (3 crs. 3 hrs.)

An intermediate level course that builds on basic cardiac knowledge. The advanced knowledge and skill necessary to visually recognize, understand and treat cardiac rhythm disturbances.
Prerequisite: NUR 01800 or Department permission

NUR 08200 (1-3 crs. 1-3 hrs.)

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

A.A.S. Degree
NURSING
Requirements – page 78

+ Basic Course
πMeets CPI requirement for Math
🌐Meets CPI requirement for Social Sciences
Accreditation – the Nursing Program is accredited by the National League for Nursing Accrediting Commission (NLNAC). Information is available by contacting the NCLNAC – National League for Nursing Accrediting Commission, 61 Broadway, New York, NY 10006 (212) 363-5555.

OFFICE ADMINISTRATION AND TECHNOLOGY DEPARTMENT

Room M-211

ext. 5655

Donald Donin, *Professor*

Naomi Platt, *Professor*

William C. Yenna, *Associate Professor and Chairperson*

ADMINISTRATION

+ADM 01500 – GREGG SHORTHAND (ELEMENTARY) (3 crs. 4 hrs.)

ADM 08100 – 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 08200 – (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 09229 – FIELD EXPERIENCE (3 crs. 9 hrs.)

Eight hours per week of supervised work experience in appropriate site placements in the community, and one hour a week of classroom discussion of the on-the-job experience are course requirements.

Corequisites: TEC 03400

TECHNOLOGY

+ TEC 00100 – NEW STUDENT TECHNOLOGY SKILLS (Also listed as BA 00100 and DP 00100) (1 cr. and 1 hr.)

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

+ TEC 01100 – 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 01200 – 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 01100 or equivalent

TEC 01300 – 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 01200 or equivalent or TEC 04100

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

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

Open to Non-Majors

+ TEC 02100 – WORD/INFORMATION 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 02200 – 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 02100.

Prerequisite: TEC 02100 or TEC 02500 or BA 06000

TEC 02300 – 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 01100 or Department permission

TEC 02500 – 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 02600 – OFFICE COMPUTER APPLICATIONS II (3 crs. 4 hrs.)

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; Microsoft Access to create an enhanced database; and in Microsoft Powerpoint to create slides for professional presentations.
Prerequisites: TEC 02500, BA 06000 or CP 01100

TEC 02700 – PRESENTATION GRAPHICS FOR THE OFFICE (3 crs. 4 hrs.)

Use of integrated software and development of multimedia presentations. Practice with presentation graphics to organize, plan and create slide shows, notes and outlines for the office.
Prerequisites: TEC 02500, BA 06000 or CP 01100 or Department permission

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

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

Second course in website technology will further refine skills learned in Website Technology I, explore requisite computer skills for building e-commerce websites and the non-technical concepts upon which e-commerce is based.
Prerequisites: TEC 05300, 05900 and TEC 02500 or BA 06000 or CP 01100 or Department permission
Corequisite: CIS 02200

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

Third course in website technology build on skills learned in Website Technology I and II. Focus on critical analysis of websites on the Internet, websites developed by course participants and case studies.
Prerequisite: TEC 05400

TEC 05700 – THE COMPUTER AS A DESIGN TOOL (3 crs. 4 hrs.)

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

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

Develop basic desktop publishing skills including placement of text and graphics into a desktop publishing program, designing documents such as flyers, newsletters and advertisements.
Prerequisite: College level computer course or Department permission

***TEC 05900 – PHOTODIGITAL ILLUSTRATION (3 crs. 4 hrs.)**

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

TEC 06100 – MEDICAL TERMINOLOGY AND3NSCRIP4 hrs.

TEC 08100 – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

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

+ Basic Course

★Meets CPI requirements for Fine Arts

A.A.S. Degree

OFFICE ADMINISTRATION and TECHNOLOGY—concentrations in Executive, Legal, School, Word/Information Processing, Medical Word/Information Processing
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A.A.S. Degree

WEBSITE DEVELOPMENT AND ADMINISTRATION
Requirements – page 89

PHYSICAL SCIENCES DEPARTMENT

Room S-243A

ext. 5746

Grigoriy Aizin,

CHEMISTRY

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

Lecture and workshop introduces chemical nomenclature, symbolism, structure of atoms and molecules, isotopes and atomic weight, simple chemical reactions and balancing chemical equations. Mathematics necessary for chemistry included. Critical reading of chemistry texts. Students receive intensive help with weak areas.

Corequisite: MAT 00900

CHM 00500 – CHEMISTRY FOR NUTRITIONAL SCIENCES (5 crs. 7 hrs. = 3 hrs. lecture, 1 hr. recitation, 3 hrs. lab)

Description: Principles of chemistry with applications to biological systems and processes. Metric system, physical and chemical properties of matter, chemical nomenclature, symbolism, atomic and molecular structure, nuclear processes, basics of chemical bonding and reactions, stoichiometry, properties of the states of matter, solids, liquids and gasses, chemistry of solutions, colloids, acids and bases and the basic structure and nomenclature of organic molecules will be introduced so students can proceed to organic chemistry in health-related fields.

Prerequisites: Department permission and passing scores on CUNY Math Skills Exam and CUNY ACT in Reading and Writing. May be taken by any student.

Corequisite: NONE

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

Two-semester classroom and laboratory course. First term introduces: the mole concept, stoichiometry, thermochemistry, atomic structure, periodic properties, bonding, (especially of carbon compounds), the gaseous, liquid and solid states, phase changes, electrolytes, and the properties of selected elements in relation to environmental problems.

Prerequisites: MAT 00900 or passing Part III of CUNY Math Assessment Test. Also, either CHM00100 or passing exemption exam for CHM00100. Contact department for exemption exam information.

! CHM 01200 – GENERAL CHEMISTRY II (4 crs. 6 hrs.)

Study of chemical kinetics, equilibrium, acids, bases, salts, weak electrolytes and pH, solubility, entropy and free energy, electrochemistry, transition metal chemistry, nuclear chemistry and selected topics in organic chemistry. Laboratory experiments includes classical and modern chemistry methods.

Prerequisite: CHM 01100

! CHM 03100 – ORGANIC CHEMISTRY I (5 crs. 9 hrs.)

Modern concepts of organic chemistry includes: structure and bonding reaction mechanisms, stereochemistry, nomenclature and synthesis; relationship between structure and reactivity of the functional groups representing the principal classes of organic compounds. Laboratory covers fundamental operations of organic chemistry including determination of physical properties, experimental reactions and procedures, basic instrumentation and analysis.

Prerequisite: CHM 01200

! CHM 03200 – ORGANIC CHEMISTRY II (5 crs. 9 hrs.)

Continued study of structure and reactivity of organic compounds including structure and bonding, nomenclature, synthesis, stereochemistry and reaction mechanisms of the important functional groups of organic compounds. Laboratory covers basic processes of organic chemistry, advanced instrumental methods, study of functional groups and derivatives and qualitative organic analysis. Select students may be introduced to research methods.

Prerequisite: CHM 03100

CHM 08100 – 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 08200 – (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 52

! +EPS 03300 – PHYSICAL GEOLOGY (4 crs. 5 hrs.)

Study of the nature of the Earth and its processes includes: mineral and rock classification; analysis of the agents of weathering and erosion; dynamics of the Earth's crust as manifest in mountain building, volcanoes and earthquakes; recent data concerning the geology of other planets; field and laboratory techniques of the geologist.

! +EPS 03500 – INTRODUCTION TO ASTRONOMY (4 crs. 5 hrs.)

Concepts and methods of astronomical science, the early theories of the universe, astronomical instruments, the solar systems and its members, stars, galaxies, recently discovered objects, and study of modern cosmological ideas. Course includes a laboratory component.
Prerequisite: 11th year math

! +EPS 03600 – PLANETOLOGY: A TRIP THROUGH THE SOLAR SYSTEM (4 crs. 5 hrs.)

Introduction to the planets, moons and smaller bodies that occupy our Solar System, and to current Space Science research and technology. Topics include the origin and evolution of our solar system, the geological and chemical characteristics of the planets, moons, asteroids, comets and life in the solar system.

! +EPS 03800 – INTRODUCTION TO EARTH SCIENCE (4 crs. 5 hrs.)

The earth's environment, meteorology, geology, astronomy, and oceanography. Field trips and laboratory work included.

+ Basic Course

MARITIME TECHNOLOGY

MT 03300 – VESSEL TECHNOLOGY I (3 crs. 5 hrs.)

Seamanship theory and fundamentals of vessel operations, including vessel handling, piloting, major phases of applied engineering technology, operating rigging and deck machinery. Extensive on-board training for operations in tight quarters and open sea. Consideration of Coast Guard procedures, towing, vessel stability and meteorology.
Prerequisites: HE 03600, MT 03000

MT 03400 – VESSEL TECHNOLOGY II (3 crs. 5 hrs.)

Practical experience aboard vessels engaged in party-and-charter-boat fishing, oceanographic survey work, vessel delivery and cruising. Day and overnight cruises aboard the R/V CUNY at Kingsborough vessel. Introduction to maritime industry opportunities.
Prerequisites: MT 03100, 03300
Prerequisite: Passing score on CUNY Mathematics Skills Assessment Test

MT 04300 – MARINA OPERATIONS (3 crs. 3 hrs.)

Basic skills required to operate a full service marina or boatyard includes: dock and storage facilities; parts and service department; boat engine sales; ship's store; business and marketing. Consideration of marina products in relation to operations and clientele.

MT 04600 – COASTAL PILOTING AND SEAMANSHIP (4 crs. 6 hrs.)

Introduces students to chart work, coastal piloting and the principles of general seamanship. Topics include: marine compass, nautical charts, piloting, tides and currents, navigational aids, electronic navigation, life saving, general fire fighting, rules of the road. Includes cruises in Jamaica Bay and New York Harbor.

MT 04700 – PROPULSION SYSTEMS (4 crs. 6 hrs.)

Principles of internal combustion engines, both gasoline and diesel. Construction, testing and maintenance, inboard motors, outboard motors, outdrives, schottle and jet drives.

MT 04800 – VESSEL MAINTENANCE (4 crs. 6 hrs.)

Basic skills required for maintaining and repairing fiberglass, steel and aluminum vessels including basic hydraulic and refrigeration principles, system components and common shipboard system design, installation, application,

operation, maintenance and trouble shooting of vessel hydraulic and refrigeration systems. Emphasis on welding, fiber glassing, hydraulic and refrigeration systems.

MT 04900 – MARINE ELECTRONICS (4 crs. 6 hrs.)

Background necessary to read and implement directions common in most marine electronics manuals. Emphasis on electrical theory and practice, (ETP) and electronic equipment (EE) including types of circuits, installation of common marine electronics and operation of equipment and training on ship bridge simulator.

A.A.S. Degree
MARITIME TECHNOLOGY
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PHYSICS

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

First term of non-calculus two-semester lecture and laboratory course in classical and modern physics. Includes

behavior of gases, respiration and oxygen therapy, properties of liquids and solutions including hydrostatics and hydrodynamics, acids and bases, plus an introduction to organic and biochemistry and drug calculations.

For Nursing Majors only.

Prerequisites: Passing scores on the CUNY ACT in Reading and Writing and the CUNY Math SkillabO*tm. For Nursing Majors only or Department permission.

! +SCI 03500 – 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 03700 – 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 05100 – 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 07000 – 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.

Prerequisites: Passing scores on the CUNY ACT in Reading and Writing and the CUNY Math SkillabO*tm or Department permission.

+Basic Course

! Meets CPI requirement for Lab Science

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

TOURISM AND HOSPITALITY DEPARTMENT

Room V-226

ext. 5143

Adrienne Duffy-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 00100 – 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.

+ TAH 00200 – DESTINATION GEOGRAPHY (3 crs. 3 hrs.)

Destination development topics include: travel motivation; man-made and natural attractions, and activities in their geographic context; major tourism destination areas; selling techniques used when counseling clients.

Pre or Corequisite: TAH 00100

TAH 01200 – TOURISM ENTREPRENEURSHIP (3 crs. 3 hrs.)

The role of governmental and quasi-governmental bodies as they affect the operation and financial status of travel retailers and wholesalers. Introduced to the use of computer systems, students become familiar with governmental regulations and financial sales reports.

Pre or Corequisite: TAH 00100

TAH 01500 – CRUISES AND SPECIALTY MARKETS (3 crs. 3 hrs.)

Presents various specialty, niche travel markets to the student. These markets include: cruises, Adventure Tourism, Heritage Tourism, Spa and Fitness Tourism, Special Interest Sports Tourism, Gaming and Casino operations.

Pre or Corequisite: TAH 00100

TAH 01700 – TOURISM AND HOSPITALITY TECHNOLOGY (3 crs. 4 hrs.)

Surveys critical technology components in travel and tourism, hospitality and food service. Students develop a basic understanding of these systems and their application to each industry through workplace simulations and online activities.

Pre or Corequisite: TAH 00100

TAH 01800 – CASE STUDIES IN TOURISM AND HOSPITALITY (3 crs. 3 hrs.)

The case method is used to examine the various components of the tourism and hospitality industry. Each case contains details of actual operations that can be viewed from various perspectives in reaching solutions. Relevant technology and analytical tools are utilized throughout the course.

Pre or Corequisite: TAH 00100

TAH 01900 – THE BUSINESS OF TOURISM & HOSPITALITY (3 crs. 3 hrs.)

Survey of critical business competencies and applied technology strategies to manage, market, create and promote tourism and hospitality products and services. Relevant reports and documents are prepared by students through simulated activities. Entrepreneurial activities are placed in a Tourism and Hospitality context.

Pre or Corequisite: TAH 00100

TAH 02200 – FRONT OFFICE OPERATIONS (3 crs. 3 hrs.)

Survey of front office operations within a hotel including front desk, reservations, customer service, night audit, marketing and human resources. Students master and apply critical skills and competencies for careers in the Hospitality industry.

Prerequisites: TAH 00100, TAH 00200

TAH 04100 – INTRODUCTION TO MEETING PLANNING (3 crs. 3 hrs.)

The basic essentials and elements of meeting planning plus an introduction to the opportunities and responsibilities in this growing field.

Pre or Corequisite: TAH 00100

TAH 04200 – EVENT PLANNING AND OPERATIONS (3 crs. 3 hrs.)

To effectively manage the increasingly complex area of hotel and association meeting and event planning and operations, students learn to understand and deal with fiscal constraints and acquire necessary skills and knowledge to successfully interact with the various players involved.

Prerequisite: TAH 04100

TAH 04300 – EVENT CATERING MANAGEMENT (3 crs. 3 hrs.)

Introduction to the basic skills and competencies required for catering, food and beverage operations, and the opportunities and responsibilities of this sector of the hospitality and tourism industry.

Pre or Corequisite: TAH 00100

TAH 05100 – INTERPRETIVE GUIDING (3 crs. 3 hrs.)

Basic components of Tour Guiding including duties and responsibilities of a tour guide and how to handle tour groups in various settings. New York City will be the reference point for sight and attraction guiding. Requirements for the New York City Tour Guide license.

Prerequisites: TAH 00100, 00200

TAH 05300 – 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 00100, 00200

TAH 05400 – COMPARATIVE HOSPITALITY VENUES (3 crs. 3 hrs.)

Meeting planning, Event management, Trade Show Development and administration and catering support as elements critical to the growth and economic development of the hospitality industry. This course will help prepare students to recognize and manage these factors in today's global marketplace.

Prerequisites: TAH 00100, 00200

TAH 06100 – INTRODUCTION TO LOGISTICS AND TRANSPORTATION (3 crs. 3 hrs.)

An overview of the field of logistics and transportation in light of today's global market realities. Includes a thorough analysis of the U.S. and international transportation systems, physical distribution operations, and import/export documentation as well as the principles involved in the movement of goods worldwide.

Prerequisites: TAH 00100, 00200

TAH 06500 – AIRPORT AND AVIATION MANAGEMENT (3 crs. 3 hrs.)

This course will impart to students a broad understanding of the air transportation industry and an appreciation of the major management functions within an airline and airport. The characteristics, scope and economic significance of airports and air transportation are explored in detail.

Prerequisites: TAH 00100, 00200

TAH 07200 – RESTAURANT AND FOOD SERVICE OPERATIONS (3 crs. 3 hrs.)

An introduction to restaurant concepts and operations for students who want to open their own restaurant, or manage a restaurant or catering establishment. The course is a blueprint for how to proceed from the conceptual development stage through the marketing, operations and management of a restaurant or catering facility.

Pre or Corequisite: TAH 00100

TAH 07300 – CULTURAL FOODS: GEOGRAPHY 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.

Pre or Corequisite: TAH 00100

TAH 07400 – MENU AND DINING ROOM MANAGEMENT (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.

Pre or Corequisite: TAH 00100 **ASTUDYAH 07400 – MENU AND DINING ROOM MANAGEMENT (3 70.0 3 hrs.)**

LIBRARY DEPARTMENT

Room L-200

ext. 5637

Jeanne Galvin, *Associate Professor*

Kamini Karran, *College Laboratory Technician*

Alan Mirwis, *Associate Professor*

Josephine Murphy, *Assistant Professor*

Richard Najjar, *Higher Education Assistant*

Roberta Pike, *Assistant Professor*

Carmen Ramirez, *College Laboratory Technician*

Michael Rosson, *Professor and Director, Media Services*

Cecelia Salber, *Assistant Professor*

CONTINUING EDUCATION AND COMMUNITY RELATIONS

Room A-214

Ext. 5051

Dr. Saul W. Katz, Dean; Director, Community Relations

Linda E. Nahum, Associate Dean, Continuing Education

Bruce Wasserman, Director, Marketing and Corporate Training

Norman Hunter, Director, Continuing Education Programs

Dorothy Steier, Assistant Director, Continuing Education Programs

Christine Buite-Beckner, Director, Finance, and Information Systems

Frank Milano, Director, CUNY Language Immersion Program

Rita Simmonds, Assistant Director, Language Programs

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, with on-site training programs as well as online courses. Kingsborough makes its rich resources as a collegiate institution-its scholars, artists

Education's involvement in both the Administration's vocational training and job programs are reflective of its workforce retraining commitment.

PARTNERSHIP ENDEAVORS

Cisco Network Academy

Continuing Education has partnered with Cisco Systems to offer Cisco Network Training levels one through four in a comprehensive Academy Network training program. A specially outfitted laboratory is used for this program.

American Institute of Professional Bookkeepers

In association with American Institute of Professional Bookkeepers, Continuing Education offers a certificate program for people with no prior knowledge of bookkeeping or accounting and for experienced bookkeepers with experience to prepare to take this nationally recognized certification examination in bookkeeping.

National HealthCareers Association

Health care is the largest single employer in Brooklyn. With that in mind, Continuing Education has partnered with National HealthCareers Association to deliver the best possible training for those interested in entering or advancing in the field of health care. We offer certificate programs in: Certified Patient Care Technician (CPCT), Certified Billing and Coding Specialist (CBCS), Certified Medical Administrative Assistant (CMAA), Certified Pharmacy Technician (CPHT), Certified EKG Technician (CET) Certified Phlebotomy Technician (CPT) Certified Medical Assistant (CMA).

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. Program flyers are also produced quarterly for the College for Kids programs and S.A.T. program. Additional flyers representing Regents Review programs, Corporate Training, Grant programs and Sailing are also printed. English as a Second Language flyers are produced in five languages and distributed in language-appropriate neighborhoods.

Moreover, the office produces a promotional brochure introducing the summer concert series each year.

Publications also include quarterly advertisements in a major newspaper as well as foreign language newspapers and local area 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, childcare, paralegal studies, e-business and the Internet, word processing, pre-licensure and continuing education requirements for insurance and real estate. A program designed for teachers from outside the United States to accelerate their preparation for tests given by The New York City Department of Education and credential review by The NY State Education Department will be launched this year.

Career Advancement Courses

Tailored to the needs of adults re-entering the job market or seeking to update or upgrade skills for current jobs, career advancement courses build skills in keyboarding, word processing, information technology, customer service, supervisory

skills, and other business office skills. Career planning is facilitated by courses, which introduce the adult learner to occupational options.

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 and/or Sunday morning program for pre-teens, ages 7 through 12, offers a combination of academic and active classes. Recently introduced is a full-day program (which includes a nutritious lunch) on Saturdays so parents can enroll in a G.E.D. or certificate program class while their child is in the CFK program. Most classes are small and all instructors are dedicated and highly qualified so that children enjoy enrichment activities not ordinarily provided in the public schools. Courses may include, but are not limited to: reading and math, creative writing, hands-on instruction in arts, crafts, and musical instruments, fishing, photography, as well as swimming, tennis, gymnastics, dance, self-defense and soccer. A special sub-section of College for Kids offers intensive test preparation courses in Language Arts, Mathematics, Science and Social Studies to prepare third and fourth graders for mandatory State exams given in fourth and fifth grade.

Diploma Now

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

S.A.T. Preparation Program

This Saturday or Sunday morning program for high school students 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

Norman J. Adise, Associate Professor, Business

L.L.B., B.A., New York University

Steven Amarnick, Assistant Professor, English

B.A., Brown University; M.A., Ph.D., Rutgers University

Sheldon I. Aptekar, Professor, Communications and Performing Arts

B.A., Brooklyn College; M.A., Trinity University

Susan Aranoff, Professor, Business

B.A., Barnard College; Ph.D., Columbia University

Leslie Arberman, Assistant Professor, Behavioral Sciences and Human Services

*B.A., Brooklyn College; M.S., The City College of New York;
Certificate in Psychoanalysis, National Psychological Association for Psychoanalysis;
M.S.W., Wurzweiler School of Social Work, Yeshiva University*

Rebecca Arliss, Associate Professor, Health, Physical Education, and Recreation

B.A., Queens College; M.S., M.Ed., Ed.D., Columbia University

Jack Arnow, Assistant Professor, Mathematics and Computer Science

B.S., Brooklyn College; M.A., Queens College

Jane Atlas, Higher Education Assistant, Applications Programmer, Computer Center

B.S., Brooklyn College

Bonne August, Professor and Chairperson, English

B.A., D'Youville College; M.A., Ph.D., New York University

Gregory Aizin, Associate Professor, Physical Sciences

M.S., Belarussian State University; Ph.D., Russian Academy of Sciences

Marcia Babbitt, Associate Professor, English

*B.A., Temple University; M.A., State University of Iowa;
Ph.D., The Graduate Center, The City University of New York Graduate Center*

Michael G. Barnhart, Associate Professor, History, Philosophy and Political Science

B.A., Haverford College; Ph.D., Temple University

Elizabeth Basile, Higher Education Officer, Director, New Start Program

A.A., B.A., M.S., The College of Staten Island; M.S., St. John's University

Gordon Bassen, Associate Professor, Mathematics and Computer Science

B.S., M.A., Brooklyn College; Ph.D., The Graduate Center, The City University of New York

Sylviane Baumflek, Lecturer, English

B.A., Brooklyn College; M.A., Columbia University

Jan Baybusky, Higher Education Officer/Assistant Administrator, Director, Human Resources and Labor Relations

B.S., Regents College Degree, State University of New York

Carla Beeber, Assistant Professor, Biological Sciences

B.A., University of Bologna; B.S., College of Staten Island; M.S., Queens College; Ed.D., Rutgers University

Renato Bellu, *Professor, Business; Director, Entrepreneurial Studies Program*
A.A.S., Kingsborough Community College; B.S., Brooklyn College; M.B.A., Pace University;
Ph.D., Union Graduate School

Isaiah A. Benathen, *Professor, Biological Sciences*
B.S., The City College of New York; M.S., Long Island University;
Ph.D., The City University of New York

Anna Betancourt, *Higher Education Assistant, Assistant to the Dean of Student Life and Special Functions*
A.A.S., Kingsborough Community College; B.A., College of Staten Island

Linda Biancorosso, *Higher Education Associate, Assistant Director, Institutional Research*
A.A.S., Kingsborough Community College; B.S., Brooklyn College

Carol Biermann, *Professor, Biological Sciences*
B.A., M.A., Brooklyn College; Ed. D., Rutgers University

Robert Blaisdell, *Associate Professor, English*
B.A., M.A., Ph.D., University of California, Santa Barbara

Nadine Boles, *College Laboratory Technician, Biological Sciences*
B.S., College of Staten Island

Michele Bracco, *Lecturer, Health, Physical Education and Recreation,*
B.A., St. Joseph's College, M.A., New York University

Uda Bradford, *Associate Professor, Student Development*
B.A., New York University; M.S.W., Hunter College; Ph.D., Fordham University

Rosa M. Bradley, *Professor, Biological Sciences*
B.A., Dunbarton College; M.S., Howard University; Ph.D., New York University

Judith Brilliant, *Associate Professor, Student Development*
B.A., M.S., Queens College; Ph.D., Fordham University

Experience R. Bryon, *Assistant Professor, Department of Communications and Performing Arts*
B.M., Ph.D., Australian National University

Rosemary Bufano, *Lecturer, Tourism and Hospitality*
B.A., Queens College

Christine Buite-Beckner, *Higher Education Assistant, Coordinator, Information Systems*
A.A.S., Kingsborough Community College; B.A., Brooklyn College

William Burger, *Professor and Chairperson, Behavioral Sciences and Human Services*
A.A.S., Nassau Community College; B.A., Richmond College;
Ed. M., Harvard University; Ph.D., Union Graduate School

Lucia Buttarò, *Assistant Professor, Communications and Performing Arts*
B.S., Instituto de Enseñanza Superior Daguerre; M.S., Ph.D., Fordham University

Paul Cameron, *Assistant Professor, Communications and Performing Arts*
B.A., Allentown College; M.A., Villanova University, Ph.D., New York University

Harvey F. Carroll, *Professor, Physical Sciences Director, Engineering Science Program*
A.B., Hunter College; Ph.D., Cornell University

Madalena Carrozzo, Higher Education Assistant, Assistant Registrar Student Records/Graduation Evaluation
B.A., Brooklyn College

Stephen Castellano, Senior College Laboratory Technician, Instructional Computing
Adjunct Lecturer, Communications & Performing Arts
B.A., Villanova University

Mary Ann Cavallo, Higher Education Assistant, Coordinator of Administrative Support, Reading and Writing Center
A.A.S., Kingsborough Community College; B.A., College of Staten Island

Evelyn Cendan, Lecturer, Student Development
B.A., Barnard College; M.A., Columbia University; M.A., Teacher's College, Columbia University

Tony Ceselka, College Lab Technician, Academic Computing
A.A.S., Kingsborough Community College

Geraldine Chapey, Professor, Behavioral Sciences and Human Services
B.S., St. John's University; M.A., Teacher's College, Columbia University; Ed.D., Rutgers University

Dominick Chiodi, Lecturer, Health, Physical Education and Recreation
B.S., St. John's University, M.S., Hofstra University

Claudius Christopher, Assistant to Higher Education Officer,
Coordinator, Federal Direct Loan Program/Financial Aid Counselor
B.A., Lehman College

Richard Cockrell, Higher Education Associate, Assistant to Director, Registration & Scheduling
B.A., Brooklyn College

Peter Cohen, Higher Education Officer,
Director, Freshman Year Experience, Student Development
B.A., M.S.W., New York University

Anthony Colarossi, Professor, Student Development
B.A., M.S., Brooklyn College; Ph.D., Fordham University

Diego L. Colon, Professor, Student Development
Director, Bilingual Studies Program
B.A., University of Puerto Rico; M.S., The City College of New York; Ph.D., New York University

Harold Connolly, Jr., Assistant Professor, Physical Sciences
B.A., M.S., Ph.D., Rutgers University

Joseph Consolo, Lecturer, Business
A.A., Kingsborough Community College; B.A., New York University;
M.A., New School For Social Research

Brendan Coogan, College Laboratory Technician, Art
B.F.A., Oregon College of Art and Craft; M.F.A., Hunter College

Davida Cooper, Higher Education Assistant,
Assistant Registrar, Student Records/Advanced Standing Evaluation
B.A., Brooklyn College

Edwin Cooperman, Associate Professor, Behavioral Sciences and Human Services
B.A., M.S., Brooklyn College; Ph.D., St. John's University

William Correnti, Higher Education Officer,
Director of Budget and Finance/Business Manager
A.A.S., Kingsborough Community College; B.S., St. John's University

Eleanor Cory, Associate Professor, Communications & Performing Arts
B.A., Sarah Lawrence College; M.A.T., Harvard Graduate School of Education;
M.M., New England Conservatory; D.M.A., Columbia University

Gearlen M. Crump, Senior College Laboratory Technician, Physical Sciences
A.A.S., Kingsborough Community College

M. Elizabeth Cueva, Higher Education Associate, Affirmative Action Officer,
B.A., LLB, University of Philippines

Catherine A. Dachtera, Higher Education Assistant; Adjunct Lecturer,
Coordinator, Athletic Facilities and Events, Health, Physical Education and Recreation
A.A.S., Kingsborough Community College; B.S., Brooklyn College

Maureen Daly, Higher Education Associate, Associate to Vice President, Administration for College Events
A.A.S., Kingsborough Community College; B.B.A., Hofstra University

Aleksandr Davydov, Assistant Professor, Mathematics and Computer Science
M.S., Samarkand State University, Russia; Ph.D., Ural State University, Russia

Mary Dawson, Assistant Professor, Biological Sciences
B.S., Brooklyn College; Ph.D., SUNY Health Science Center at Brooklyn

Erika Delacruz, Higher Education Assistant, Assistant Director, Collaborative Programs
A.S., B.S., John Jay College

Karl Dettmer, Adjunct Lecturer, English
Higher Education Assistant, Assistant Director, Collaborative Programs
B.F.A., M.F.A., Brooklyn College

Jonathan Deutsch, Lecturer, Tourism and Hospitality
A.O.S., Culinary Institute of America, B.S., Drexel University

Dariese Devita, Higher Education Assistant, Coordinator, Special Services
B.A., M.S.E., Advanced Certification for School Psychologist, Brooklyn College

Laura DiCapua, Senior College Laboratory Technician, Adjunct Lecturer, Nursing
A.A.S., Kingsborough Community College; B.S., Long Island University;
M.S., Cornell University/Bernard M. Baruch College

Anthony DiLernia, Associate Professor, Physical Sciences
B.S., M.S., Professional Diploma, St. John's University

Elizabeth Dill, Assistant Professor, English
B.A., Wells College; M.A., Ph.D., SUNY Buffalo

Loretta DiLorenzo, Associate Dean of Academic Programs
B.A., Brooklyn College; M.S., Richmond College; Ed.D., Teacher's College, Columbia University

Donald Donin, Professor, Office Administration and Technology
B.S., New York University; M.S., Bernard M. Baruch College

Inna Doyle, Assistant to HEO, Assistant Director, Career Development Center
M.S., Ed., Fordham University; B.A., SUNY Albany

Micheline Driscoll, Higher Education Associate, Associate Director of Human Resources for Benefits
B.S., Regents College, The State University of New York

Adrienne Duffy-Biel, Lecturer, Tourism and Hospitality
B.A., St. Joseph's College; M.B.A., Dowling College

Voorhees Dunn, Associate Professor, History, Philosophy and Political Science
B.A., M.A., Ph.D., Rutgers University

Abraham Edelheit, Assistant Professor, History, Philosophy and Political Science
B.A., M.A., Yeshiva University; M.A., Brandeis University; Ph.D., The Graduate Center, The City University of New York

Mary Ann Edelman, Assistant Professor, Nursing
A.A.S., B.A., M.S., College of Staten Island

Susan Ednie, Instructor, Behavioral Sciences and Human Services
B.A., University of Rhode Island; M.A., Boston University; M.S.W., Fordham University

Fred Einerman, Higher Education Assistant, OSHA & Chemical Hygiene Officer
A.A., Bronx Community College; B.A., College of Staten Island

Aristides Falcon-Paradi, Assistant Professor, Foreign Languages
M.A., City College, M.Ph., Ph.D., CUNY Graduate Center

Janice Farley, Associate Professor and Chairperson, Art
B.A., Marymount College; M.F.A., Pratt Institute

Susan Farrell, Associate Professor, Behavioral Sciences and Human Services
B.A., Queens College; M.A., St. John's University; Ph.D., The Graduate Center, The City University of New York

Rosalie Fayad, Assistant to Higher Education Officer, Director of Admissions Services
B.A., College of Staten Island, M.S., Central Michigan University

Joseph Felser, Assistant Professor, History, Philosophy and Political Science
B.A., Boston University; M.A., Ph. D., University of Chicago

Eileen Ferretti, Assistant Professor, English
B.A., Brooklyn College; M.A., Queens College;
M. Philosophy, Ph.D., The Graduate Center, The City University of New York

Christine Fey, Instructor, Health, Physical Education and Recreation
B.S., M.S., California State University

Carmel Ficorelli, Assistant Professor, Nursing
B.S., M.S./F.N.P., SUNY Downstate

Peter Fikaris, Assistant Professor, Art
B.F.A., Northern Illinois University, M.F.A., Art Institute of Chicago

Peter Fiume, Assistant Professor, Behavioral Sciences
A.A.S., Kingsborough Community College, B.A., Columbia University, M.Div., Union Theological Seminary,
Ed.D., Teacher's College, Columbia University

Ann M. Fleissner, Instructor, English
B.A., Marquette University; M.A., University of Wisconsin at Madison

Ronald Forman, Assistant Professor, Mathematics and Computer Science
B.S., M.A., Brooklyn College

Richard Fox, Higher Education Officer/Assistant Administrator, Director, Institutional Research
Adjunct Assistant Professor, Behavioral Sciences and Human Services
B.A., Hunter College; M.A., University of Nebraska; Ph.D., State University of New York at Buffalo

Rebecca Fraley-Corrado, Higher Education Associate, Associate Director, Human Resources for Labor Relations
B.S., St. John's University; M.S., Baruch College

David Frankel, Associate Professor, Chairperson, Communications & Performing Arts
B.F.A., New York Institute of Technology; M.S., St. John's University

Alan Friedenthal, Lecturer, Business
B.A., Queens College

Delores Friedman, Associate Professor, Behavioral Sciences and Human Services
B.A., M.S., Hunter College; Advanced Certificate in Administration and Supervision, Brooklyn College;
Ed.D., Teacher's College, Columbia University

Lea Fridman, Associate Professor, English
B.A., M. Philosophy Yeshiva University; Ph.D., The Graduate Center, The City University of New York

Samuel Gale, Professor, Mathematics and Computer Science
B.A., Queens College; M.F.A., Princeton University; M.S., Ph.D., New York University

Jeanne Galvin, Associate Professor, Library
B.A., Le Moyne College; M.A., Fordham University; M.L.S., Queens College

Isaak Garber, Assistant Professor, Mathematics
Ph.D., Kiev Polytechnic Institute, M.S., Aerospace Military Institute

Alfonso Garcia Osuna, Professor, Chairperson, Foreign Languages
A.A., Nassau Community College; B.A., M.A., Queens College
Ph.D., Graduate School, The City University of New York

Kate Garretson, Associate Professor, English
B.A., Vassar College; M.A., M.Philosophy, Yale University; Ph.D., New York University

Matthew Gartner, Assistant Professor, English
B.A., Williams College, Ph.D., The Graduate Center, The City University of New York

Jay Gelbein, Professor, Business
B.S., Brooklyn College; M.S., Long Island University; C.P.A., State of New York and State of New Jersey

Ronald Gerwin, Professor, Health, Physical Education and Recreation
B.S., Brooklyn College; M.Ed., Temple University; Ed.D., Teacher's College, Columbia University

Robert Gevertzman, Assistant to Higher Education Officer, Perkins Loan Coordinator/Counselor
A.A.S., Kingsborough Community College; A.A.S., New York City Technical College; B.S., SUNY Empire State College

Denise Giachetta-Ryan, Associate Professor, Nursing
B.S., St. Joseph's College; M.P.A., New York University

Kelvin Gift, Higher Education Associate; Director, Testing and Assessment Services
A.S., Kingsborough Community College; B.A., City College of New York

Valerie Gill, Assistant Professor, Nursing
A.A.S., B.S., Medgar Evers College; M.S., M.Ed., Teacher's College, Columbia University

Aston G. Gillies, Senior College Laboratory Technician, Adjunct Lecturer, Physical Sciences
A.S., Kingsborough Community College; B.S., M.A., M.S., City College of New York

Barbara Ginsberg, Professor, Health, Physical Education and Recreation Director, My Turn Program
B.S., Brooklyn College; M.S., University of Wisconsin; Ed.D., Teacher's College, Columbia University

Ilsa M. Glazer, Associate Professor, Behavioral Sciences and Human Services
B.A., Brooklyn College; M.A., Brandeis University; Ph.D., University of Sussex

James C. Goetz, Assistant Professor, Biological Sciences
B.S., University of Dayton; M.S., Ohio State University

Connie Goldfarb, Professor, Behavioral Sciences and Human Services
Director, Early Childhood Education Program; Educational Studies
B.A., Brooklyn College; M.S., Bank Street College of Education;
M.A., Ph.D., Ferkauf Graduate School, Yeshiva University

Rachelle Goldsmith, Professor, Health, Physical Education and Recreation
Director, Collaborative Programs
B.S., Brooklyn College; M.A., Ed.D., Teacher's College, Columbia University

Michael Goldstein, Higher Education Officer, Office for College Advancement
B.A., Bennington College; J.D., CUNY Law School

David Gomez, Dean, Instructional Services
Professor, Behavioral Sciences and Human Services
B.A., State University of New York at Albany; M.A., Ed.D., Teacher's College, Columbia University

Harry Good III, Assistant Professor, Student Development
B.A., Central State University, M.A., SUNY Binghamton, Ph.D., Union Institute

Cyrena Goodrich, Assistant Professor, Physical Sciences
B.A., Ph.D., Cornell University

Elba Grau, Higher Education Assistant, Assistant Registrar, Records and Registration
A.A., Kingsborough Community College; B.A., College of Staten Island

Richard Graziano, Associate Professor, Tourism and Hospitality
B.A., M.A., St. John's University; Professional Diploma, Queens College

Leonard Green, Associate Professor, English
B.A., Hamilton College; Ph.D., Cornell University

Nataniel Greene, *Instructor, Mathematics and Computer Science*

B.A., Yeshiva University; M.S., Courant Institute

Thomas Greene, *Assistant Professor, English*

B.A., Trinity University, San Antonio; M.F.A., Ph.D., University of Massachusetts, Amherst

Cindy Greenberg, *Professor, Communications and Performing Arts*

B.A., Queens College; M.A., Ph.D., The Graduate Center, The City University of New York

Denise Gregorio, *Higher Education Associate, Director of College Publications and Website*

A.S., Kingsborough Community College; B.F.A., School of Visual Arts

Carolyn Gribben, *Assistant Professor, Student Development*

B.S., Brooklyn College; M.A., Teacher's College, Columbia University; Ph.D., Fordham University

Daniel Grimaldi, *Assistant Professor, Mathematics and Computer Science*

B.A., Fordham University; M.S., New York University

Shereen Grossman, *Lecturer, Business*

B.S., University of Delaware, M.S.Ed., Baruch College

Joseph Guardino, *Professor, Business*

B.B.A., M.B.A., The City College of New York; J.D., New York Law School;

C.P.A., State of New York and State of Florida

Charles Guigno, *Assistant Professor, Behavioral Sciences and Human Services*

B.A., Pace University; M.S., City College of New York, M.S.Ed.D., Columbia University

Baila G. Gulkowitz, *Senior College Laboratory Technician, Biological Sciences*

A.A.S., New York City Community College; B.S. Richmond College

Amy Haas, *Associate Professor, Business*

B.S., State University of New York at Binghamton; M.B.A., Hofstra University;

C.P.A., State of New York

Brian Hack, *College Lab Technician, Art*

B.A., Juniata College

Norman Hanover, *Assistant Professor, History, Philosophy and Political Science*

A.B., New York University; M.A., Harvard University

Walter Hanula, *College Lab Technician, Health, Physical Education and Recreation*

A.A., Kingsborough Community College; B.A., Brooklyn College

Wayne Harewood, *Higher Education Officer, Director, Financial Aid*

B.S., Houghton College; M.S., Long Island University; M.S., Baruch College

Helaine Harris, *Assistant Professor, Director, Mental Health and Human Services Program,*

Behavioral Sciences and Human Services

B.S., SUNY at Buffalo; M.S.Ed., Pace University; Ph.D., Pace University;

Certificate, Manhattan Institute for Psychoanalysis

Sherry H. Harris, *Assistant Professor, Health, Physical Education and Recreation*

B.A., M.S., Herbert H. Lehman College; M.Ed., Teacher's College, Columbia University

Patricia Hazlewood, Associate Professor, Health, Physical Education and Recreation
Director, Community Health Program
B.S., Howard University; M.S., Hunter College; Ed.D., Teacher's College, Columbia University

Sidney Helfant, Professor, History, Philosophy and Political Science
B.A., M.A., The City College of New York

Robert Herklotz, College Lab Technician, Communications & Performing Arts
A.A.S., Kingsborough Community College, B.A., Brooklyn College

Cliff Hesse, Professor, Communications & Performing Arts
B.A., M.A., Brooklyn College; Ph.D., New York University

Nat Hirschfeld, Assistant Professor, Business
B.A., M.A., D.H.L., Beth Medrash Govoha; J.D., Hofstra University, School of Law

Orit Hirsh, College Laboratory Technician, Instructional Computing
A.S., Kingsborough Community College; B.S., Brooklyn College

Cindy Ho, Higher Education Associate, Associate Director, Freshman Year Experience
B.S., SUNY Oneonta; M.A., New York University

Linda Holman, Assistant Professor, English
B.A., State University of New York at Albany; M.A., Ph.D., State University of New York at Buffalo

Sara Holtzschue, Assistant Professor, Communications and Performing Arts
A.B., Barnard College; M.M., New England Conservatory of Music

Susan Hom, Higher Education Officer, Director, Institute of Tutorial Services,
Adjunct Assistant Professor, Mathematics and Computer Science
B.A., Fordham University; M.A., State University of New York at Stony Brook;
Ph.D., The Graduate Center, The City University of New York

Alphonse Homeha, Assistant Professor, History, Philosophy and Political Science
B.A., Lane College; M.A., New York University

Qianlu Hu, Assistant Professor, Library
B.A., Beijing Teachers' College; M.A., Bucknell University; M.L.S., University of Hawaii

Susan Hudec, Assistant Professor, Student Development
A.A., College of Staten Island; B.A., MEd., Wagner College

Judith Hugo, Senior College Laboratory Technician, Biological Sciences
B.A., The City University of New York

Donald Hume, Assistant Professor, Health, Physical Education and Recreation
B.A., M.A., New York University; Ed.D., Teacher's College, Columbia University

Norman A. Hunter, Higher Education Officer, Director, Continuing Education Programs
B.A., City College of New York; M.B.A., Baruch College

Christina Hurley, Assistant Professor, Biological Sciences
B.S., Quinnipiac College; M. A. Hofstra University

Anthony Imperato, Higher Education Officer, Director, Bursar and Revenue Reports
P.A., A.P.C., St. John's University; M.B.A., Pace University

Sonijia Kenja, Assistant Professor, Health, Physical Education and Recreation
B.A., UCLA; M.A., M.S., Ed.D., Teachers' College, Columbia University

Miriam Kittrell, Professor, Biological Sciences
B.S., Brooklyn College; M.S., New York University; Ed.D., Teacher's College, Columbia University

Oliver Klapper, Professor, Student Development
B.A., Brooklyn College; M.A., Ed.D., Teacher's College, Columbia University

Bernard Klein, Professor and Chairperson, History, Philosophy and Political Science
B.A., Brooklyn College; M.A., Ph.D., Columbia University

Miriam Korfine, Assistant to Higher Education Officer, Assistant to the Coordinator, Math Workshop
B.A., Brooklyn College

Frances Kraljic, Professor, History, Philosophy and Political Science
B.A., Georgian Court College; M.A., Ph.D., New York University

Wilhelm Krapf, Chief Administrative Superintendent, Campus Buildings and Grounds

Carol Kravetz, Assistant to Higher Education Officer, Financial Aid Counselor
A.A., Kingsborough Community College; B.A., Brooklyn College; M.S.Ed., Richmond College

Susan Lachman, Lecturer, Behavioral Sciences and Human Services
B.A., M.A., Brooklyn College; Ph.D., New York University

Barbara Ladman, Higher Education Associate, Coordinator, Academic Personnel & Records Management
B.S., Brooklyn College

Suzanne LaFont, Associate Professor, Behavioral Sciences and Human Services,
B.A. University of Michigan; M. Phil., Ph.D., Yale University

Mohamed Lakrim, Assistant Professor, Biological Sciences
B.A., Institute of Agricultural Technology in Algeria, M.A., Ph.D., The Catholic University of Louvain, Belgium

Peter A. Lanzetta, Professor, Biological Sciences
A.B., University of California; Ph.D., The Graduate Center, The City University of New York

Yvonne G. Laurenty, Associate Professor, English
B.A., M.A., Columbia University; Ed.D., Temple University

Thomas Lavazzi, Assistant Professor, English
B.A., Washington University; M.A., University of Missouri; M.F.A., University of Iowa
Ph.D., The Graduate Center, The City University of New York

Joanne Lavin, Professor, Nursing
R.N., St. Mary's Hospital; B.S., Marymount Manhattan College
B.S., Regents College Degree, University of the State of New York; M.S., Hunter College;
Ed.D., Teacher's College, Columbia University

John Lawrence, Senior College Laboratory Technician, Physical Sciences
B.S., Fordham University

David Lawson, College Laboratory Technician, Health, Physical Education and Recreation
A.A.S., Kingsborough Community College

Frantz A. Leconte, Associate Professor, Foreign Languages

B.A., M.A., Brooklyn College; Ph.D., M.Ph., The Graduate Center, The City University of New York

Michael Lederhandler, College Security Director

Adjunct Lecturer, History, Philosophy and Political Science

B.S., SUNY at Oneonta; M.A., SUNY at Albany

Jeffrey Leibowitz, Higher Education Assistant, Assistant Director, Safety and Security

Beth Lesen, Assistant Professor, Student Development

B.A., Ed.M., Ph.D., SUNY Buffalo

Natasha Lvovich, Associate Professor, English

B.A., M.A., Moscow Linguistic University; Ph.D. Union Graduate School

Emily Mack, Higher Education Associate, Director, Corporate Training and Contracts

B.A., Carleton College

Consolacion Magdangal, Assistant Professor, Business

B.S.C., M.A., Far Eastern University, Philippines; M.B.A., New York University

Pamela Mahon, Associate Professor, Nursing

B.S., State University of New York at Downstate; M.A., New York University

Stephen Majewicz, Instructor, Mathematics

B.S., M.A., SUNY Stonybrook

Fred B. Malamet, Interim President, Professor, Behavioral Sciences and Human Services

B.A., Brooklyn College; M.A., Teacher's College, Columbia University; Ed.D., Rutgers University

Peter Malone, Senior College Laboratory Technician, Adjunct Lecturer, Art

B.F.A., School of Visual Arts; M.A., Teacher's College, Columbia University

Sheila Markson, Assistant to Higher Education Officer, Coordinator of Academic Support, Reading and Writing Center, Adjunct Lecturer, English

B.A., Long Island University; M.A., New York University

Theodore C. Markus, Professor, Biological Sciences

B.S., Brooklyn College; M.S., University of Michigan; Ed.D., Teacher's College, Columbia University

Laurel Marshall, Assistant Professor, Tourism and Hospitality

B.S., Emerson College; M.P.S., New School for Social Research

Edward Martin, Professor and Chairperson, Business

B.A., Queens College; M.S., P.D., Ed.D., St. John's University

Theresa Mastrianni, Lecturer, Business

B.S., State University of New York at Oneonta; M.B.Ed., New York University

Fredric Mayerson, Fredric Mayerson, Professor, Business, Ph.D., Columbia University

B.S., State University of New York

B.A. Len Ai, SUNY Stonybrook 4 QUIL To Edward Martin,

A s s i s t a n t e P r o f .

Olg:

love



Gloria Nicosia, Associate Professor, Communications and Performing Arts
B.A., Hunter College; M.S., Brooklyn College; Ph.D., New York University

Susan O'Malley, Professor, English
A.B., Smith College; M.A., Ph.D., Tulane University

Alexander Oksman, College Laboratory Technician, Biological Sciences
M.S., St. Petersburg State University

Mary Theresa Ortiz, Associate Professor, Biological Sciences
B.S., Wagner College; M.S., Ph.D., Rutgers University

Coleridge Orr, Associate Professor and Chairperson, Library
*B.A., Queens College, Canada; M.A., Carleton University, Canada; M.L.S., Pratt Institute;
Ed.D., Teacher's College, Columbia University*

Fikry Osman, College Lab Technician, Academic Computing
A.S., Technical Industrial Institute in Alexandria, Egypt

Anthony Padovano, Professor, Art
B.F.A., Columbia University; M.A., Hunter College

Joanne Palmieri, Assistant to Higher Education Officer
*Special Assistant to Vice President for Student Services and Enrollment
A.A., Kingsborough Community College; B.A., College of Staten Island*

Angelo Pappagallo, Dean of Student Life and Special Functions
B.A., M.S. Ed., Brooklyn College

Hope A. Parisi, Associate Professor, English
B.A., Fordham University; M.A., Columbia University; Ph.D., The Graduate Center, The City University of New York

Susan Paul, Executive Secretary to the President, Assistant to Higher Education Officer
A.A.S., Kingsborough Community College

Frank Percaccio, Instructor, English
B.A., Brooklyn College

Marilyn Perez, Assistant to Higher Education Officer, Financial Aid Counselor
A.A., New York City Community College; B.A., York College

Arnold E. Perlmutter, Assistant Professor, History, Philosophy and Political Science
A.B., A.M., Boston University

Robert Pero, Higher Education Associate, Assistant Director, "College Now" Program
*Coordinator, Family College
B.A., Brooklyn College; J.D., Brooklyn Law School*

Mariya Petrova, Lecturer, Mathematics and Computer Science
M.A., Saratov University, Russia

Linda Pierce, Higher Education Assistant, Assistant to Dean, Academic Programs
B.S., Northwestern University; M.A., Atlanta University; M.F.A., New York University

Roberta E. Pike, Assistant Professor, Library
A.B., Pratt Institute; M.A., New York University; M.L.S., Pratt Institute

Peter Pilchman, Professor, Biological Sciences
B.A., Queens College; Ph.D., The Graduate Center, The City University of New York

Naomi Platt, Professor, Office Administration and Technology
B.S., M.S., The City College of New York; Ed.D., Rutgers University

Peter Pobat, Higher Education Officer/Assistant Administrator, Executive Assistant to the President
B.A., University of Hartford; M.A., Northwestern University

Gloria Pollack, Associate Professor, Foreign Languages
B.R.E., B.A., Stern College; M.A., New York University; M. Phil., Ph.D., Columbia University

Sharon Prince, Lecturer, Behavioral Sciences and Human Services
B.A., Lehman College; M.S., City College

Anna Procyk, Associate Professor, History, Philosophy and Political Science
B.A. Hunter College; M.A., Ph.D. Columbia University

Ella Puccio, Assistant Professor, Student Development
B.A., Boston University; M.S.W., Hunter College; D.S.W., Adelphi University

Sara Purcell, Assistant to Higher Education Officer, Recruiter, Admissions Information Center
B.A., College of Staten Island

Robert Putz, Assistant Professor, Math and Computer Science
B.S., Brooklyn College; Ph.D., Washington University in St. Louis

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

Carmen Ramirez, College Laboratory Technician, Library

Varattur Reddy, Assistant Professor, Physical Sciences
B.S., M.S., S.V. University, Ph.D., Indian Institute of Technology, Bombay

Gilbert L. Retrey, Assistant Administrator, Campus Facilities
R.A., A.S.I.D., B.A., University of Arkansas; B.F.A., Parsons School of Design; M.Arch., Pratt Institute

William L. Rivers, Professor, Student Development
*Director, "College Discovery" Program
B.S., Tennessee A & I University; M.S.W., Ed.D., Fordham University*

Carmen Rodriguez, Higher Education Officer, Office of the Dean of Academic Programs
*B.S., University of Wisconsin at Madison; M.A., Teacher's College, Columbia University;
M.S., City College of New York; Ed.D., Teacher's College, Columbia University*

Zuleika Rodriguez, Assistant to Higher Education Officer, Recruiter, Admissions Information Center
B.A., College of Staten Island

Edward Rohrllich, Senior College Laboratory Technician, Communications and Performing Arts
A.A., Kingsborough Community College

Jennie Roman, Assistant Professor, Student Development
A.A., Kingsborough Community College; B.A., M.S., Adjunct Assistant Professor, Behavioral Sciences
Brooklyn College; Ed.M., Ed.D., Teacher's College, Columbia University

Darry Romano, Lecturer, Business
B.A., The City College of New York

Julius I. Rosenthal, Assistant Professor, Mathematics and Computer Science
B.S., The City College of New York; M.S., New York University

Arnold Rosner, Associate Professor, Communications and Performing Arts
B.A., New York University; M.A., Ph.D., State University of New York, Buffalo

Michael Rosson, Professor and Director, Media Center, Acting Chief Librarian, Library
B.A., M.S., Ithaca College; M.S.L.S., Syracuse University

Eric Rothenburg, Associate Professor, Business
B.B.A., Baruch College; M. A., Brooklyn College

Roman Roytfeld, College Lab Technician, Academic Computing
A.S., Kingsborough Community College

Joanne Sagherian, Higher Education Officer, Director, Purchasing
B.A., Mt. Holyoke College

Sonia Saladuchin, Higher Education Officer, Director, Records and Registration/Registrar
B.A., Queens College

David Salb, Associate Professor, Mathematics and Computer Science
B.A., Yeshiva University; M.A., Brooklyn College; Ph.D., The Graduate Center, The City University of New York

Cecilia Salber, Assistant Professor, Library
B.A., York College; M.S., Pratt Institute; M.A., College of Staten Island

Hector Santos, Higher Education Assistant, Assistant Director, Financial Aid
A.S., Bronx Community College; B.A., Lehman College

Gary B. Sarinsky, Assistant Professor, Biological Sciences
A.A., Bronx Community College; B.A., Brooklyn College; M.A., Hofstra University

Florence Schneider, Instructor, Behavioral Science and Human Services
B.A., Brooklyn College, M.A., New York University

Jacqueline Scerbinski, Assistant Professor, Business
A.A., Packer Junior College; B.A., Hunter College; M.B.A., St. John's University

Samuel Scherek, Professor and Chairperson, Health, Physical Education and Recreation
B.S., M.S., Brooklyn College; Ph.D., New York University

Stuart Schulman, Professor and Chairperson, Tourism and Hospitality
B.B.A., The City College of New York; M.B.A., New York University;
Ed.D., George Washington University

Charles Schwartz, Higher Education Assistant
B.A., M.S.E., The City College of New York

Patricia Schwartz, Assistant Professor, Physical Sciences
B. A., Hofstra University; M. A., Queens College; Ph.D., CUNY Graduate Center

Ronald Schwartz, Professor, Foreign Languages
B.A., Brooklyn College; M. A., Ph.D., University of Connecticut

Maria Scordaras, Assistant Professor, English
B.A., New York University; M.A., University of California, Berkeley; Ph.D., New York University

Louis Shor, Assistant Professor, Health, Physical Education and Recreation
B.S., Long Island University; M.S., Brooklyn College

Dolores Shrimpton, Associate Professor and Chairperson, Nursing
*R.N., Kings County Hospital Center School of Nursing;
B.S., Long Island University; M.A., New York University*

Dale Siegel, Associate Professor, Mathematics and Computer Science
B.S., M.S., Ph.D., Polytechnic University

Rita Simmonds, Higher Education Assistant, Assistant Director ESL Program
B.A., Hofstra University; M.A., Teacher's College, Columbia University

Laurence Simon, Professor, Behavioral Sciences and Human Services
B.A., College of New York; Ph.D., New York University

Rachel Singer, Higher Education Officer, Director, Academic Affairs
A.A.S., Kingsborough Community College; B.S.W., M.S.W., Adelphi University

Robert Singer, Professor, English
B.A., M.A., M.Phil., Ph.D., New York University

Denis Sivack, Assistant Professor, English
B.A., Siena College; M.A., Fordham University

Steven Skinner, Associate Professor, Biological Sciences
*Director, Physical Therapist Assistant Program
B.S., University of Pennsylvania; M.S., Queens College*

Nicholas Skirka, Assistant Professor, Health, Physical Education and Recreation
B.S., M.A., University of Maryland; Ph.D., New York University

Franceska Smith, Associate Professor, Behavioral Sciences and Human Services
*Director, Education Associate Program
B.A., Radcliff College; M.A., Ed.D., Teacher's College, Columbia University*

Michael Sokolow, Assistant Professor, History; Philosophy and Political Science
B.A., Brooklyn College; M.A., Ph.D., Boston University

Bailin Song, Associate Professor, English
B.A., Anhui University; M.A., Ph.D., The University of Mississippi

Kenneth Speirs, Assistant Professor, English
B.A., Boston University, M.A., Northwestern University, Ph.D., New York University

Richard Staum, Professor, Mathematics and Computer Science
A.B., A.M., Columbia University; Ph.D., Polytechnic Institute of New York

Anthea M. Stavroulakis

Bruce Wasserman, Higher Education Associate, Director, Marketing and Corporate Training
A.A.S., Nassau Community College; B.F.A., New York Institute of Technology

Bridget Weeks, Assistant Professor, Nursing
B.S., Hunter College, M.S., Lehman College
Post Master's Certificate, Hunter College

Michael Weisberg, Assistant Professor, Physical Sciences
B.S., M.A., Brooklyn College; Ph.D., The Graduate Center, The City University of New York

Barbara Weiserbs, Associate Professor, Behavioral Sciences and Human Services
B.A., M.S., Brooklyn College; Ph.D., New York University

S. Tara Weiss, Assistant Professor, English
B.A., Brooklyn College; M.A., Ph.D., Graduate Center, CUNY

Sheri Weinstein, Assistant Professor, English
B.A., Brandeis University; M.A., McGill University; Ph.D., SUNY Buffalo

Clyde R. Wesley, Higher Education Officer, Assistant Director, Financial Aid
B.A., Talladega College; M.A., Brooklyn College

Andre-Phillipe White, Instructor, Student Development
A.A.S. Bryant & Stratton Business Institute; B.S., Medaille College; MsEd., SUNY Buffalo

Jennifer White, Assistant to Higher Education Officer, Assistant Director of New Start Program
B.A., University of Maryland; M.S.Ed., Fordham University

Judith Wilde, Professor, Art
B.F.A., M.F.A., School of Visual Arts; M.A., Goddard College

Paul Winnick, Higher Education Associate, Assistant Director of Events Management
B.A., Brooklyn College

William Winter, Assistant Professor, Behavioral Sciences and Human Services
B.A., M.A., Brooklyn College; Ph.D., Graduate School of C.U.N.Y.

Marc Wiskoff, Higher Education Associate, Assistant Director, Academic Computing
B.A.; M.S., Brooklyn College

Alan Wittes, Higher Education Officer, Director, Enrollment Administration
B.A., M.S., Long Island University; M.A., New York University

Lisa Wong, Higher Education Assistant, Assistant Director of the Freshman Year Experience for Advisement
B.A., Hamilton College; Ed.M., M.A., Teacher's College, Columbia University

Rina J. Yarmish, Professor and Chairperson, Mathematics and Computer Science
B.A., Que.aation Aect 1 (B.A., Que.aation Aect 1 (B.A., Que.aation Aect 1 .LA.,-1.4444 shiva/F3 1 Tf/Cs9 cSf/Cs9 cs scn-2.4 -2.4444

S. Tara Weiss

Rosemary Sullivan Zins, *Vice President for College Advancement*
A.B., Rhode Island College; M.B.A., University of Rhode Island

David Zwibel, *Assistant Professor, Business*
A.A.S., Kingsborough Community College; B.S., M.S., Brooklyn College; C.P.A., State of New York

PROFESSORS EMERITI

Frieda Aaron, *Associate Professor, English*
B.A., Brooklyn College, M. A., M. Phil., Ph.D., The City University of New York

Patrick J. Abbazia, *Professor, History, Philosophy and Social Sciences*

Harold S. Engelsohn, Professor, Mathematics and Computer Science
B.S., Brooklyn College; M.A., Courant Institute, New York University

Jeptha A. Evans, Assistant Professor, English
B.A., Arkansas Polytechnic College; M.F.A., University of Iowa

Joseph Feit, Professor, Mathematics and Computer Science
B.A., M.A., Brooklyn College

Ellen Fine, Professor, Foreign Languages
B.A., Smith College; M.A., University of California, Berkeley; Ph.D., New York University

Clara J. Freeman, Assistant Professor, English
B.A., M.A., University of Tulsa; Ph.D., New York University

Sheldon Friedland, Professor, Tourism and Hospitality
B.S., M.S., Brooklyn College

Morton L. Fuhr, Professor, English
A.B., A.M., Brooklyn College; Ed.D., New York University

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

Helen P. Gerardi, Professor, Health, Physical Education and Recreation
B.A., M.S., Hunter College; Ed.D., Teacher's College, Columbia University

Irving Gersh, Professor, Foreign Languages
*B.A., Brooklyn College; B.H.I., M.H.I., Jewish Theological Seminary;
M.A., Columbia University; Ph.D., Brandeis University*

Gene Goldstein, Professor, Business
*B.B.A., Bernard M. Baruch College; M.S., The City College of New York;
Ph.D., New York University; C.P.A., State of New York*

Miles Goodman, Associate Professor, Physical Sciences
B.S., Brooklyn College; M.A., Yale University

Richard M. Graf, Professor, Behavioral Sciences and Human Services
B.A., M.A., New York University; Ed.D., Columbia University

Philip J. Greenberg, Professor, Mathematics and Computer Science
*B.E.E., City College of New York; M.S. (E.E.), M.S. (Math), Polytechnic Institute of Brooklyn;
Ph.D., New York University*

Louise Grinstein, Professor, Mathematics and Computer Science,
B. A., M.A., State University of New York at Buffalo; Ph.D., Columbia University

Barbara Gurski, Professor, Nursing
*B.S., Boston College; M.A., Teacher's College, Columbia University;
R.N., St. Frances Hospital, School of Nursing*

Peter E. Hanssen, Associate Professor, Art
B.S., M.F.A., Pratt Institute

Gloria P. Hartman, *Associate Professor, Nursing*

B.S., Philippine Women's University; M.A., University of Santo Tomas, Philippines;

R.N., St. Paul School of Nursing, Philippines

Robert A. Hecht

Isabelle A. Krey, Professor, Office Administration/Technology
B.A., Hunter College; M.A., New York University

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

Milton A. Levy, Assistant Professor, English
B.A. Upsala College; M.A. University of Wisconsin

H. Desmond Lewis, Associate Professor, Student Development
B.S., M. A., New York University; Ed.D. Teacher's College, Columbia University

Rachel B. Lieff, Assistant Professor, Mathematics and Computer Science
B.A., B.E., University of Cincinnati; M.A., Columbia University

Vincent Liguori, Professor, Biological Sciences
B.S., St. Francis College; M.S., Long Island University; Ph.D., New York University

Simeon P. Loring, Professor, Music
B.A., M.A., Brooklyn College

Thelma L. Malle, Professor, Mathematics and Computer Science
B.S., Columbia University; M. A., Ph.D., New York University

Florence Maloney, Professor, Office Administration/Technology
B.B.A., Pace College; M.S., Hunter College; Ed.D., St. John's University

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

Anthony Martin, Professor, Art
B.S., Hunter College; M.F.A., The City College of New York

Sylvia F. Martin, Professor, Nursing
B.S., Hunter College; M.A., New York University; R.N., State of New York

Inez A. Martinez, Professor, English
B.S., M.A., St. Louis University; Ph.D., University of Wisconsin at Madison

Gloria McDonnell, Professor, Office Administration/Technology

- Julio Hernández-Miyares**, *Professor and Chairperson, Foreign Languages*
B.A., Colegio de Belen, Cuba; LL.D., University of Havana, Cuba; M.A., Ph.D., New York University
- Joseph N. Muzio**, *Professor, Biological Sciences*
Director, Marine Education Program
B.A., Queens College; M.A., Ed.D., Teacher's College, Columbia University
- Kenneth R. Neuberger**, *Associate Professor, Physical Sciences*
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
- Mitchell Okun**, *Professor, History, Philosophy and Political Science*
B.A., Brooklyn College; M.A., University of Minnesota;
Ph.M., Ph.D., Graduate School, The City University of New York
- Dianna Oratz**, *Associate Professor, Mathematics and Computer Science*
B.A., Brooklyn College; M.A., 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., Teacher's 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., Teacher's 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., Teacher's College, Columbia University
- 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., Teacher's College, Columbia University
- Natalie Rubinton**, Professor, Student Development
B.A., M.S., Brooklyn College; Ph.D., Fordham University
- Adele Schneider**, Professor, Library
B.A., Brooklyn College; M.L.S., Pratt Institute; M.A., Long Island University
- Marvin I. Shapiro**, Assistant Professor, Behavioral Sciences and Human Services
B.A., The City College of New York; M.B.A., Bernard M. Baruch College; Ph.D. Wayne State University
- Michael Z. Sherker**, Professor, Art
A.B., Brooklyn College; M.S.Des., University of Michigan; Ed.D., Columbia University
- Joyce R. Socolof**, Assistant Professor, Nursing
B.S., New York University; M.A., Hunter College; Diploma, Bellevue Hospital School of Nursing
- Eleanor L. Spitzer**, Assistant Professor, English
B.A., Hunter College; M.A., California State University
- Philip Stander**, Professor, Behavioral Sciences and Human Services
B.A., Brooklyn College; M.S., Queens College; Ed.D., Teacher's College, Columbia University
- 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;
A.B., Baker University, Kansas; Ph.D., Missouri University*

- Alfredo Torres**, Professor and Director, Health Services Center
B.S., M.S., Instituto del Carmen, Colombia; Ph.D., Javeriana University, Colombia
- Angelo Tripicchio**, Professor, Library
B.A., Brooklyn College; M.L.S., Queens College; M.A., Long Island University
- August Tuosto**, Professor, Marine Education
B.A., M.A., New York University
- Richard Vagge**, Associate Professor, Business
B.B.A., M.B.A., The City College of New York; C.P.A., State of New York
- Robert R. Viscount**, Assistant Professor, English
A.B., University of the Pacific; Diploma in Education, University of East Africa; M.A., Columbia University
- Edward Wiener**, Professor, Business
B.B.A., St. John's University; M.A., New School for Social Research; C.P.A., State of New York
- Walter Weintraub**, Professor, Business
B.S., M.B.A., New York University
- Eric Willner**, Professor, Student Development
B.A., M.S., Yeshiva University; Ph.D., New York University
- Anne Winchell**, Professor, Student Development
B.A., William Smith College; M.A., New York University; Ph.D., Fordham University
- Jack S. Wolkenfeld**, Professor, English
B.A., Brooklyn College; M.A., Ph.D., Columbia University
- Harvey A. Yablonsky**, Professor, Physical Sciences
B.S., M.A., Brooklyn College; M.S., Ph.D., Stevens Institute of Technology
- Marvin Yanofsky**, Assistant Professor, Mathematics and Computer Science
B.A., Brooklyn College; M.A., Yeshiva University
- Merrill Youkeles**, Professor, Behavioral Sciences and Human Services
*B.A., Brooklyn College; M.S.W., University of Pennsylvania;
Ed.D., Teacher's College, Columbia 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, Registrar
B.A., Queens College

Richard Cockrell, Associate Registrar
B.A., Brooklyn College

Madalena Carrozzo, Assistant Registrar
B.A., Brooklyn College

Davida Cooper, Assistant Registrar
B.A., Brooklyn College

Elba Grau, Assistant Registrar
A.A., Kingsborough Community College; B.A., College of Staten Island

BUSINESS OFFICE

Room A207, ext. 5902

William Correnti, Director of Budget and Finance/Business Manager
A.A.S., Kingsborough Community College; B.S., St. John's University

Joanne Sagherian, Director, Purchasing
B.A., Mount Holyoke College

Rosemarie Cozza, Assistant Treasurer, Kingsborough Community College Association, Inc.
A.S., Kingsborough Community College; B.S., Brooklyn College

Anthony Imperato, Higher Education Officer, Director of the Office of the Bursar & Revenue Reporting
B.A., A.P.C., St. John's University; M.B.A., Pace University

Marilyn Moskowitz, Director, Accounts Payable
A.A.S., Kingsborough Community College; B.A., Queens College

CAMPUS BUILDINGS and GROUNDS

Room P220, ext. 5124

Wilhelm Krapf, *Chief Administrative Superintendent*

Anthony Corazza, *Administrative Superintendent*

Thomas Brzozowski, *Administrative Superintendent*

SAFETY AND SECURITY OFFICE

Room L202, ext. 5069

Michael Lederhandler, *CollegTJOMcurity Directo*

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.
7. Disorderly or indecent conduct on college-owned or controlled properties is prohibited.
8. No individual shall have in his possession a rifle, shotgun or firearm, or knowingly have in his possession any other dangerous instrument or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the college without the written authorization of such educational institution. Nor shall any individual have in his possession any other instrument or material which can be used and is intended to inflict bodily harm on an individual or damage upon a building or the grounds of the college.
9. It is a violation of acceptable standards of conduct at the college, and it is prohibited for any individual, group or organization to engage in the practice of "hazing";

"Hazing is defined as any action or situation which recklessly or intentionally endangers mental or physical health or involves forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization."
10. ...In accordance with the policy of The City University of New York, the College prohibits sexual harassment of employees or students.
11.All pagers, wireless phones, electronic games, radios, tape or CD players or other devices that generate sound must be turned off when any member of the academic community enters a classroom, when a class is in session. Cellular devices are allowed to be on in the classroom only if the owner is using caller ID, voice messaging, or a vibrating battery or universal clip mechanism. Members of the academic community must exit the classroom to make or receive a call.

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

Penalties

1. Any student engaging in any manner in conduct prohibited under substantive Rules 1–10 shall be subject to the follow-

TRAVEL DIRECTIONS TO KINGSBOROUGH COMMUNITY COLLEGE

By Car:

From Manhattan and Staten Island: Belt Pkwy eastbound to Exit 8 (Coney Island Ave.). Cross Coney Island Ave. and continue along Guider Ave. to the traffic light. Turn right onto E. 12th St. for one block. Turn left onto Neptune Ave. at the tra

HOLIDAYS AND EMERGENCY COLLEGE CLOSING

Programs are automatically considered for admission under regular admission procedures (page 14).

Computer Facilities

The University Computer Center provides Kingsborough students, faculty, and staff access to a large-scale computing facility for academic and administrative purposes. Batch job processing and teleprocessing services are provided. All standard IBM languages, numerous mathematical, social science, and scientific application packages and comprehensive Database services are available. A portion of the computer is dedicated to a "free class" of job execution that does not require the establishment of a UCC allocation account. The teleprocessing systems include WYLBUR for text editing and remote job entry, CMS for instructional interactive usage, and APL for scientific use. Graphic hardware and software is also available to users. In conjunction with the KCC Computer Center, consulting, documentation, and educational services are provided. Kingsborough students, faculty and staff have access to personal computing laboratories containing IBM computers plus significant amount of programs available for instructional use on these computers. The University Computer Center is at 555 West 57 Street in Manhattan, KCC's remote job entry stations and public terminals enable access from the campus.

Foreign Students Program

COLLEGES OF THE CITY UNIVERSITY OF NEW YORK

GRADUATE DIVISION

THE GRADUATE CENTER

Frances D. Horowitz, President

CITY UNIVERSITY SCHOOL OF LAW AT QUEENS COLLEGE

Kristin Booth Glen, Dean

THE SOPHIE DAVIS SCHOOL OF BIOMEDICAL EDUCATION

Stanford A. Roman, Jr., Dean

SENIOR COLLEGES

CITY COLLEGE

Gregory H. Williams, President

HUNTER COLLEGE

Jennifer Raab, President

BROOKLYN COLLEGE

Christoph M. Kimmich, President

QUEENS COLLEGE

James L. Muyskens, President

NEW YORK CITY COLLEGE OF TECHNOLOGY

Fred Beaufait, President

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

Gerald W. Lynch, President

YORK COLLEGE

Robert L. Hampton., President

BARUCH COLLEGE

Ned Regan, President

LEHMAN COLLEGE

Ricardo R. Fernandez, President

MEDGAR EVERS COLLEGE

Edison O. Jackson, President

COLLEGE OF STATEN ISLAND

Marlene Springer, President

COMMUNITY COLLEGES

BRONX COMMUNITY COLLEGE

Carolyn G. Williams, President

HOSTOS COMMUNITY COLLEGE

Dolores M. Fernandez, President

QUEENSBOROUGH COMMUNITY COLLEGE

Eduardo J. Marti, President

LA GUARDIA COMMUNITY COLLEGE
Gail O. Mellow, President

KINGSBOROUGH COMMUNITY COLLEGE
Fred B. Malamet, Interim President

BOROUGH OF MANHATTAN COMMUNITY COLLEGE
Antonio Perez, 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.

NOTE: Programs and requirements, tuition and fee schedules listed in the catalog, are necessarily subject to change at any time at the discretion of the administration and/or action by Kingsborough Community College, the CUNY Board of Trustees, The City University or the State University of New York.

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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
 Computer Center
 Holocaust Resource Center
 Library
 Library Department
 Media Center
 Reading & Writing Center
 Security & Public Safety
 Tutorial Services

M- Marine & Academic Center (MAC)

Business Department
 Conference Center
 Dining Room & Cafeteria
 Early Childhood Education Program
 Environmental Education Center
 Instructional Computing Department
 Retail Merchandising 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

Collaborative Programs

College Now

Counseling

Child Development Center

Family College Advisement

International Student Affairs
Early Childhood Education
Tourism & Hospitality Department
Instructional Services
Distance Learning Lab

W- (West Academic Cluster) (C/D/E/F) (WAC)

C- WAC

Career Counseling, Placement & Transfer
Dean of Student Life
English Department

notes