



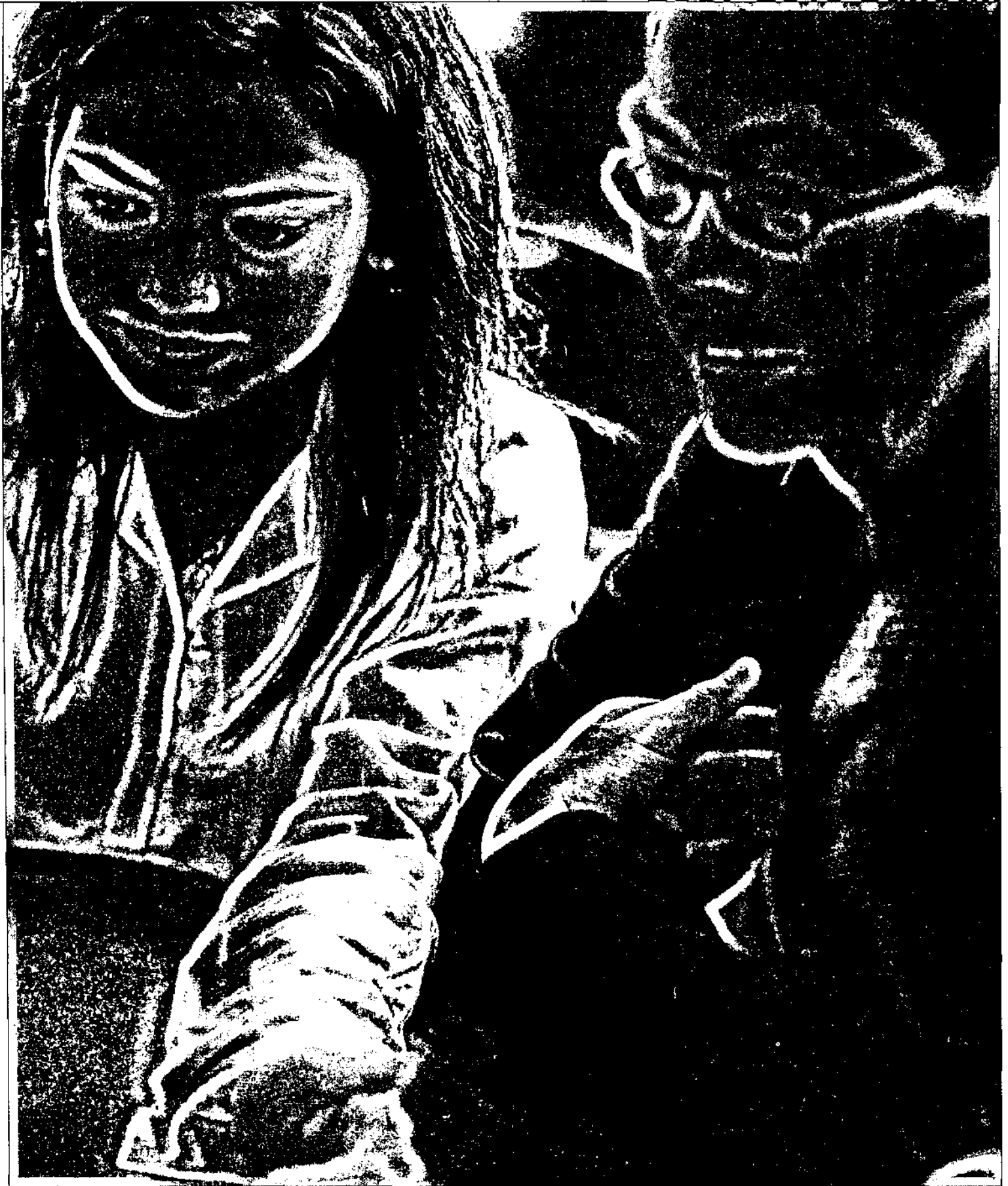
**Borough of Manhattan
Community College**

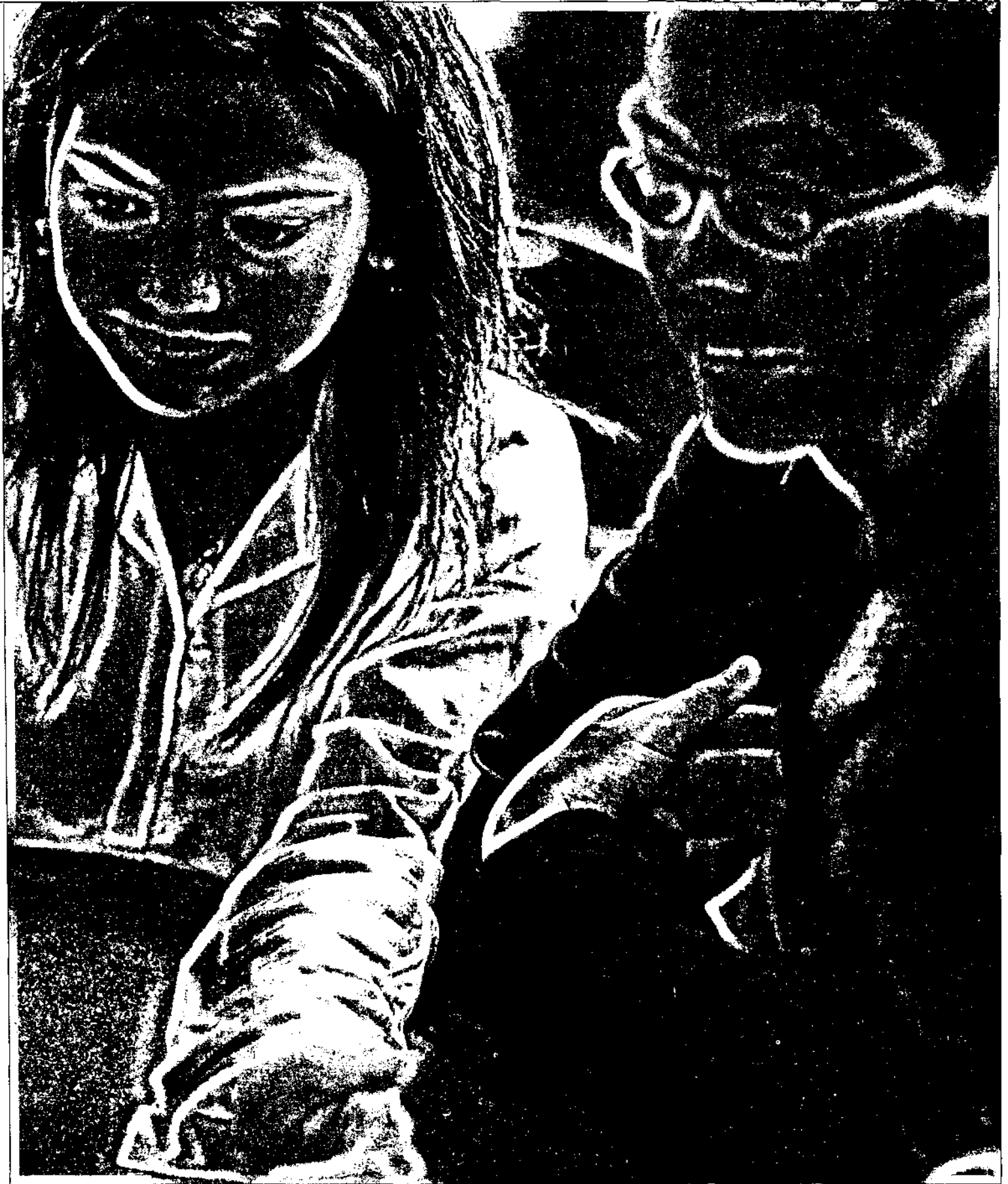
The City University of New York

2007-2010 Bulletin

www.bmcc.cuny.edu







Accreditation

Borough of Manhattan Community College is an accredited member of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000). It is also accredited by the Board of Regents of the University of the State of New York and is a member of the American Association of Community Colleges. Its health programs are accredited by the appropriate agencies, including the National League of Nursing, the American Health Information Management Association, and the Commission on Accreditation of Allied Health Educational Programs.

Statement of Nondiscrimination

Borough of Manhattan Community College is an Equal Opportunity and Affirmative Action institution. The College does not discriminate on the basis of race, color, religion, national or ethnic origin, age, gender, sexual orientation, transgender, disability, genetic predisposition or carrier status, alienage or citizenship, status as victim of domestic violence, or marital, military, or veteran status, in its student admissions, employment, access to programs, and administration of educational policies.

Patricia A. Stein, Esq. is the College's Affirmative Action & Compliance Officer, Coordinator for Title IX, which prohibits sex discrimination in federally assisted education programs, Coordinator for the Age Discrimination Act, which prohibits age discrimination in federally assisted education programs, and Coordinator for the Americans with Disabilities Act and Section 504/ADA, which prohibit discrimination on the basis of disability. Ms. Stein's office is located in Room S750d and her telephone number is (212) 220-1236. Complaints, comments and/or questions regarding applicable policies, procedures or the College's affirmative action program, or discrimination generally, should be directed to Ms. Stein.

The programs, requirements, tuition, and fees set forth in this catalog are subject to change without notice at any time at the discretion of the administration and the Board of Trustees of The City University of New York.

President's Letter



Dear Student:

Welcome to Borough of Manhattan Community College of the City University of New York—one of the nation's premier urban community colleges. At BMCC you have the opportunity to receive a quality education from outstanding faculty in a supportive and nurturing environment.

You can pursue a wide variety of educational goals in one of BMCC's 25 academic programs. The college's proximity to the commercial opportunities of the greater New York City area also enables you to explore exciting internships and externships in conjunction with your education.

In keeping with our mission, Borough of Manhattan Community College is committed to giving you a solid educational foundation, and to helping you develop a flexible and creative mind. These are the tools you will need to succeed, both professionally and personally, in a rapidly changing world.

In the college's general education curriculum you will be able to explore some of life's timeless questions. You will also find new languages and world views here that can expand your understanding of the rich diversity which is the human race.

At Borough of Manhattan Community College you will be challenged intellectually—I know that you will accept the challenge. When you leave BMCC, you will have the resources you need to succeed in whatever course of life you choose.

Sincerely,

A handwritten signature in cursive script that reads "Antonio Pérez". The signature is written in black ink and is positioned above the printed name.

Antonio Pérez, President
Borough of Manhattan Community College

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OUR MISSION

The City University of New York defines its mission in terms of two basic themes: maintaining and expanding its commitment to academic excellence, and providing access to higher education for all who seek it as "an avenue to economic advancement and personal fulfillment to the citizens of New York City, and in particular to the economically and socially disadvantaged among them."

Borough of Manhattan Community College was founded in 1963 and opened in 1964 as a small, primarily business-oriented, community college offering programs aimed at the midtown business community. During the next two decades, the mission of the college changed in response to the advent of the City University's open admissions policy in 1970 and in response to the emergence of new technologies and changes in business and industry. Open admissions significantly extended higher educational opportunity to thousands of students, many of them non-traditional. After BMCC relocated in 1983 to its new building at 199 Chambers Street, the programs of the College became more diversified and reflected many of the emerging new technologies. BMCC now offers a wide range of degree programs, including Accounting, Business Administration, Business Management, Computer Programming and Computer Operations, Computer Science, Early Childhood Education, Engineering Science, Health Information Systems, Human Services, Liberal Arts, Mathematics, Multimedia, Nursing, Office Automation and Office Operations, Paramedic, Respiratory Therapy, Science, Small Business Entrepreneurship, Video Arts and Technology, and Writing and Literature as well as many non-degree programs in Adult and Continuing Education.

Consistent with the mission of City University to preserve academic excellence and extend higher educational opportunity to a diversified urban population, Borough of Manhattan Community College deems its mission as providing general, liberal arts, and career education, including transfer programs, relevant to the needs, interests, and aspirations of our students, along with continuing education for students of all ages. The College is committed to offering quality education in a pluralistic urban environment, to fostering excellence in teaching, to facilitating the enhancement of learning, and to sustaining full access to higher education for those who seek fulfillment of personal, career or socio-economic goals. BMCC is also committed to providing collaborative programs and services responsive to the educational, cultural, and recreational needs of the community.

Consistent with its stated mission, the College supports the following goals:

To provide higher education to a diverse urban constituency in support of CUNY's policy of open admissions;

To provide a collegiate environment conducive to the advancement and reinforcement of teaching and learning;

To provide all students with a level of proficiency in basic skills to assure their readiness for, and likely success in, college and the workplace;

To enable and encourage students to make sensible and informed choices in setting their academic, career, and personal goals;

To provide for all students a general education which fosters personal development, intellectual curiosity, and critical thinking to enhance informed and effective participation in society;

To promote multi-cultural awareness and understanding in our college community and respect for pluralism and diversity in our society;

To prepare liberal arts and career students for transfer to four-year colleges;

To prepare students in career programs for employment and career mobility;

To encourage lifelong learning independent of degree programs;

To enhance the cultural, recreational, and social life of the community; and,

To maintain a governance structure that facilitates the participation of faculty, administrators and students in the life of the college and encourages contributions and involvement by alumni and advisory groups.

OUR HISTORY

Borough of Manhattan Community College (BMCC) opened in 1964 as a small, primarily business-oriented community college whose educational focus was to prepare students for business careers and to provide a general liberal arts education for those who wished to transfer to four-year colleges. At that time, the college occupied rental space in midtown Manhattan.

By 1974, enrollment had expanded from 467 students in 1964 to over 6,000 day and evening students. It became clear that renting classroom and office space was too expensive for a long-term solution, so the City of New York began plans to build a new campus for BMCC downtown on Chambers Street.

The fiscal crisis of 1976 intervened and brought building to a halt with only a steel frame erected. After a five-year hiatus, construction on the new campus resumed, and the college was able to occupy its new home at 199 Chambers Street in 1983. The new campus is home to the BMCC Tribeca Performing Arts Center, which houses three theaters, including the largest theater south in lower Manhattan. Athletic facilities include an intercollegiate-size swimming pool and a gymnasium, which can be divided into three regulation-size basketball courts.

Ten years later, in 1993, BMCC received the largest gift ever made to a community college, a 15-story office building at 30 West Broadway. The college had embarked on an ambitious renovation of Fiterman Hall to make it into a state of the art business and technology center housing classroom space, offices, a center for business training and workforce development, a virtual library, and a high-tech incubator.

Renovation was a few weeks away from final completion on September 11, 2001 when 7 World Trade Center collapsed into Fiterman Hall. The building remains closed, and BMCC had to scramble to make up for lost classroom space. The college installed portable classrooms on West Street and Harrison Street, and reconfigured much of the space inside 199 Chambers Street to include many more classrooms. In addition, the college leased several floors at 70 Murray Street for instructional and administrative use.

To alleviate the overcrowding on the downtown campus and to serve the needs of many students who live in Northern Manhattan, BMCC currently offers classes uptown at the Adam Clayton Powell Jr. State Office Building at 163 West 125th Street and in Inwood/Washington Heights at 108 Cooper Street, near 207th Street and Broadway.

A Profile

OUR FACILITY

The campus, situated on 4.28 acres, became occupied in January 1983. The modern structure, spanning four blocks from Chambers Street to North Moore Street, is equivalent to the Empire State Building lying on its side (minus the tower). In addition to the 71 classrooms, eight seminar rooms, numerous laboratories, and three lecture halls (one hall seats 200 and the others seat 100), the campus library is equipped with 550 study carrels that permit use of audio/video cassettes. The campus features a 1,000-seat auditorium, a 299-seat theatre, and a 99-seat drama workshop. There is an intercollegiate-size swimming pool and a gymnasium which can be divided into three regulation basketball courts.

OTHER FEATURES OF BMCC

- A day-care center
- A distance-learning lab
- A Media Center containing HDTV television and audio studios, multi-media labs and networked post-production facilities
- A comprehensive college bookstore
- A performing arts center featuring three theatres
- Two dining facilities
- Production facilities for television programs and videotapes

THE MEDIA CENTER

Since its inception in 1982, the BMCC Media Center has been among the finest and most technically current in the country. Its mission is to serve the students, faculty, and staff of BMCC – and the community at large – by providing high quality media production and distribution services.

This multi-million dollar resource supports the academic and professional training programs of the college. It provides the technical support for the college's distance learning initiatives, and serves as the laboratory for the activities of BMCC's Video Arts and Technology Program. It also provides media support for conferences, public hearings, and community and civic activities. The BMCC Media Center produces original video and television programming for the college, the university and outside clients. The Center also provides video and audio connectivity via satellite and fiber-optic cable to locations throughout the United States and the world.

The Media Center facilities consist of two television studios, a suite of digital video-editing systems, an on-line editing room, a distance learning video teleconferencing room, and a master control center. The campus is wired for closed circuit television distribution, including the capability to originate, record, and transmit HDTV

programming from the Tribeca Performing Arts Center, the gymnasium, and a number of other spaces on campus.

The Center's staff is comprised of accomplished media and educational professionals who are dedicated to bringing to the students, faculty, and community a high level of media services in support of the mission of the college and the University.

BMCC UPTOWN INITIATIVE

In an effort to serve the residents and workers of the Northern Manhattan community, BMCC has offered courses at the Adam Clayton Powell Jr. State Office Building at 163 West 125th Street and in the Inwood/Washington Heights area located at 108 Cooper Street at 207th Street and Isham Avenue. The uptown initiative proved to be very popular and continues to grow and attract students as it provides easy access for those who would otherwise not attend BMCC's downtown location because of family or work responsibilities. At the uptown sites, the college has addressed the needs of the uptown residents and employees for additional courses, as well as to replace some of the lost seats of Fiterman Hall.

The uptown initiative has allowed the college to continue to expand its course offerings and to enroll several hundred students each semester. It provides students with onsite access to the same academic and administrative support services and opportunities as those as those students who attend classes at downtown locations. These onsite services include access to tutoring, supplemental instruction, computer labs, BMCC's virtual library, academic advisement, pre-registration, and financial aid workshops. Services are offered during the day and evening. The college also maintains an administrative presence for the uptown sites.

Admissions

Anyone who has a high school diploma, an accredited state high school equivalency diploma, or foreign secondary education credentials equivalent to a U.S. high school diploma is eligible to attend Borough of Manhattan Community College.

TO APPLY

Fill out one application only. There is a \$65 non-refundable application fee for Freshman applications or \$70 application fee for Transfer applications. Applications are available online at www.bmcc.cuny.edu, at public high schools, selected community centers, The City University's Office of Admissions Services, 1114 Avenue of the Americas (15th floor), New York, NY 10036, and the Admissions Office at Borough of Manhattan Community College, Room S300, 199 Chambers Street, New York, NY 10007, (212) 220-1265.

You may also visit our web site at www.bmcc.cuny.edu. To apply for the 24 College Credit Program, please refer to the CUNY/BMCC special programs section on page 86.

Note: You should apply as early as possible; however, your application will be considered whenever you apply. Freshman applications allow students to apply to six programs. Transfer applications allow students to apply to four programs. For the spring semester you will be admitted to one college ONLY—the first choice for which you are eligible.

There are five types of applications:

1. The Undergraduate Freshman Application for Admission

At CUNY, a freshman is defined as an applicant who has never attended a college, university, or postsecondary institution since completion of high school. This includes institutions in any country, including those outside the United States.

This application is for students who are applying for regular City University programs, for students who wish to apply for the College Discovery Program, and for students who have been educated abroad. Students should complete a City University –Undergraduate Freshman application online at www.cuny.edu or mail the freshman application with a \$65 application fee (check or money order) payable to the University Application Processing Center (UAPC), P.O. Box 350136, Brooklyn, NY 11235-0001. Use this application if:

- you are currently in high school;
- you are a high school graduate and have never attended college;
- you have a General Equivalency Diploma (GED) and never attended college;
- you are a permanent resident, an immigrant, or a refugee;
- you have foreign secondary education credentials equivalent to a U.S. high school diploma;
- you have a temporary visa for study in the United States; or
- you have applied for a temporary visa for stay in the United States.

2. Personalized Application/Freshman Application for Admission

Current high school seniors in the New York City public schools (and several parochial schools) will receive Personalized Applications. Students should complete the application and return it, with a \$50 application fee (money order) payable to the University Application Processing Center (UAPC), to the high school, which will mail the form to the University Application Processing Center.

3. The Undergraduate Transfer Application for Admission

This application is for students who have previously attended college and have a 2.0

("C") or above cumulative grade-point average (GPA). BMCC has a "forgiveness clause" policy which permits a student who has not attended college for a minimum period of six months, and who has a GPA below 2.0, to be admitted to BMCC. Please note the Advanced Standing Application deadline. Students should complete a City University–Undergraduate Transfer Application for Admission and mail it with a \$50 application fee (money order) payable to the University Application Processing Center (UAPC), P.O. Box 359023, Brooklyn, NY 11235-9023. Use this application if:

- you have foreign post-secondary educational credentials;
- you have a temporary visa for stay in the United States;
- you have applied for a temporary visa for stay in the United States; or
- you have previously attended college and plan to pursue a degree.

4. Application for Non-Degree Status

This application is for students who will take college courses but do not wish to obtain a degree. Those interested in non-degree status should apply directly to the Admissions Office at Borough of Manhattan Community College, 199 Chambers Street, Room S300, New York, NY 10007.

5. Second Degree Application

Students who have earned an associate degree at Borough of Manhattan Community College and who wish to apply for a second degree must contact the Admissions Office, Room S300, and request a SECOND DEGREE APPLICATION. Students must complete a minimum of 32 additional credits at BMCC after receiving their first Associate's Degree.

6. Readmission Application

Students whose continued attendance has been interrupted and who have left BMCC in good academic standing may be readmitted to the College by filing a readmission application in the Admissions Office (S300) and paying a \$10 non-refundable readmit fee to the Bursar's Office. Readmission is automatically granted to students in good academic standing.

The Admissions Office may offer readmission to students who are academically dismissed.

APPLICATION DEADLINES	Fall Semester	Spring Semester
High School Seniors and Graduates with No Previous College Credits	March 15	October 1
Students with Previous College Credits (Advanced Standing and Transfers)	March 15	October 1
Readmission Applications	August 15	January 15

Note: Admissions decisions are made on a rolling basis once applications become complete. A completed application includes the application form and all supporting documentation. Applications received after the deadkine will be based on space availability.

Admissions

AFTER YOU ARE ADMITTED

Said students will be required to have their applications approved by the Committee on Academic Standing. Students so approved will be on special probation and subject to special probation rules. Regardless of how many semesters the student sat out, he/she must submit an application to the Committee on Academic Standing. For further explanation or clarification, students should see a counselor in the Department of Student Life, Room S330.

AFTER YOU ARE ADMITTED

Skills Assessment Examinations

The Freshman Skills Assessment Tests are required of all entering freshmen. The tests measure skills of reading, writing, and mathematics, and are administered after admission to the College. In each of these areas CUNY and BMCC have established minimum standards defining readiness to do college work. As a result of the assessment process, students may be declared exempt from remedial courses in any or all skills areas or they may be assigned to appropriate remedial courses in those areas deemed weak. (Please note that remedial courses do not offer credit at BMCC.) In order to transfer from a CUNY community college to a CUNY senior college, students must have passed all three tests. Students should consult the appropriate CUNY campus for the required passing scores.

COMPASS Math Test and CUNY ACT Tests

The COMPASS Math Test measures competency in numerical skills/pre-algebra, algebra, college algebra, and trigonometry. All students are required to test on both the pre-algebra and algebra components of the COMPASS Math to be certified in mathematics. Effective April 30, 2005 all students need to be certified in both the pre-algebra and algebra components of the COMPASS Math test in order to transfer to a CUNY senior college. The CUNY/ACT Skills tests have three parts: Reading Skills, Writing Skills and a Writing Sample. The CUNY/ACT tests are used for initial placement and for exit from the top-level course in Reading, English and ESL. In addition, the prerequisite for Composition I (ENG 101) is passing the Reading and Writing ACT tests.

As of Fall 1999, new students admitted to the University may be waived from taking one or more of the CUNY tests based on Regents, SAT or ACT scores. As of Fall 2000, non-CUNY transfer students admitted to the University may be waived from taking the CUNY tests based on having completed at least 45 credits at an accredited institution. Holders of a bachelor's degree from an accredited institution are also exempt. However, the college reserves the right to test those students who either transfer in 45 credits or hold a bachelor's degree from an

accredited institution where English is not the primary language. Documentation for waivers must be submitted to the Testing Office (N 700) prior to registration.

At BMCC, all academic departments have designated minimum reading, writing, and/or mathematics levels necessary for enrollment in academic courses. These levels, or basic skills prerequisites, can be found in the Basic Skills Guide. Students should consult the Guide in planning their academic schedules. (Please see pp. 103-106)

Immunization Requirements

New York State Department of Health requires that all students must comply with specific immunization laws. Please read the following to select the criteria that you are mandated to comply with prior to registration. You are blocked from registration until these requirements are met.

For students born after 1956, both NYS Health Law 2165 and 2167 must be met and completed prior to registration.

For students born before 1957, only NYS Health Law 2167 must be met and completed prior to registration.

NYS Health Law 2165, in effect since July, 1989, requires that students born after 1956 submit to Health Services Rm. N303, documented proof of measles, mumps, and rubella immunization or immunity. Please refer to the information you received in your admissions packet or visit our web site at www.bmcc.cuny.edu for detailed options that will allow you to select which one completes your requirements.

Free MMR (combination measles, mumps, and rubella) vaccines are offered by Health Services through the semester as well as during registration.

Medical or religious exceptions may apply with proper documentation. Pregnant women must select the blood titre option only.

NYS Health Law 2167, in effect since August, 2003, requires that all students, those born after 1956 and those born prior to 1957, receive and read the information on Meningitis, specifically Meningococcal Disease. You must fill out and sign the response form by either selecting to waive your right to the Meningitis vaccine or taking the form to your doctor, receive the vaccine and sign. These response forms must be submitted to Health Services, room N303. Please refer to the information you received in your admissions packet or visit our web site at www.bmcc.cuny.edu for details.

There are no exceptions with this law since waiving your rights to vaccine is an option.

No Meningitis vaccines are offered by our office.

You are welcome to print the forms from the web site and are also welcome to fax your completed forms to Health Services at 212-220-2367. If you choose to fax, please follow up with a phone call to insure receipt and to insure that all is complete. Our number is 212-220-8255.

Tuition and Fees

RESIDENT TUITION RATE

To qualify for the community college tuition rate, students may be required to prove New York City residency. BMCC will accept a maximum of thirty transfer credits. Please contact the Admissions Office, Room S300 for further information.

FRESHMAN ORIENTATION

All new students are required to attend a special preregistration orientation session conducted by the Student Life Department. Orientation sessions are specifically designed to help students successfully adjust to college life and to utilize the various college resources.

STUDENT STATUS

Advanced Standing

The "TR" grade indicates transfer credit from another institution or courses taken on permit. Transfer credits do not affect your cumulative average at BMCC. Credits earned at another college and transferred to BMCC are evaluated by the Admissions Office. Credit is given only for courses taken at accredited institutions of higher education by one of the regional accrediting associations.

*Courses must be comparable in credit and content to those offered in your major at BMCC.

*BMCC considers the transfer credits from institutions which are accredited by one of the following associations:

MS Middle States Association of Colleges and Schools

NC North Central Association of Colleges and Schools

NE New England Association of Schools and Colleges

NW Northwest Association of Schools and Colleges

SA Southern Association of College and Schools

WA Western Association of Schools and Colleges

NY New York Association of the New York Board of Regents

Credits from schools for candidacy status are not considered.

Transfer Credits

BMCC accepts a maximum of thirty (30) transfer credits.

If you have recently completed courses or have any outstanding transfer credits at another college, it is necessary for you to arrange to have the official transcript(s) forwarded to BMCC's Admissions Office as soon as possible. All transcripts must be sent prior to registration. This also applies to students who are seeking to be readmitted to BMCC.

TUITION PER SEMESTER

	Full-Time	Part-Time
1. Residents of New York City ¹ who are		
a. Matriculated Students	\$1,400/semester	\$120/credit
b. Non-matriculated Students	\$160/credit	\$160/credit
2. Non-Residents of New York City who are:		
a. Residents of New York State with B-81 form on file ²	\$1,400/semester	\$120/credit
b. Residents of New York State without B-81 form on file	\$190/credit	\$190/credit
c. Out-of-State Residents	\$190/credit	\$190/credit
d. Foreign Students ³	\$190/credit	\$190/credit
e. Non-Degree Students	\$250/credit	\$250/credit

Footnotes

¹ To be eligible to pay New York City tuition rates, students must have completed one year of residency in New York State with six months in New York City prior to the first day of classes, and must be a U.S. Citizen, permanent resident, or in qualifying immigration status.

² B-81 Form: Any student who lives in New York State but does not live in New York City may be eligible to pay the same tuition as a New York City resident. To pay New York City tuition, you must submit a B-81 Form to the Bursar's Office. A B-81 form can be obtained from the County Clerk's office in the county in which you reside. Return the B-81 Form to the Bursar's Office no later than two weeks prior to registration. Failure to do so will result in your being billed at the non-resident rate. You may be required to secure a new form each semester.

³ The college issues I-20 forms only to full-time matriculated foreign students who owe no money to the school.

SENIOR CITIZENS: New York City residents who are 60 years or older are granted a tuition waiver but must pay a \$65.00 administrative fee per semester. Senior citizens also pay the consolidated services fee and any penalty fee they incur; senior citizens do not pay Student Activities fees or application fees.

NOTE: All tuition and fees are subject to change without notice, regardless of the tuition and fees in effect at the time of application as mandated by the Board of Trustees, CUNY. All tuition must be paid at the time of registration.

NON-INSTRUCTIONAL FEES (NON-REFUNDABLE)

1. Consolidated Services Fee (all students per semester).....	\$ 5.00
2. Application for Admission	
New Students.....	\$65.00
Transfer Students.....	\$70.00
Non-degree Students.....	\$65.00
3. Application for Readmission.....	\$10.00
4. Late Registration fee.....	\$15.00
5. Change of Program fee (adding or changing sections of a course).....	\$10.00
<i>There is no charge for dropping a course</i>	
6. CUNY Card replacement fee.....	\$10.00
7. Transcripts*.....	\$7.00
8. Senior Citizens—semester charge (no tuition).....	\$65.00
9. Late Payment.....	\$15.00
10. Payment Reprocessing (bad checks).....	\$15.00
11. Special Examinations (each additional exam \$5.00).....	\$15.00
12. Duplicate Bill.....	\$5.00
13. Reinstatement fee.....	\$15.00
14. Technology Fee (Full time per semester).....	\$75.00
15. Technology Fee (Part time per semester).....	\$37.50

*Students paying by cash or money order will have their transcripts of academic record sent within one week. Those paying by personal check will have their transcript requests held for ten business days in order for the check to clear. (See pp. 89 for detailed information.)

Transfer credits will only be evaluated from institutions listed on the student's admission application. Submission of false records or omission of previous college attendance may result in denial of admission. *There will be no exception.*

Federal regulations require that you provide proof that you have earned a high school diploma or a GED before you can receive Federal aid. This policy has no effect on your eligibility for New York State financial aid (TAP, APTS), or on your status as a matriculated student.

Advanced standing through the College Level Examination Program (CLEP), CLEP

General Exams, CLEP Subject Exams (scores equivalent to "A", "B", "C") and/or through the Advanced Placement Program (APP) of the College Board is granted at the discretion of individual academic departments. Check with the Admissions Office for detailed information.

A science course over ten years old needs a departmental approval form. All technical courses need a departmental approval form. Clinical nursing courses are not transferrable. The pharmacology course offered at New York City Technical College is the only course equivalent to MAT 104 at BMCC.

Tuition and Fees

Non-Degree

Students who do not wish to pursue a degree-granting program have non-degree status.

NOTE: Students who wish to change from a non-degree to a matriculated status may do so in the Admissions Office (S300) after at least one semester of college work has been completed. In addition, students must be in good academic standing. Students who did not take the CUNY Freshmen Skills Assessment tests will be required to do so in order to change their status from non-degree to matriculated. To become matriculated, students must submit a completed Advanced Standing Transfer application to the Admissions Office by the first day of classes for the semester that the students are changing their status from non-degree to matriculated.

Matriculation

To become matriculated, students must select a program and agree to take all courses required for the Associate Degree.

NOTE: Matriculated students cannot become non-degree students.

Full-Time

For a description of full-time status, see the next column on this page.

Part-Time

For a description of part-time status, see the last column on this page.

STUDENT ACTIVITIES FEES

- | | |
|-----------------------|----------|
| 1. Full-time Students | \$43.85* |
| 2. Part-time Students | \$21.85* |

* Includes \$.85 University Senate fee

CHANGE OF PROGRAM FEE

When you wish to change your program, you are charged \$10.00 for each Change of Program Form processed, even if you are a financial aid recipient. For example, if you drop two courses and add a course at the same time, you pay \$10.00, even though three transactions were made. However, if you decide at a later date to make additional program changes, you must complete another Change of Program Form and pay an additional \$10.00 fee. The following actions initiated by a student require a program change fee.

1. Addition of a course or courses.
2. Changing from one course to another.
3. Changing from one section of a course to another section of the same course.
4. Dropping a course and adding another course.

ACCELERATED STUDY FEE

For students whose course load in a given semester exceeds 18 real credits, an accelerated study fee is charged in addition to tuition, as follows:

For Students Taking	Fee
19-20 credits	\$100.00
21-22 credits	\$230.00
23-24 credits	\$460.00
25 or more credits	\$690.00

PAYMENT OF TUITION AND FEES

Tuition and fees may be paid by cash, check, money order, Visa, or Mastercard. When you pay your tuition and fees by cash, please be sure

that you receive a computerized receipt. It is your only proof that you have made payment.

Checks and money orders should be made payable to "BMCC". Students whose checks are returned by their bank will be subject to a \$30 reprocessing fee and a \$15 non-payment service fee, and will be required to make all subsequent payments by cash or certified check. Students settling a prior semester balance to obtain clearance for registration, transcripts or readmission must make payment via cash or certified check.

If you do not make full payment on your tuition and fees and other college bills and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to whatever amounts you owe the college. In addition, non-payment or a default judgment against your account may be reported to a credit bureau and reflected in your credit report.

It is important that you complete the bill payment process during registration even if financial aid or any other outside agency is covering your bill. If you do not complete this process by the due date indicated, your course selection will be cancelled. Even if your bill indicates a "0" balance, you must go to the Office of the Bursar, Room S320.

INTEREST-FREE MONTHLY PAYMENT PLAN

AMS (Academic Management Services) CUNY students are eligible to apply to AMS to arrange for an interest-free monthly payment plan for tuition. There is a \$30 fee payable to AMS at the time of application. Applications are available in the Bursar's Office (Room S320) or by contacting AMS at 1-800-635-0120.

Students who pre-register may remit the completed application along with the \$30 fee and the required down payment (20% of the balance due) directly to AMS by the due date indicated on the tuition bill. The remaining balance due will be billed to you by AMS in four monthly installments.

Students who register during regular registration may complete an application with the AMS representatives who will be on campus throughout the regular registration period. A check or money order for \$30 payable to AMS is due at the time of application. This fee is not collected by the college and must be presented directly to the AMS representative. Cash is not accepted for the AMS fee. The required tuition down payment (40% of the balance due), which will be remitted to the Bursar Office cashier, may be in the form of cash, check or money order payable to BMCC. The remaining balance due will be billed to you in two monthly installments.

STUDENT STATUS

Full-Time Status

To be considered a full-time student, you must be enrolled for at least twelve credits or equated credits/hours each semester. Contact hours for the courses below may be used to satisfy the full-time enrollment requirement. For these courses, tuition is charged on the basis of contact/equated hours.

ESL	(all courses)
MAT	010, 011, 012, 051, 056
ACR	(all courses)
ENG	088, 095

Tuition Assistance for Full-Time Students

To qualify for tuition assistance from the two financial aid programs listed below, you must meet certain enrollment and academic requirements for each payment you receive.

New York State Tuition Assistance Program (TAP)

- You must be a full-time student according to the TAP definition for full-time enrollment. This means that you must be enrolled for at least twelve credits or equated credits. In the first semester you receive TAP, you must be enrolled for at least three degree credits as part of your full-time course load. After your first semester of receiving TAP, you must be enrolled for at least six degree credits as part of your full-time course load.
- All credits must be directly applicable to your current degree program in order to count as part of your minimum full-time course load for TAP purposes.
- You must remain in good academic standing for New York State award programs by meeting academic progress and program pursuit requirements every semester you receive TAP (see the section "Standards of Academic Progress" which follows on p. 9).
- You are eligible for up to six semesters of TAP as an associate degree student. This limit holds even if you transfer from one two-year school to another or change majors.
- Note: If you repeat a course that you previously passed, you may not count the repeated course toward full-time enrollment for TAP purposes.
- If you are a College Discovery student, you may be eligible for up to ten semesters of TAP as an undergraduate.

Part-time Status

To be considered a part-time student, you must enroll in fewer than twelve credits or equated credits/hours. Part-time tuition is calculated on a per credit basis except when remedial or developmental courses are taken. For remedial or developmental courses, contact hours rather than credits are used to calculate tuition.

Aid for Part-time Study (APTS)

To receive APTS, you must:

1. File an application by the established deadline and meet the basic eligibility requirements for the program.
2. Be enrolled in at least six but fewer than twelve credits or equated hours. At least three of these must be degree credits.
3. Remain in good academic standing for New York State award programs.
4. Not have used up eligibility for TAP.

WAIVERS AND TUITION REFUND

Change of Program Fee Waiver

The change of program fee is not applicable when:

Tuition and Fees

1. The college cancels or withdraws a course, whether or not the student substitutes another course.
2. The college changes the hours of the course after the Schedule of Classes and the Addendum are printed or makes other substantive changes that provide the student justification for a change.
3. The college requests the student to transfer from one section to another section of the same course.
4. The college cancels the registration of the student for academic or disciplinary reasons.

Veterans

Tuition Deferrals—Students wishing to secure a veteran's deferral must bring proof of eligibility and file an application for Veterans Administration benefits in the Registrar's Office, Room S310. The deferral does not apply to fees.

Benefits—Applications for Veterans Administration benefits must be made in the Registrar's Office, Room S310. Students eligible to receive V.A. educational assistance must file a certificate of eligibility with the Registrar's Office at their initial registration and must inform that office of the V.A. standing each subsequent semester for which they wish to use their educational benefits.

Questions pertaining to eligibility to receive veterans educational entitlement should be referred to the New York Regional Office of the V.A., 245 W. Houston Street, New York, NY 10014.

Tuition Refund Policy

Students who find it necessary to drop/withdraw from a course or from the college must apply in person to Room S-310 and complete the necessary forms by the deadline dates.

Failure to attend class, giving notice to an instructor or stopping payment on a check is not considered an official withdrawal. Students who do not officially withdraw from a course will receive a grade of "F" or unofficial withdrawal (WU) which will be computed in their Grade Point Average (GPA) as an "F".

Tuition refunds will be made in accordance with the following schedule:

Tuition	Refund	Obligation
Drop prior to the first day of class	100%	-0-
Drop during the first calendar week of classes	75%	25%
Drop during the second calendar week of classes	50%	50%
Drop during the third calendar week of classes	25%	75%
Drop after the third calendar week of classes	-0-	100%

Students who pay their tuition bill in full and subsequently withdraw will have their refund

calculated according to the above schedule. Refund checks are mailed directly to the students' home by the Bursar. Students who pay by credit card in person should request a refund to their credit card at the Bursar's Office. (If a credit card refund is not requested, the College will mail a refund check to the student's home.) Students who paid by credit card on-line will be credited on-line by the Bursar's Office.

Students who made a partial payment on their bill will have their tuition liability calculated according to the above schedule. A reduction in tuition charges may not necessarily result in a refund and, in some instances, a tuition balance may still be due. Student activities fees, consolidated services fees and technology fees are not refundable.

Note that the liability period starts the first day of the semester and applies to all

students whether or not they had classes on that day.

Tuition will be refunded 100 percent for those courses which, at anytime, are cancelled by the College.

COURSE CANCELLATION POLICY

Courses may be subject to cancellation for a number of reasons, such as under-enrollment. If you are in a class which has been canceled, you will be notified by the department offering the course. That department will attempt to accommodate you with another course it offers. If it is unable to do this, it will advise you to return to the registration area in order for you to change your program.

Students who must change their program due to canceled courses will not be charged a change of program fee.

STUDENTS ON PERMIT

BMCC Students on Permit to Other Units of CUNY

Students who wish to take courses at another CUNY College while attending BMCC must follow the procedures listed below:

1. Students must have a GPA at BMCC of at least 2.0 and may not have more than 30 Transfer Credits.
2. Be matriculated and currently attending BMCC.
3. Have no impounds or stops on student record.
4. Have completed all required immunizations at home college.
- a) NOTE: A permit will NOT be issued or approved for newly matriculated students (1st term).
- b) Courses must apply to declared program or curriculum
- c) Non-degree students cannot apply for e-Permit.
5. Go to CUNY web site at: <http://portal.cuny.edu> Click on *Register Now* Make sure to read and follow instructions.
6. Each student needs to set up a profile with the Username and Password to access the e-Permit system.
7. Once the student creates the e-Permit application with all necessary information, it is then forwarded to the Home College Approver.
8. The student will receive an approval or rejection via e-mail. Students should make sure that an e-mail address appears in their profile.
9. If approved, the student must register for their course at the Host College on the designated registration dates (please

contact host college for dates). An approved e-Permit does not guarantee your registration in the course.

10. If you decide NOT to attend the Host College, you need a letter from that college saying you are NOT registered. Then bring the letter to the Registrar's Office in S-310.
11. Payment in full is required. Students are responsible for settling their bill. If not, registration and e-Permit will be canceled. Please be sure to visit the Bursar's Office.

Other CUNY Students on Permit to BMCC

Students from other CUNY colleges who wish to take courses at BMCC should:

1. Follow the requirements at their Home College.
2. If approved, report to Registration at BMCC on the date assigned by the Registrar's Office and follow regular registration procedures.

Students seeking a NON-CUNY Permit Should:

1. Go to the BMCC Web site at: www.bmcc.cuny.edu
2. Click on Records and Registration (left hand side).
3. Click on Forms.
4. Click on Permit for NON-CUNY.
5. Make 3 copies and follow directions on the form.
6. Submit NON-CUNY paper permit to the Registrar's Office and wait for a decision. The student will receive an approval or rejection via e-mail.

NOTE: Those students receiving TAP or STAP must bring a letter from the college in which they have enrolled showing the exact number of credits for which they have registered. This letter should be brought to the Office of the Registrar during the fifth week of the semester.

Financial Aid

Financial Aid

There are many costs associated with attending BMCC. Tuition, fees, books, supplies, and travel to and from school are just some of these school-related expenses. Financial aid is money that comes from the federal, state and city governments to help you meet these costs.

The most common sources of financial aid for BMCC students are:

Grants – money that does not have to be repaid

Loans – money that you borrow and agree to pay back with interest

Work-Study – money that you earn from a job obtained through the Financial Aid Office

To be eligible for most federal and state student aid, you must be a U.S. citizen, permanent resident or other eligible classification of non-citizen, and enrolled in a program leading to a degree. You cannot be in default on a student loan or owe a repayment of a federal grant received at any other school. Most federal and state financial aid programs also require that you make satisfactory progress toward the completion of your degree to qualify for continued funding. (Refer to the section "Standards of Academic Progress," on p. 9-10)

We suggest that you apply for financial aid as soon as you have made your decision to attend BMCC. Don't wait until after you have been admitted to the college to apply. It can take from 4 to 6 weeks to process your applications. The college can credit financial aid toward your tuition bill only if you have allowed sufficient time for your applications to be processed.

SOURCES OF FINANCIAL AID

Tuition Assistance Program (TAP) is a New York State grant program that helps pay the tuition of eligible full-time and part-time students. TAP is money that comes directly to the college for payment of your tuition. You must have lived in New York State at least one year prior to your first term of enrollment and meet certain income and enrollment criteria to qualify for TAP. At the time of publication, full-time TAP awards ranged from a minimum of \$250.00 to a maximum of \$1,400.00 per semester.

Aid for Part-Time Study (APTS) is a New York State grant program for students pursuing a degree on a part-time basis. It is money paid to the school for tuition only. To receive APTS, you must be a New York State resident, meet certain income limits and not have exhausted your eligibility for TAP. Award amounts vary based on availability of program funds. In the most recent academic year, APTS awards ranged from \$20 to \$45 per credit.

Federal Pell Grant can be used to pay your tuition, or, if your tuition is covered by other means, help you buy your books and supplies, or pay your transportation costs. PELL is available only to students who have not earned a first bachelor's degree or professional certificate. Award amounts for the most recent academic year ranged from a minimum of \$400.00 to a maximum of \$4050.00 for full-time study. You may also qualify for a pro-rated PELL if you are a part-time student taking from one to eleven credits.

Federal Supplemental Educational Opportunity Grant (FSEOG) is an award given to undergraduate students who show exceptional financial need. FSEOG awards are made to supplement other forms of financial aid. This award is available only to students who have not earned a first bachelor's degree or professional certificate. Award amounts average \$200.00 per semester.

Academic Competitiveness Grant (ACG) is a new federal student aid grant program that can provide up to \$750 for the first year of undergraduate study and up to \$1,300 for the second year of undergraduate study. This program is open to U.S. citizens who have successfully completed a rigorous high school program as defined by the U.S. Department of Education.

Federal Work-Study (FWS) provides part-time jobs to students who need additional financial aid. FWS students work both on and off campus and are paid at least NYS minimum wage. You must be enrolled in at least six credits or the equivalent to participate in FWS.

Federal Perkins Loan is a low interest (5%) loan awarded by CUNY to help you meet your educational expenses. A Federal Perkins Loan is money that is borrowed and must be repaid. You must remain enrolled in at least six credits or the equivalent to receive this loan and must begin to repay it nine months after graduation or termination of attendance. Freshmen (entering or first year) are not eligible to receive this loan.

Subsidized Federal Direct Stafford Loan allows you to borrow money at low interest to help you pay for college. The federal government subsidizes or supports these loans by paying interest charges while you are attending school. You must remain enrolled in at least six credits or the equivalent to receive this loan and must begin to repay it six months after graduation or termination of attendance. You must demonstrate financial need to qualify for this loan.

Unsubsidized Federal Direct Stafford Loan allows you to borrow money for your education in addition to the amounts allowed under the subsidized loan program. These loans are not subsidized by the federal government which means that you, the borrower, are responsible for all interest charges while you are attending school. You must remain enrolled in at least six credits or the equivalent to receive this loan.

Federal Direct PLUS Loan allows your parents to borrow money to help you supplement the amounts you may be receiving under other grant or loan programs. All Direct PLUS loans require a credit check and will be approved based on your parents' credit history. Repayment of PLUS loans begins within 60 days of disbursement.

College Discovery (CD) is a special program for financially and educationally disadvantaged students. Students in the CD program may receive money for books, fees and a small stipend. To be considered for CD, you must complete the special programs section of the CUNY admissions application. The Office of Admissions chooses the students for this program by a lottery system. You must maintain full-time enrollment to remain eligible for CD.

To learn how to apply for these financial aid programs, visit the college's online financial aid office at <http://www.bmcc.edu/finaid/>. Here you will find eligibility requirements, application filing procedures, office contact information and a schedule of available application labs and workshops.

SCHOLARSHIPS

BMCC makes available for its student population a list of various scholarships, for which they may be eligible to apply. Some of these scholarships are administered by the college, and are for either continuing or graduating students.

Sussie Gyamfi, Coordinator Scholarships and Special Services, 212-220-8133 Room S343

Scholarships for Continuing Students

Borough of Manhattan Community College Fund Inc. Scholarship (Full-Time): The BMCC Fund, Inc. Scholarship is a general scholarship made available annually by the Board of Trustees of the BMCC Fund, for continuing BMCC students who demonstrate high academic performance and financial need.

The scholarship amount varies and may cover up to \$2800.00 per year. Eligible applicants must earn a minimum 3.0 GPA; maintain a full course load; have completed at least one semester with at least 12 content credits prior to application, and demonstrate financial need.

Borough of Manhattan Community College Fund Inc. - Part-Time Scholarship

This competitive scholarship is awarded to part-time BMCC students who have completed at least 24 BMCC credits and have attended part-time in the previous or current semester. Eligible applicants must have 3.3 minimum G.P.A. and maintained a minimum of at least 6 credits each semester. The scholarship amount varies and may cover up to \$1,440 per year.

Borough of Manhattan Community College Fund Inc. - Presidential Pathway to Success

This competitive scholarship is made available to incoming freshmen who demonstrate high academic performance and financial need. Eligible applicants must have an 80 or better high school average and show evidence of community or volunteer service. The scholarship amount varies and may cover up to \$2,800 per year.

Borough of Manhattan Community College Fund Inc. - MoneyWorks Scholarship

The MoneyWorks competitive scholarship is made available by the Borough of Manhattan Community College (BMCC) and The Financial Planning Association of New York (FPANY), and is sponsored by Merrill Lynch to provide continuing BMCC full-time and part-time students with an exciting financial learning experience and scholarship opportunity. Students selected for the program will receive an award up to \$2,800.00 towards the cost of their education at BMCC for one academic year. In addition, students will have the opportunity to participate in financial awareness seminars and be paired with mentors from the business community.

Dennis Bonner Scholarship: This memorial scholarship is awarded to continuing full-time African-American students, who demonstrate high academic performance and financial need. This scholarship is awarded to honor our late Admissions Director, Dennis Bonner. To be eligible, students must have 12 or more credits completed at BMCC with a minimum GPA of 3.0.

Simon Peskoff Memorial Scholarship: This scholarship is awarded in memory of Simon Peskoff, the father of Professor Fred Peskoff of the Mathematics Department. The eligible candidate must be a full-time BMCC mathematics or nursing major, who has completed at least one semester at BMCC with a minimum GPA of 3.0.

BMCC Out-in-Two Scholarship: This scholarship began as a Presidential Initiative to help students complete their associate degree within two years or less. First-time college freshmen are eligible to apply if they accumulated 12 real degree credits prior to the beginning of their second regular semester (Fall or Spring) with a minimum 3.0 GPA. Students enrolled in Nursing, Pre-Clinical Nursing, Respiratory Therapy, Health Information Technology, Paramedic, and Engineering Science are not eligible to apply for this scholarship. Scholarship recipients will receive a minimum of \$1400 for three consecutive semesters.

BMCC/Pearson Scholarship: This scholarship is awarded to students who are enrolled in the Nursing, Respiratory Therapy, Health Information Technology or Paramedic program. Eligibility requirements for this scholarship are a minimum of twelve degree credits earned with at least a 2.5 GPA. Applicant must be a U.S citizen or permanent resident, who has taken courses in his or her declared major in the fall. Students must graduate within five semesters from the time of first award.

Houghton Mifflin/BMCC Scholarship: Awarded to Business Management majors, enrolled in the business curriculum. Interested applicants must contact Professor Sandra Neis of the Business Management Department for additional information.

National Science Foundation (CSEM) Scholarship: This scholarship is awarded to full-time students who intend to pursue a baccalaureate degree in computer science, engineering or mathematics. Applicants must be a U. S. citizen or permanent resident, must file for financial aid, have a minimum GPA of 2.8; and be willing to work on a research project as determined by the scholarship committee.

Salzburg Seminar Award

This is a seven-day intensive seminar for BMCC students to explore issues of global concerns. The seminar takes place during spring break in Salzburg, Austria. Travel and housing costs are covered by the college. Eligible applicants must be matriculated, have completed 24 BMCC credits and have an overall BMCC GPA of 3.30 or better.

ACADEMIC PROGRESS STANDARDS

The federal and state financial aid programs require that you register for and maintain enrollment in your classes in order to receive financial aid awards. You are expected to make satisfactory academic progress toward your degree in order to keep receiving your awards. Please note that the academic performance standards for the federal and state financial aid programs exist separately from the College's own retention requirements.

Remedial Course Work and Federal Aid Eligibility

You may receive federal financial aid payments for no more than 30 hours of non-credit remedial course work. If you have attempted and received payment for a total of thirty or more remedial or developmental hours, you cannot receive federal financial aid for any additional remedial or developmental course work you attempt. This restriction does not apply to English as a Second Language courses.

You will still be eligible to receive federal financial aid payments for credit bearing course work, subject to your ability to meet the federal satisfactory academic progress standard outlined below.

Satisfactory Academic Progress Standard for Federal Financial Aid Programs

In order to remain eligible for federal financial aid at BMCC, you must be making satisfactory academic progress towards the completion of your degree. This means you must:

- Achieve at least the GPA required for probationary status at the college;
- Attempt not more than 150% of the credits normally required for the degree (that is, attempt no more than 90 credits to earn 60);
- Accumulate credits towards the degree according to either one of the following standards:
- Regular standard - cumulative record of credits earned must be equal to or greater than two-thirds of the credits attempted.
- Conditional standard - cumulative record of credits earned must be equal to or greater than .875 of the credits attempted minus 21.

Your complete academic record will be reviewed at the end of the spring term each year to see if you have met each of the above

Financial Aid

progress standards. All courses that appear on your permanent academic record count towards progress even if you received no federal student aid for those courses. If you fail to meet the regular standard of progress, you will be measured against the conditional standard. If you exceed the 150% cap or fall beneath the conditional standard, you will lose your eligibility for further federal financial aid at BMCC.

Appeal/Probation

If you have not met the federal academic progress standard, you may appeal to the Committee on Academic Standing to retain your eligibility to receive federal student aid at the college.

Your appeal will be evaluated for mitigating circumstances resulting from events such as personal illness, injury, personal tragedy, or changes in academic program. Also assessed will be the reasonableness of your capability for improving your academic record to again meet the standard of satisfactory progress.

If your appeal is granted, you will be given a one year probationary period to improve your academic record to meet the standard of satisfactory progress. There is no limit on the number of times you may follow this appeals procedure.

Reinstatement

If you choose not to appeal, or if your appeal is denied, you may regain eligibility for federal financial aid by leaving BMCC for at least one year. When you return, you may receive assistance for the terms of the academic year in which you were readmitted and will be measured against the progress standard at the end of the spring term for continued eligibility.

If you remain enrolled without receiving federal financial aid, you may request a review of your academic record after any term in which you are enrolled without assistance to determine whether you can meet the standard of satisfactory progress. If the standard is met, you will regain eligibility for federal aid in the subsequent terms of the academic year.

DETERMINATION OF CREDITS ATTEMPTED AND CREDITS EARNED

Credits attempted reflect the courses maintained in your permanent enrollment record at the college. Credits earned are those credits you have actually earned toward your degree.

In measuring satisfactory academic progress, certain courses and situations will be treated in the following ways:

Basic Skills Courses

Remedial or basic skills courses do not carry degree credit and are not included in the cumulative record of credits earned

or attempted. The credit-bearing portion of courses classified in prior years as developmental or compensatory are included as part of the cumulative record of earned or attempted credits.

Withdrawals

Withdrawals recorded on your permanent record will be counted in your cumulative record of credits attempted and will adversely affect your ability to meet the satisfactory progress standard.

NOTE: Changes to your enrollment record caused by retroactive "non-punitive" administrative withdrawal activity can result in your having to repay the assistance that you received that term.

Incomplete Grades

Your cumulative record of credits attempted must include any course in which you receive an incomplete grade. This course cannot be counted in your earned credits until you have received a completion grade. If you fail to meet the satisfactory progress standard for credit accumulation due to an incomplete grade for a course, the recording of a successful completion grade within a term which brings your accumulated credits up to the satisfactory progress standard will restore eligibility for this and subsequent terms within the academic year.

Repeated Courses

Successfully completed courses can generally be accepted toward degree requirements only once. However, each time you attempt a course, it is included as part of your cumulative record of credits attempted. Therefore, repeating a course, regardless of prior grade, reduces your ability to meet the satisfactory progress standard.

TREATMENT OF NON-STANDARD SITUATIONS

Readmitted Students

Upon readmission after at least a one year period of non re-enrollment, you will receive assistance for the terms in the academic year of readmission and will be measured for continued eligibility against the satisfactory progress standard at the end of the spring term. If you are readmitted after less than one year of non re-enrollment, your academic record will be evaluated for satisfactory academic progress as the record stood at the end of the last term of attendance.

Transfer Students

As a transfer student, you will have your status initialized for measuring satisfactory academic progress by counting the transfer credits accepted toward the degree as both credits attempted and credits earned.

Second Degree Students

If you are enrolled for a second degree, you shall have your status initialized for measuring satisfactory academic progress by counting the credits accepted toward the second degree as

both credits attempted and credits earned.

Change of Major/Change of Degree

If you change majors within the same degree or certificate program, or if you change your educational objective and begin pursuing a different degree without having earned the first degree, you must complete your academic program within the maximum timeframe allowed.

GOOD ACADEMIC STANDING REQUIREMENTS FOR NEW YORK STATE FINANCIAL AID PROGRAMS

To receive New York State tuition assistance program payments, you must maintain good academic standing as defined by the state for these programs. The good academic standing requirement consists of both an "academic progress" and a "program pursuit" component. These are explained in the adjacent charts and the accompanying explanations.

If you do not meet the NYS academic standing requirements in any semester you receive a state award, you lose your eligibility for TAP, APTS, and other NYS award programs. Further payments of these awards to you will be stopped. You may regain good academic standing by any one of the following procedures:

1. Combine two or more semesters' work, provided that only one of those semesters is paid for through New York State support.
2. Be readmitted to BMCC after a leave of absence of at least one calendar year.
3. Transfer to another college. There, you will be eligible to receive New York State awards your first semester.
4. Apply to the Committee on Academic Standing for a one-time TAP/APTS waiver. If the waiver is approved, you may continue your studies without interruption of New York State program assistance.

How to Get a TAP/APTS Waiver

If you feel you may be eligible for a TAP/APTS waiver, you must follow these instructions:

1. Obtain a TAP/APTS Waiver Request Form from the Bursar's Office, Room S320.
2. Provide an explanation of your circumstances on the request form. You should attempt to document all pertinent facts related to your case. The final decision will be based on the documentation received.
3. See a Student Life Counselor, Room S330, to help you fill out the form and advise you on what documentation you may need. Make sure your counselor signs and dates the form.
4. Obtain faculty statements, if necessary, and attach them to the request. Faculty statements should be submitted by persons whom you feel will help the Committee on Academic Standing better understand your

ACADEMIC PROGRESS (for students who received their first NYS award prior to the 2006-2007 school year)

Meeting the Academic Progress Standard requires that you: accumulate at least six degree credits by the end your 2nd TAP-supported semester and between 12-15 credits each semester thereafter AND attain a minimum GPA as specified in the chart for each payment requested.

TAP payment number:	1	2	3	4	5	6	7	8
<i>To meet the academic progress standard for each payment, you must have:</i>								
a. Earned at least this number of credits:	0	0	6	18	31	45	60	75
and								
b. Attained at least this GPA:	0	0	1.0	1.2	2.0	2.0	2.0	2.0

NOTE: If you are receiving APTS as a part-time student, you have two terms to meet the credit accrual and GPA requirement that a full-time student must achieve in one term.

ACADEMIC PROGRESS (for students receiving their first NYS award in the 2006-2007 school year)

Meeting the Academic Progress Standard requires that you: accumulate at least nine degree credits by the end your 2nd TAP-supported semester and between 9-15 credits each semester thereafter AND attain a minimum GPA as specified in the chart for each payment requested.

TAP payment number:	1	2	3	4	5	6	7	8
<i>At the end of the prior semester, you must have</i>								
a. Earned at least this number of credits:	0	3	9	18	30	45	60	75
and								
b. Attained at least this GPA:	0	.5	.75	1.3	2.0	2.0	2.0	2.0

NOTE: If you are receiving APTS as a part-time student, you have two terms to meet the credit accrual and GPA requirement that a full-time student must achieve in one term.

PROGRAM PURSUIT (FOR ALL STUDENTS)

Meeting Program Pursuit means that you complete a minimum percent of your course work for each payment requested.

TAP payment number:	1	2	3	4	5	6	7	8
<i>You must have completed this percentage of a minimum full-time/part-time course load in the last semester you received TAP/APTS:</i>								
	0	50%	50%	75%	75%	100%	100%	100%

NOTE: If you are a part-time student receiving APTS, you must meet the appropriate Program Pursuit standard every semester you receive an APTS payment.

case.

5. Sign, date, and return your request, with all supporting documentation, to the Registrar's Office, Room S310.
6. After your request has been acted upon by the committee, you will be notified of the action taken on your case by means of a letter to your home address.

Possible Reasons For a Waiver

A. Personal Criteria

1. Personal illness involving either hospitalization or extended home confinement under a physician's supervision.
2. Illness in the immediate family (of origin or of generation) forcing you to be absent from class for an extended period.
3. Emotionally disabling conditions which force you to miss class for an extended period.
4. Changing work conditions beyond your control and upon which you or your family must depend forcing you to leave classes.
5. Inability to attend classes because of military duty orders, temporary incarceration, or other

involvement with agencies of government (local, state or federal).

B. Academic Criteria

1. A change in major causes you to fall behind in the pursuit of program requirement although prior to this your academic performance was sound.
2. You have consistently met the minimum academic performance standards but, for one semester, do not meet them. An assessment of your academic record indicates that granting you a waiver will be to your benefit.

If you are granted a TAP/APTS waiver, you can continue to be eligible for New York State tuition assistance for that semester only. In order to continue to be eligible in any following semester, you must again begin to meet the Academic Progress and Program Pursuit requirements as stated in the TAP Progress Chart for the payment indicated. Remember: you may be granted a waiver from the New York State academic standing requirements only once.

Student Services

ROOM S343, PHONE 212-8130

Student Affairs

Marva Craig
Dean of Student Affairs

Eugenio Barrios
Director of Enrollment Management
Room S300

Lily Yi-Elkin
Coordinator of International Student Services
Room S305

Stephen Kelly
Director of Athletics
Room N210

Melba Olmeda Amaro
Director of Center for Career Development
Room N210

Marilyn Riley-Hodge
Director of Counseling

Professors: James Blake, Ardie D. DeWalt,
Michael Giammarella, Brice Hargadon

Associate Professors: Beryl Duncan-Wilson,
Pedro Perez, Precious Sellars-Mulhern

Assistant Professors: Adrienne Faison, Rochelle
Holland, Yohance Murray, Paulette Starling

Instructor: Letty Eisenhauer

Lecturers: Irma Fernandez, Vanessa Rozzelle

Academic Advisor: Kahlil Koromantee

College Discovery (CD)
Room S330

Director for College Discovery
Orville Hill

Academic Advisor/College Discovery
Adrian Solomon, Nelson Izquierdo

Marcos A. Gonzalez
*Director of Services for Students
with Disabilities*
Room N320

Precious Sellars-Mulhern
Psychological Counseling
Room S347

Cecilia Scott-Croff
Director of Early Childhood Center
Room N310

Harry Mars
Director of Student Activities:

Isabel Cummings
Assistant Director, S206C

Howard Entin
Director of Financial Aid
Room N340

Ralph Buxton, Mayra Yopez
Associate Directors of Financial Aid

Bertina Tyler
Assistant Director of Financial Aid

Financial Aid Counselors: Kelly Abdel, Jose
Altamirano, Anne Fuchs, Fred Lane, Julia
Meltreger, Michael Neal, Jacquécelle Pierre,
Roseann Ragone, Mark Rivera, Kenny Urraca,
Tracy Wynn

Penelope S. Jordan, R.N.
Director of Health Services
Room N303

Deborah Parker
Director of the Women's Resource Center
Room S360

Sussie Gyamfi
Coordinator Scholarships and Special Services

STUDENT SUPPORT SERVICES Counseling and Advisement Center

The Counseling and Advisement Center provides personal counseling, academic advisement, and other supportive services on an individual or group basis to help make students' college experience rewarding and successful. Professional psychologists and social workers are available for students in need of guidance in resolving academic and personal concerns. All communication of this nature is strictly confidential.

Academic advisors provide comprehensive advisement for appropriate course selection, monitor academic progress, and provide the support necessary to ensure academic excellence. The counseling faculty and academic advisors are integral members of each student's "success team" and are committed to assisting each student achieve his or her personal, academic, and career goals. Appointments may be made to see a counselor or academic advisor by calling or coming to the center.

Counselors are available for individual or group sessions, both by appointment (212-220-8140) or on a walk-in basis at room S330. Visit our website at www.bmcc.cuny.edu for updated notices and events.
Dr. Marilyn Riley-Hodge, Director, S330

Center for Career Development

The Center for Career Development provides services to enrolled students and recent alumni that contribute to the achievement academic and career goals. Our services include individual and group career counseling, activities and events directed toward the learning and development of fundamental skills and work ethics that students will need to succeed in the workplace.

In addition, the Center develops partnerships with employers that provide career opportunities for students and alumni. Employers participate in our on campus recruitment program, the annual Career Fair, and receive student referrals for career opportunities available within their organization.

Career Zone Online Resource

Career Zone is an easy to use, interactive computerized guidance system that provides essential career decision – making information, including:

- Self-assessment (interest, values, abilities, experiences);
- Occupations (duties, requirements, salaries, and outlook for over 450 occupations);
- College transfer (locations, admissions requirements, majors, costs, and financial aid for over 5,000 schools);

- Career transition strategies

BMCC students may access Career Zone via the internet from any computer by logging into the Center for Career Development's website www.bmcc.cuny.edu/career/.

Director: Melba Olmeda Amaro 212 220 8170, Room N 210

eDISCOVER

Online Computerized Career Counseling System

eDISCOVER is an easy to use, interactive computerized guidance system that provides essential career decision-making information, including:

- Self-assessment (interests, values, abilities, experiences);
- Occupations (duties, requirements, salaries, and outlook for over 450 occupations);
- College transfer (locations, admissions requirements, majors, costs, and financial aid for over 5,000 schools);
- Career transition strategies.

BMCC students may access eDISCOVER via the Internet from any computer by logging into BMCC's website and accessing the Center for Career Development's website and have their results evaluated by appointment only at the Center. Results must be downloaded onto a new blank disk. For appointments, students may contact Ms. Robin Youmans, (212) 220-8172.

College Discovery Program

The College Discovery Program is a developmental program, which provides support services such as counseling, academic and career advisement, tutorial services and financial assistance to students who are admitted into the program. Students are identified for acceptance into the program, on the basis of their high school average and family/household income. The support services include a variety of outreach and enrichment activities provided on an individual and group basis to enhance the students' growth and development, both academically and personally. The College Discovery staff consists of professionally trained counselors, academic advisors, tutorial support, and administrative personnel who are dedicated and committed to assisting

the students in their pursuit of a college education and a fulfilling career.

Mr. Orville Hill, Director, Room S330

The Office of Services for Students with Disabilities

Any BMCC student with a documented disability is encouraged to meet with the staff in the Office of Services for Students with Disabilities (OSSD) to discuss potential reasonable accommodations and academic adjustments. Accommodations are determined on an individual basis according to documented need and must follow "CUNY Documentation Guidelines" endorsed by COSDI (CUNY Committee of students Disability Issues). Students are required to submit disability documentation and complete an Application for Accommodations to the OSSD. Examples of the more typical accommodations granted include: extended time testing, readers, sign-language interpreters, note-taking services, and textbooks on tape. In addition, a state-of-the-art assistive technology (AT) computer lab is available for student use. This lab is equipped with AT solutions for students who are blind or low-vision, students with learning disabilities, and students with physical disabilities. The office also offers assistance with registration and serves as a liaison to academic departments, administrative offices, and various community resources.

The Office of Services for Students with Disabilities fosters independence and self-advocacy. For more information please contact the office at (212) 220-8180, Room N320. *Mr. Marcos A. Gonzalez, Director*

Financial Aid

Part of the mission of the Office of Financial Aid is to insure that every eligible BMCC student has access to the financial aid resources they need to attain a college education. Some of the services we provide are to:

- Assist you and your family in planning for and meeting the expenses associated with attending BMCC.
- Furnish information about a range of federal, state, city and college sources of financial assistance.
- Provide the counseling and other services that you and your family need to establish and maintain eligibility for federal, state, city and institutional award programs.

Mr. Howard Entin, Director
(212) 220-1430, Room N340
E-Mail: finaid@bmcc.cuny.edu
Web Site: <http://www.bmcc.cuny.edu/finaid/>

International Student Services

If you are an international student, the International Student Services Office (ISSO) will provide you with valuable information and assistance about immigration matters and F-1 (student) status. It also collects SEVIS

(Student Exchange Visitor Information System) information as mandated by Department of Homeland Security. Students on the F-1 status are encouraged to attend the various workshops during the academic semester to become familiar with the federal regulations. Consequences for an F-1 student who fails to maintain legal status can be serious. The International Student Services Office (ISSO) also offers information about health insurance and employment options for F-1 students. The ISSO staff will see students on a walk-in basis and by appointment.

All international BMCC students are urged to contact ISSO located in the Admissions Office (S300) for assistance. Ms. Lily Yi-Elkin is the Assistant Director of International and Transfer Services.

Student Activities

The Office of Student Activities provides consultation and administrative support to student government, student organizations and student media groups. We also conduct an annual weekend student leadership retreat; trips to Broadway plays and sporting events; and workshops on dining etiquette, networking, customer service among others. *Mr. Harry Mars, Director, (212)220-8160, Room S206C*

Student Clubs and Organizations

Students with similar interests may join or start a student club. All clubs require four executive officers, fifteen members, a club advisor and a constitution. There are more than fifty clubs on campus in the following areas: academic, cultural, media, professional, religious, social, social service and special interests. Students who participate in club activities develop skills in budget management, event planning, leadership, networking, organizing, responsibility, service and team work. Clubs meet during club hours on Wednesdays 2pm-4pm.

Student Government Association (SGA)

Members of the SGA are the elected representatives of the BMCC student body. The SGA seeks to secure meaningful participation in the decision making organs of the college. Registered student clubs and organizations are chartered and funded by the SGA. Members of the SGA serve on the BMCC Association, the BMCC Auxiliary Enterprise Corporation, and the BMCC Media Board, and committees of the Faculty Council. *(212) 406-3980, Room S215*

Registration Orientation

A first-term student registered at Borough of Manhattan Community College is required to attend a special pre-registration orientation session. The program is specifically designed to help students successfully adjust to college life, and to utilize the various college resources for maximum personal development and benefit.

Health Services Office

The Health Services Office provides first aid, assessment or treatment of medical emergencies, counseling and information on health-related issues. We offer free measles, mumps and rubella vaccines throughout the year as well as during registration to insure meeting the requirements set forth by NYS Public Health Law 2165. Throughout the academic year look for workshops covering different health issues as well as our yearly Health Fair held every May. We also provide workshops for those classes or clubs that wish to address specific health issues. For information, contact us at (212) 220-8255. Our fax number is (212) 220-2367. *Penelope S. Jordan, R.N., Director, Room N303*

BMCC Early Childhood Center and Family Child Care Network

BMCC offers two quality childcare programs, the BMCC Early Childhood Center and Family Child Care Network. Each program provides quality day care and early childhood education for the children of BMCC students. The Early Childhood Center offers several service options for children between the ages of 2 and 6 during the day and evening, and on Saturdays and Sundays. The center most recently embarked upon a new initiative and is now offering a weekend school age program. This program operates between the hours of 9am to 5pm on Saturdays and Sundays for children ages 6 to 12. The Family Child Care Network, supervised by the BMCC Childhood Center, consists of a group of licensed day care homes serving children between two months and 12 years of age. In keeping with appropriate early childhood practice and the Center's commitment to learning and safety, each child must be enrolled according to a planned schedule. Mindful of parent's course schedules and other college activities, the Center's staff works with parents to develop a schedule that closely meets the needs of both parent and child.

The Early Childhood Center is accredited by the National Academy of Early Childhood Education Programs and licensed by the New York City Department of Health. The NYC Department of Education has selected our center as a Universal Pre-kindergarten site. The Center's teachers are certified by the New York State Department of Education. Providers in the Family Childcare Network are registered by the NYC Department of Health and have completed an extensive training course, and the Center's staff visits their homes regularly.

Cecilia Scott-Craft, Director, Room N310
(212) 220-8250

Student Services

The Women's Resource Center

The Women's Resource Center (WRC) provides support services for the growth and development of women students at BMCC as they pursue both their academic and their lifelong goals. The WRC sponsors activities designed to educate and provide information related to women, the family and community concerns. Special programs, seminars and workshops, as well as individualized sessions are designed to address such concerns as wellness, domestic violence, substance abuse, stress management, parenting, relationships, and academics. In addition, the WRC has weekly support groups facilitated by the WRC staff and a peer mentor program. The WRC also provides referral services to external social service agencies and acts as a network for resources within the College. For more information, please contact the WRC in room S360, at (212) 220-8165.
Ms. Deborah Parker, Director

Athletics, Recreation and Intramurals *Intercollegiate Athletics*

BMCC's intercollegiate athletic program consists of baseball, men and women's basketball, men and women's soccer, swimming, and women's volleyball. The college is a member of both Region XV of the National Junior College Athletic Association and The City University of New York Athletic Conference. Since 1998, BMCC has won the CUNY Athletic Conference Commissioner's Cup for the outstanding intercollegiate athletic program among the community colleges seven of the last nine years.

Intramurals

BMCC students, faculty, and staff may participate in intramural volleyball, touch football, soccer, cricket, table tennis, and badminton. In addition, students may use the open gym for recreational basketball, soccer, and volleyball.

Recreation

A modern fitness center in the BMCC gym has weight training equipment and aerobic machines. Students may also use the modern, Olympic-style swimming pool with a diving tank.

Stephen Kelly, Director, (212) 220-8261, Room N210

ACADEMIC AFFAIRS STUDENT SUPPORT SERVICES

Academic Advisement

Each semester you are required to meet with an advisor to make certain that you are following your correct course of study. The advisors help you plan your program semester by semester and assist you by providing information regarding curriculum choice. No student is allowed to register until academic advisement has been completed. For information concerning academic advisement, contact the Academic Advisement and Transfer Center, (212) 220-8315, Room S763.

The Academic Advisement and Transfer Center

The Academic Advisement and Transfer Center's initiatives are designed to assist students in making a successful transition from a two-year college to a four-year college in pursuit of their Bachelor's Degree.

The Center offers a variety of resources and support services for students that can help them in the transfer and selection process, such as the following: individualized and group academic and transfer advising and problem solving; course equivalency information; college information fairs and visits; articulation information between BMCC and four-year institutions; academic audits for students approaching graduation; transfer information regarding admissions and scholarships; transfer workshops; and transfer instructions specifically for CUNY and SUNY colleges and universities.

In addition, students have access to the Transfer Library (S763), which houses more than 1,700 college catalogs, over 350 video tapes, DVD's and interactive CD's. The Transfer Library also contains numerous resources and aids to assist students in making successful transfer decisions. It has current publications by the College Board, information regarding college essays, careers, Title IV School Code List, and applications to both CUNY and SUNY colleges, and private institutions.

Ms. Freda I. McClean, Director of Academic Advisement and Transfer, (212)220-8315, Room S763

The Pre-Freshman Summer/Winter Immersion Program

This program is designed for newly admitted and returning freshmen. The program provides an opportunity for students to acquire basic skills, complete their basic skills obligations, and get a head-start on their college experience. The program will (1) offer basic skills courses to improve student's proficiency in areas such as English (writing), English as a Second Language, Reading, and Mathematics; (2) provide students with an opportunity to enroll in one or more courses to reduce or eliminate the number of basic skills courses they will be required to take in the Fall or Spring semester; (3) provide counseling, tutoring and other support services; and (4) offer students an opportunity to work with concerned and committed faculty in small class settings.

Freshman Year Experience (FYE)

All incoming, first-time freshmen are expected and encouraged to participate in the Freshman Year Experience workshops offered before and/or during the initial weeks of each semester. In these workshops, students receive important information to orient them to life at the college: academic protocol, college services, time management, and personal finance management. Additionally, several workshops are scheduled throughout the semester to build students' capacities in note-taking, test-taking, and computer skills.

Evening/Weekend Programs

BMCC currently offers five Evening/Weekend Programs: Associate in Arts degree in Liberal Arts, Associate in Arts degree in Business Administration, Associate in Applied Science degree in Accounting, Associate in Applied Science degree in Computer Operations, and Associate in Applied Science degree in Nursing. In all five programs, students may complete their degree requirements by attending classes exclusively on Friday evenings, Saturdays, and Sundays. This is an ideal opportunity for busy people juggling work and family responsibilities.

Students enrolled in an evening/weekend program receive the same support services as those attending classes during the week and in the daytime. These include: library,

Program	Room	Supervisor	Telephone	Email
Basic Skills English Lab	S500B	John Short, Director	212-220-8295	jshort@bmcc.cuny.edu
College Discovery Tutoring	S330	Frank Sinigaglia, Coordinator	212-220-8173	fsinigaglia@bmcc.cuny.edu
ESL Lab	S503	Joshua Belknap, Coordinator	212-220-1422	jbelknap@bmcc.cuny.edu
Learning Resource Center	S500	Nandrani Algu, Coordinator	212-220-1376	nalgu@bmcc.cuny.edu
Math Lab	S511	Alicia N. Cesar, College Lab Technician	212-220-1366/67	acesar@bmcc.cuny.edu
Nursing Tutorial Lab	S762	Monique Jean-Louis, Coordinator	212-220-8245	mjeanlouis@bmcc.cuny.edu
Reading Lab	S500R	Joseph Johnson, Coordinator	212-220-1410	jjohnson@bmcc.cuny.edu
Science Learning Center	N734	Prof. Shanti Rwykin, Coordinator	212-220-1323	srwykin@bmcc.cuny.edu
Writing Center	S500W	Julia Butterfield, Director	212-220-1384	jbutterfield@bmcc.cuny.edu

Student Services

academic advisement, counseling, childcare, tutoring/supplemental instruction, and open access computer labs. In addition, support areas such as the Registrar's Office, Bursar, and Admissions are also open on some Saturdays each semester. The Evening/Weekend Program Office provides administrative coverage at night and on the weekend.

Ms. Sandra Rumayor, Director of the Evening/Weekend Programs, (212)220-8325, Room S727

COPE

The College Opportunity to Prepare for Employment (COPE) program addresses the needs of non-traditional families and individuals meeting specific income guidelines to reduce student barriers to education and employment.

In addition, the program provides ongoing support to help COPE students identify and define personal and career goals, to develop effective life management skills, and better utilize services and appropriate systems to promote their long term autonomy.

Ms. Sondra Salley, Director, (212)346-8486, Room M1216B

Learning Resource Center (LRC)

The Learning Resource Center (LRC) provides students with services designed to strengthen academic skills and meet learning needs. The LRC coordinates a tutorial program, instructional computer labs, tutor-conducted study skills workshops and non-print instructional materials to supplement tutoring and study skills improvement. All LRC services are available free of charge to registered BMCC students, faculty and staff.

*Mr. James Tynes, Director
Room S500*

Tutoring

BMCC has several academic support services programs that are designed to help students succeed in their course work and to become independent learners. For additional information, please contact the appropriate program coordinator. All academic support services are free of charge. Refer to the chart below for the programs and their locations and contact information.

Cooperative Education Department

The Cooperative Education Department offers internships to all eligible BMCC students. Internships give students an opportunity to put classroom theory into practice in practical work situations. Students gain experience in business, industry, government or service situations.

*Prof. Jon Dash, Chairperson.
(212) 220-8057, Room N766*

NOTE: Even though the Cooperative Education Department attempts to help students find suitable employment, there is no guarantee that every student will be placed. It is the policy of the department to utilize employers who hire

students without regard to sex, race, color, national origin, handicap or age.

The A. Philip Randolph Memorial Library

Located in S400, the Library has a collection of 114,000 books, 600 periodicals, 28,000 electronic journals, 20,000 reels of microfilm and seating for 600 students at tables and individual carrels. The Library is open 80 hours each week during the Fall and Spring semesters and shorter hours during the Summer and Intersession. Library faculty members are always available to assist students in locating and using appropriate materials. A valid BMCC identification card is all that is required to make full use of this important facility. The library conducts orientation classes for both beginning and advanced students and it publishes a handbook (available free to all visitors) describing its facilities and services.

Library Hours

Monday to Thursday..... 8:00 AM-10:00 PM
Friday 8:00 AM-7:00 PM
Saturday 10:00 AM-6:00 PM
Sunday 12:00 noon-5:00 PM

Chief Librarian: Sidney Eng

Deputy Chief Librarian: Barbara Linton

*Professors: Sidney Eng, Wambui Mbugua,
Vicente Revilla*

Associate Professor: Joanna Bevacqua, Taian Zhao

Assistant Professors: Leo J. Theinert, Susan E. Thomas, Phyllis Niles

Lecturer: Barbara Linton

*Instructors: Amanda Bielskag, Joy Dunkley,
Robert Farrell*

The Writing Center

The BMCC Writing Center (in S500) is intended to serve students and faculty in courses from all disciplines on campus. The Writing Center's mission is twofold: 1. to help students develop confidence in themselves as writers, while acquiring critical thinking skills and the habits of proofreading and conscientious revision of their work, and 2. to provide support for faculty striving to incorporate these writing skills and practices into their curricula.

The Center works with students in collaborative tutorials to develop and refine written assignments in all subject areas. Assistants offer guidance in all aspects of the writing process: understanding the assignment, generating ideas, drafting, citing sources, revising, recognizing errors and correcting grammar and syntax. CPE preparation information and workshops are also provided, as is help with resumes, job application letters, and fellowship or college transfer application essays. Tutoring is offered on a drop-in basis, on-line, or by appointment.

Program Hours

Monday-Thursday..... 10 AM-8:00 PM
Friday 10:00 AM-5 PM
Saturday 10 AM- 4:00 PM

Dr. Julia Butterfield, Director of the Writing Center, (212)220-1384; writingcenter@bmcc.cuny.edu





Degree Programs



Degree Programs

ACADEMIC PROGRAMS AND GENERAL EDUCATION

ACADEMIC PROGRAMS

Borough of Manhattan Community College offers a choice of many programs of study. The College awards the Associate in Arts (A.A.) degree; the Associate in Science (A.S.) degree; and the Associate in Applied Science (A.A.S.) degree. A student must have completed at least thirty-two credit hours in residence to be certified for a degree. For information concerning credits earned prior to attendance at Borough of Manhattan Community College, see p. 5.

DEGREE PROGRAMS*

A degree is granted upon satisfactory completion of required credits in the following approved programs:

Associate in Arts degree (A.A.)
Business Administration
Childhood Education and Bilingual Childhood Education (First through Sixth Grades)
Liberal Arts
Writing and Literature

Associate in Science degree (A.S.)
Child Care/Early Childhood Education
Computer Science
Engineering Science
Human Services
Mathematics
Science
Theatre

Associate in Applied Science degree (A.A.S.)
Accounting
Business Management
Computer Operations
Computer Programming
Health Information Technology
Multimedia Programming and Design
Nursing
Office Automation
Office Operations
Paramedic
Respiratory Therapy
Small Business/Entrepreneurship
Video Arts and Technology

In addition, the college awards a **certificate** for the following program: Office Automation

General Education Outcome Goals

A General Education is designed to help you achieve your academic, career, and life-long goals through participation in courses that foster the acquisition of knowledge, critical thinking, and use of methodologies in various disciplines, including the humanities and the social and natural sciences. The knowledge and skills you gain will help you succeed in all areas of your academic, professional, and social life. Regardless of which associate degree program you decide to pursue, you will receive a foundation in General Education.

*Effective Spring 2008, all entering students will be required to pass a writing intensive course beyond ENG 201 in order to graduate.

1. Communication Skills

Students will learn to write, read, listen and speak critically and effectively.

Communication skills are vital for success in attaining both your academic and career goals. As a student, having effective communication skills will be crucial in written reports and in being able to successfully articulate points in oral presentations. In the workforce, employers expect you to be able to fluently get your message across in oral and written forms. You will acquire and reinforce these skills by taking courses in English and Speech, through enrolling in writing intensive courses, and through a variety of workshops offered by the college.

2. Quantitative Reasoning

Students will acquire quantitative skills and the concepts and methods of mathematics to solve problems.

Quantitative reasoning will teach you how to think logically and solve difficult problems. These skills are crucial for almost every academic and career task you will be asked to complete throughout your college life and in whatever career you choose to enter. You will acquire these skills by enrolling in courses such as mathematics and science and be reinforced through other major courses and college activities.

3. Scientific Reasoning

Students will develop an understanding of, and be able to apply the concepts and methods of, the natural sciences.

We live in a world where new developments in science are everyday occurrences that directly impact our personal, professional, and academic lives. To understand these developments and live in such a world you will need to understand concepts and methods used in the natural sciences. You will learn these concepts and methods by taking a set of science courses. These courses will ask you to study real-world situations and actively engage in scientific data collection, create explanations, design experiments and evaluate theories, which will help you to comprehend the methods of scientific reasoning. In addition, you may also be asked to use your scientific knowledge for work in other courses for your major.

4. Social and Behavioral Sciences

Students will develop an understanding of, and be able to apply the concepts and methods of, the social sciences.

The social and behavioral sciences enable you to analyze the world in which you live, understand human behavior, develop sensitivity to various cultures, and appreciate how societies change—skills that are particularly crucial as you are preparing for a career in education, business, or law. The concepts, methods, and theories learned in this area of study can be applied to your every day work and personal life. The Social Science Department and The Center for Ethnic Studies

offer a wide range of courses and opportunities, including study abroad programs, that will help you acquire important knowledge and strengthen your perception of the world around you.

5. Arts and Humanities

Students will acquire a knowledge and understanding of languages, arts and cultures.

In any society, culture and the arts enable people to understand who they are while giving meaning to the world around them. In a city like New York, with such a diverse population, contributing to a rich cultural life, the ability to interpret the world through arts and languages is very important. At BMCC, you will have many opportunities to expand your knowledge of the arts and humanities by exploring classes in art and music, language, theatre or literature. These skills may also be enforced through participation in school exhibits, plays, and attendance of events that showcase the arts and humanities.

6. Information and Technology Literacy

Students will collect, evaluate and interpret information and effectively use information technologies.

Information technology, the ability to find, understand, and use information, is a foundational skills you will use throughout your entire academic career and it is in increasing demand in the workforce. You will be able to acquire the skills you will need through courses and learning experiences offered by every academic department at BMCC. In addition, workshops, tutors, as well as the latest technology found in the Library and the Learning Resource Center (LRC) will help you achieve this goal.

7. Values

Students will make informed choices based on an understanding of personal values, human diversity, multicultural awareness and social responsibility.

Your personal values and the choices you make define who you are as a person and how you will live your life. As a BMCC student, you will learn to appreciate diversity, work collaboratively, and reflect on ethical issues. These skills will be sharpened in almost every course offered by all the academic departments at BMCC and in every social and athletic activity to experience at the College.

NOTE: The course requirements that follow are NOT necessarily listed in the order in which they should be taken. Many courses have either prerequisites or corequisites. In planning programs, students must consult the appropriate Departmental advisor.

NOTE: At BMCC, all academic departments have designated minimum reading, writing and/or mathematics levels necessary for enrollment in academic courses. These levels, or basic skills prerequisites, can be found in the Basic Skills Guide. Please see pp. 103-106. The Guide is also available in all academic departments and in the Office of Academic Affairs. Students should consult the Guide in planning their academic schedules.

Degree Programs

ACCOUNTING • BUSINESS ADMINISTRATION • BUSINESS MANAGEMENT

Accounting (ACC)

The Accounting Program is designed to provide the student with a strong preparation in accounting, business and liberal arts. The Accounting Program prepares students for entry-level positions in the accounting field. In addition, a large percentage of students choose to continue their education at four-year colleges in order to become certified public accountants (CPA). CPA's can have their own companies or work in public, private or government accounting. Upon completion of the requirements listed below, the Associate of Applied Science (A.A.S.) degree is awarded.

Evening/Weekend Accounting Program

In addition, BMCC offers an Associate in Applied Science (A.A.S.) degree in Accounting in an evening/weekend format. Students may complete their degree requirements by attending classes exclusively on Friday evenings and on the weekends.

General Requirements

ENG 101	English Composition I	3
ENG 201	English Composition II	3
HED 100	Health Education	2
MAT 150	Introduction to Statistics ¹	4
	OR	
MAT 200	Introduction to Discrete Mathematics ²	4
	OR	
MAT 2xx	Mathematics ²	4
SPE 100	Fundamentals of Speech ³	3
XXX xxx	Music or Art ⁴	2
XXX xxx	Science ⁵	4
XXX xxx	Social Science ⁶	3
Total General Credits		24

Curriculum Requirements

ACC 122	Accounting Principles I	4
ACC 222	Accounting Principles II	4
ACC 321	Accounting Applications in Micro Computers	3
ACC 330	Intermediate Accounting I	3
ACC 350	Cost Accounting I	3
ACC 430	Intermediate Accounting II	3
ACC xxx	Accounting Elective ⁷	3
BUS 104	Introduction to Business	3
	OR	
BUS 110	Business Law	3
CED 201	Career Planning ⁸	2
CED 301	Accounting Internship I ⁸	2
CIS 100	Introduction to Computer Applications	3
	OR	
CIS 200	Introduction to Information Systems and Technologies	3
ECO 100	Introduction to Economics	3
	OR	
ECO 201	Macroeconomics	3
	OR	
ECO 202	Microeconomics	3
Total Curriculum Credits		36
Total Program Credits		60

FOOTNOTES

- ¹ Please note that MAT 012 or MAT 051 or exemption from Elementary Algebra is a prerequisite for MAT 150.
- ² Choose any Mathematics (MAT 200) or higher level course. Please note that Elementary Algebra (MAT 051) and Intermediate Algebra (MAT 056) are prerequisites for MAT 200 and MAT 206.
- ³ For students whose first language is not English, SPE 102 will also satisfy this requirement.
- ⁴ Note: Some music courses are one credit. A total of two credits is required.
- ⁵ Choose from AST 110, BIO 110, CHE 110, PHY 110.
- ⁶ Choose one course in anthropology, geography, history, philosophy, political science, psychology, sociology, or any Ethnic Studies social science course.
- ⁷ In consultation with a faculty advisor in the Accounting Department, students will determine the appropriate accounting elective.
- ⁸ Students may substitute CED 301 and CED 401 for CED 201 and CED 301, upon evaluation by and approval of the Cooperative Education Department.

Business Administration (BAN)

The Business Administration Program, administered by the Business Management Department, provides students with a general education background and 12 credits in basic business. After completion of the program, students may transfer to a senior college or university to attain the baccalaureate degree in business.

Many students have inquired into the difference between the Business Administration and the Business Management Programs. The Business Administration Program is suggested for those who want a strong liberal arts background, and who intend to continue their undergraduate education in business. The Business Management Program is designed primarily for students who desire a career-oriented education. (See course descriptions for both programs, pp. 39-43) Both programs prepare students to enter four-year colleges for the continuation of their baccalaureate studies.

The Business Administration program awards the Associate in Arts (A.A.) degree.

Evening/Weekend Business Administration Program

In addition, BMCC offers an Associate in Arts (A.A.) degree in Business Administration in an evening/weekend format. Students may complete their degree requirements by attending classes exclusively on Friday evenings and on the weekends.

General Requirements

ENG 101	English Composition I	3
ENG 201	English Composition II	3
HED 100	Health Education	2
MAT 200	Introduction to Discrete Mathematics ¹	4
	OR	
MAT 206	Mathematical Foundations for Calculus ¹	4

ECO 201	Macroeconomics ⁶	3
	OR	
ECO 202	Microeconomics	3
SPE 100	Fundamentals of Speech ²	3
XXX xxx	Liberal Arts Elective ³	21
XXX xxx	Music or Art ⁴	2
XXX xxx	Science ⁵	4
Total General Credits		45

Curriculum Requirements

BUS 104	Introduction to Business	3
BUS 110	Business Law	3
ACC xxx	Accounting Elective	3
CIS 100	Introduction to Computer Applications	3
	OR	
CIS 200	Introduction to Information Systems and Technologies	3
MAR 100	Introduction to Marketing	3
Total Curriculum Credits		15
Total Program Credits		60

FOOTNOTES

- ¹ Please note that Elementary Algebra (MAT 051) and Intermediate Algebra (MAT 056) are prerequisites for this course.
- ² For students whose first language is not English, SPE 102 will also satisfy this requirement.
- ³ Choose from the following areas: English, Ethnic Studies, Social Science, Mathematics, or Foreign Languages. Choices must be from at least three different areas.
- ⁴ Note: Some Music courses are one credit. A total of two credits is required.
- ⁵ Choose from AST 110, BIO 110, CHE 110 or PHY 110.
- ⁶ Please note that Elementary Algebra (MAT 051) is a prerequisite for this course.

Business Management (BEC)

The Business Management Department awards an Associate in Applied Science degree (A.A.S.). After completion of the first semester of work, which includes basic courses in business and the liberal arts, students may prepare for employment or continued study in a specific area of business management. Upon completion of the requirements, students are granted the Associate in Applied Science (A.A.S.) degree and are also eligible to transfer to a senior college. (See pp. 39-43 for course descriptions.)

General Requirements

ENG 101	English Composition I	3
ENG 201	English Composition II	3
MAT 150	Introduction to Statistics ¹	4
	OR	
MAT 200	Introduction to Discrete Mathematics ¹	4
	OR	
MAT 206	Mathematical Foundations for Calculus ¹	4
ECO 201	Macroeconomics	3
	OR	

Degree Programs

CHILD CARE / EARLY CHILDHOOD EDUCATION

ECO 202 Microeconomics ⁴	3
XXX xxx General Elective	1
SPE 100 Fundamentals of Speech ²	3
XXX xxx Science ³	4
Total General Credits	21

Curriculum Requirements

BUS 104 Introduction to Business.....	3
BUS 110 Business Law.....	3
BUS 150 Business Communication ⁵	3
BUS 210 Business Methods ⁶	3
BUS 220 Managerial Decision Making ⁵	3
ACC 122 Accounting Principles I.....	4
CED 361 Business Management Internship I.....	2
CIS 100 Introduction to Computer Applications..	3
OR	
CIS 200 Introduction to Information Systems and Technologies.....	3
FNB 100 Introduction to Finance ⁷	3
MAR 100 Introduction to Marketing.....	3
Total Curriculum Credits	30

XXX xxx Business Electives (see below).....	9
Total Program Credits	60

Business Management Electives

In consultation with a faculty advisor, students pursuing the A.A.S. degree in Business Management may prepare for employment or continued study in one of the subject areas listed below:

General Management Electives

BUS 200 Business Organization & Management.....	3
BUS 311 Human Resource Management.....	3
SBE 100 Product & Service Creation.....	3
Total Elective Credits	9

Finance & Banking Electives

FNB 230 Financial Management ⁵	3
FNB 250 Money & Banking ⁵	3
FNB 300 Investments ⁵	3
Total Elective Credits	9

Marketing Electives

ADV 200 Essentials of Advertising ⁵	3
MAR 300 Sales Principles & Practices ⁶	3
RET 300 Consumer Motivation ⁵	3
Total Elective Credits	9

Travel & Tourism Electives

TTA 200 Introduction to Travel & Tourism.....	3
TTA 201 Travel Operations.....	3
TTA 301 World Markets.....	3
OR	
TTA 100 Tour Management.....	3
Total Elective Credits	9

FOOTNOTES

¹ Please note that MAT 012 or MAT 051 or exemption from Elementary Algebra is a prerequisite for MAT 150. Intermediate Algebra (MAT 056) is a prerequisite for MAT 200 and MAT 206.

² For students whose first language is not English, SPE 102 will also satisfy this requirement.

³ Choose from AST 110, BIO 110, CHE 110 or PHY 110.

⁴ Please note that MAT 056 or exemption from Intermediate Algebra and Trigonometry is a prerequisite for this course.

⁵ Students need to speak with a faculty advisor regarding course prerequisites.

⁶ MAT 150, MAT 200 or MAT 206 is a prerequisite for this course.

⁷ MAT 056 or exemption from Elementary Algebra is a prerequisite for this course.

Child Care/ Early Childhood Education (ECE)

The Child Care/Early Childhood Education Program provides a core of Liberal Arts courses as well as specialized courses in child care and early childhood education. The program offers two career areas of study: Infant Toddler and Pre-School/Early Elementary.

Students will find many career choices in the Child Care curriculum. These include working directly with children in early childhood education settings such as child care centers, Head Start programs, pre-kindergarten, kindergarten, and first and second grade classrooms. Upon satisfactory completion of program requirements, the Associate in Science (A.S.) degree is awarded.

General Requirements

ENG 101 English Composition I.....	3
ENG 201 English Composition II.....	3
HED 100 Health Education.....	2
MAT 100 Fundamental of Mathematics ¹	4
OR	
MAT 214 Mathematics for Elementary Education ¹	4
OR	
MAT 150 Introduction to Statistics.....	4
SPE 100 Fundamentals of Speech ²	3
XXX xxx General Elective.....	2
XXX xxx Music or Art ³	2
XXX xxx Science ⁴	4
XXX xxx Social Science ⁵	3
Total General Credits	26

Curriculum Requirements

ECE 102 Early Childhood Education I.....	3
XXX xxx Social Science ⁶	9
XXX xxx Modern Foreign Language ⁷	3-4
XXX xxx Modern Foreign Language ⁷	3-4
Total Curriculum Credits	18-20

Infant-Toddler Area of Study Requirements (ECI) (Birth to 3 Yrs.)

ECE 201 The Exceptional Child.....	3
ECE 204 Infant Care Curriculum & Program Planning I.....	3
ECE 303 Early Childhood Education II (Practicum).....	3
ECE 304 Toddler Care Curriculum & Program Planning II.....	3

ECE 403 Supervised Instructional Experience with Infants and Toddlers (Practicum) 4	4
Total Credits In Area of Study	16
Total Program Credits	60

Pre-School Area of Study Requirements (ECP) (3 to 6 Yrs.)

ECE 201 The Exceptional Child.....	3
ECE 202 Curriculum & Program Planning for Young Children I.....	3
ECE 301 Early Childhood Education II..... (Practicum).....	3
ECE 302 Curriculum & Program Planning..... for Young Children II.....	3
ECE 401 Supervised Instructional Experience.... with Young Children (Practicum).....	4
Total Credits in Area of Study	16
Total Program Credits	60

FOOTNOTES

¹ Students who have taken MAT 100 may not receive credit for MAT 214. Please note that MAT 012 or MAT 051 or exemption from Elementary Algebra, is a prerequisite for all 100-level math courses. MAT 056 or exemption from intermediate algebra and trigonometry is the prerequisite for MAT 214.

² For students whose first language is not English, SPE 102 will also satisfy this requirement.

³ Note: Some Music courses are one credit. A total of two credits is required.

⁴ Choose from AST 110, BIO 110, CHE 110 or PHY 110.

⁵ Choose from ECO 100 or POL 100.

⁶ Choose nine credits from the following: PSY 100, PSY 250, SOC 100, SOC 240 or SOC 250.

⁷ For students who are native speakers of a language other than English, testing and placement by the Modern Language Department is required.

CHILDHOOD EDUCATION AND BILINGUAL CHILDHOOD EDUCATION (FIRST THROUGH SIXTH GRADE)

The Childhood Education Program offers a Liberal Arts degree that prepares students to continue in City College's teacher education program and become certified in Childhood Education or Bilingual Childhood Education (first through sixth grades). After meeting BMCC/CCNY requirements (Minimum of 2.5 GPA, completion of all courses in the curriculum with grades of C or above, an interview with CCNY School of Education faculty, and a passing score on the LAST or City College SEAT and on the CPE), students in this jointly registered program are accepted at the School of Education at City College where they can complete the Bachelors of Science in Education and apply for initial teaching certification for first through sixth grades. In addition to meeting general education requirements for education majors at the four year college level, the EDU and EDB programs offer two transferable courses in education. Students will participate in classrooms for elementary school age children as part of their coursework.

Upon satisfactory completion of 60-62 credits, the Associate in Arts (A.A.) degree is awarded.

Degree Programs

COMPUTER OPERATIONS • COMPUTER PROGRAMMING • COMPUTER SCIENCE

General Requirements

MAT 214	Math for Elementary Education I ¹	4
MAT 216	Math for Elementary Education II.....	4
ENG 101	English Composition I.....	3
ENG 201	English Composition II.....	3
HIS 101	Western Civilization.....	3
HIS 102	Western Civilization II.....	3
ENG 391	World Literature I.....	3
ENG 392	World Literature II.....	3
ART 110	Art Survey I.....	2
HIS 120	Early American History.....	3
	OR	
HIS 125	Modern American History.....	3
	OR	
POL 100	American Government.....	3
XXX xxx	Science ²	8
XXX xxx	Modern Language ³	3-4
XXX xxx	Modern Language ³	3-4
PSY 100	General Psychology.....	3
SPE 100	Fundamentals of Speech.....	3
Total General Credits.....		51-53
Childhood Education Curriculum Requirements		
EDU 201	Observing Children ⁴	4
EDU 202	Urban Schools in Diverse Society.....	4
EDU 203	Art in Education I ⁵	3
Total.....		8-11

Bilingual Childhood Education Curriculum Requirements

EDU 201	Observing Children ⁴	4
EEDB 202	Schools in American Society: Bilingual Education in the Urban School.....	3
EDU 203	Art in Education I ⁵	3
Total.....		8-11
Total Program Credits.....		60

FOOTNOTES

- ¹ Please note that MAT 056 is a prerequisite for MAT 214.
- ² Choose either BIO 210 and BIO 220 or PHY 210 and PHY 220.
- ³ A two-semester sequence in the same language is required after testing by the Modern Languages Department.
- ⁴ Please note that PSY 100 is a prerequisite for EDU 201 and 202.
- ⁵ Required only if Modern Language credits total 6 (to complete the 60 credit degree)

Computer Operations (CMO)

Computer Operations prepares students to operate sophisticated, state-of-the-art computer equipment. Students are also given in-depth instruction in JCL, telecommunications networks, and operating systems concepts. Upon completion of program requirements, students are awarded the Associate in Applied Science (A.A.S.) degree.

General Requirements

ENG 101	English Composition I.....	3
ENG 201	English Composition II.....	3
XXX xxx	Elective ¹	10
MAT xxx	Mathematics ²	4
Total General Credits.....		20

Curriculum Requirements

CSC 110	Computer Programming I.....	4
CIS 120	Introduction to Data Base Management.....	2
CIS 140	Introduction to Spreadsheet Packages.....	2
CIS 235	Computer Operations I.....	4
CIS 440	UNIX Operating Systems.....	3
CIS 345	Telecommunications Networks I.....	4
CIS 445	Telecommunications Networks II/LAN.....	4
ACC 122	Accounting Principles I.....	4
ACC 222	Accounting Principles II.....	4
BUS 104	Introduction to Business.....	3
	OR	
BUS 200	Business Organization & Management.....	3
CED 201	Career Planning.....	3-4
	AND	
CED 315	CIS Internship I ³	
XXX xxx	Elective ⁴	3-4
Total Curriculum Credits.....		40-42
Total Program Credits.....		60

FOOTNOTES

- ¹ Choose not more than one course per category, except in Music where two credits may be chosen: HED 100, SPE 100 or SPE 102 for students whose first language is not English, Social Science, Music or Art, or Science (AST 110, CHE 110, BIO 110 or PHY 110).
- ² Choose from MAT 150, MAT 200, MAT 206, MAT 301 or MAT 402. Please note that MAT 012 or MAT 051 or exemption from Elementary Algebra is a prerequisite for MAT 150, and Intermediate Algebra (MAT 056) is a prerequisite for MAT 200 and MAT 206.
- ³ A Business Management, MMP, CIS or CSC elective may be substituted for CED 201 and CED 315.
- ⁴ Choose one course from Business Management, ACC, MMP, CIS or CSC.

Computer Programming (CMP)

Computer Programming focuses on the application of computers in a business environment with an emphasis on the analysis and design of business information systems. Upon completion of program requirements, students are awarded the Associate in Applied Science (A.A.S.) degree.

General Requirements

ENG 101	English Composition I.....	3
ENG 201	English Composition II.....	3
XXX xxx	Elective ¹	10
MAT xxx	Mathematics ²	4
Total General Credits.....		20

Curriculum Requirements

CSC 110	Computer Programming I.....	4
CSC 210	Computer Programming II.....	4
CIS 325	Systems Analysis.....	3
CIS 365	Business Systems I.....	4
CIS 420	Systems Implementation.....	3
CIS 465	Business Systems II.....	3
XXX xxx	CIS or CSC Elective ³	3
ACC 122	Accounting Principles I.....	4
ACC 222	Accounting Principles II.....	4
BUS 104	Introduction to Business.....	3

OR

BUS 200	Business Organization & Management.....	3
CED 201	Career Planning.....	3-4
	AND	
CED 315	CIS Internship I ⁴	
XXX xxx	Elective ⁵	2
Total Curriculum Credits.....		40-41
Total Program Credits.....		60

FOOTNOTES

- ¹ Choose not more than one course per category, except in Music where two credits may be chosen: HED 100, SPE 100 or SPE 102 for students whose first language is not English; Social Science, Music or Art, or Science (AST 110, BIO 110, CHE 110, or PHY 110).
- ² Choose from MAT 150, MAT 200, MAT 206, MAT 301, or MAT 402. Please note that MAT 012 or MAT 051 or exemption from Elementary Algebra is a prerequisite for MAT 150 and Intermediate Algebra (MAT 056) is a prerequisite for MAT 200 and MAT 206.
- ³ Choose one from CIS 220, CIS 340, CIS 345, CIS 370, CIS 380, CIS 440, CIS 445, CIS 455, CIS 482, or CSC 230, CSC 310, CSC 330, CSC 410, CSC 430, CSC 450, or MMP 200, 220, 240, 320, 420.
- ⁴ Choose CIS, CSC or MMP, Business Management, ACC or both CED 201, and CED 315.
- ⁵ Choose one course from ACC, Business Management, CIS or CSC or MMP.

Computer Science (CSC)

Computer Science provides students with an understanding of the theory that underlies the existence, organization and applications of computers. Upon completion of program requirements, students are awarded the Associate in Science (A.S.) degree.

General Requirements

ENG101	English Composition I.....	3
ENG201	English Composition II.....	3
SPE100	Fundamentals of Speech ¹	3
XXXxxx	Music or Art ²	2
XXXxxx	Social Science ³	3
MAT200	Discrete Mathematics ⁴	4
MAT206	Math Found. for Calculus ⁵	4
MAT301	Calculus I.....	4
MAT302	Calculus II.....	4
PHY215	University Physics I.....	4
PHY225	University Physics II.....	4
Total General Credits.....		37

Curriculum Requirements

CSC 110	Computer Programming I.....	4
CSC 210	Computer Programming II.....	4
CSC 230	Discrete Structures.....	3
CSC 330	Data Structures I.....	3
CSC 430	Data Structures II.....	3
CSC 310	Assembler Language & Architecture I.....	3
CSC 410	Assembler Language & Architecture II.....	3
Total Curriculum Credits.....		23
Total Program Credits.....		60

FOOTNOTES

- ¹ For students whose first language is not English, SPE 102 will also satisfy this requirement.
- ² May choose any art or music course from Ethnic Studies

Degree Programs

ENGINEERING SCIENCE • HEALTH INFORMATION TECHNOLOGY • HUMAN SERVICES

with an ASN, AFN, AFL, or IAT prefix.

³ May choose any social science course from Ethnic Studies with an ASN, AFN, AFL, or IAT prefix.

⁴ MAT 200 is now a prerequisite for CSC 230.

⁶ If you are exempt from MAT 206, take mathematics course(s) numbered 300 or higher for a total of at least 4 credits.

Engineering Science (ESC)

The Department of Science offers an A.S. degree program in Engineering Science. The program provides students with the basic education necessary to enter the third year of an engineering major. Its objectives are to offer a curriculum that meets the needs and interests of engineering oriented students enrolled at the College; to include in this curriculum the basic science and mathematics of the first years of an engineering education; and to prepare students to successfully pursue their education in the upper division of engineering programs which lead to careers for chemical, mechanical, civil, electrical, computer and other engineering specializations. The curriculum includes courses in the physical sciences, computer methods and mathematics, as well as the liberal arts courses required in engineering programs.

General Requirements

ENG 101	English Composition I	3
ENG 201	English Composition II	3
SPE 100	Fundamentals of Speech ¹	3
XXX xxx	Social Science Elective ²	6
Total General Credits		15

Curriculum Requirements

CHE 201	College Chemistry I	4
CHE 202	College Chemistry II	4
ESC 111	Elements of Engineering Design	1
ESC 113	Computer Aided Analysis for Engineering	2
MAT 301	Analytic Geometry and Calculus I ³	4
MAT 302	Analytic Geometry and Calculus II	4
MAT 303	Analytic Geometry and Calculus III	4
MAT 501	Ordinary Differential Equations	3
PHY 215	University Physics I	4
PHY 225	University Physics II	4
SCI 120	Computer Methods in Science OR	4
SCI 121	Computer Methods in Science (Pascal)	4
Total Curriculum Credits		38

Curriculum Electives

(Choose 13 credits from the following)

CHE 230	Organic Chemistry I	5
CHE 240	Organic Chemistry II	5
ESC 130	Engineering Graphics	2
ESC 201	Engineering Mechanics I	3
ESC 202	Engineering Mechanics II	3
ESC 211	Thermodynamics I	3
ESC 221	Circuits and Systems I	4
ESC 223	Switching Systems and Logic Design	3

GLY 210	Geology I	4
MAT 315	Linear Algebra	3
PHY 240	Modern Physics	3
Total Curriculum Elective Credits		13
Total Program Credits		66

FOOTNOTES

¹ For students whose first language is not English, SPE 102 will also satisfy this requirement.

² Choose two courses in anthropology, economics, geography, history, philosophy, political science, psychology, sociology, or any Ethnic Studies social science course. Obtain advisement to determine which social science courses will be accepted for transfer by engineering colleges.

³ MAT 206 is a prerequisite for MAT 301.

⁴ Depending upon the combination of elective courses chosen, the total program credits may exceed 65.

Health Information Technology (HIT)

The Health Information Technology Program, administered by the Allied Health Sciences Department (see pp. 35-38 for course descriptions), equips students with the competencies to use manual or computerized health information systems that collect data for analysis, interpretation and dissemination to physicians, patients, public/private agencies, and other health care facilities. Health information maintained within the manual or electronic files can be used for quality assurance, subsequent patient care, medical research, financial reimbursement and legal purposes. Upon successful completion of the requirements listed, students receive the Associate in Applied Science (A.A.S.) degree and are eligible for the certification examination offered by the American Health Information Management Association.

Program Policies: In order to maintain eligibility in the program, students must attain an average of C or better in all HIT courses, including CIS 105 and CIS 205. Students who fail any Health Information Technology course, including CIS 105 and CIS 205, may repeat such course only once. Students who have been academically dismissed must attain a Grade Point Average (GPA) of 2.0 or above in order to re-enter the Health Information Technology program. BMCC students wishing to transfer into Health Information Technology must also have attained a GPA of 2.0 or above.

NOTE: Admission to the HIT sequence occurs in September only. HIT courses are offered only during the day, Mondays through Fridays. All students must complete any remedial requirements prior to admission to the HIT sequence. All students are required to show proof of physical examination, per New York State Department of Health requirements for hospital personnel.

General Requirements

ENG 101	English Composition I	3
ENG 201	English Composition II	3
MAT 150	Introduction to Statistics ¹	4
PSY 100	General Psychology	3
SPE 100	Fundamentals of Speech ²	3
Total General Credits		16

Curriculum Requirements

HIT 103	Medical Terminology I	3
HIT 104	Introduction to Health Data Information	2
HIT 105	Retention & Retrieval of Health Information	3
HIT 203	Medical Terminology II	3
HIT 204	Health Statistics	2
HIT 205	Health Record Systems	2
HIT 206	Pathology of Disease	3
HIT 210	Professional Practice Experience I ³	3
HIT 330	Medical Coding I	2
HIT 331	HIM Medical/Legal Applications	2
HIT 332	Quality Assurance & Form Design	2
HIT 421	Medical Coding II	2
HIT 422	Health Care Delivery Systems	1
HIT 423	Management in the HIM Department	2
HIT 430	Professional Practice Experience II ³	4
BIO 425	Anatomy and Physiology I ⁴	4
BIO 426	Anatomy and Physiology II ⁴	4
CIS 105	Introduction to Health Information Management Computer Applications	2
CIS 205	Advanced Computerized Medical Records	2
Total Curriculum Credits		48
Total Program Credits		64

FOOTNOTES

¹ Please note that MAT 012 or MAT 051 or exemption from Elementary Algebra is a prerequisite for MAT 150.

² For students whose first language is not English, SPE 102 will also satisfy this requirement.

³ Students enrolled in clinical field work courses are required to obtain liability insurance. Moderate group rates are available. Students are responsible for their own transportation expenses when fulfilling clinical practice requirements. Students receive no monetary compensation when fulfilling clinical practice requirements.

⁴ If students do not take the BIO 425/426 specific HIT sections they will be required to take CHE or CHE 121.

Human Services (HUM)

The Human Services program is designed for students who wish to prepare themselves for careers that focus on helping people to solve problems and to live more satisfying lives. These careers may encompass jobs in the following general areas: social work, counseling, rehabilitation, recreation, child welfare, public welfare, social security, developmental and physical disabilities, substance abuse, and services for older adults and others.

Degree Programs

LIBERAL ARTS • MATHEMATICS

Mathematics (MAT)

The Department of Mathematics offers an A.S. degree in Mathematics. The program is designed to provide students with the first two years of study required to major in mathematics at the senior college level but is also suitable for students who wish to minor in mathematics at the senior college level, and it provides the foundation for specialization along any of the following career paths: graduate studies in mathematics leading to the masters or doctoral degrees; professional in the field of mathematics education; professions requiring substantial mathematics preparation (e.g., statistician, actuary, medical or physical sciences, economics, etc.)

In addition to certain prescribed courses in liberal arts and required coursework in elementary calculus and linear algebra, the curriculum offers additional selections from among the following: ordinary differential equations, advanced calculus, abstract algebra, history of mathematics, statistics, and computer programming.

General Requirements

ENG 101	English Composition I	3
ENG 201	English Composition II	3
HED 100	Health Education	2
XXX xxx	Modern Foreign Language ¹	6-8
XXX xxx	Music or Art ²	2
SPE 100	Fundamentals of Speech ³	3
XXX xxx	Science ⁴	8
XXX xxx	Social Science ⁵	6
XXX xxx	Electives	3-4
Total General Credits		36-39

Curriculum Requirements

MAT 301	Analytic Geometry and Calculus I	4
MAT 302	Analytic Geometry and Calculus II	4
MAT 303	Analytic Geometry and Calculus III	4
MAT 315	Linear Algebra	3
Total Curriculum Credits		15

Program Electives

(Choose three or more courses for a total of nine credits)

MAT 200	Introduction to Discrete Mathematics	4
MAT 209	Statistics	4
MAT 320	Abstract Algebra	3
MAT 501	Ordinary Differential Equations	3
MAT 505	History of Mathematics	3
MAT 601	Advanced Calculus I	4
CSC 210	Computer Programming II	4
Total Elective Credits		9
Total Program Credits		60

FOOTNOTES

- ¹ A two-semester sequence in the same language is required. For students who are native speakers of Chinese, French, Italian, or Spanish, testing and placement by the Modern Language Department is required.
- ² Note: Some Music courses are one credit. A total of two credits is required.

Students receive an Associate in Science (A.S.) degree upon successful completion of the program.

General Requirements

ENG 101	English Composition I	3
ENG 201	English Composition II	3
HED 100	Health Education	2
MAT 150	Introduction to Statistics ¹	4
SPE 100	Fundamentals of Speech ²	3
XXX xxx	Science ³	4
XXX xxx	Modern Foreign Language ⁴	3-4
XXX xxx	Modern Foreign Language ⁴	3-4
XXX xxx	Music or Art ⁵	2
XXX xxx	Elective	2
Total General Credits		29-31

Curriculum Requirements

HUM 101	Introduction to Human Services & Social Work	3
HUM 201	Human Services Skills	4
HUM 211	Introduction to Gerontology	3
OR		
HUM 212	Introduction to Disabilities & Rehabilitation	3
OR		
HUM 213	Child Welfare	3
HUM 301	Field Experience in Human Services I	3
HUM 401	Field Experience in Human Services II	3
HUM 411	Social Welfare Programs & Policies	3
PSY 100	General Psychology	3
SOC 100	Introduction to Sociology	3
POL 100	American Government	3
XXX xxx	Social Science ⁶	3
Total Curriculum Credits		31
Total Program Credits		60

FOOTNOTES

- ¹ Please note that MAT 012 or MAT 051 or exemption from Elementary Algebra is a prerequisite to MAT 150.
- ² For students whose first language is English, SPE 102 will satisfy this requirement.
- ³ Choose from AST 110, BIO 110, CHE 110, or PHY 110.
- ⁴ A two-semester sequence in the same language is required. For students who are native speakers of Chinese, French, Italian or Spanish, testing and placement by the Modern Language Department is required.
- ⁵ Note: Some Music courses are one credit. A total of two credits is required.
- ⁶ Choose from PSY 240, PSY 250, PSY 260 or SOC 250.

Liberal Arts (LIB)

The Liberal Arts Program at Borough of Manhattan Community College provides each student with a well-rounded background in the sciences, humanities, mathematics, and languages. The program also allows students to enter four-year colleges of their choice after successful completion of the Associate Degree requirements. The Liberal Arts Program awards the Associate in Arts (A.A.) degree.

This program provides a variety of courses in many different areas. Students who choose the Liberal Arts program are usually interested in preparing for careers in teaching, law, medicine, the humanities, the

social sciences, counseling, journalism, or other broad areas.

Evening/Weekend Liberal Arts Program

In addition, BMCC offers an Associate Arts (A.A.) degree in Liberal Arts in an evening/weekend format. Students may complete their degree requirements by attending classes exclusively on Friday evenings and on the weekends.

NOTE: Liberal Arts students may take a maximum of six elective credits in the career departments. Any additional credits will not be accepted toward the Liberal Arts degree.

Program Requirements

ENG 101	English Composition I	3
ENG 201	English Composition II	3
ENG 3xx	English Elective ¹	3
HED 100	Health Education	2
MAT 100	Fundamentals of Mathematics ²	4
OR		
MAT 125	Modern Applied Mathematics ²	4
OR		
MAT 150	Introduction to Statistics ²	4
OR		
MAT 200	Introduction to Discrete Mathematics ²	4
OR		
MAT 206	Mathematical Foundations for Calculus ²	4
OR		
MAT 214	Mathematics for Elementary Education I ²	4
OR		
MAT 301	Analytic Geometry and Calculus I ²	4
SPE 100	Fundamentals of Speech ³	3
XXX xxx	Modern Foreign Language ⁴	6-8
XXX xxx	Music or Art ⁵	2
XXX xxx	Science ⁶	8
XXX xxx	Social Science Electives ⁷	12
XXX xxx	Liberal Arts Electives ⁸	14
Total Programs Credits		60

FOOTNOTES

- ¹ Choose from any English (ENG) 300 level course or any ASN or AFN 300 level literature course.
- ² Please note that MAT 012 or MAT 051 or exemption from Elementary Algebra is a prerequisite for MAT 100, MAT 125 and MAT 150. Intermediate Algebra (MAT 056) is a prerequisite for MAT 200, MAT 206 and MAT 214. MAT 104 and MAT 109 do not meet the liberal arts math requirement.
- ³ For students whose first language is not English, SPE 102 will also satisfy this requirement.
- ⁴ A two-semester sequence in the same language is required. For students who are native speakers of Chinese, French, Italian, or Spanish, testing and placement by the Modern Language Department is required. Spanish language literature courses offered by the Center for Ethnic Studies may also be used to satisfy the liberal arts foreign language requirement.
- ⁵ Note: Some Music courses are one credit. A total of two credits is required.
- ⁶ Choose from two semesters of AST 110, BIO 110, CHE 110, PHY 110; or two consecutive semesters of BIO 210 and BIO 220, CHE 201 and CHE 202, or PHY 210 and PHY 220. Please note that BIO 420, BIO 425, BIO 426, CHE 118, CHE 120, CHE 230, and CHE 240 do not satisfy the liberal arts science requirement.
- ⁷ Choose courses in anthropology, economics, geography, history, philosophy, political science, psychology, sociology, or any Ethnic Studies social science course in one of the above categories. Students are required to take a social science course in four different disciplines.
- ⁸ A maximum of six elective credits may be taken in career departments.

Degree Programs

MULTIMEDIA PROGRAMMING AND DESIGN • NURSING

³ For students whose first language is not English, SPE 102 will also satisfy this requirement.

⁴ Choose from PHY 210-220; PHY 215-225; CHE 210-220; or BIO 210-220.

⁵ Choose two courses from anthropology, economics, geography, history, philosophy, political science, psychology, sociology or any Ethnic Studies social sciences course.

Multimedia Programming and Design (MMD)

The Multimedia Programming and Design Program prepares students for careers in a variety of "multimedia industries", companies and institutions that develop, produce or market multimedia products, programs or services. The program instructs students in the design and programming of computer-based interactive products that incorporate text, graphics, sound, animation and video. It also develops different types of talent, both creative and technical, with the imperative that each understands the work of the other so that they can collaborate effectively. Students must complete a specialization in multimedia programming, art and design or video production in addition to the general and core requirements.

Upon successful completion of the curriculum, students are awarded an Associate in Applied Science degree (A.A.S.) and may transfer to senior institutions such as York, NYU or New York City Technical College.

General Requirements

ENG 101 English Composition I	3
ENG 201 English Composition II	3
MAT 150 Introduction to Statistics ¹	4
XXX 110 Science Elective ²	4
XXX xxx Social Science Elective	3
SPE 100 Fundamentals of Speech	3
Total General Requirements	20

Curriculum Requirements

ART 105 Color and Design	2
VAT 152 Introduction to Media Applications	3
CIS 100 Introduction to Computer Applications	3
MMP 100 Introduction to Multimedia	3
MMP 200 Multimedia Design	3
MMP 460 Multimedia Project Lab	4
CED 345 Multimedia Internship	2
Total Curriculum Requirements	20

**Area Specialization (Computer Art & Design/ Programming/Video Production)* 12

***Advised Electives* 8
Total Program Credits..... 60

*Area Specialization-Programming (MMP)

MMP 220 Multimedia Programming.....	4
MMP 320 Multimedia Networking.....	4
MMP 420 Distributed Multimedia Applications ...	4
Total	12

*Area Specialization-Computer Art and Design (MMA)

ART 110 Art Survey I	2
OR	
ART 210 Modern Art	2
ART 206 Typography.....	2
ART 214 Advertising Design I.....	2
ART 224 Advertising Illustration I	2
ART 354 Graphics Design I	2
One from:	
ART 171 Introduction to Painting.....	2
ART 181 Introduction to Sculpture.....	2
ART 234 Photography I.....	2
ART 301 Drawing I.....	2
Total.....	12

*Area Specialization-Video Production (MMV)

VAT 171 Remote Production/Video Editing I.....	3
VAT 271 Remote Production/Video Editing II.....	3
VAT 301 Introduction to Video Graphics.....	3
SPE 245 The Mass Media	3
Total.....	12

**Advised Electives

8 Credits from:	
CIS 180 Introduction to the Internet.....	3
CIS 280 Advanced Internet	3
CIS 370 Database Driven Website Programming	3
CIS 380 Java Programming	3
CIS 482 Java Programming II	3
MMP 230 Interaction Design with Multimedia Programming.....	4
MMP 240 Web Design.....	3
MMP 260 Introduction to 2D Animation.....	3
MMP 280 Type in Motion	3
MMP 340 Content Development for the Web.....	3
MMP 401 Introduction to 3D Animation	
VAT 100 Intro. to Video Technology	2

Studio Drawing:

ART 164 Life Drawing.....	2
ART 301 Drawing I.....	2
ART 302 Drawing II.....	2

Studio Painting:

ART 171 Introduction to Painting.....	2
ART 271 Painting I.....	2
ART 371 Painting II.....	2

Studio Sculpture:

ART 181 Introduction to Sculpture.....	2
ART 281 Sculpture I.....	2
ART 381 Sculpture II.....	2

Studio Photography:

ART 234 Photography I.....	2
ART 334 Photography II.....	2
ART 454 Graphic Design II.....	2

Design:

ART 314 Advertising Design II.....	2
ART 324 Advertising Illustration II	2
ART 454 Graphic Design II.....	2

***Student will select electives that are most appropriate to their interests and specializations in consultation with a faculty advisor.*

Multimedia Art and Design students (MMA) are encouraged to develop proficiency in at least one additional studio art area, different from the one completed as part of the specialization requirement. A maximum of 4 studio art credits may be taken from among the program electives.

FOOTNOTES

1 Please note that MAT 012 or MAT 051 or exemption from Elementary Algebra is a prerequisite to MAT 150.

2 Choose from AST 110, BIO 110, CHE 110 and PHY 110, and PHY 400.

Nursing (NUR)

The Nursing Department (Accredited by the National League for Nursing Accrediting Commission, [NLNAC*] and registered by the New York State Education Department) offers a program that prepares students to become members of the health team, qualified to render effective nursing care in health service agencies and hospitals.

The program combines classroom work with observation and practice in actual health care facilities. In addition, students are trained to become competent nurses who assist those persons that are responsible for facilitating the maintenance of health, the improvement of health status, the prevention of illness, and the alleviation of suffering.

Upon successful completion of 65 credits, the Associate in Applied Science (A.A.S.) Degree is granted and students are eligible to take the New York State Licensure Examination for Registered Nurse (RN). Additionally, to qualify for a license as a registered professional nurse, applicants must be of good moral character and at least eighteen years of age. All applicants who have been found guilty of a crime and/or have pending criminal charges (felony or misdemeanor) must submit a letter to the Office of the Professions of New York State giving complete explanation. The applicant's eligibility for licensure will then be determined.

Admission Policy

All Pre-Clinical Nursing student records are compiled by the Pre-Clinical Nursing Coordinator and reviewed by the Department's Admissions/Recruitment/ Review Committee in order to determine eligibility into the Clinical Nursing Program. Students must meet the following criteria: Pass the ACT test in reading and writing, and the CUNY test in mathematics. Complete the Pre-Clinical Nursing Sequence with a minimum GPA of 2.5; the lowest acceptable grade in Pre-Clinical Nursing courses is "C". Pre-Clinical students must also maintain a minimum overall GPA of 2.5.

The department has a limit on the number of matriculants allowed in the clinical nursing sequence. While a Grade Point Average (GPA) of 2.5 in the Pre-Clinical Nursing Sequence and an overall Grade point Average of 2.5 are the minimum requirements for consideration of an application, these do not guarantee admission into the clinical nursing sequence. The stronger the group of applicants in any given semester, the higher GPA in the Pre-

Clinical Sequence and overall GPA are needed for admission. The Department accepts CUNY's policy in reference to the "F" and "C-" grade (policy adopted 9/1/90) for non-nursing courses. The "F" and "C-" policy does not apply to Nursing courses and the four Pre-Clinical Nursing courses (ENG 101, PSY 100, MAT 104 and BIO 425). Source: CUNY "F" grade policy (revised 9/1/94). Effective Spring 1995. Attain an overall College cumulative average of 2.5 minimum. This average includes grades for ALL courses applicable to the Nursing Curriculum taken at or transferred into BMCC BEFORE ADMISSION into the Clinical Nursing Sequence.

NOTE: Because of budgetary and space considerations, only a limited number of qualified students are admitted into the Borough of Manhattan Community College's Nursing Program. Students with the higher ranking in both Pre-Clinical Nursing Sequence GPA and overall GPA will be selected for admission into the Clinical Nursing Program. Due to limited seat availability, any Pre-Clinical Nursing student who is eligible to enter the Nursing Program may be required to wait one to three semesters before beginning the Clinical Nursing sequence. However, the college does not guarantee entry into the program.

Requirements and Selection Policies

Requirements for Admission into the Clinical Nursing Sequence (NUR): All Pre-Clinical student records are compiled by the Pre-Clinical Coordinator and reviewed by the Department's Admissions/Recruitment/Review Committee in order to determine eligibility for the Clinical Nursing Sequence. Students must meet the following criteria:

- Pass the ACT test in reading and writing, and the CUNY test in mathematics.
 - Complete the Pre-Clinical Nursing Sequence with a minimum GPA of 2.5; the lowest acceptable grade in Pre-Clinical Nursing courses is "C". The Department accepts CUNY's policy in reference to the "F" and "C-" grade (policy adopted 9/1/90) for non-nursing courses. The "F" and "C-" policy does not apply to the Nursing courses and the four Pre-Clinical Nursing courses (ENG 101, PSY 100, MAT 104, and BIO 425).
- SOURCE:** CUNY's "F" grade policy (revised 9/1/94). Effective Spring 1995.
- Maintain an overall GPA of 2.5. This average includes grades for all courses applicable to the nursing curriculum taken at or transferred into BMCC before admission into the Clinical Nursing Sequence.

NOTE: The department has a limit on the number of matriculants allowed in the clinical nursing sequence. While a Pre-Clinical Nursing Sequence GPA and an overall GPA of 2.5 is the minimum requirement for consideration of an application, IT DOES NOT GUARANTEE ADMISSION INTO THE CLINICAL NURSING SEQUENCE. The stronger the group of applicants in any given semester, the higher the GPA needed for admission.

Progression Policy

- All clinical students must maintain a cumulative GPA of 2.0 or better in order to

remain in the Nursing Program. Students who pass a nursing course, but whose overall (cumulative) GPA falls below 2.0 may not advance to the next semester. Non-nursing course grades are computed into the cumulative GPA every semester.

- The clinical laboratory is an integral part of the Clinical Nursing Sequence. Clinical nursing students must pass the clinical laboratory segment and attain a minimum grade of "C" (73-76%) in departmental course examinations.
- Students must pass both clinical and classroom components. Failure to pass in either area constitutes a failure in the course. Students who earn an "NC" grade (excluding NUR 112) may be eligible to repeat the course the following semester depending upon the availability of seats and the student's cumulative GPA.

Repeat/Withdrawal Policy

Clinical nursing students may not repeat NUR 112. After NUR 112, students may repeat only once one of the following nursing courses: NUR 211, NUR 313, NUR 411, NUR 415 (depending upon availability of seats and the student's cumulative GPA). Students repeating a nursing course are required to earn a grade of "C+" (77-79%) in order to pass the course. If after repeating the one allowed nursing course, the student receives a grade of less than "C+", the student receives the grade earned, but is automatically ineligible to continue in the Nursing Program.

Clinical nursing students may withdraw only once from NUR 112 and be eligible to apply for re-entry into the Nursing Program. Students who withdraw twice from NUR 112 are ineligible to apply for re-entry into the Nursing Program. After NUR 112, students may withdraw only once from the Nursing Program and be eligible to apply for re-entry into the Nursing Program. Students who withdraw from one nursing course twice or who withdraw from two nursing courses following NUR 112 are automatically out of the Nursing Program. Enrollment or re-entry depends upon availability of seats and students cumulative GPA.

Transfer Students

- Students who received transfer credit in one or more of the pre-clinical nursing courses (ENG 101, PSY 100, BIO 425) have the option to request *one time only during the first semester of enrollment* the removal of transfer credit in one or more of the pre-clinical nursing courses. Students must first see the pre-clinical Academic Advisor in the nursing department (S759) to be advised regarding the current pre-clinical index (PCI) and grade point average (GPA) for entrance into the clinical

nursing program. Students may then make the request for removal of transfer credit in the pre-clinical nursing courses in the Admissions Office (S300). The decision to remove transfer credit in pre-clinical nursing courses is not reversible. *The New York State Tuition Assistance Program (TAP) may not cover a repeated pre-clinical nursing course.*

- Transfer students are held to the same criteria as all other students applying to the Nursing Program. (Thus, the inclusion of grades earned in the Pre-Clinical Nursing courses ensures equal standing among all students applying for admission into Clinical Nursing.) Transfer students must ensure that the BMCC Office of Admissions has accepted their transfer credits. Students who are requesting credit to be applied to the Nursing curriculum must also submit transcripts from former colleges to the Pre-Clinical Nursing Coordinator in the Department of Nursing.
- Transfer grades in English 101, Psychology 100, and Anatomy and Physiology 1 will be computed into the Pre-Clinical Nursing index. A transferred grade of "C" in all three courses will make the student automatically ineligible for entry into the Nursing Program.
- The college will grant credit for ENG 101 to students who receive a score of 4 or 5 on Advance Placement (AP) in English. However, the nursing department cannot accept ENG 101 without a letter grade of "C" or better, since the department computes the letter grade into the Pre-Clinical Index (PCI) as part of the criteria for determining the eligibility for the Clinical Nursing Sequence.
- A grade of "D" is not transferable into the Nursing Program, although it is transferable into the College. Therefore, if a grade of "D" in a Pre-Clinical Nursing course is transferred into the College for credit, the student is automatically ineligible for entry into the Nursing Program.

Re-Entry Policy

To be considered for re-entry, students must submit a written request to the Nursing Department Chairperson by May 1st for the Fall semester and by December 1st for the Spring semester. Students who have not enrolled in Clinical Nursing for more than one semester must meet regular departmental requirements; have a current cumulative GPA of 2.0 or better; take and pass (with a grade of 73% or above) a comprehensive final examination in each nursing course previously successfully completed; and take and pass the skills practicum for each nursing course previously successfully completed. Student may take these exams and skills practicums

Degree Programs

OFFICE AUTOMATION

only twice. Students who have not enrolled in the Nursing Program for more than five years are ineligible for re-entry into the Program. The College does not guarantee re-entry into the Nursing Program.

Change of Curriculum Policy

The following is the current policy of the nursing Department regarding a change of curriculum into nursing for students enrolled in another major:

- All remedial requirements must be completed before a change of curriculum into nursing will be considered by the nursing Department.
- A change of curriculum into nursing is based on the competitive average in the Pre-Clinical Index (PCI) in the four pre-clinical nursing courses (ENG 104, PSY 100, MAT 104, and BIO 425) and in the Grade Point Average (GPA) for admission into the Day and Evening/Weekend Clinical Nursing programs, respectively.
- The competitive average in the PCI/GPA is determined by the previous academic year's PCI/GPA average for admission.
- A student must be enrolled one semester in pre-clinical nursing before applying for clinical nursing.

Employment Opportunities in Nursing

Currently local and national health care agencies are hiring new graduates for employment in variety of clinical specialties. Many agencies offer intensive orientation programs to develop nursing skills and assure competency.

Termination Policy

The Department of Nursing's guidelines for student behavior are consistent with that of the College. Students are expected to adhere to the Code for Nurses and demonstrate professional behavior.

Students who do not adhere to departmental policies may be subject to formal disciplinary procedures as outlined in Articles 15.3 to 15.5 of the Board of Trustees' CUNY Bylaws.

Part-time Evening/Weekend Nursing Program

Borough of Manhattan Community College has established an evening/weekend Associate Degree in Nursing Program for part-time students. The BMCC program is designed to be completed by the part-time student in three years and will articulate completely with the RN/Baccalaureate Degree in Nursing Program at Medgar Evers College.

This program is intended to fulfill goals and aspirations of a large segment of New York City residents who have been denied access into nursing degree programs in the City University due to financial and/or family obligations that require them to engage in full-time employment during the day hours.

All students in the Evening/Weekend Nursing Program must complete the four preclinical requirements plus BIO 426, BIO 420, and PSY 240 before beginning this clinical nursing sequence.

All students interested in nursing must see the Pre-Clinical Nursing Academic Advisor.

NOTE: Applicants for admission to the Nursing Program will be required to meet the physical and mental health standards set forth by the College and affiliating agencies. All students are required to show proof of physical examination for clinical placement, per New York State Department of Health requirements for hospital personnel. All students must show proof of current malpractice insurance for one to three million dollars.

The NLNAC is located at 61 Broadway
33rd Floor New York, NY 10006
(212) 363-5555 ext. 153 or (800) 669-1656 ext. 153

Pre-Clinical Requirements

ENG 101 English Composition I	3
MAT 104 Mathematics for Health Science ^{1,2}	3
PSY 100 Introduction to Psychology	3
BIO 425 Anatomy & Physiology I ^{3,4}	4
Total Pre-Clinical Credits	13

General Requirements

BIO 426 Anatomy & Physiology II ^{3,4}	4
BIO 420 Microbiology ^{3,4}	4
ENG 201 English Composition II	3
PSY 240 Developmental Psychology	3
OR	
SOC 100 Introduction to Sociology	3
SPE 100 Fundamentals of Speech ⁵	3
XXX xxx General Elective	2
Total General Credits	19

Curriculum Requirements

NUR 112 Nursing Process Level I Fundamentals of Patient Care	8
NUR 211 Nursing Process Level II Obstetrical & Psychiatric Care	8
NUR 313 Nursing Process Level III Pediatric & Basic Medical Surgical Care	8
NUR 411 Nursing Process Level IV Medical Surgical Nursing	8
NUR 415 Nursing Today & Tomorrow	1
Total Curriculum Credits	33
Total Program Credits	65

FOOTNOTES

- Please note that MAT 012 or MAT 051 or exemption from Elementary Algebra is a prerequisite for MAT 104.
- No Pharmacology course (dosage and calculation preparation and administration of medications) is equivalent to MAT 104.
- Please note that General Chemistry (CHE 121) is a prerequisite for BIO 425, BIO 426 and BIO 420.
- All students in the Evening/Weekend Nursing Program must complete BIO 425, BIO 426, and BIO 420 before beginning the clinical nursing sequence.
- For students, whose first language is not English, SPE 102 will satisfy this requirement.

Office Automation Certificate Program (OAC)

The Office Automation Certificate Program has been designed for individuals who are currently employed in an office and need retraining or who need to upgrade their skills because of the impact of technology. The program is also geared for individuals entering the job market for the first time. Training in this program involves a comprehensive plan of study that endows the individuals with marketable skills for employment in a relatively short period of time. The program offers the individual a career path in the area of technology. The courses in this program are college credit bearing and can "seamlessly" be applied toward the Office Automation or Office Operations Associate in Applied Science degree.

General Requirements

ENG 101 English Composition	3
Total General Credits	3

Curriculum Requirements

OFF 101 Office Skills & Machine Transcription ..	4
OFF 220 Text Processing I	4
OFF 320 Text Processing II	2
OFF 322 Advanced Text Processing Functions ..	2
OFF 422 Text Processing III	2
OFF 430 OIS Supervision	2
One course selected from the following: (dependent on typing ability)	2
OFF 110 Keyboarding	
OFF 210 Formatting	
One course from the following:	3
OFF 215 Communications for the Office	
OFF 330 Automated Office Administration	
Total Curriculum Credits	21
Electives	
Liberal Arts ¹	3
Business Elective ²	3
Total	6
Total Certificate Credits	30

FOOTNOTES

- Choose from Music or Art or Social Science
- Choose from BUS 110 or BUS 104 or BUS 200

Office Automation (OAP)

The Office Automation program is designed for students who wish to obtain a degree and gain excellent working knowledge of text processing equipment.

General Requirements

ENG 101 English Composition I	3
ENG 201 English Composition II	3
HED 100 Health Education	2

Degree Programs

OFFICE OPERATIONS • PARAMEDIC

MAT 150	Introduction to Statistics ¹	4
SPE 100	Fundamentals of Speech ²	3
XXX xxx	Science ³	4
XXX xxx	Liberal Arts Elective ⁴	3-4
Total General Credits		22-23

Curriculum Requirements

OFF 110	Keyboarding	2
OFF 101	Office Skills & Machine Transcription	4
OFF 215	Communications for the Office	3
OFF 220	Text Processing I	4
OFF 320	Text Processing II	2
OFF 322	Advanced Text Processing Functions	2
OFF 330	Automated Office Administration	3
OFF 422	Text Processing III	2
OFF 430	OIS Supervision	2
ACC 122	Accounting Principles I	4
BUS 110	Business Law	3
BUS 104	Introduction to Business	3
	OR	
BUS 200	Business Organization and Management	3
CED 201	Career Planning	2
	AND	
CED 351	Office Administration Internship I	2
Total Curriculum Credits		38
Total Program Credits		60

FOOTNOTES

- 1 Please note that MAT 012 or MAT 051 or exemption from Elementary Algebra is a prerequisite for MAT 150.
- 2 For students whose first language is not English, SPE 102 will also satisfy this requirement.
- 3 Choose from AST 110, BIO 110, CHE 110 or PHY 110.
- 4 Choose Music or Art or Social Science.

Office Operations (OOA)

Students who choose Office Operations may select executive, legal, or education course offerings. Students who choose the Education course offerings are eligible to take the New York City School Secretary examination and to seek employment as secretaries to administrators in educational agencies and schools. The legal course offerings are ideal for those who wish to work as secretaries in legal departments or in executive law offices. Students who wish to work as administrative or supervising secretaries in government agencies as well as in private industry should consider taking the Executive Secretary course offerings.

General Requirements

ENG 101	English Composition I	3
ENG 201	English Composition II	3
HED 100	Health Education	2
MAT 150	Introduction to Statistics ¹	4
SPE 100	Fundamentals of Speech ²	3
XXX xxx	Music or Art ³	2
XXX xxx	Science ⁴	4
XXX xxx	Social Science Elective ⁵	3
Total General Credits		24

Curriculum Requirements

OFF 101	Office Skills & Machine Transcription	4
OFF 110	Keyboarding	2
OFF 202	Advanced Office Skills & Transcription Development	2
OFF 210	Formatting	2
OFF 215	Communications for the Office	3
OFF 220	Text Processing I	4
OFF 320	Text Processing II	2
OFF xxx	Departmental Electives ⁶	9
BUS 104	Introduction to Business Administration	3
	OR	
BUS 200	Business Organization & Management	3
CED 201	Career Planning	2
	OR	
CED 351	Office Administration Internship I	2
XXX xxx	Program Elective ⁷	3-4
Total Curriculum Credits		36-37
Total Program Credits		60

FOOTNOTES

- 1 Please note that MAT 012, or MAT 051 or exemption from Elementary Algebra is a prerequisite for MAT 150.
- 2 For students whose first language is not English, SPE 102 will also satisfy this requirement.
- 3 Note: Some Music courses are one credit. A total of two credits is required.
- 4 Choose from AST 110, BIO 110, CHE 110, or PHY 110.
- 5 Choose one course in anthropology, economics, geography, history, philosophy, political science, psychology, sociology, or any Ethnic Studies social science course.
- 6 In consultation with a faculty advisor in the Office Administration Department, students will determine the appropriate electives.
- 7 Choose from ACC 122, BUS 110, or CIS 100.

Paramedic Program (EMC)

The Paramedic Program, administered by the Allied Health Sciences Department provides the knowledge and skills necessary for graduates to function in advanced pre-hospital care. The curriculum follows the guidelines established by the Commission on Accreditation of Allied Health Educational Programs, as well as those of the New York State Department of Health, Bureau of Emergency Medical Services.

PROGRAM POLICY: In order to maintain eligibility in the program, students must attain an average of "C" or better in all EMC-courses. Students who fail any course must repeat the entire program. Students who have been academically dismissed must attain a Grade Point Average (GPA) of 2.0 or better in order to re-enter the Paramedic Program.

Upon successful completion of the two-year curriculum, students will be awarded the Associate in Applied Science degree. Upon completion of the Paramedic portion of the program, students will be eligible to take the New York City Medical Advisory Committee

(MAC) Certification Examination, the National Registry of EMT/Paramedics Certification Examination, Basic Cardiac Life Support Certification, and Advanced Cardiac Life Support Certification.

Advanced standing status will be considered. New York State Licensed Paramedics are granted advanced academic standing and have the opportunity to complete the liberal arts and sciences sequence and earn the A.A.S. degree.

NOTE: Admission to the Paramedic sequence occurs in September only. All students must complete any remedial requirements prior to admission to the Paramedic sequence. All students are required to show proof of physical examination, per New York State Department of Health requirements for hospital personnel. All students must be currently licensed New York State EMT's and have a GPA of 2.0 or better.

General Requirements

ENG 101	English Composition I	3
ENG 201	English Composition II	3
MAT 104	Mathematics for Health Sciences ¹	3
SPE 100	Fundamentals of Speech ²	3
Total General Credits		12

Curriculum Requirements

EMC 101	Emergency Medical Care/ Paramedic I ³	6
EMC 102	Emergency Medical Care/ Paramedic II	6
EMC 201	Emergency Medical Care/ Paramedic III	6
EMC 202	Emergency Medical Care/ Paramedic IV	6
EMC 301	Emergency Medical Care/ Paramedic Clinical Internship I ⁴	1
EMC 302	Emergency Medical Care/ Paramedic Clinical Internship II ⁴	2
EMC 303	Emergency Medical Care/ Paramedic Clinical Internship III ⁴	3
BIO 425	Anatomy and Physiology I	4
BIO 426	Anatomy and Physiology II	4
CHE 118	Fundamentals of Chemistry	4
XXX xxx	Elective	
	OR	
EMC 100	Emergency Medical Care	3-4
PSY 100	General Psychology	3
Total Curriculum Credits		48-49
Total Program Credits		60-61

FOOTNOTES

- 1 Please note that MAT 012 or MAT 051 or exemption from Elementary Algebra is a prerequisite for MAT 104.
- 2 For students whose first language is not English, SPE 102 will satisfy this requirement.
- 3 All students must be New York State Certified as Emergency Medical Technician/Ambulance prior to entering into the Emergency Medical Care/Paramedic sequence. If an applicant is not certified, he/she must satisfactorily complete EMC 100, Emergency Medical Care.
- 4 Students enrolled in clinical field work course are required to obtain liability insurance. Moderate group rates are available. Students are responsible for their own transportation expenses when fulfilling clinical practice requirements. Students receive no monetary compensation when fulfilling clinical practice requirements.

Degree Programs

RESPIRATORY THERAPY • SCIENCE • SMALL BUSINESS/ENTREPRENEURSHIP

Respiratory Therapy (RTT)

The Respiratory Therapy Program, administered by the Allied Health Sciences Department (see pp. 35) for course descriptions), provides students with the necessary skills and experience to become competent respiratory therapists. Students receive specialized training in the clinical care of patients with cardio-respiratory problems. Upon completing the requirements listed below, students receive the Associate in Applied Science (A.A.S.) degree and are eligible to take the Certification and Registry Examinations given by the National Board for Respiratory Care, Inc.

Program Policies: In order to maintain eligibility in the program, students must attain an average of "C" or better in all RTT courses. Students who fail any Respiratory Therapy course may repeat such course only once. Students who have been academically dismissed must attain a Grade Point Average (GPA) of 2.0 or above in order to re-enter the Respiratory Therapy program. BMCC students wishing to transfer into Respiratory Therapy must also have attained a GPA of 2.0 or above.

NOTE: Admission to the RTT sequence occurs in September only. All students must complete any remedial requirements prior to admission to the RTT sequence. All students are required to show proof of physical examination, per New York State Department of Health requirements for hospital personnel.

General Requirements

ENG 101 English Composition I	3
ENG 201 English Composition II	3
MAT 109 Mathematics for Respiratory Therapy ¹	3
Total General Credits.....	9

Curriculum Requirements

RTT 100 Fundamentals of Respiratory Therapy ..4	
RTT 101 Introduction to Respiratory Therapy Equipment.....	1
RTT 201 Respiratory Therapy I.....	4
RTT 202 Respiratory Therapy Clinical Practicum I ²	3
RTT 210 Respiratory Therapy Summer Clinical Practicum ²	6
RTT 301 Respiratory Therapy II.....	3
RTT 302 Respiratory Therapy Clinical Practicum II ²	4
RTT 310 Cardio-Respiratory Physiology	2
RTT 320 Pulmonary Function Testing	2
RTT 401 Respiratory Therapy III	3
RTT 403 Respiratory Therapy Clinical Practicum III ²	4
RTT 410 Fundamentals of Clinical Medicine	2
BIO 420 Microbiology.....	4
BIO 425 Anatomy and Physiology I.....	4

BIO 426 Anatomy and Physiology II.....	4
CHE 118 Fundamentals of Chemistry.....	4
PHY 110 General Physics	4
PSY 100 General Psychology.....	3
SCI 530 Pharmacology.....	3
Total Curriculum Credits.....	64
Total Program Credits.....	73

FOOTNOTES

¹ Please note that MAT 012, or MAT 051, or exemption from Elementary Algebra is a prerequisite for MAT 109.

² Students enrolled in clinical field work courses are required to obtain liability insurance. Moderate group rates are available. Students are responsible for their own transportation expenses when fulfilling clinical practice requirements. Students receive no monetary compensation when fulfilling clinical practice requirements.

Science (SCI)

The Department of Science offers a Science program leading to an Associate in Science (A.S.) degree. This program is appropriate for students whose education goals require a Bachelor's Degree in a basic or applied science, or students who desire a background in science for a health profession education.

General Requirements

ENG 101 English Composition I	3
ENG 201 English Composition II	3
SPE 100 Fundamentals Speech ¹	3
XXX xxx Social Science Electives ²	6
HED 100 Health Education.....	2
MUS 110 Introduction to Music	2
OR	
ART 110 Art Survey.....	2
MAT 206 Mathematical Foundations of Calculus ³	4
XXX xxx Modern Foreign Language ⁴	6-8
Total General Credits.....	29-31

Program Requirements

(Choose two of these three introductory science course sequences⁵)

BIO 210 Biology I	4
AND	
BIO 220 Biology II	4
CHE 201 College Chemistry I.....	4
AND	
CHE 202 College Chemistry II.....	4
PHY 210 Physics I ⁶	4
AND	
PHY 220 Physics II ⁶	4
Total Program Credits.....	16

Program Electives

(Select 15 credits from the courses listed)

BIO 210 Biology I	4
AND	
BIO 220 Biology II.....	4
CHE 201 College Chemistry I.....	4
AND	
CHE 202 College Chemistry II.....	4
PHY 210 Physics I ⁶	4
AND	
PHY 220 Physics II ⁶	4
BIO 230 Principles of Microbiology.....	4

BIO 240 Genetics	4
CHE 120 Fundamentals of Organic Chemistry ⁷ ..4	
CHE 230 Organic Chemistry I ⁷	5
AND	
CHE 240 Organic Chemistry II	5
MAT 301 Analytic Geometry & Calculus I.....	4
AND	
MAT 302 Analytic Geometry & Calculus II.....	4
PHY 240 Modern Physics.....	4
SCI 120 Computer Methods in Science	4
SCI 140 Introduction to Microprocessors	4
SCI 430 Scientific Instrumentation.....	4
Total Curriculum Credits.....	15
Total Program Credits.....	60

FOOTNOTES

¹ For students whose first language is not English, SPE 102 will also satisfy this requirement.

² Choose from anthropology, economics, geography, history, philosophy, political science, psychology, sociology, or any Ethnic Studies social science course.

³ MAT 301 may be substituted for MAT 206. MAT 056 is a prerequisite for MAT 206.

⁴ A two-semester sequence in the same language is required. For students who are native speakers of Chinese, French, Italian, or Spanish, testing and placement by the Modern Language Department is required.

⁵ The third introductory science course sequence may be taken as a program elective.

⁶ PHY 215-PHY 225 may be substituted for PHY 210-PHY 220.

⁷ Degree credit will not be granted for both CHE 120 and CHE 230.

Small Business/Entrepreneurship (SBE)

The Small Business/Entrepreneurship program is a two-year program leading to the Associate in Applied Science (A.A.S.) degree. The program is designed to prepare students with the necessary skills to start their own business or to be a successful employee of a small business. The program features four courses specifically designed to help students begin their own business.

General Requirements

ENG 101 English Composition I	3
ENG 201 English Composition II	3
HED 100 Health Education.....	2
MAT 150 Introduction to Statistics ¹	4
OR	
MAT 200 Introduction to Discrete Mathematics ¹ ..4	
OR	
MAT 206 Mathematical Foundations for Calculus ¹	4
ECO 201 Macroeconomics ⁴	3
OR	
ECO 202 Macroeconomics ⁵	3
SPE 100 Fundamentals Speech ²	3
XXX xxx Science ³	4
Total General Credits.....	22

Degree Programs

THEATRE • VIDEO ARTS AND TECHNOLOGY

Video Arts and Technology (VAT)

The Video Arts and Technology Program, administered by the Speech, Communications and Theatre Arts Department, provides a dynamic education in video, audio and television production. The program prepares students for positions in the entertainment industry, electronic journalism, audiovisual production companies, broadcast and cable networks, and corporate communications departments. It combines extensive hands-on experience with theoretical coursework in a comprehensive academic program.

VAT students work in a digital environment in BMCC's state of the art television studios, audio studio, and postproduction laboratories. Students learn the entire process for creating professional video and audio programs from writing a script and creating a budget, to shooting a scene and editing a final cut. All VAT students do an internship at a professional media facility.

Upon successful completion of the requirements listed below, students earn an Associate in Applied Science (A.A.S.) degree. Most courses in the Video Arts and Technology program (VAT courses) are restricted to students enrolled in the program.

General Requirements

ENG 101	English Composition I	3
ENG 201	English Composition II	3
HED 100	Health Education	2
MAT 100	Fundamentals of Mathematics ¹	4
	OR	
MAT 150	Introduction to Statistics ¹	4
SPE 100	Fundamentals of Speech ²	3
XXX xxx	Social Science Elective ³	3
PHY 110	General Physics	4
	OR	
PHY 400	Physics of Music	4
XXX xxx	Music or Art Elective	2
Total General Credits		24

Curriculum Requirements

VAT 100	Introduction to Video Technology	2
VAT 152	Introduction to Media Applications	3
VAT 151	Script to Screen	3
VAT xxx	Program Elective ⁴	3
BUS 200	Business Organization and Management	3
SPE 245	Mass Media	3
	OR	
SPE 240	Interpersonal Communications	3
CED 371	Video/Audio Internship	2
CED 201	Career Planning	2
CIS 100	Introduction to Computer Applications	3
	OR	
MMP 100	Introduction to Multimedia	3
Total		24
Area Specialization*		12
Total Program Credits		60

Curriculum Requirements

BUS 104	Introduction to Business	3
BUS 110	Business Law	3
BUS 150	Business Communication ⁶	3
BUS 210	Business Methods ⁷	3
ACC 122	Accounting Principles I	4
CED 365	Small Business Entrepreneurship	2
CIS 100	Computer Applications	3
CIS 200	Introduction to Information Systems and Technologies	3
FNB 100	Introduction to Finance ⁴	3
	OR	
MAR 100	Introduction to Marketing	3
SBE 100	Product & Service Creation	3
SBE 200	International Trade & Export	3
SBE 300	Independent Research in Small Business	2
SBE 400	Small Business Management	3
Total Curriculum Credits		38
Total Program Credits		60

FOOTNOTES

- ¹ Please note that MAT 012, or MAT 051, or exemption from Elementary Algebra is a prerequisite for MAT 150. Intermediate Algebra (MAT 056) is a prerequisite for MAT 200 and MAT 206.
- ² For students whose first language is not English, SPE 102 will also satisfy this requirement.
- ³ Choose from AST 110, BIO 110, CHE 110, or PHY 110.
- ⁴ This course has a prerequisite of MAT 012 or MAT 051 or exemption from Elementary Algebra.
- ⁵ This course has a prerequisite of MAT 056 or exemption from Intermediate Algebra and Trigonometry.
- ⁶ Speak with a departmental advisor about departmental prerequisites for this class.
- ⁷ This course has a prerequisite of MAT 150 and MAT 200 or MAT 206.

Theatre (THE)

The Theatre Program at BMCC offers a competitive edge to students who are considering a career in the entertainment field as well as for students who want to continue their education toward a baccalaureate degree at a four-year college.

The program provides hands-on experience in all aspects of play production. Students study acting, technical theatre, and theatre history. They produce a play, taking it from the page to performance. Electives explore areas such as playwriting or acting for the camera. In addition, students can gain experience in theatre management through internships.

BMCC Theatre students graduate with an Associate in Science degree (A.S.), a solid foundation in the liberal arts, and with real life experience in the theatre. The program's focus on teamwork, organization, and creativity prepares graduates for careers in many fields, including theatre, film, television, and education.

General Requirements

ENG 101	English Composition I	3
	AND	
ENG 201	English Composition II	3
	OR	
ENG 121	English Composition I and II, in Tandem	6
ENG 391	World Literature I (or other ENG 3XX)	3
HED 100	Health Education	2
MAT 100	Fundamentals of Math ¹	4
	OR	
MAT 150	Introduction to Statistics ¹	4
	OR	
MAT 206	Foundations of Calculus ¹	4
BIO 110	General Biology	4
	OR	
CHE 110	General Chemistry	4
	OR	
AST 110	General Astronomy	4
HIS 102	Western Civilization (Modern) (or other SOC)	3
ART 110	Art Survey I (or MUS 110)	2
SPE 100	Fundamentals of Speech ²	3
XXX xxx	General Elective	3
Total General Requirements		30

Curriculum Requirements

THE 100	Introduction to Theatre	3
THE 110	Acting I	3
THE 115	Voice and Movement for the Actor	1
THE 121	Elements of Production	3
THE 125	Production Practicum I	1
THE 220	Page-to-Stage	3
THE 300	History of Theatre	3
ART XXX or MUS XXX or DAN XXX		1
CIS 100	Computer Applications	3
Total Curriculum Credits		21

Electives..... 9

(Choose 9 Credits. Must choose either ENG 373 or ENG 315.)

ENG 373	Introduction to Shakespeare	3
	OR	
ENG 315	Playwriting	3
THE 210	Acting II	3
THE 258	Theatre Externship	3
THE 280	Acting for the Camera	3
THE 126	Production Practicum II	1
THE 127	Production Practicum III	1
THE 128	Production Practicum IV	1
SPE 103	Voice and Diction	3
SPE 245	Mass Media	3
Total Program Credits		60

FOOTNOTES

- ¹ Please note that MAT 012 or MAT 051 or exemption from Elementary Algebra is a prerequisite to MAT 100 and MAT 150. Intermediate Algebra (MAT 056) is a prerequisite to MAT 206.
- ² For students whose first language is not English, SPE 102 will also satisfy this requirement.

Degree Programs

WRITING AND LITERATURE

*Area Specialization – Video

Choose 4 of the following:

VAT 161	TV Studio Production I	3
VAT 261	TV Studio Production II	3
VAT 165	Sound for Performance/Dig. Media I	3
VAT 265	Sound for Performance/Dig. Media II	3
VAT 171	Remote Production/Video Editing I	3
VAT 271	Remote Production/Video Editing II	3
Total		12

*Area Specialization – Audio

PHY 400	Physics of Music	4
VAT 165	Sound for Theatre & TV I	3
VAT 265	Sound for Theatre & TV II	3
XXX xxx	Music Elective ⁵	2
MMP 100	Introduction to Multimedia	3
Total		15

FOOTNOTES

¹ Please note that MAT 012 or MAT 051 or exemption from Elementary Algebra is a prerequisite for MAT 100 or MAT 150.

² For students whose first language is not English, SPE 102 will also satisfy this requirement.

³ Choose one course from anthropology, economics, geography, history, philosophy, political science, psychology, sociology or any Ethnic Studies social science course.

⁴ Choose from VAT300, VAT 301, VAT 302, VAT 306, VAT/ MMP 401.

⁵ Note: Some MUS courses are one credit. A total of at least two credits is required.

Writing and Literature (ENG)

The English Department offers an A.A. degree in Writing and Literature. The program is designed for students who wish to major or minor in English at four-year colleges and are considering careers demanding special proficiency in writing and reading, such as journalism, creative writing, professional writing, or teaching English. The Writing and Literature Program may also benefit students who wish to pursue majors other than English but intend to enter professions, such as law or business, in which advanced literacy and writing ability are valuable. Students in the program will receive the first two years of a broad liberal arts education with special attention to their development as writers and to their knowledge of literature.

General Requirements

ENG 101	English Composition I	3
	AND	
ENG 201	English Composition II	3
	OR	
ENG 121	English Composition I and II, in Tandem	6
HED 100	Health Education	2
MAT xxx	(Choose from MAT 100, 150, 160, 200, 206 or 301) ¹	4
SPE 100	Fundamentals of Speech ²	3
XXX xxx	Modern Foreign Language ³	6-8
XXX xxx	Music or Art ⁴	2
XXX xxx	Science ⁵	4

HIS 101	Western Civilization (Early)	3
	OR	
HIS 102	Western Civilization (Modern)	3
	OR	
HIS 120	American History (Early)	3
	OR	
HIS 125	American History (Modern)	3
SOC 100	Introduction to Sociology	3
	OR	
GEO 100	Introduction to Human Geography	3
	OR	
POL 100	American Government	3
	OR	
ECO 100	Introduction to Economics	3
PSY 100	General Psychology	3
	OR	
PHI 100	Philosophy	3
	OR	
ANT 100	Introduction to Anthropology	3
XXX xxx	General Electives	6
Total General Credits		42-44

Curriculum Requirements

Writing Courses	6
(Choose 2 of the following:)	
ENG 303	Journalism: News Writing
ENG 304	Journalism: Feature Writing
ENG 311	Creative Writing Workshop
ENG 314	Advanced Composition
ENG 315	Playwriting
ENG 335	Autobiography
Literature Courses	6
Survey, Period, Genre, or Major Author	
(Choose 2 of the following:)	
ENG 322	Fiction into Film
ENG 332	The Art of the Detective Story
ENG 333	The Short Story
ENG 334	Children's Literature
ENG 337	Science Fiction
ENG 345	Modern Poetry
ENG 358	Contemporary Urban Writers
ENG 371	English Literature I
ENG 372	English Literature II
ENG 373	Introduction to Shakespeare
ENG 381	American Literature I
ENG 382	American Literature II
ENG 383	The American Novel
ENG 384	Modern American Theatre
ENG 391	World Literature I
ENG 392	World Literature II
ENG 394	Modern European Novel

Course in Ethnic Literature or Women Writers	3
(Choose 1 of the following:)	
ASN 339/	
ENG 339	Asian-American Writers
AFN 321	African-American Writing
AFN 322	Contemporary Black Writers
AFN 335	History of Black Theatre
ENG 336	Postcolonial Literature
AFN 338	Black Literature of the Caribbean
ENG/	
LAT 338	Latino/a Literature in the United States
ENG 353	Women in Literature
Communications and Theatre Arts	3

Course in Computer Keyboarding, the Internet, Film, Speech, Business Communications, or Mass Media. (Choose 1 of the following:)	
BUS 150	Business Communications
VAT 150	Introduction to Corporate Media Applications
CIS 100	Introduction to Computer Applications
CIS 180	Introduction to the Internet
ENG 321	Introduction to Film
OFF 111	Computer Keyboarding
OFF 221	Word Processing Software
SPE 120	Public Speaking
SPE 200	Voice and Diction
SPE 240	Interpersonal Communication
SPE 245	The Mass Media
Total Curriculum Credits	18
Total Program Credits	60

FOOTNOTES

¹ MAT 012 and MAT 051 or exemption from Elementary Algebra is a prerequisite for MAT 100 and MAT 150. Intermediate Algebra (MAT 056) is a prerequisite for MAT 200 and MAT 206.

² For students whose first language is not English, SPE 102 will also satisfy the requirement.

³ A two-semester sequence in the same language is required. For students who are native speakers of Chinese, French, Italian, or Spanish, testing and placement by the Modern Language Department is required.

⁴ Some Music courses are one credit. A total of two credits is required.

⁵ Choose from AST 110, BIO 110, CHE 110, and PHY 110.



Course Descriptions



Accounting

Room S610, Telephone: (212) 220-8185

The Accounting curriculum is designed to prepare BMCC graduates for jobs in that field. Students may also continue their studies at a four-year college. Students should be aware that job and advancement opportunities in Accounting are usually limited for those who do not intend to continue their Accounting education after graduating from BMCC. For the curriculum in Accounting leading to the Associate in Applied Science (A.A.S.) degree, see pp. 19.

Chairperson: Yvonne Phang

Deputy Chairperson: Sidney Askew

Professors: Lloyd Carroll, Stanley Chu, Yvonne Phang, Manuel Hernandez, Frank Navas, Josh Wolfson

Associate Professors: Harry Kleinman, David Knight,

Assistant Professors: Sidney Askew, Wilbert Donnay, Angela Jervis, Harvey K. Man, Connett Powell

Adjunct Faculty: There are approximately twenty adjuncts in the department.

Accounting Principles I

ACC 122

4 crs. 4 hrs.

The course covers the fundamental principles of accounting and the practical use of accounting tools and techniques. Topics covered include the definition and scope of accounting, accounting records and processes, books of original and subsequent entry, work sheets, adjusting and closing entries, accounting for cash, accounting for negotiable instruments, and accounting for plant assets. An investigation is made of accounting for service businesses and trading concerns.

Accounting Principles II

ACC 222

4 crs. 4 hrs.

This continuation of Accounting I progresses from elementary to more advanced accounting concepts and conventions, including the use of accounting data in managerial decision making. Among topics covered are voucher system, partnership accounting, payroll preparation and taxes, and accounting for corporations. Study is made of accounting involved in the interpretation of financial statements, budgetary control, statement of cash flows, and management reports and analyses.

Prerequisite: ACC 122

Accounting Applications on Microcomputers

ACC 321

3 crs. 4 hrs.

This course provides accounting students with the opportunity to solve accounting problems through the use of microcomputers. Areas in which students will prepare computerized accounting records and reports include journals, ledgers, trial balance, accounts receivable, accounts payable, and payroll. The course will introduce students to basic accounting documentation, and processing flowcharts of different accounting functions.

Prerequisites: ACC 222, CIS 100

Intermediate Accounting I

ACC 330

3 crs. 4 hrs.

The course begins with a review of the accounting process. Topics covered include balance sheet presentation, the time value of money, accounting for cash, receivables, inventory cost and valuation procedures, plant and equipment accounting, including acquisition use, retirement and special valuation problems, accounting for intangible assets, current liabilities, and contingencies. Attention is given to the theory pronouncements issued by the Financial Accounting Standards Board and other standard-setting bodies.

Prerequisite: ACC 222

Taxation: Federal

ACC 340

3 crs. 4 hrs.

Students are provided with fundamental knowledge of the Federal taxation laws and preparation of related tax returns. Federal income taxes for individuals, partnerships, and corporations are studied, and actual returns are prepared. Various items of payroll withholding and reporting procedures are discussed, and basic tax planning is explored.

Prerequisite: ACC 222

Cost Accounting I

ACC 350

3 crs. 4 hrs.

Emphasis is placed on the conceptual, analytical and practical aspects of cost accounting as a tool for planning and controlling the operations of a business.

Topics

studied include the cost accounting cycle, the job order cost system, process costing, allocation of costs, joint and by-product costs, payroll accounting and budgeting.

Prerequisite: ACC 222

Accounting Information Systems

ACC 421

3 crs. 4 hrs.

The course provides accounting students with the opportunity to become familiar with accounting information systems, systems and documentation flowcharts, information concepts, and applications to the different areas in the transaction processing system. The course also covers accounting control procedures that are commonly used to detect, correct, and prevent deficiencies in internal control, administrative control and in the transaction processing system for both the manual and computerized accounting processing systems. The course will include basic analysis and design of accounting information systems.

Prerequisite: ACC 321

Intermediate Accounting II

ACC 430

3 crs. 4 hrs.

The course is a continuation of Intermediate Accounting I. A detailed study is made of the accounting for long term debt, investments in stocks and bonds, leases, pensions, accounting for income taxes, and inflation accounting. Other topical coverage includes EPS, revenue recognition, preparation of the income statement, and the statement of cash flows. The stockholders' equity section of the balance sheet is examined, with particular reference to the accounting for capital stock, additional paid-in capital, and retained earnings. Attention is given to pronouncements issued by the Financial Accounting Standards Board and other standard-setting bodies.

Prerequisite: ACC 330

Course Descriptions

ACCOUNTING

Cost Accounting II

ACC 451

3 crs. 4 hrs.

The uses of cost accounting concepts and methods that are used to guide management in controlling operations and in making decisions are studied. Topics covered include cost-profit-volume analysis, standard cost, flexible and capital budgeting, inventory planning and control, direct costing, and the contribution margin approach to product costing.

Prerequisite: ACC 350



Course Descriptions

ALLIED HEALTH SCIENCES

Allied Health Sciences

Room N742, Telephone: (212) 220-8336

The Department of Allied Health Sciences offers three professional programs: Paramedic Program, Health Information Technology, and Respiratory Therapy. Students successfully completing these programs are awarded the Associate in Applied Science (A.A.S.) degree and are qualified to work as technicians or therapists in a variety of health care agencies.

Chairperson: Everett Flannery

Deputy Chairperson: Michael Nazzaro

Professors: Lynda Carlson, Everett Flannery, Michael Nazzaro, Neil Rodia

Lecturer: Rawle Chichester

Senior College Laboratory Technician: Juana Rodriguez

Adjunct Faculty: There are approximately thirty adjuncts in the department.

PARAMEDIC PROGRAM

Emergency Medical Care EMC 100
4 crs. 2 lecture, 8 lab hrs.

This course is a training program to provide the students with the necessary basic skills and knowledge to deal with a broad spectrum of illness and injuries in the pre-hospital care phase of emergency medicine. Upon successful completion of the course, students will take the New York State Emergency Medical Technical Certification Examination. Once certified, and upon completion of certain fundamental core courses, the student will be eligible to take the advanced paramedic level courses of the program. The course will be offered in the fall and spring semesters only.

Emergency Medical Care/Paramedic I EMC 101
6 crs. 6 hrs. 3 lab. hrs.

This course provides students with the knowledge of human anatomy and physiology as required for the understanding of assessing and treating victims of sudden illness or injury. Pathophysiology and management of problems, patient assessment, and techniques of management of the cardiovascular system and respiratory system, as well as all other systems, are introduced.
Prerequisite: New York State Certification as an Emergency Medical Technician
Corequisites: EMC 102, EMC 301

Emergency Medical Care/Paramedic II EMC 102
6 crs. 6 hrs. 3 lab hrs.

This course provides students with the knowledge of assessing victims of sudden illness or injury with the understanding of the underlying anatomy and physiology of the affected tissue, organ, or system. Students will also be given an understanding of appropriate treatment modalities for certain disease entities and injuries. Students will also be provided with the knowledge and skills required for treating victims of sudden illness or injury as pre-hospital care givers.
Corequisites: EMC 101, EMC 301

Emergency Medical Care/Paramedic III EMC 201
6 crs. 6 hrs. 3 lab hrs.

This course provides students with the knowledge of appropriate assessment of the cardiac patient, the knowledge and skill to read normal electrocardiograms, recognize cardiac arrhythmias on same, operate and interpret electrocardiograms. It also provides students with the skills to use a defibrillator, and to perform defibrillation and synchronized cardioversion. Students are also provided with knowledge of local, general, and systemic effects of specific drugs, as well as the absorption rates via intravenous, subcutaneous, oral, transtracheal, and intramuscular routes of administration. Students are provided with the knowledge

of the effects of alpha and beta receptors in the heart, lungs, and arteries, as well as beta blockers. Students are also provided with the knowledge of dose, dilution, action, indications and use, precautions, incompatibility, contraindications, side effects, antidotes of specific drugs, and skills of administering drugs.

Prerequisites: EMC 101, EMC 102
Corequisites: EMC 202, EMC 302

Emergency Medical Care/Paramedic IV EMC 202
6 crs. 6 hrs. 3 lab hrs.

This course provides students with the knowledge and skills required to perform physical examination on patients with suspected injury to the head, spinal cord, cervical spine, neurologic problems, and general seizures. It also provides students with the knowledge and skills to recognize symptoms of diabetes mellitus, insulin shock, hypoglycemia, hyperglycemia, and treatment of same. In addition, students are provided with the knowledge of appropriate treatment of a patient who has ingested poison. Students are provided with the knowledge and skill required to catheterize both male and female urinary bladders. Students are also provided with the knowledge and skills required to arrive at a decision to transport patients in labor or to prepare for delivery, as well as functioning in all childbirth possibilities. Students are provided with the knowledge and skills of management in mass casualty situations, situations involving a battered or sexually abused child, and situations involving emotionally disturbed patients who are combative.
Prerequisites: EMC 101, EMC 102
Corequisites: EMC 201, EMC 302

Emergency Medical Care/Paramedic Clinical Internship I EMC 301
1 cr. 5 lab hrs.

Students are provided with clinical training experience at the Cardiac Catheterization Laboratory, City Morgue, and with the Hospital Phlebotomy team. Students will also perform clinical service in the Emergency Department, Operating Room, and with the Paramedic Ambulance. Students will acquire further experience in the Labor and Delivery Suite, Intensive Care Unit, Pediatric Department, and Psychiatric Emergency Department.
Corequisites: EMC 101, EMC 102

Course Descriptions

ALLIED HEALTH SCIENCES

Emergency Medical Care/ Paramedic Internship II

EMC 302

2 crs. 10 lab hrs.

In this second EMC/Paramedical clinical rotation course students continue their work in the hospital emergency room. In addition, clinical rotations are provided for experiences on the paramedical (advance life support) ambulance, in the operating room, and in the New York City Medical Examiner's Office.

Prerequisites: EMC 101, EMC 102, EMC 301
Corequisites: EMC 201, EMC 202

Emergency Medical Care/ Paramedic Internship III

EMC 303

3 crs. 15 lab hrs.

In this final EMC/Paramedic clinical rotation course students complete their required hours in the hospital emergency room and on the Paramedic (A.L.S.) ambulance. Additional development of knowledge and skills is provided in the labor and delivery rooms, psychiatric facilities, ICU/CCU, Cardiac Catheterization laboratory, pediatric neonatal clinic and well baby clinic.

Prerequisites: EMC 201, EMC 202, EMC 302

HEALTH INFORMATION TECHNOLOGY

Medical Terminology I

HIT 103

3 crs. 3 hrs.

This is the first part of a two-semester course that includes a development of medical terminology in a logical sequence. Medical terms are used in a limited number of body systems. Special attention is given to presenting medical terms in their proper context as related to: anatomy and physiology, pathology, clinical procedures, laboratory tests, and abbreviations. Students are introduced to the current official ICD-CM Coding Guidelines and given a brief history of reimbursement for health care services.

Corequisites: HIT 104, HIT 105, CHE 118/121, BIO 425

Introduction to Health Data Information

HIT 104

2 crs. 3 hrs. 2 lab hrs.

This course begins with an overview of the health information management (HIM) profession. Topics covered include contents of different types of medical records, required standards for chart documentation, divisions within the HIM department, and the chart flow throughout the department.

Corequisites: HIT 103, HIT 105, CHE 118/121, BIO 425

Retention and Retrieval of Health Information

HIT 105

3 crs. 4 hrs.

This course covers the development and use of primary and secondary indexes and registries, numbering and filing systems, and methodologies utilized for the retention, retrieval, and destruction of medical documents. Utilizing the internet, students will learn to access health related databases and evaluate the different vendors offering filing systems and storage, including microfilm. Utilizing materials in the classroom, students will create patient charts.

Corequisites: HIT 103, HIT 104, CHE 118/121, BIO 425

Medical Terminology II

HIT 203

3 crs. 3 hrs.

This course is a continuation of HIT 103 and advanced study of medical terms. Basic fundamentals of word analysis are applied in a continued study of medical terms by body systems. Medical terminology is applied in case reports, X-ray reports, operative and diagnostic lists, and drug descriptions.

Prerequisites: HIT 103, HIT 104, HIT 105, BIO 425, CHE 118/125

Corequisites: HIT 204, HIT 205, HIT 206, BIO 426

Health Statistics

HIT 204

2 crs. 3 hrs.

This course provides an in-depth coverage of statistical computations relevant to hospital inpatient and outpatient services (e.g. budget). Common statistical collection and display methodologies used for administrative decisions are covered. Utilizing data from

a variety of sources (e.g. death registry), students will perform computations (e.g. average daily census) using Excel.

Prerequisites: HIT 103, HIT 104, HIT 105, BIO 425, CHE 118/125

Corequisites: HIT 203, HIT 205, HIT 206, BIO 426

Health Record Systems

HIT 205

2 crs. 3 hrs.

This course prepares the student to identify an incomplete medical record. The various hospital departments (e.g. finance, risk management, quality assurance) and regulating agencies (e.g. JCAHO), as they relate to the medical record will be covered. Students will also be exposed to alternate sites for medical charts (e.g. prison).

Prerequisites: HIT 103, HIT 104, HIT 105, BIO 425, CHE 118/125

Corequisites: HIT 203, HIT 204, HIT 206, BIO 426

Pathology of Disease

HIT 206

3 crs. 3 hrs.

Students will learn the cause, risk factors, treatment, and prevention of diseases of the body. Students are required to complete an assignment that requires them to review medical charts and identify diseases and procedures relevant for billing purposes according to the current official ICD-CM coding guidelines.

Prerequisites: HIT 103, HIT 104, HIT 105, BIO 425, CHE 118/121

Co-requisites: HIT 203, HIT 204, HIT 205, BIO 426

Professional Practice Experience I

HIT 210

3 crs. 32 hrs.

This is a supervised learning experience in affiliated clinical sites that enables the student to acquire competence in health information management procedures directly related to the course content of all previous HIT courses. Students are required to complete three projects assigned from the clinical site. Each student completes a coding software program that contains six learning modules. Students are also introduced to the "Encoder" software program, pharmacology, and reimbursement systems (e.g., prospective payment). *Prerequisites:* HIT 203, HIT 204, HIT 205, HIT 206, BIO 426

Course Descriptions

ALLIED HEALTH SCIENCES

Medical Coding I

2 crs. 3 hrs.

This course covers the historical development and current medical coding systems for diagnoses, procedures, and reimbursement systems. Students will gain entry-level competency in the use of the current ICD-CM coding system by coding a minimum of 33 inpatient charts and assigning a diagnostic related group (DRG) utilizing the Encoder software program. Students will also complete coding exercises within and outside of the classroom covering specific diseases (e.g., AIDS, Neoplasms). An assessment exam of previous HIT courses is given the first week of classes as per accreditation requirements.

Prerequisites: HIT 203, HIT 204, HIT 205, HIT 206, HIT 210, BIO 426

Corequisites: HIT 331, HIT 332, CIS 105

HIT 330

ICD-CM) and perform in class activities of each coding system. An assessment exam of previous HIT courses is given the first week of classes as per accreditation requirements.

Prerequisites: HIT 330, HIT 331, HIT 332, CIS 105

Corequisites: HIT 422, HIT 423, HIT 430, CIS 205

Health Care Delivery Systems

HIT 422

1 cr. 1 hr.

This course covers facility and Health Information Management (HIM) department requirements to function legally and properly. Topics include the organization and function of a cancer registry, responsibilities of medical staff committees, the requirements of health care accrediting agencies as related to the HIM department, and additional agencies that impact the department (e.g., Office of Inspector General), and health insurance.

Prerequisites: HIT 330, HIT 331, HIT 332, CIS 105

Corequisites: HIT 421, HIT 423, HIT 430, CIS 205

HIM Medical/Legal Applications

HIT 331

2 crs. 3 hrs.

This course covers all federal and state laws (e.g., HIPAA) that are applicable to the HIM profession. It will also cover the legal principles applicable to malpractice, New York State statutes, different types and completeness of consent forms requirements, legally acceptable release of confidential medical information including special situations (e.g., mental, drug dependence or AIDS diagnoses), and legal terms utilized within the profession.

Prerequisites: HIT 203, HIT 204, HIT 205, HIT 206, HIT 210, BIO 426

Corequisites: HIT 330, HIT 332, CIS 105

Quality Assurance and Form Design

HIT 332

2 crs. 3 hrs.

This course covers the use of review methodologies required by third party reimbursement agencies to insure that patients receive appropriate medical care. The principles of form design and quality control procedures will be examined. Students will design and create a quality evaluation form, then complete an evaluation of the quality and completeness of inpatient charts and submit a written report with graphs to illustrate and support their findings. An assessment exam of previous HIT courses is given the first week of classes as per accreditation requirements.

Prerequisites: HIT 203, HIT 204, HIT 205, HIT 206, HIT 210, BIO 426

Corequisites: HIT 330, HIT 331, CIS 105

Medical Coding II

2 crs. 3 hrs.

This course is a continuation of HIT 330 in further learning the current ICD-CM coding system and Current Procedural Terminology (CPT) coding system. Students are required to code ambulatory and inpatient charts utilizing the Encoder software to assign a Diagnostic Related Group. Students will be introduced to other coding systems (HCPCS,

HIT 421

Professional Practice Experience II

HIT 430

4 crs. 12 lab hrs.

This is a supervised learning experience in affiliated clinical sites that enables the student to perform health information management (HIM) functions related to all previous HIT courses. The focus of this practice experience is on management and coding functions. Students are required to complete three projects assigned from the practice site.

Prerequisites: HIT 330, HIT 331, HIT 332, CIS 105

Corequisites: HIT 421, HIT 422, HIT 423, CIS 205

Introduction to Health Information

Management Computer Applications

CIS 105

2 crs. 3 hrs.

This course covers the current use of computers and data processing systems in the health information management profession. Students will perform hands on activities in Microsoft word, Excel, Access, and PowerPoint. Students are required to present a PowerPoint assignment to the class.

Prerequisites: HIT 203, HIT 204, HIT 205, HIT 206, HIT 210, BIO 426

Corequisites: HIT 330, HIT 331, HIT 332

Advanced Computerized Medical Records Applications

CIS 205

2 crs. 3 hrs.

This course will enable students to gain skills in the use of computer software specifically designed for health information management applications. Students will continue hands on activities in Microsoft Word, Excel, Access, and PowerPoint as well as Internet searches, scanning, cd burning, chart tracking, digital storytelling, and electronic health records (EHR), chart auditing, and chart compliance. Students are required to present assignments to the class.

Prerequisites: HIT 330, HIT 331, HIT 332, CIS 105

Corequisites: HIT 421, HIT 422, HIT 423, HIT 430

Management in the HIM Department

HIT 423

2 crs., 2 hrs.

This course covers the theories and techniques of management in the HIM profession. Students demonstrate their knowledge and understanding through laboratory exercises and a group project that focuses on a fictional hospital and HIM department that will be presented to the class. An assessment exam of previous HIT courses is given the first week of classes as per accreditation requirements.

Prerequisites: HIT 330, HIT 331, HIT 332, CIS 105

Corequisites: HIT 421, HIT 422, HIT 430, CIS 205

Course Descriptions

ALLIED HEALTH SCIENCES

RESPIRATORY THERAPY

Fundamentals of Respiratory Therapy RTT 100 4 crs. 2 hrs. 6 lab hrs.

Students are given the knowledge, skills, and attitudes basic to all patient care, with special emphasis on the basic science principles applicable to medical gases, pressure breathing devices, gas exchange, artificial ventilation, and respiration. This course also involves the study and operation of basic respiratory therapy equipment such as cannulae, masks and tents, nebulizers, flowmeters and regulators, oxygen analyzers, and oxygen supply systems.

Prerequisite: Matriculation in the RTT Program

Corequisites: RTT 101, MAT 109

Introduction to Respiratory Therapy Equipment RTT 101 1 cr. 2 lab hrs.

This laboratory course gives the student the opportunity for hands-on learning of equipment found in Respiratory Therapy departments of affiliated hospitals. The student observes, operates, disassembles and reassembles equipment until fully competent at setting up, operating, and trouble shooting. Students become familiar with equipment used in respiratory care prior to use in direct patient contact.

Corequisites: RTT 100, MAT 109

Respiratory Therapy I RTT 201 4 crs. 4 hrs.

This continuation of applied science principles is fundamental to Respiratory Therapy. Special emphasis is placed on the theory of airway management, respiratory diseases, introductory pharmacology, ventilators used in IPPB therapy, acid-base chemistry, and a knowledge of emergency care.

Prerequisites: RTT 100, RTT 101, CHE 118

Corequisites: RTT 202, BIO 426

Respiratory Therapy Clinical Practicum I RTT 202 3 crs. 9 lab hrs.

This is a supervised clinical experience in Respiratory Therapy hospital affiliations. Students work with patients utilizing equipment such as oxygen catheters and cannulae, masks, tents, nebulizers, flowmeters and regulators, oxygen analyzers, and oxygen supply systems.

Prerequisites: RTT 100, RTT 101, CHE 118

Corequisites: RTT 201, BIO 426

Respiratory Therapy Summer Clinical Practicum RTT 210 6 crs. 40 lab hrs.

This course is a 10-week, 40-hour-per-week practicum required of students registered in the Respiratory Therapy curriculum. The Respiratory Therapy Summer Clinical Practicum is a continuation of the clinical training and experience introduced during the

second semester of the program (RTT 201 and RTT 202). The schedule is structured to rotate groups in the class through various participating clinical facilities where students will have patient bedside instruction and practice in oxygen therapy, aerosol treatment and ventilation, and bedside intensive care for adults and pediatric patients.

Prerequisites: RTT 201, RTT 202

Respiratory Therapy II RTT 301 3 crs. 4 hrs.

Skills in patient care are further developed and emphasis is placed on continuous ventilation and acid-base chemistry. The physiology of the cardio-pulmonary system, the ethical and legal implications, and responsibilities relating to Respiratory Therapy services are discussed.

Prerequisites: RTT 210, BIO 426

Corequisites: RTT 302, RTT 310, RTT 320

Respiratory Therapy Clinical Practicum II RTT 302 4 crs. 16 lab hrs.

This is a continuation of the supervised hospital Respiratory Therapy clinical experiences dealing with complex patient equipment such as ventilators, resuscitators, respirators, use of blood-gas analyzers, and aerosol apparatus.

Prerequisites: RTT 210, BIO 426

Corequisites: RTT 301, RTT 310, RTT 320

Cardio-Respiratory Physiology RTT 310 2 crs. 2 hrs.

This course exceeds the scope of Anatomy and Physiology I & II, and stresses physiological properties of the heart, blood vessels and lungs, particularly as they are interrelated and as they contribute to preserving the integrity of the human nervous system. The material is taught in a clinically-oriented manner to reinforce those aspects of cardio-pulmonary physiology most relevant to the care of patients.

Prerequisites: RTT 202, BIO 426 or departmental approval

Corequisites: RTT 301, RTT 302, RTT 320

Pulmonary Function Testing RTT 320 2 crs. 1 hr. 2 lab hrs.

This course introduces students to the most common tests of pulmonary function in adults and children. Students will be required to perform these tests and interpret their significance.

Prerequisites: RTT 202, BIO 426, MAT 109 departmental approval

Corequisites: RTT 301, RTT 302, RTT 310

Respiratory Therapy III RTT 401 3 crs. 3 hrs.

This course provides students with a knowledge of the various methods of sterilization, diseases and problems resulting in respiratory failure, cardio-pulmonary function testing and diagnosis, pediatric respiratory care, percussive therapy and

postural drainage, and administrative responsibilities of the therapist. Preparation is included for the Credentialing Examinations.

Prerequisites: RTT 301, RTT 302, RTT 310, RTT 320

Corequisites: RTT 403, RTT 410

Respiratory Therapy Clinical Practicum III RTT 403 4 crs. 16 lab hrs.

This last course of supervised hospital Respiratory Therapy clinical experience continues emphasis on administration of respiratory therapy care to patients with additional work in hospital departmental operation, including patient record-keeping, reporting, and charting. Interdisciplinary team relationships are also stressed.

Prerequisites: RTT 301, RTT 302, RTT 310, RTT 320

Corequisites: RTT 401, RTT 410

Fundamentals of Clinical Medicine RTT 410 2 crs. 2 hrs.

This course is an assimilation of the basic and clinical sciences from several areas of medicine, to help students develop a deeper understanding of the patho-physiological consequences of such diseases as asthma, atelectasis, pneumonia, pulmonary embolism, infant respiratory distress syndrome, and others. Independent study and student participation in teaching are encouraged.

Prerequisites: RTT 301, RTT 302, RTT 310, RTT 320

Corequisites: RTT 401, RTT 403 or departmental approval

Course Descriptions

BUSINESS MANAGEMENT

Business Management

Room 5650, Telephone: (212) 220-8205

The Business Management Department administers the Business Administration program (see pp. 19), the Business Management program (see pp. 19-20), the Small Business/Entrepreneurship Program (see pp. 28-29), the Office Automation Certificate program (see pp. 26), the Office Automation program (see pp. 26-27), and the Office Operations program (see pp. 27)

Chairperson: Chaim Ginsberg

Deputy Chairperson: Guadalupe Campos

Professors: Charlotte Bishop, Percy Lambert, Chaim Ginsberg, Marion M. Lauterstein

Associate Professors: Nikolaos Adamou, Basil Cleare, Elinor Garely, Mary Padula

Assistant Professor: Francisca Campos, Ronald Clare, Seung Mo Hong, Carmen Martinez-Lopez, Mahatapa Palit, Ioannis Tournas

Instructors: Joyce Washington

Lecturer: Kenneth Anderson, Sandra Blake-Neis, Guadalupe Campos, Katherine Conway, Shirley S. Zaragoza

Senior College Laboratory Technician: William Guttenplan, Iona Samuels

College Laboratory Technician: Monica Nunez, Jocelyn Samuel

Adjunct Faculty: There are approximately forty adjuncts in the department.

BUSINESS

Introduction to Business BUS 104 3 crs. 3 hrs.

Business and industry in the United States are surveyed broadly in this course. Emphasis is placed on the historical development, objectives, methods of operation, and the interrelationships of management, labor and government. Included is the study of new developments and trends in business administration and the problems they engender in the total management process. *Required of all Business Management Students.*

Business Law BUS 110 3 crs. 3 hrs.

This course surveys briefly the American legal system and the basic law of contracts. Reference is made to typical business transactions and, by a study of pertinent cases, how the various principles of contract law apply to them.

Business Communication BUS 150 3 crs. 3 hrs.

This course is designed to present principles common to all communicating situations but which apply predominately to business. The applicability and construction of letters, memos, reports, telephone messages, and E-mails are considered. Relationships of creative, logical, and critical thinking of the problem solving nature of business communication are explored. The course is directed to helping students develop their ability to think, to express themselves in business situations and to use the most effective methods in the most effective way. *Prerequisites: ENG 101, ENG 201, SPE 100*

Business Organization and Management BUS 200 3 crs. 3 hrs.

This course covers the total structure and character of modern business from initial organization through grouping of essential functions into operating departments. Management and the decision-making process, financing, operations, and marketing considerations are studied, with actual cases used to illustrate problems in small and big businesses.

Business Methods BUS 210 3 crs. 3 hrs.

A survey of the fundamental quantitative concepts and tools used in the field of business is presented in this course. Topics in the course include annuities, present value, compound interest, markup and markdown, graphing, equations, inventory, depreciation, breakeven cost, revenue, elasticity, inequalities, and certain aspects of linear-programming. *Prerequisite: MAT 150, MAT 200 or MAT 206 (for Business students only)*

Managerial Decision Making BUS 220 3 crs. 3 hrs.

This course is designed to develop the student's ability to make decisions as a manager. Cases are used to present the student with a variety of management problems. Students participate in oral and written case analysis which requires identification of the problem, proposal of alternative solutions to it, and the choice of one solution based on criteria of profitability and productivity. Students also participate in a management simulation game.

Prerequisite: BUS 210 (for Business students only)

Operations Management BUS 225 3 crs. 3 hrs.

This course has been designed to prepare the students for further work in decision-making either on the job or in other institutions. The course will make use of computer programs in the construction and solutions of problems such as: production and inventory models; cost volume profit analysis; queuing theory and markov process; and resource allocation, scheduling, and simulation.

Human Resources Management BUS 311 3 crs. 3 hrs.

This course is a survey treatment of human resources management attempting to acquaint students with the various aspects of Human Resources Management. It introduces the student to the realm of the Human Resources Manager.

Course Descriptions

BUSINESS MANAGEMENT

FINANCE AND BANKING

Introduction to Finance FNB 100 3 crs. 3 hrs.

This course focuses on the three general areas of 1) money and financial institutions, 2) business financial management, and 3) investments. These areas are surveyed by covering such topics as value and creation of money, the Federal Reserve System, commercial banks, short and medium term financing, and the behavior of securities markets in relation to financing the business enterprise.

Prerequisites: MAT 051 or exemption from Elementary Algebra.

Commercial Credit and Collections Management FNB 220 3 crs. 3 hrs.

Students are introduced to the principles and practices involved in the extension of credit in the business world. The course covers operation of the credit department, including the duties of the credit manager and credit investigators, credit analysis of financial statements, bases for credit judgment, collection procedures, legal problems, accounts receivable, financing, and factoring.

Prerequisite: ACC 122 or departmental approval

Financial Management FNB 230 3 crs. 3 hrs.

This course surveys principles and practices followed in the financial organization and operation of a corporation. Also considered are the financing of new and growing businesses, sources of capital, banking, and credit accommodations as well as the handling of other financial matters.

Prerequisites: FNB 100, ACC 122

Consumer Credit Management FNB 240 3 crs. 3 hrs.

This course emphasizes the principles, policies and practices followed in the granting of consumer and retail credit, bases for credit judgment, collection policies and procedures, government regulations, retail revolving and installment credit, charge accounts, bank credit card and non-bank credit, and the management of a consumer or retail credit department.

Prerequisite: BUS 104 or departmental approval

Money and Banking FNB 250 3 crs. 3 hrs.

This course is an analysis of the organization and operation of our financial system, including money and capital markets, commercial banking, and other financial institutions such as commercial finance companies. The relationship between financial and economic activity including monetary and fiscal policy is demonstrated.

Prerequisites: FNB 100; ECO 100 or ECO 201 or ECO 202

Investments 3 crs. 3 hrs.

The principles and practices of investments are analyzed during this course. Students learn to recognize the quantitative and qualitative tests used in judging security values. Attention is given to the legal and financial characteristics of various types of investment securities. Personal portfolio problems and policies are considered in terms of objectives and investment decisions.

Prerequisites: FNB 100, ACC 122

FNB 300

MARKETING

Introduction to Marketing MAR 100 3 crs. 3 hrs.

The marketing system is described, analyzed and evaluated, including methods, policies, and institutions involved in the distribution of goods from producer to consumer. Emphasis is placed on the means of improving efficiency and lowering distribution costs.

Consumer Motivation MAR 210 3 crs. 3 hrs.

This course develops the student's understanding of the relevance of consumer motivation and behavior to modern marketing techniques and strategies. It offers insight and information vital to the consumer-oriented firm. The economic, social, and psychological aspects of consumer behavior are explored.

Prerequisite: MAR 100

Essentials of Advertising MAR 220 3 crs. 3 hrs.

This course is designed to provide an introduction to and an overview of advertising, its use as a management tool and its place in the marketing picture. Included are: the approach to creativity, media mathematics, planning and strategy, campaign concepts, research, and media selection.

Prerequisite: BUS 104

Sales Principles and Practices MAR 300 3 crs. 3 hrs.

This course is an overview of the process and management of direct selling. Topics include analyzing a product, evaluating customer needs and buying motives, handling objections, closing sales, and developing the sales-person's personality. Organization and presentation of selling proposals are required.

Prerequisite: MAR 100

Retail Organization, Operation and Buying MAR 320 3 crs. 3 hrs.

This course studies the management and operations of retail stores. Current practices in store layout, organization, personnel management, service to customers, expense budgeting and control, receiving, and marketing are analyzed. Methods and techniques employed by buyers in selecting new lines, assortment planning, placing orders, pricing and handling, and other phases of the buying job are investigated.

Prerequisite: MAR 100

Course Descriptions

BUSINESS MANAGEMENT

OFFICE ADMINISTRATION

Office Skills and Machine Transcription OFF 101

4 crs. 4 hrs.

Through the use of machine dictation equipment, the students will become proficient as machine transcribers. Emphasis is placed on the mechanics of correct transcribing skills. At registration students will be assigned a two-hour per week laboratory space in order to facilitate completion of production assignments.

Co-requisite: OFF 110 or department approval

Superwrite OFF 102

4 crs. 4 hrs.

This course is designed for students interested in a quick method of writing that is easy to learn, write and read. It provides students a brief alphabetic writing system which should result in a marketable and personal use (note taking) skill.

Keyboarding OFF 110

2 crs. 2 hrs.

This course is designed to teach beginning students the fundamentals of keyboarding utilizing the touch typewriting approach. The course will emphasize the development of proper keyboarding techniques, speed, and accuracy. The keyboarding of basic business documents, such as letters and envelopes, inter-office memorandums, and tables will be taught. Speed requirements are 30 to 40 words per minute. At registration, students are assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments.

NOTE: Not open to students who have completed SEC 110.

Computer Keyboarding OFF 111

3 crs. 3 hrs.

This course is designed to teach beginning students the fundamentals of operating a computer keyboard using the touch approach. Proper techniques for learning the alphabetic, numeric, and symbol key locations will be taught. Emphasis will be given to one of the primary purposes of leaning to keyboard which is to input quickly and accurately personal business letters, reports, and tables in proper format. Speed requirements will be 20 to 30 words per minute for five minutes. At registration, students will be assigned a one-hour per week lab space in order to facilitate the completion of homework assignments.

Advanced Office Skills and Transcription Development OFF 202

2 crs. 2 hrs.

This course is a continuation of Transcription I with emphasis on mailable copy, timed production, and advanced business documents. At registration, students are assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments.

Prerequisite: OFF 101

Formatting OFF 210

2 crs. 2 hrs.

This course develops keyboard production skills and proper formatting techniques of documents. Letter styles, manuscripts, and advanced tabulation projects are taught. Speed development is stressed. Speed requirements will be 40 to 50 words per minute for five minutes. At registration, students will be assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments.

Communications for the Office OFF 215

3 crs. 3 hrs.

This course is designed to train students to plan, organize, write, edit, and rewrite business correspondence.

Prerequisites: OFF 100 or 101 and 110, or departmental approval

NOTE: Not open to students who have completed OFF 115.

Text Processing I OFF 220

4 crs. 4 hrs.

This course is designed to teach students the basic word processing operations of a computer system; as creating, editing, formatting, storing, and printing documents. Also, the software's capabilities to merge documents and create headers and footers will be taught. Speed requirements will be 40 to 55 words per minute for five minutes.

Prerequisite: OFF 110

NOTE: Not open to students who have completed SEC 476.

Word Processing Software OFF 221

3 crs. 3 hrs.

This course teaches word processing software skills required to create, edit, format, and print personal and business documents—letters, memos, and reports—in the most efficient manner. The student learns to use advanced features of the software. At registration, students will be assigned a one hour per week laboratory space in order to facilitate the completion of homework assignments. Not open to Office Administration majors.

Text Processing II OFF 320

2 crs. 2 hrs.

This is a skills development course requiring the production of complex multi-page documents, including the preparation of tables utilizing horizontal scroll and reports containing a table of contents, complex tabulations, footnotes, and an index. Students will be taught the functions of the text processing utilities menu. Speed requirements are 50-65 words per minute. At registration, students are assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments.

Prerequisite: OFF 220 or departmental approval.

Advanced Text Processing Functions OFF 322

2 cr. 2 hrs.

This course will teach students the mathematical, graphical, and programmable capabilities of the text processing software. At registration students will be assigned a two hour per week laboratory space in order to facilitate completion of homework assignments.

Desktop Publishing OFF 323

4 cr. 4 hrs.

This course is an exploration of the current desktop publishing software used on popular microcomputers. Students will become familiar with the basic techniques that will enable them to produce in-house flyers, newsletters, and other documents.

Automated Office Administration OFF 330

3 crs. 3 hrs.

This course provides an overview of current automated office equipment. Physical, budgetary, and personnel problems that can be encountered when office systems are newly installed, rearranged, or expanded are studied. It is a lecture and case study course with the incorporation of a guest speaker and/or site visit.

Prerequisite: OFF 220

Educational Problems of the School Secretary I OFF 370

2 crs. 2 hrs.

This course is designed to give the school secretary an over-all view of education—its philosophy, its function, and its techniques. This course will include background material on educational developments in the United States, current trends in education in general, and current trends in the New York City school system in particular. The focus is on the role of the school secretary within the school system. The course includes classroom lectures, prepared reports delivered to the class by individual students, class discussion of relevant current events, as well as assigned readings and a written report.

NOTE: Not open to students who have completed SEC 360.

Legal Text Processing OFF 420

2 crs. 2 hrs.

This course concentrates on students producing legal documents and legal letters on the word processing equipment. Varied applications, as relates to keyboarding and setup of legal materials, including editing, merged documents, tabulation, enumeration, global operations, headers, footers, dual column, super copy/move, multi-page reports, tables, invoices, citations, footnotes, endorsements, and the brief are taught. Required speed is 60-80 words per minute and timed production. At registration, students are assigned a two-hour per

Course Descriptions

BUSINESS MANAGEMENT

week laboratory space in order to facilitate completion of homework assignments.

Prerequisite: OFF 220

Text Processing III OFF 422 2 crs. 2 hrs.

This course is designed to teach alternative software programs utilized for processing documents in today's electronic office. Speed requirements are 60-80 words per minute. At registration, students are assigned a two-hour per week laboratory space in order to facilitate the completion of homework assignments.

Prerequisite: OFF 320 or departmental approval

NOTE: Not open to students who have completed OFF 421.

OIS Supervision OFF 430 2 crs. 2 hrs.

This course is designed to train students to operate and supervise an electronic office system that uses OIS software. The operating procedures of the DOS (disc operating system)—supervisory functions, file utilities, volume utilities, and control functions—are taught. In addition, systems installation procedures and system management are taught. At registration, students are assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments.

Prerequisite: OFF 320

Legal Transcription—Machine OFF 451 2 crs. 2 hrs.

This course concentrates on preparing students for the exact work required in a legal office, with emphasis on developing skills in taking legal machine dictation and the timed transcription of basic litigation and non-litigation documents and legal letters. At registration, students are assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments.

Prerequisites: OFF 210, OFF 301

Legal Terminology, Operations and Administration OFF 452 2 crs. 2 hrs.

This course introduces the student to basic legal vocabulary, legal office procedures, operations, and administration. Included are a study of the courts and the court system, procedure, basic litigation and non-litigation documents. Previewed legal documents and materials are presented, analyzed—as to background, handling, spellings, compounds, legal phrases, punctuation, abbreviations, comprehension, etymological derivation, so as to ease skill development in preparation and procedure for basic legal documents and materials.

Prerequisites: OFF 101, OFF 200, OFF 210

Educational Problems of the School Secretary II OFF 470 2 crs. 2 hrs.

This course is designed to provide preparation for the school secretary and the prospective school secretary in basic educational principles and practices. The course includes classroom lectures, prepared reports delivered to the class by individual students, and case studies of school problems and their solutions.

Prerequisite: OFF 370

NOTE: Not open to students who have completed SEC 460.

School Records and Accounts OFF 471 2 crs. 2 hrs.

This course is required for the School Secretary License of the New York City Board of Education. This course is designed to instruct students in the competencies of New York City school records, and accounts, and administrative procedures.

NOTE: Not open to students who have completed SFC 350.

RETAILING

Retail Merchandising and Promotion RET 310 3 crs. 3 hrs.

This course is a comprehensive analysis of retail merchandising and promotion. The career-oriented student develops the skills necessary to construct a merchandise plan, make decisions on stock turnover, identify pricing techniques, prepare promotional campaigns for selected products and store displays, and identify the promotional characteristics of textiles, fashion accessories, and home fashions.

Prerequisite: MAR 320

REAL ESTATE

Salesperson's Qualifying Course RLS 202 3 crs. 4 hrs.

This course is designed to meet the necessary educational requirements associated with the New York State Real Estate Salesperson's License Examination. Topics covered in the course include license law and regulations, law of agency, real estate instruments and estate interests, real estate financing, land use regulations, introduction to construction, valuation, human rights and fair housing, and environmental issues.

Broker's Qualifying Course RLS 203 3 crs. 4 hrs.

This course is designed to meet the necessary educational requirements associated with the New York State Real Estate Broker's License Examination. Topics covered in the course include real estate broker's responsibility to manage, administer and supervise an office in compliance with license laws, real estate broker's responsibility to supervise compliance with the law of agency, real estate financing, investment properties, property management, conveyance of real property (voluntary and involuntary alienation) and development, construction II subdivision, taxes and assessments, title closing and costs appraisal principles, and local concerns.

Real Estate Management RLS 301 3 crs. 3 hrs.

This course explores the practical aspects of effective and efficient managing of commercial and industrial properties. In addition, the course focuses on the status of property management, the functions of the real estate manager, the management agreement, the management plan and physical real property inventory.

Prerequisite: RLS 202

Real Estate Financing RLS 303 3 crs. 3 hrs.

This course is designed for individuals such as potential investors, lenders, sellers of real estate, or other professional participants in activities related to the real estate field. The course—in addition to showing how the tax system, supply and demand, and financing interact to create values—deals with the institutional background of real estate financing concepts required for making investment strategy. In addition, emphasis is placed on the use of leverage in the financing of real estate, taxation, tax shelters, and methods and instruments of real estate financing.

Prerequisites: FNB 100, RLS 202

SALES

Sales Management
3 crs. 3 hrs.

SLS 300

This course is a study of the problems of sales management. It covers sales policies, selection and training of salesmen, methods of compensation and sales stimulation, sales administration, budgeting, and sales forecasting. Analysis and evaluation of current practices in sales management will be thoroughly discussed.

Prerequisite: MAR 300

SMALL BUSINESS/ ENTREPRENEURSHIP

Product and Service Creation
3 crs. 3 hrs.

SBE 100

This course examines the fundamentals of entrepreneurship, including an analysis of the entrepreneur and exploration of business opportunities, and an investigation of the technical/conceptual creation of products and services. The emphasis will be on the acquisition of knowledge and the analysis of small business creation for the present and future entrepreneur.

Co-requisite: BUS 104

International Trade and Export
3 crs. 3 hrs.

SBE 200

This course is a survey of selected fundamental areas of international trade. The student is exposed to theory, policy, and enterprise issues of international trade, behavior of the international money environment, multinational enterprises and governments.

Prerequisite: BUS 104

**Independent Research in
Small Business**

2 crs. 2 hrs.

SBE 300

Based on the student's interest, the student takes the initiative and major responsibility for developing a comprehensive, holistic view of a specific small business sector or industry and specific small business within that sector. The course aids the student in preparation for the business plan required in SBE 400. Approximately 30-50 hours of library research will be necessary.

Prerequisites: SBE 100, SBE 200

Small Business Management
3 crs. 3 hrs.

SBE 400

This course covers the scope and trends of small business in the economy. The general functions of management, factors in business success and failure, and the entrepreneur's qualifications are covered. Case studies, mathematical decision making, and microcomputer applications are integral parts of the creation of a usable business plan.

Prerequisite: SBE 300

TRAVEL AND TOURISM

Tour Management
3 crs. 3 hrs.

TTA 100

Tour Management will introduce the students to the international aspects of tour planning and implementation. They will learn how to develop international travel programs including tour design, development and budgets, guiding, escorting, tour management and organization, ecotourism and adventure tourism. Students will travel to a country with travel and tourism professionals from the private and public sectors of this country. They will experience the cultural diversity of other countries and understand how they relate to tour management. This is a study abroad course.

Introduction to Travel & Tourism

TTA 200

3 crs. 3 hrs.

This course provides the student with a basic knowledge of travel and its various purposes: business, educational, cultural, therapeutic, recreational, and family reasons. The factors affecting demand and supply are studied in detail. The final objective is for a student to acquire a thorough knowledge of "tourism" embracing the foundations of transportation, accommodations, business, and special activities which lure a person away from home.

Travel Operations

TTA 201

3 crs. 3 hrs.

This course is designed to qualify individuals to obtain employment in airlines and steamship companies as travel consultants, reservation agents, and account representatives. In addition, this course is designed for students interested in working and eventually owning their own travel agency. Topics include air, rail and ship transportation systems; ticketing; sales methods; and travel agency financing.

Prerequisite: TTA 200

World Markets

TTA 301

3 crs. 3 hrs.

This course is designed to analyze the environment within which international travel, tourism, and commerce take place. The major purpose of this course is to study the markets of the world in order to develop marketing strategies and methods for travel and tourism. Differences among countries and peoples are presented in this context. Some of the specific topics covered are map study, international marketing, marketing research, logistics, and economic profiles of countries.

Prerequisite: TTA 201

Course Descriptions

CENTER FOR ETHNIC STUDIES

Center for Ethnic Studies

Room S642, Telephone: (212) 220-1370

The Center for Ethnic Studies offers courses in the following areas: Asian Culture (ASN), Africana Studies (AFN), Latino Studies (LAT), Africana/Latino Studies (AFL). The courses can be used to satisfy liberal arts requirements in literature, the social science disciplines, music and art, or as electives. Courses in the Center for Ethnic Studies are articulated for transfer credit. The educational objectives of the courses include enhancement of critical thinking processes and refinement of written communication skills. The pedagogical approach is interdisciplinary in concept. Students interested in subjects related to career, liberal arts or pre-professional programs should consult members of the faculty in the Center for Ethnic Studies.

Coordinator: Segundo Pantoja

Assistant Professor: Segundo Pantoja

Adjunct Faculty: There are approximately twelve adjuncts in the Center.

ASIAN CULTURE (ASN) SOCIAL SCIENCE

**Chinese Culture and Heritage
(Same as ANT 111)** **ASN 111**
3 crs. 3 hrs.

In this course students will inquire into the nature of classical traditions of Chinese culture. A range of Chinese texts in translation and associated materials will be explored to develop knowledge of the literary and philosophical foundations of Chinese culture. Lectures and readings are in English.

**Asian American History
(Same as HIS 114)** **ASN 114**
3 crs. 3 hrs.

The Asian American presence from the mid-nineteenth century to the present is studied. Three periods, 1848 to 1943, 1943 to 1965, and 1965 to the present are examined. Topics are designed to focus on the impact of historical processes on the cultural, economic, and political experiences of diverse Asian American groups in urban and rural communities. The multi-ethnic aspects of Asian American communities are explored.

LITERATURE

**Asian American Literature
(Same as ENG 339)** **ASN 339**
3 crs. 3 hrs.

Representative works reflecting the collective experiences of Asian American writers are analyzed. Fiction, poetry, drama, and non-fiction written from Chinese, Filipino, Asian Indian, Japanese, Korean, and Southeast Asian cultural perspectives are discussed.
Prerequisite: ENG 201 or ENG 121

NOTE: ASN 339 satisfies requirements for a third semester of the English sequence.

AFRICANA STUDIES (AFN) BLACK LITERATURE

Note: Courses in Black Literature (300 level) satisfy requirements for a third semester of the English sequence. Completion of ENG 201 (see p. 54) is required for all Black Literature courses.

**African-American Writing From
18th Century to 1940** **AFN 321**
3 crs. 3 hrs.

This course is a survey of fiction, poetry, and commentary by African American writers from the 18th century through the Harlem Renaissance to 1940.

Prerequisite: ENG 201

Contemporary Black Writers **AFN 322**
3 crs. 3 hrs.

This course is a survey of fictional and non-fictional writing by African Americans from 1940 to the present.

Prerequisite: ENG 201

History of Black Theater **AFN 335**
3 crs. 3 hrs.

This course examines the evolution of the Black Theater as a distinctive cultural entity from the 1820's to the present.

Prerequisite: ENG 201

Black Literature of the Caribbean **AFN 338**
3 crs. 3 hrs.

The course examines the emergence and growth of a distinct regional literature in English and French speaking nations.
Prerequisite: ENG 201

MUSIC AND ART

African Art (Same As Art 801) **AFN 101**
2 crs. 2 hrs.

This is a survey course examining the function and form of African art in its past and present relationships to African cultures. The influence of African art forms on Western art is studied. Lectures, slides and visits to museums and galleries are included.

African-American Art **AFN 102**
2 crs. 2 hrs.

The aesthetic, cultural, and social contexts of African American art are studied. Comparative studies of the art created by Haitian and African-American artists are included in the course.

SOCIAL SCIENCE

**History of African Civilization
(Same as HIS 121)** **AFN 121**
3 crs. 3 hrs.

African civilizations from the pre-historic cultures in East Africa to the decline of the West African kingdom of Songhai in 1596 are examined.

Course Descriptions

CENTER FOR ETHNIC STUDIES

Africa 1500 to Present (Same as HIS 122) AFN 122
3 crs. 3 hrs.

Africa from the beginnings of the Atlantic slave trade to the end of Colonialism in the late twentieth century is examined. The effect of Colonialism on economic and cultural patterns in the African diaspora is explored.

African-American History: 17th Century to 1865 (Same as HIS 123) AFN 123
3 crs. 3 hrs.

This course is a systematic examination of the participation of African American people in the political, economic and cultural history of the United States. The involvement of African Americans in abolitionism and in the development of social and cultural institutions in free black communities is analyzed.

African-American History: 1865 to Present (Same as HIS 124) AFN 124
3 crs. 3 hrs.

Reconstructions I and II, the social Darwinist years, Civil Rights activism of the 1960's, and the cumulative effects of institutionalized racism are set in an historical framework for comparative study. The course examines the impact of urbanization, institutional racism, economic, and political policies on the life experiences of African-Americans. The dynamics of cultural, social, and political interactions within the social structure of the nation since 1865 are analyzed.

Puerto Rican Culture and Folklore (Same as ANT 125) AFN 125
3 crs. 3 hrs.

This course studies the emergence of a national culture, folklore and identity. Topics include the Taino, Spanish and African contributions to the creation of a Criollo personality and character and the Puerto Rican family, race relations, the Jibaro, religion, and the arts. It reviews customs, traditions, celebrations, dances, legends, songs, proverbs, and hero/underdog stories as well as the impact of the United States culture.

Caribbean History (Same as HIS 126) AFN 126
3 crs. 3 hrs.

This course is a survey of the economic, political and cultural institutions which characterize the present nations of the Caribbean, their antecedents in the post-Emancipation period and the prospects for the future.

Haitian History and Culture (Same as ANT 127) AFN 127
3 crs. 3 hrs.

This course explores the role of economics, culture, and world diplomacy in the development of the Republic of Haiti since the Revolution of 1791. The impact of Haitian intellectual and popular thought on prose, poetry, and art is examined.

Black Women in the Americas and the Caribbean (Same as ANT 128) AFN 128
3 crs. 3 hrs.

The changing status of women in African traditional societies is compared with changes in the status of Black women in the United States, the Caribbean, and Brazil.

The Black Man in Contemporary Society (Same as SOC 129) AFN 129
3 crs. 3 hrs.

The effects of economic and social factors on socialization, status, and levels of achievement among Black men are analyzed. The impact of institutional racism and underachievement on urbanized populations is explored in terms of access, social status, and economic differentials.

Modern Black Political Thought (Same as POL 152) AFN 152
3 crs. 3 hrs.

The origins of nationalist ideologies, and political and social action in the United States, Caribbean, and Africa are examined. Political and economic developments since the late 19th century are analyzed.

Sociology of the Black Urban Community (Same as SOC 154) AFN 154
3 crs. 3 hrs.

Current theories of socialization, cultural transformation, and poverty are assessed. Field visits to recognized agencies and institutions are arranged under supervision of the instructor.
Prerequisite: Permission of the center

The Black Experience in Africa (Same as SSC 253) AFN 253
3 crs. 3 hrs.

This course is designed to provide the student with an introduction to the cultures of selected African nations through travel, structured reading, and lectures conducted on the campuses of African colleges and universities. Requirements include a term paper. This course and LAT 475 are part of the Center's Study Abroad Program.

The Contemporary Black Family (Same as SOC 256) AFN 256
3 crs. 3 hrs.

The Black family in current urban/suburban settings and the effects of changing value systems, the single-parent family, crises in education, and economic stability are examined. Field visits to selected agencies and institutions are required.

Foundations of Black Psychology (Same as PSY 271) AFN 271
3 crs. 3 hrs.

A critical overview of the major concepts of personality development as applied to perspectives of self, status, and role in Black communities is presented. Field trips to selected agencies are arranged.
Prerequisite: PSY 100

AFRICANA/LATINO STUDIES (AFL)

Introduction to Afro-American and Caribbean Dance AFL 102
1 cr. 2 hrs.

This course concentrates on elementary dance of the West Indian, Puerto Rican and African-American cultures. Students are expected to learn basic Dunham techniques as well as regional folk dances such as Samba, Calypso, Funga, and Gao. By learning these dances, students will better understand the similarities of movement within these cultures.

LITERATURE

Postcolonial Literature (Same as ENG 336) AFL 336
3 crs. 3 hrs.

This course will study and analyze selected novels, short stories, poems, and plays of the postcolonial writers from Africa, South Asia and Southeast Asia, the English-Speaking Caribbean, New Zealand, Canada and Australia. The course will examine the ways in which postcolonial writers transcend a British imperial legacy of colonialism to redefine their own distinctive social and cultural worlds.
Prerequisites: ENG 101 and 201, or ENG 121

SOCIAL SCIENCE

Economics of Urban Communities (Same as ECD 111) AFL 111
3 crs. 3 hrs.

This course introduces the subject of urban economics in historical and social contexts rather than as a strict analytical discipline. The causes and existence of poverty in cities, the management of federal, state and local government programs, the financing of Black enterprises, and conditions of social welfare are considered. Solutions toward developing neglected economics of urban communities are proposed.

Economic Development in the Dominican Republic in the 20th Century (Same as ECD 112) AFL 112
3 crs. 3 hrs.

This course analyzes the economic policies of the different political regimes in the Dominican Republic from the end of the 19th century to the present. It studies the application and results of these policies—changes brought about by these regimes in trade, industry, agriculture and population. It also examines the influence of the United States on developments in the Dominican economy during this century.

African Development in the 20th Century (Same as ECD 113) AFL 113
3 crs. 3 hrs.

Problems of African economic and political development since 1900 are analyzed. The emergence of conditions contrary to the goals of independence and African participation in world affairs is explored.

Course Descriptions

CENTER FOR ETHNIC STUDIES

Comparative Ethnic Studies I

(Same as SOC 125)

AFL 125

This course surveys the long history of cross-racial and inter-ethnic interactions among immigrants, migrants, people of color and working people in the United States and the wider world from the era of mercantile capitalism in the sixteenth century to the present. By making inroads into the dynamic worlds that indigenous people, people of African and Latin American descent, European Americans, and Asian Americans made and remade, the course aims to reach across borders of all kinds, including national boundaries, to cultivate global, transnational and comparative perspectives on race and ethnicity. In particular, it places emphasis on relationships and conflicts between these diverse groups, especially how they were treated and defined in relation to each other. Broadly, this course is concerned with how these groups struggle to stake out their place in a highly unequal world.

Political Economy of

the Caribbean (Same as ECO 151)

AFL 151

3 crs. 3 hrs.

This is a study of the factors affecting the economies of the English and French speaking countries of the Caribbean region. The effects of international diplomacy, multinational corporate policies, educational and social determinants, and economic policies are evaluated.

Health Problems in Urban

Communities (Same as SOC 161)

AFL 161

3 crs. 3 hrs.

This course analyzes the relationships between economic and social factors, and the delivery of health care services in urban communities. Attention is given to community needs related to HIV/AIDS, tuberculosis, mortality rates, prevention, and education. Guest lecturers and workshops are presented.

LATINO STUDIES (LAT)

MODERN LANGUAGES AND LITERATURE

Representative Puerto Rican Writers LAT 233

3 crs. 3 hrs.

This is an intensive study of a group of Puerto Rican writers and their reactions to different periods in the history of their country. The course includes both oral and written analyses of the important works of Eugenio Maria de Hostos, Jose de Diego, Antonio S. Pedreira, Julia de Burgos, J. L. Gonzalez, Luis R. Sanchez, and other selected writers. Each writer is studied as a man/woman reflected in his/her works—his/her unique reactions to the circumstances in which he/she has lived. Note: This course is taught in Spanish and satisfies the Liberal Arts requirement for Modern Language.

Prerequisite: SPN 210 or departmental approval

Puerto Rican Theatre

LAT 235

3 crs. 3 hrs.

This course is a study of the drama written in Puerto Rico during the Spanish Colonial period, its relation to the development of a national identity and its links to the developing drama in Latin America. The course also studies the contemporary dramatic expression both on the island and in the U.S.A., and analyzes the different aspects and problems of a dramatic production. Actors, directors and playwrights are invited for discussions and students are required to see and study local productions. Note: This course is taught in Spanish and satisfies the Liberal Arts requirement for Modern Language.

Prerequisite: SPN 210 or departmental approval

Puerto Rican Literature: Early Colonial

Through 19th Century

LAT 237

3 crs. 3 hrs.

This course is a survey of Puerto Rican literature from the Spanish colonial period through the 19th century. It includes a study of the first literary expressions (both in prose and verse), a history of the various literary movements, and representative authors and their works. Written critical analyses and oral reports on selected work are required. Note: This course is taught in Spanish and satisfies the Liberal Arts requirement for Modern Language.

Prerequisite: SPN 210 or departmental approval

Contemporary Puerto Rican Literature LAT 238

3 crs. 3 hrs.

This course covers the contemporary literary expression in Puerto Rico. Authors such as Luis Pales Matos, Julia de Burgos, Diaz Alfaro, and other short story writers are studied and evaluated. The course studies and analyzes the modern novel as a reflection of the present Puerto Rican society. Note: This course is taught in Spanish and satisfies the Liberal Arts requirement for Modern Language.

Prerequisite: SPN 210 or departmental approval

The Short Story in the Spanish Speaking Caribbean

LAT 239

3 crs. 3 hrs.

This course studies the short story as a major form of literary expression in the Spanish speaking countries of the Caribbean: Colombia, Cuba, the Dominican Republic, Puerto Rico, and Venezuela. It studies the development of the short story beginning with Indian legends recreated by Spaniards during the early Colonial period. Examples of short stories written during the different literary movements are studied and analyzed. The relationship between the writer and society is analyzed as well as the common history, culture, and socio-economic problems which are reflected in each story. Note: This course is taught in Spanish and satisfies the Liberal Arts requirement for Modern Language.

Prerequisite: SPN 210 or departmental approval

Latino/a Literature in the U.S.

(Same as ENG 338)

LAT 338

3 crs. 3 hrs.

In this course works reflecting the experiences of U.S. Latino/a writers in English are analyzed. Students will read, discuss, and write about fiction, nonfiction, poetry and drama by writers such as Julia Alvarez, Rudolfo Anaya, Gloria Anzaldúa, Roberto Fernández, Tato Laviera, Achy Obejas, Abraham Rodríguez, Jr., and Piri Thomas.

Prerequisites: ENG 101 and 201; or ENG 121

MUSIC AND ART

Puerto Rican Music (Same as MUS 881) LAT 141

2 crs. 2 hrs.

This course studies the history and development of Puerto Rican music, beginning with an analysis of the role of music in each of the three cultures (Arawak, Spanish, and West African) that comprise the Puerto Rican society. The characteristics of each one of these musics, the relationship between music and social organization, and the presence of these characteristics in the music of the Colonial period are examined. The growth of the Puerto Rican society during the 18th and 19th centuries and its resulting social divisions are studied as the groundwork

Course Descriptions

CENTER FOR ETHNIC STUDIES

to analyze the relation between music and social class. The marked influence of West African rhythms in the contemporary music of the Caribbean and the connection between music and national identity are also studied. Lectures are supplemented with tapes, phonograph records, and live performances.

SOCIAL SCIENCE

Puerto Rican Culture and Folklore (Same as ANT 125) LAT 125
3 crs. 3 hrs.

This course studies the emergence of a national culture, folklore and identity. Topics include the Taino, Spanish, and African contributions to the creation of a criollo personality and character and the Puerto Rican family, race relations, the jibaro, religion, and the arts. It reviews customs, traditions, celebrations, dances, legends, songs, proverbs, and hero/underdog stories as well as the impact of the United States culture.

History of Puerto Rico: Discovery through 19th Century (Same as HIS 127) LAT 127
3 crs. 3 hrs.

This course studies the history of Puerto Rico from the pre-Columbian period to the end of the 19th century. Consideration will be given to political, social, cultural, and economic factors contributing to the emergence of national consciousness in the 19th century and to the events leading to the Spanish-American War in 1898.

History of Puerto Rico: 1900 to Present (Same as HIS 128) LAT 128
3 crs. 3 hrs.

This course studies the historical conditions of Puerto Rico in the 20th century. The transition from a Spanish colony to an American possession is examined. The events and forces that created the present Puerto Rico are studied and analyzed in perspective. The alternatives to the problem of status—commonwealth, statehood, and independence—are studied.

History of the Dominican Republic (Same as HIS 131) LAT 131
3 crs. 3 hrs.

This course studies the history of the Dominican Republic from the pre-Columbian and Colonial periods to the present. It deals with the geographical, political, social, and economic factors that form the Dominican nation. Emphasis is given to relations with Haiti and North America. The course also analyzes the position of the Dominican Republic in the community of Latin American nations as well as its place in today's world.

Politics of Puerto Rican Communities (Same as POL 151) LAT 151
3 crs. 3 hrs.

This course is an analysis of the political movements and parties of Puerto Rican communities in the U.S.A.; the relationships of these movements and parties toward political development in Puerto Rico; the role of the Puerto Rican in both traditional and radical political movements in the U.S.A.; and how political participation in the American process has come to contribute to a sense of community identity among Puerto Ricans in the U.S.A.

Puerto Rican Experience in Urban U.S. Settings (Same as SOC 152) LAT 152
3 crs. 3 hrs.

This course studies the peculiar characteristics of the Puerto Rican migration to the U.S. It analyzes the processes of assimilation and adaptation to the American society as opposed to the identity and preservation of Puerto Rican cultural values. The problems of education, housing, health services, family and community, employment, and economic development are given special attention as they relate to the unique experience of the Puerto Rican in the U.S.A.

The Puerto Rican Family (Same as SOC 234) LAT 234
3 crs. 3 hrs.

This course studies the Puerto Rican family as the primary unit of Puerto Rican society, reflecting the patterns and dynamics of that society. It examines the variations in family structure that have evolved from the Taino, Spanish and African cultures. The historical and economic changes that have transformed Puerto Rican society are analyzed with emphasis on their effect on the family structure. The experience of migration and its impact on the Puerto Rican family are considered. Attention is given to the problems facing the family as the unit of migration.

Puerto Rican Economic Development Since 1898 (Same as ECO 236) LAT 236
3 crs. 3 hrs.

This course analyzes the history and effects of American economic policies on contemporary Puerto Rico. Economic conditions before the American occupation are examined with the objective of comparing them with the conditions and changes after 1898. The period of sugar as a monoculture is studied as well as the great depression and its impact on Puerto Rico. The coming to power of the Popular Party, with its politics of land reform and economic development, are examined. The economic and social planning that have brought about modern Puerto Rico are analyzed.

Latin American & Caribbean Society (Same as SSC 475) LAT 475
3 crs. 3 hrs.

This is a summer course taught abroad in a Latin American or Caribbean country. It offers the student the opportunity to travel, to share, to live and to study in another country. From a global perspective, this course explores the history and culture of a selected Latin American or Caribbean country by focusing on religion, homeland, art, family, identity, film, economic development, social and political movements and environment as they are presented as major themes of current research and in the tangible appreciation of the student.

Prerequisite: A functional knowledge of the language of the country or countries visited may be required.

Course Descriptions

COMPUTER INFORMATION SYSTEMS

Computer Information Systems

Hours: S150, Telephone: (212) 220-1476

The Computer Information Systems Department offers programs in Computer Operations and Computer Programming leading to the Associate in Applied Science (A.A.S.) degree. Both programs provide students with technical competence in the field of computer information systems and a basic understanding of business organization and the role of computer information systems in support of the management process. Students may prepare for a variety of entry-level positions and for transfer to senior colleges. In addition, the department offers a program in Computer Science leading to the Associate in Science (A.S.) degree which is intended for the student who is interested in a more theoretical course of study. Students in this program are prepared for transfer to a baccalaureate degree program in computer science.

Chairperson: Richard Chorley

Deputy Chairpersons: Carlos Linares, Colin Persaud

Professors: Richard Chorley, Mary Alice Cohen, Albert Errera, Toby Ginsberg, Ahmet M. Kok, Lin Leung

Associate Professor: Carlos Linares, Manawendra Roy

Assistant Professors: Yan Chen, Yakov Genis, Tasneem Kazmi, Ching-Song Don Lee, Chigurupati Rani, Anna Salvati, Christopher Stein, Jose Vargas, Ching Song Don Wei, Hua Yan

Instructors: Todd W. Flyr, Colin Persaud

Lecturers: Robert Greer

Senior College Laboratory Technician: Louis Rivera

College Laboratory Technicians: Robert Lawrence, Tak Yuen

Adjunct Faculty: There are approximately twenty-two adjuncts in the department

COMPUTER INFORMATION SYSTEMS

Introduction to Computer Applications CIS 100
3 crs. 4 hrs.

This course develops an understanding of computer technology through the exploration of software packages on personal computers. The applications include word processing, spreadsheet, and database management. Students will also learn computer terms and concepts as well as the historical, social and economic implications of computer technology for our society.

Introduction to Computerized Medical Records CIS 105
2 crs. 3 hrs.

This course covers the current use of computers and data processing systems in the medical record field. This is a required course in the MRT curriculum.
Prerequisites: HIT 204, HIT 205, HIT 206, HIT 210, BIO 425
Corequisites: HIT 330, HIT 331, HIT 332

Introduction to Computer and Information Security CIS 115
3 crs. 2 hrs. 2 labs

This course provides an introduction to computer and information security. The significance of information integrity, availability and confidentiality are presented to demonstrate the importance of computer and information security. Students will gain practical skills on how to recognize threats and correct vulnerabilities. Techniques of detection, prevention and recovery from intrusions by malicious software will be taught with emphasis on concepts of organizational security through the institution of policies and procedures, and establishment of business and continuity planning.
NOTE: This course is an elective in Computer Operations and Computer Programming.

Introduction to Computer and Information Security CIS 115
3 crs. 2 hrs. 2 labs

This course provides an introduction to computer and information security. The significance of information integrity, availability and confidentiality are presented to demonstrate the importance of computer and information security. Students will gain practical skills on how to recognize threats and correct vulnerabilities. Techniques of detection, prevention and recovery from intrusions by malicious software will be taught with emphasis on concepts of organizational security through the institution of policies and procedures, and establishment of business and continuity planning.

Introduction to Data Base Applications CIS 120
2 crs. 3 hrs.

This course introduces the student to data base concepts and applications using state-of-the-art data base packages. The student not only studies the theory of data bases, but also implements and tests complete data base applications.
Prerequisite: CSC 110 or CIS 100

Introduction to Spreadsheet Packages CIS 140
2 crs. 3 hrs.

This course introduces the student to spreadsheet concepts and applications using state-of-the-art spreadsheet packages. Emphasis is placed on the use of the package to solve a wide range of business problems, including, but not limited to, accounting, scheduling and statistical applications. Students will develop and test a series of projects.
Prerequisite: CSC 110 or CIS 100

Desktop Publishing Packages CIS 160
2 crs. 3 hrs.

This course teaches students to use desktop publishing software to prepare a variety of documents in different page layouts including alphanumeric (in assorted fonts), graphics in various file formats or a combination of both. Students will learn the basic concepts of desktop publishing and how to organize and compose a document. Not open to students from the Office Administration department.
Prerequisite: CSC 110 or CIS 100

Introduction to the Internet CIS 180
3 crs. 4 hrs.

This course introduces basic concepts of the Internet and Internetworking. The subjects covered include basic networking concepts of transmission, topology and switching; highlights of TCP/IP protocol; hardware and software needed, and Internet applications of sending and receiving e-mail, navigating through gopher holes, accessing newsgroups, and accessing other computers through telnet and World Wide Web.
Prerequisites: CIS 100 or MMP 100 or CSC 110

Introduction to Information Systems and Technologies CIS 200
3 crs. 4 hrs.

This course introduces students to the use of information systems in business. The dramatic changes in Information technologies (IT) impact the ways in which companies operate and compete in local and global economies. Students will explore the global and ethical issues that have developed with the use of information systems. Working individually and in teams, the students will complete case studies on the following topics: Management Information Systems (MIS), systems analysis and design, hardware and software concerns, and telecommunications.
Prerequisites: Any ACC course or any BUS course; and pass computer competency test.

Course Descriptions

COMPUTER INFORMATION SYSTEMS

Advanced Computerized Medical Records Applications

CIS 205

2 crs. 3 hrs.

This course enables students to gain skills in the use of computer software specifically designed for medical record applications. This is a required course in the MRT curriculum.

Prerequisites: HIT 330, HIT 331, HIT 332, CIS 105
Corequisites: HIT 421, HIT 422, HIT 423, HIT 430

Visual BASIC

CIS 220

3 crs. 4 hrs.

This course covers a full range of BASIC language elements. A series of programs are completed to cover typical business, scientific, graphics, gaming and simulation applications.

Prerequisite: CSC 210

Computer Operations I

CIS 235

4 crs. 5 hrs.

This course presents a detailed and practical study of the operation of the mainframe computer. Students learn the command language and control statements for the IBM VM/CMS system. In addition, utility programs, disk concepts and terminal concepts along with operations in a networked environment are introduced. Students are familiarized with file handling techniques and how to compile, store, and load programs for various languages supported by the hardware.

Prerequisite: CSC 110

Advanced Internet Applications

CIS 280

3 crs. 4 hrs.

This course builds upon the knowledge acquired in CIS 180 and introduces the students to the applications of World Wide Web. It teaches how to produce home pages and build hyperlinks to other pages through HTML language; how to configure and install a World Wide Web server; how to use WAIS and other search engines; and to interface with other servers. Students will also be introduced to videoconferencing over the Internet.

Prerequisite: CIS 180

Systems Analysis

CIS 325

3 crs. 4 hrs.

This course teaches the student how to analyze systems of programs and how to document these analyses. The student will learn CASE (computer assisted systems engineering) tools that are currently used in the field of systems analysis. Students are required to complete a semester project to analyze a complex computer system. This project will require the use of CASE tools to document the input and output requirements, data dictionaries, database design and normalization, ERD (entity relationship diagrams), DFD (data flow diagrams), systems flowcharts, run charts, and PERT (program evaluation review technique) charts.

Prerequisite: CSC 210

Computer Operations II/JCL

CIS 335

3 crs. 5 hrs.

This course introduces the student to practical experience operating a mainframe computer through the use of OS/MVS Job Control Language (JCL). The background, purpose and the concepts of operating systems as implemented through OS/MVS JCL are taught through a series of practical assignments. Also covered are the creation and execution of utility and sort/merge programs in the IBM 30XX environment.

Prerequisite: CIS 235 or any CIS 300 level course

Telecommunication Networks I

CIS 345

4 crs. 5 hrs.

This course is an introductory course in telecommunications networks. It covers the fundamentals of networking concepts, such as networking media, topology, switching, and management. It will also include an introduction to Open System Interface (OSI) layered organization and the functionality of each layer.

Prerequisite: CSC 210 or CIS 235

Business Systems I

CIS 365

4 crs. 5 hrs.

This course is an introductory business programming course. It introduces the students to business programming concepts such as analysis, implementation, and documentation of business systems. The students write business programs using a currently used program development language. The programming assignments include report generation, data validation, sort programs and single and multidimensional tables. The students are required to test and document all programs using standard business programming methods.

Prerequisite: CSC 210

Database Driven Website Programming

CIS 370

3 crs. 2 lecture, 2 lab hrs.

This course will familiarize students with approaches for creating web pages that interact with a database. In this course, students will learn how to use the following technologies: SQL statements to create database queries, HTML forms to realize user interface, and a programming language to implement common gateway interface (CGI).

Prerequisite: CSC 210

Wireless Programming

CIS 390

3 crs. 2 lecture, 2 lab hrs.

This course provides an introduction to programming in wireless networking environment. After a brief background of wireless technologies and their applications, a comprehensive survey of wireless application development environments will be presented. Issues and considerations of wireless application development will be discussed with emphasis on: Wireless

Application Protocol (WAP) used to establish communicating between devices and scripting languages and libraries such as Wireless Manipulation Language (WML) and Extensible Hypertext Markup Language (XHTML) to develop applications that use those protocols. Students will learn to design, implement and test a wireless application as a term project that is representative of commercial wireless application.

Prerequisite: CSC 210

Systems Implementation

CIS 420

3 crs. 5 hrs.

Students continue from the realm of theory taught in CIS 320, Systems Analysis, to realities of practical applications. The class is divided into teams. A system is developed as a joint effort by each team as it analyzes, systematizes, programs, and writes documentation to implement its projects. In addition to the team projects, topics relevant to current computing techniques are discussed and where applicable, demonstrated to, or practiced by the class.

Prerequisites: CIS 365 and CIS 375

UNIX

CIS 440

3 crs. 4 hrs.

Students are introduced to the UNIX operating system, its external commands, internal structures, and text processing capabilities.

Prerequisite: CIS 340

Telecommunications Networks II/LAN

CIS 445

4 crs. 5 hrs.

This course is a second course in telecommunications networks with special emphasis on Local Area Networks (LAN). It covers the fundamentals of LAN technology, such as wiring and topology as well as implementation and management of LANs. Advanced topics include LAN connectivity and future LAN directions.

Prerequisite: CIS 345

Wireless Information Networks

CIS 475

4 crs. 3 lecture, 2 lab hrs.

This course provides a comprehensive introduction to wireless networking technologies. It presents the hardware and software components of wireless communications with respect to transmission techniques, medium access, encoding and decoding of signals, methods of Digital Signal Processing (DSP) and routing. Different types of existing and emerging wireless networking technology standards and their applications will be examined with emphasis on their design, implementation, security and maintenance in a business environment.

Prerequisite: CIS 345

Course Descriptions

COMPUTER INFORMATION SYSTEMS

Network Security

4 crs. 3 lecture, 2 lab hrs.

This course provides a comprehensive overview of network security. The topics covered are: general security concepts including authentication methods, common network attacks; and methods for safeguarding against attacks; communication security including remote access, e-mail, the World Wide Web, directory and file transfer, and wireless data; infrastructure security that explores various network devices and media, and the proper use of perimeter topologies such as DMZs, extranets, and intranets to asymmetric and symmetric algorithms, and the types of PKI certificates and their uses; operational/ organizational security is discussed as it relates to physical security, disaster recovery, and business continuity, as well as coverage of computer forensics.

Prerequisite: CIS 345

Business Systems II

3 crs. 5 hrs.

This course is a second course in business programming where the students are introduced to advanced programming concepts. Individual programming projects include creation and use of files, interactive screen design and generation for online input and modification, and documentation of existing systems modules through analysis of maintenance requests.

Prerequisite: CIS 365

Operating Systems Concepts

3 crs. 3 hrs.

This course covers the main operating systems that are being used in the computer industry today. Emphasis is placed on OS and its libraries, systems generation, linkage, editor, JCL, and data management techniques. The course reviews other operating systems and compares them to OS.

Prerequisite: CIS 365 or CIS 235

CIS 455

COMPUTER SCIENCE

Computer Programming I

4 crs. 5 hrs.

This course introduces the student to the theoretical and practical aspects of computers. The major laboratory experience is the completion of programming projects using Polya's four-step method. These projects have been carefully selected and ordered to provide the student with experience in fundamental control and data structures. All practical programming work is done on microcomputers.

Computer Programming II

4 crs. 5 hrs.

This course is a continuation of CSC 110. Students are introduced to elementary data structures, string processing, and searching and sorting techniques. Students are expected to complete several complex programs.

Prerequisite: CSC 110

Discrete Structures

3 crs. 3 hrs.

This course focuses on discrete structures and techniques which have direct applications in computer science. Topics include the use of monoids, groups, finite automata and Turing machines in understanding and implementing simulations, circuitry, and the encoding and decoding of information.

Prerequisites: CSC 110, MAT 056, and MAT 200

Assembler Language and Architecture I

3 crs. 4 hrs.

This course is designed to provide a basic knowledge of computer architecture and Assembler Language programming with emphasis on the following areas: main storage organization, instruction sets and addressing, index and displacement registers, interrupts, and the program status word.

Prerequisite: CSC 210

Data Structures I

3 crs. 4 hrs.

This course is an introduction to abstract data structures, their use and implementation. Storage allocation techniques, including stacks, queues, and linked lists and recursive programming will be discussed. Students will be expected to complete several programming assignments illustrating the basic concepts.

Prerequisites: CSC 210 and CSC 230

CSC 110

Assembler Language and Architecture II

3 crs. 4 hrs.

The students enhance their knowledge of Assembler Language and machine architecture by writing sophisticated programs utilizing indexing, subroutines and linkage conventions. User and system macros, conditional assembly and file input/output operations are covered.

Prerequisite: CSC 310

Data Structures II

3 crs. 4 hrs.

This course introduces the student to more complex data structures. Topics include: the manipulation of trees, graphs and multi-linked structures, design and analysis of searching and sorting algorithms with emphasis on complexity and efficiency and memory management.

Prerequisite: CSC 330

Computer Graphics

3 crs. 4 hrs.

This course is an introduction to the principles of interactive computer graphics, including input techniques and devices, display files, and two-and-three-dimensional computer graphics.

Prerequisites: CSC 210 and CSC 230

Mathematical Foundations of Computer Networking (Same as MAT 470)

4 crs. 3 lecture, 2 lab hrs.

This course presents the mathematical concepts underlying computer networks. The course introduces probability and stochastic process, queuing analysis, and basic graph theory and relates these topics to various layers of the seven layer Open Systems interface (OSI) organization model of computer networks. Practical laboratory projects provide concrete illustration of theoretical concepts.

Prerequisites: MAT 302

CSC 410

CSC 430

CSC 450

CSC 470

Course Descriptions

COMPUTER INFORMATION SYSTEMS

MULTIMEDIA

Introduction to Multimedia MMP 100
3 crs. 2 lecture, 2 lab hrs.

This course introduces students to the fundamentals of multimedia production. In a hands-on class, students will learn the essentials of program design and authoring software in an integrated computer environment. Students will learn how to combine graphics, audio and text to create programs for industrial and educational applications.

Multimedia Design MMP 200
3 crs. 2 lecture, 2 lab hrs.

Building on the principles learned in introduction to multimedia, students will learn to manipulate graphics and text in more sophisticated ways for use in print layout as well as multimedia. An emphasis will be placed on design concepts for the creation of pages.
Prerequisite: MMP 100

Programming for Multimedia MMP 220
4 crs. 3 lecture, 2 lab hrs.

This course introduces the basic concepts of programming for multimedia. Students will learn the principles of object oriented programming and how to create scripts for the manipulation of video, graphics, and text to construct a complete multimedia presentation.
Prerequisite: MMP 100

Interaction Design With Multimedia Programming MMP 230

Students will learn to design interfaces and manipulate graphics, text, video and other multimedia elements through a scripting language such as flash actionscript. An emphasis will be placed on planning projects and using programming concepts for the development of games, e-commerce and dynamic multimedia applications.
Prerequisite: MMP 100

Web Design MMP 240
3 crs. 2 lecture, 2 lab hrs.

This course will introduce students to the process and techniques of web design. Effective website design and site architecture will be explored through class assignments and critique of existing websites. Hands-on experience designing web pages while using web authoring software and coding HTML manually will be emphasized. Graphic, audio, and animation applications, which allow for image and sound development, will be introduced.
Prerequisite: CIS 180 or MMP 100

Introduction to 2D Animation MMP 260

Students will learn to design and create motion graphics for multimedia, building projects appropriate both for internet applications and for film and video. Students will learn how to use a vector-based animation

program such as Flash MX and animation and visual effects compositing programs to create original work. An emphasis will be placed on planning projects and developing narratives through the use of storyboards.
Prerequisite: MMP 100

Type in Motion MMP 280
3 crs. 2 hrs. 2 lab hrs.

This course will cover the fundamentals of animated type. It will adapt and expand traditional typographic principles for dynamic and interactive media. Students will explore typographic elements in space and time with the objective of creating meaningful and expressive animation. Computer animation techniques will be introduced and demonstrated in class. Potential applications include websites, online advertisements, movie titles and broadcast design.
Prerequisite: MMP 100

Introduction to Video Graphics (Same as VAT 301) MMP 301
3 crs. 3 hrs.

This course offers an introduction to designing two-dimensional computer generated video graphics. Students create graphics to television productions, such as opening titles for programs to be used in live studio situations and for integration in post-production editing. Students are introduced to motion graphics in 2D and 2+D digital graphic applications.
Prerequisite: VAT 161 or VAT 171, and CIS 100

Multimedia Networks MMP 320
4 crs. 3 lecture, 2 lab hrs.

This course will introduce the fundamentals of computer communications and its effects on multimedia applications, the OSI reference model, communication protocols, transmission media will be discussed and their impact on the performance of multimedia applications will be examined. Different network design strategies and their tradeoffs will be addressed to enhance students' understanding of computer networks for multimedia.
Prerequisite: MMP 220

Content Development for the Web MMP 340
3 crs. 2 lecture, 2 lab hrs.

This course teaches principles and practices of writing and editing for the Web. It covers issues such as writing for an online audience, structuring content across Web pages and integrating text with other media elements. Emphasis is given to writing strategies that exploit the interactive capabilities of the Web.
Prerequisites: ENG 201 or ENG 121 and MMP 100 or CIS 180

Introduction to 3D Motion Graphics for Video, Film, Game, Multimedia and Internet (Same as VAT 401) MMP 401
3 crs. 4 hrs.

Students will learn to construct 3D motion graphics for video, film, game, multimedia, and Internet applications. Students will use advanced CGI Program to make original animations in a three-coordinate space. Students will learn to model three-dimensional objects and to choreograph scenes, controlling character movement, lighting, sound and camera directions.
Prerequisite: VAT 301, or MMP 200 and ART 224

Distributed Multimedia Applications MMP 420
4 crs. 3 lecture, 2 lab hrs.

This course will introduce the concept of designing and constructing a distributed multimedia presentation. It will cover issues of synchronization between applications, partitioning of relevant applications and interaction management for multimedia applications distributed over a network. The students will be expected to design and implement a simple distributed multimedia application.
Prerequisite: MMP 320

Multimedia Project Lab MMP 460
4 crs. 3 lecture, 2 lab hrs.

Students will work collaboratively to plan, design and create a complete project to be stored on a CD ROM. Projects may be drawn from such applications as: information kiosks; computer-assisted instruction; and creation of world wide web sites.
Prerequisites: MMP 200 and (MMP 220 or VAT 171 or ART 354)

Course Descriptions

COOPERATIVE EDUCATION

Cooperative Education

Room N665, Telephone: (212) 220-8055

The philosophy of cooperative education is to enhance the relevance of theories learned in the classroom, giving students the opportunity to apply those classroom theories to practical work experience gained through on-the-job internships in business, industry, government, or service organizations. The Cooperative Education Department makes every effort to ensure that there is an experiential component to each eligible student's BMCC education. Cooperative Education is required of students majoring in Accounting, Business Management (including areas of study in Finance and Banking, General Management, Marketing, Real Estate, and Travel and Tourism), Video Arts and Technology, Multimedia Programming and Design and Office Automation/ Operations. It is optional in Computer Information Systems and Liberal Arts. The typical Cooperative Education requirement is the Career Planning course (CED 201) and an Internship (CED 300).

Chairperson: Jonathan Dash

Associate Professor: Jonathan Dash

Assistant Professors: Acte Maldonado, Henry G. Stroobants, Joanne Tekula

Lecturers: Stephanie Billingsley, Joan Jeter-Moye

Corporate Recruiting Liaison: Elena Salcedo

Adjunct Faculty: There are usually three adjuncts in the department.

Career Planning (Classroom Course) CED 201 2 crs. 2 hrs.

Designed to help students creatively plan their careers, the course covers self-assessment, career exploration and practical job search skills. Typically, the course includes the following topics: identifying and classifying needs, interests, values and skills; researching occupational and organizational alternatives; job search techniques and resources for employment; resume and cover letter preparation; and job interviewing and follow-up. Students who are required to register for the classroom course CED 201, Career Planning, should do so after completing all remedial requirements and accumulating more than 12 credits. After accumulating 30 credits, including 9 credits in their major, students who are matriculated with a 2.0 GPA or higher may register for Internship I (See CED 300).

Cooperative Education Internships CED 300, 400, 500 2 crs. 15 hrs.

The following internships are offered by the Department:

- CED 301 Accounting Internship I
- CED 401 Accounting Internship II*
- CED 501 Accounting Internship III*
- CED 305 Liberal Arts Internship I
- CED 405 Liberal Arts Internship II*
- CED 315 Computer Information Systems Internship I
- CED 345 Multimedia Internship I**
- CED 415 Computer Information Systems Internship II*
- CED 371 Video Arts and Technology Internship I
- CED 471 Video Arts and Technology Internship II*
- CED 351 Office Administration Internship I
- CED 451 Office Administration Internship II*
- CED 551 Office Administration Internship III*
- CED 361 Business Management Internship I
- CED 365 Small Business/Entrepreneurship Internship I
- CED 461 Business Management Internship II*
- CED 561 Business Management Internship III*

Business Management Internships include students in the following areas of study: Finance and Banking, General Management, Marketing, and Travel and Tourism. Liberal Arts Internships include students majoring in Business Administration, Public Service, Writing and Literature and Liberal Arts.

**Registration in the CED 400 and CED 500 series requires special approval by the Cooperative Education Coordinator.*

***Please note that the prerequisites for CED 345 are MMP 200 and (MMP 220 or VAT 171 or ART 354).*

The Internship

Each student intern is assigned to a coordinator (a faculty member in the Department of Cooperative Education and Placement) who is knowledgeable about the student's field. The faculty coordinator helps the student secure internship placement and serves as the student's instructor and advisor during the field experience. In addition, the student has a unique opportunity to discuss and evaluate broader goals and career objectives on an individual basis.

Cooperative Education interns are expected to work fifteen hours a week, complete a term project assigned by the faculty coordinator, and be evaluated by the worksite supervisor. Most students work part-time, fifteen hours per week, for the length of the academic semester – longer for summers – in internships related to their majors while remaining full-time students, and receive two academic credits. Internships may be paid or unpaid.

Pre-Registration Orientation

Each semester, during the Academic Advisement period, the Department conducts pre-registration orientations for all students planning to enroll in the coming semester's internship program. Attendance at these sessions is mandatory. Students must meet with a coordinator and receive written permission to take an internship before registration.

Registration and Scheduling

When registering, students must leave themselves free to work following one of three profiles: Monday to Friday 9am to 1pm; Monday to Friday 1pm to 5pm; 2 full days 9 am to 5pm (preferred for VAT students). Students should allow enough travel time between the College and the job. It is the responsibility of the student to report to the Department of Cooperative Education within the first week after the beginning of the semester to arrange for an appointment with the assigned faculty coordinator.

Special Situations:

Students who are working complete a special version of the Internship tailored to meet their particular circumstances. Students currently working must contact the Department to discuss with a faculty coordinator how the internship requirement will be fulfilled.

Other conflicts and problems can be resolved only by discussing them with the appropriate faculty coordinator. Students should resolve all problems and concerns by the time they have accumulated 45 credits in order to avoid delaying graduation.

For complete information visit the Cooperative Education Department in N665, see the chair, and ask for a copy of the internship student handbook.

It is the policy of the Cooperative Education Department to utilize employers who hire workers without regard to sex, race, color, national origin, handicap, sexual preference, or age.

Developmental Skills

Room N420, Telephone: (212) 220-1396

The Department of Developmental Skills offers courses in Critical Thinking, English as a Second Language (ESL), Linguistics and Academic and Critical Reading (ACR). The courses help students in developing skills essential to continued academic progress.

In order to determine whether a student has a need for these courses, placement examinations in reading and writing (ACT Tests) are given. As a result of the examinations, students may be assigned to appropriate ESL and/or reading courses at appropriate levels. An ESL course is required for all students whose placement examination in writing receives a non-passing score and whose major problems with writing stem from a foreign language background.

The CUNY Assessment Reading and Writing tests were replaced with the new CUNY/ACT Skills tests. These tests have three parts: Reading Skills, Writing Skills and a Writing Sample. The CUNY/ACT tests are used for initial placement and for exit from the top-level remedial course in Reading, English and English as a Second Language.

In addition, effective Spring 2001, the prerequisite for Composition I (ENG 101) is passing the Reading and Writing ACT tests.

NOTE: Students who are required to take ESL 054/049, 062, 094, 095, and/or ACR 094 or 095 are not permitted to register for more than a total of 18 contact hours a semester.

In addition, the Department offers two courses open to the general college population. Critical Thinking (CRT 100) addresses issues that allow students to hone their thinking skills. In Language and Culture (LIN 100), students learn about various sociolinguistic topics. Both courses include distance learning sections.

Chairperson: Gay Brookes

Deputy Chairpersons: Mabel Asante, Juliet Emanuel, Judith Resnick

Professors: Edward M. Bostick, Gay Brookes, Anne Friedman, Bette Kalash, Lanny Lester, Kenneth Levinson, Sharona Levy, Susan Price, Judith Resnick

Associate Professors: Yeghia Aslanian, Paul Camhi, Juliet Emanuel, Tajpertab Rajkumar, Maya Sharpe, Yong Wei, Dongmei Zeng

Assistant Professors: Mabel Asante, Hafiz Baghban, Audrey Bynoe, Paulette Henderson

Instructors: Gabriella Morvay, Rosario Torres, Cynthia Wiseman

Lecturers: Cheryl Comeau-Kirshner, Anne O. McCammon, Sandra Miyashiro, Theresa Suraci

Senior College Laboratory Technician: Joseph Johnson

College Laboratory Technician: Joshua Belknap

Adjunct Faculty: There are approximately 60 adjuncts in the Department.

CRITICAL THINKING

Critical Thinking **CRT 100**
3 crs. 3 hrs.

Critical Thinking presents reasoning and problem solving techniques. It begins with a description of the thinking process and proceeds to examine areas such as identifying and defining problems; understanding the roles of evidence, interpretation, and perception in reasoning; distinguishing between belief and knowledge; understanding the role of language; techniques for organizing information; and methods for building and analyzing arguments.

ENGLISH AS A SECOND LANGUAGE

English as a Second Language **ESL 054**
0 cr. 9 hrs.

English as a Second Language **ESL 049**
0 cr. 3 hrs.

These two Intensive English courses are designed in their combined form to improve the reading/writing and aural/oral skills of the beginning and low-intermediate student. These two courses must be taken concurrently and are obligatory for one semester for all incoming ESL students whose placement examinations show a need for instruction at this level.

English as a Second Language **ESL 062**
0 cr. 6 hrs.

This is a high-intermediate level course that combines listening, speaking, reading, and writing skills. Narrative and descriptive writing are emphasized and expository writing is introduced.

English as a Second Language **ESL 094**
0 crs. 6 hrs.

This advanced level course emphasizes writing and reading skills; however, oral skills are not neglected. In writing, students focus on introducing, developing, supporting, and organizing their ideas in expository essays as well as in narrative and descriptive writing.

Intensive Writing **ESL 095**
0 crs. 6 hrs.

This intensive writing course for ESL students focuses on basic components of effective writing, including paragraph development and structure, sentence structure, word choice, and content. Students read and respond to a variety of texts and use argumentation, narrative, and description as modes of developing ideas in writing.

LINGUISTICS

Language and Culture **LIN 100**
3 crs. 3 hrs.

This course will introduce the student to the study of language in multicultural urban settings. The course will introduce related topics, such as bilingual/bidialectal families and bilingual education, language and gender, child language acquisition, and different dialects and registers of English. The readings will draw on works in linguistics, literature and related fields. Students will work on critical reading and produce writing based on the readings in connection with their own experiences and backgrounds.

READING

Academic and Critical Reading I **ACR 094**
(formerly RDG 062)
0 cr. 6 hrs.

This introductory college level reading course emphasizes improved reading comprehension through the practice of literal, inferential and critical reading skills, vocabulary development, writing, flexible reading rates, and study skills. A variety of materials is used to enrich students' basic understanding of reading.

Academic and Critical Reading II **ACR 095**
(formerly RDG 075)
0 crs. 6 hrs.

This advanced reading course is designed to help students master a full range of college-level reading and related skills, including critical comprehension, vocabulary, writing, flexible rates of reading, and study strategies. A variety of college-level materials is used.

Course Descriptions

ENGLISH

English

Room N720, Telephone (212) 220-8270

The English Department prepares students who have various levels of proficiency to reach an optimum level of performance in writing. The courses offered by the department enable students to qualify for graduation and to perform successfully in four-year colleges.

All entering students who do not have a CUNY waiver are required to take the Writing ACT for placement. Students who score below seven will enroll in an appropriate remedial writing course and will not be permitted to enroll in English 101 until they complete their remedial requirements in writing and reading.

In Fall 2000, the CUNY Assessment Reading and Writing tests were replaced with the new CUNY/ACT Skills tests. These tests have three parts: Reading Skills, Writing Skills and a Writing Sample. The CUNY/ACT tests are used for initial placement and for exit from the top level remedial course in Reading, English and English as a Second Language. In addition, effective Spring 2001, the prerequisite for Composition I (ENG 101) is passing the Reading and Writing ACT tests.

Chairperson: Joyce Harte

Deputy Chairpersons: Steven Belluscio, Danny Sexton

Professors: Milton Baxter, Charles DePaolo, Maria Devasconcelos, Philip Eggers, Francis N. Elmi, Doris Hart, Joyce Harte, Robert Lapides, Bernardo Pace, Diane Simmons, Joseph Ugoretz, Erwin Wong, Jane J. Young, Robert Zweig

Associate Professors: Steven Belluscio, Anthony R. Drago, Cheryl Fish, Dexter Jeffries, Caroline Pari-Pfisterer, Elliot Podwill, Joyce Zonana

Assistant Professors: Joseph Bisz, Page Delano, Delores Deluise, Carlos Hernandez, Rolando Jorif, Jee Yoon Lee, Holly Messitt, Stephanie Oppenheim, Margaret Claire Pamplin, Elizabeth Primamore, Marguerite Rivas, Rochelle Rivas, Roger Sedarat, James Tolan, William Wright

Instructors: Margaret Barrow, Laurence Berkeley, Miriam Delgado, Peter DeNegre, Zhanna Yablokova

Lecturers: Andrea Starr Alonzo, Danny Sexton, Rebecca Weiner

Coordinator of Basic Skills English Lab: John Short

Adjunct Faculty: There are approximately 120 adjuncts in the department.

Intensive Writing 0 cr. 6 hrs.

This is a lower-level remedial writing course in which students are introduced to the fundamentals of writing, including punctuation, spelling, grammar, word choice, sentence structure, and paragraphing. Students are given frequent in-class writing exercises that focus on narration and description as modes of developing ideas. Conferences with instructors are frequent. This course is for students who score below five on the Writing ACT, and it prepares them for English 095.

Intensive Writing 0 crs. 6 hrs.

This is an upper-level intensive developmental writing course for students scoring five or six on the Writing ACT. Students are instructed in basic components of effective writing, including word selection, punctuation, spelling, grammar, sentence structure and paragraph development. Students are given frequent in-class writing exercises that focus on argumentation, narrative, and description as modes of developing ideas. Individual conferences with instructors are frequent.

English Composition I 3 crs. 3 hrs.

This is the first college level writing course. Readings are used to stimulate critical thinking and to provide students with models for effective writing. Students become acquainted with the process of writing, from pre-writing activities to producing a final, proofread draft. Grammar and syntax are discussed as needed. At the end of this course, students take a departmental essay examination that requires them to compose, draft, and edit a thesis-centered essay of at least 500 words.

Prerequisite: Pass Reading and Writing ACT tests

English Composition I and II, in Tandem 6 crs. 6 hrs.

This course combines English 101 and 201 into a one-semester course. It is designed for students with a high level of reading and writing proficiency. Departmental permission is required.

Prerequisite: Pass Reading and Writing ACT tests

English Composition II 3 crs. 3 hrs.

This course is a continuation of ENG 101. It helps the student further develop composition skills through literary analysis. Students continue to focus on the writing process as they are introduced to a variety of literary genres including the short story, drama, poetry, and/or the novel. Students complete a documented paper based on library, electronic, and field research.

Prerequisite: ENG 101

ENG 088

English III

English III consists of the English electives which appear in the catalog as courses numbered English 301 or higher. The literature courses consider, in depth, major writers, literary periods, or genres. The writing courses are workshops where students can develop their writing talents in specialized fields.

The English III courses are similar in structure, organization and content to courses at four-year colleges. Students who plan to transfer to four-year colleges are urged to contact those colleges to find out which English electives should be taken at BMCC to fulfill their admission requirements.

Prerequisites: ENG 101 and 201, or ENG 121

Journalism: News Writing 3 crs. 3 hrs.

This course covers the basic principles and practices of news reporting and writing. Students are taught to write single-incident news stories, conduct balanced interviews and edit their own copy, employing standard copy editing symbols, and format. Emphasis is also given to the theoretical side of journalism with an overview of its history, present legal controls, ethical issues, and rapidly expanding technology.

Prerequisites: ENG 101 and 201, or ENG 121

Journalism: Feature Writing 3 crs. 3 hrs.

This course provides further opportunities for students to explore journalism. Students conduct interviews, cover stories around the city and write journalistic articles. Opportunities are provided for specialized coverage in areas such as politics, consumerism, science, education, finance, the arts, social change, and family life. Topics include layout, headline composition, and basics of journalism law.

Prerequisites: ENG 101 and 201, or ENG 121

Creative Writing Workshop 3 crs. 3 hrs.

The objective of this course is to sharpen students' creative writing skills in the genres of the short story, poetry, and drama, depending on students' interests and ability.

Prerequisites: ENG 101 and 201, or ENG 121

Advanced Composition 3 crs. 3 hrs.

This course teaches the writing of formal and informal essays, articles, and reviews in a personal voice. Through the reading of modern and contemporary essays students learn to identify the unique qualities of writers in order to develop an individual style applicable to the various disciplines of public and personal writing.

Prerequisite: A grade of B or better in ENG 201 or ENG 121, or departmental approval

ENG 3xx

ENG 303

ENG 304

ENG 311

ENG 314

Course Descriptions

ENGLISH

Playwriting (Same as THE 315) ENG 315
3 crs. 3 hrs.

The objective of ENG 315 – Playwriting is to sharpen students' creative writing skills and to teach them the elements of playwriting and character development. Through the reading of one-act plays and practice writing exercises each week, students will learn the craft of playwriting. They will write scenes and create their own one act plays.

Prerequisites: ENG 101 & 201, or ENG 121

Film ENG 321
3 crs. 3 hrs. 1 lab. hr.

This is a film history and appreciation course, with special emphasis on style, techniques, genres, and themes. During one double period in which a full-length film is shown, students are encouraged to take notes. In the next class, the film is discussed and analyzed. Students will read about the development of the cinema and write essays about well-known films.

Prerequisites: ENG 101 and 201, or ENG 121

Fiction into Film ENG 322
3 crs. 3 hrs. 1 lab. hr.

In this course film adaptations of 19th and 20th century fiction are compared to their original versions to determine differences and similarities between literary and cinematic technique. Films based on novels include such award-winning movies as "One Flew Over The Cuckoo's Nest," "Clockwork Orange," and "To Kill A Mockingbird". Also included are film adaptations of stories by writers such as Richard Wright, William Faulkner, Willa Cather, F. Scott Fitzgerald, Ambrose Bierce, and Ernest Gaines. Students will learn terms to describe cinematic effects and techniques.

Prerequisites: ENG 101 and 201, or ENG 121

The Art of the Detective Story ENG 332
3 crs. 3 hrs.

This course explores the genre of the detective story: its principal themes, plots, characters, and settings; the dramatic changes the genre has undergone (particularly in the twentieth century); its relationship to other literature and new directions of the genre today. In addition, the phenomenal popularity of the detective story will be considered: who is the audience and why has the detective story attracted such a large audience?

Prerequisites: ENG 101 and 201, or ENG 121

The Short Story ENG 333
3 crs. 3 hrs.

This course acquaints students with the wide range and varied forms of the short story as it developed in America, Europe, and other continents. Readings will include works by male and female authors of different periods and nationalities, and some attention may

be paid to the historical development of the short story as a genre, as well as the cultural contexts in which the assigned stories were written.

Prerequisites: ENG 101 and 201, or ENG 121

Children's Literature ENG 334
3 crs. 3 hrs.

This course studies and analyzes outstanding classical, contemporary and multicultural literature for children and adolescents, arranged by genre. Students are given an overview of the evolution of the literature from its cultural roots in myth and legend to its present role as a reflector of modern society.

Prerequisites: ENG 101 and 201, or ENG 121

Autobiography ENG 335
3 crs. 3 hrs.

This course will introduce the student to autobiography in the context of literary debate: Why do we read autobiography? How do we classify autobiography, as non-fiction or fiction? Works by both men and women of many cultural and socioeconomic backgrounds will be included. Students will examine the various styles, elements, as well as the recurring themes in autobiography, while working on their own "reflections of the self." This course includes a considerable amount of writing and qualifies as an advanced writing course in the Writing and Literature Program.

Prerequisites: ENG 101 and 201, or ENG 121

Postcolonial Literature (Same as AFL 336) ENG 336
3 crs. 3 hrs.

This course will study and analyze selected novels, short stories, poems, and plays of postcolonial writers from Africa, South Asia and Southeast Asia, the English-Speaking Caribbean, New Zealand, Canada and Australia. The course will examine the ways in which postcolonial writers transcend a British imperial legacy of colonialism to redefine their own distinctive social and cultural worlds.

Prerequisites: ENG 101 and 201, or ENG 121

Science Fiction ENG 337
3 crs. 3 hrs.

This course examines how science fiction literature envisions the impact of machine technology on the individual and society. The human/machine interaction will be traced from early myths to contemporary science fiction, including works by Asimov, Clarke, Delaney, Gibson, Lem, Orwell, Vonnegut, and Zelazny.

Prerequisites: ENG 101 and 201, or ENG 121

Latino/a Literature in the U.S. (Same as LAT 338) ENG 338
3 crs. 3 hrs.

In this course works reflecting the experiences of U.S. Latino/a writers in English are analyzed. Students will read, discuss, and write about fiction, nonfiction, poetry and drama by writers such as Julia Álvarez, Rudolfo

Anaya, Gloria Anzaldúa, Roberto Fernández, Tato Laviera, Achy Obejas, Abraham Rodríguez, Jr., and Piri Thomas.

Prerequisites: ENG 101 and 201, or ENG 121

Asian American Literature (Same as ASN 339) ENG 339
3 crs. 3 hrs.

Representative works reflective of the collective experiences of Asian American writers are analyzed. American writers are analyzed. Fiction, poetry, drama and non-fiction written from Chinese, Filipino, Asian Indian, Japanese, Korean, and South-East Asian cultural perspectives are discussed.

Prerequisites: ENG 101 and 201, or ENG 121

Middle Eastern Literature ENG 340
3 crs. 3 hrs.

This course surveys fiction, poetry, and drama from writers throughout the Middle East, beginning in the late 19th century and concluding in the present time. English translations of well-known literature from the Middle East, a region defined as the countries of southwest Asia and northeast Africa, are considered in the context of such recurring themes as cultural/national identity, colonialism religion (e.g. Islam, Judaism, Christianity), gender relations and class conflict.

Prerequisites: ENG 101 and 201, or ENG 121

Modern Poetry ENG 345
3 crs. 3 hrs.

The goals of this course are to stimulate an appreciation for, and an enjoyment of, poetic masterworks mainly of the 20th century. This course includes critical reading and writing; its approach is an in-depth study of poetry which has universal significance. Writers studied include T.S. Eliot, W.H. Auden, Dylan Thomas, e.e. Cummings, Pablo Neruda, Langston Hughes, Theodore Roethke, Gwendolyn Brooks, and Sylvia Plath.

Prerequisites: ENG 101 and 201, or ENG 121

Topics in Literature ENG 350/351
3 crs. 3 hrs.

This course will focus on a specific theme, concept, cultural milieu, or major author to be announced in advance. Topics for the following semester will be made available by the English Department during registration. Each section of the course will cover in-depth a single special topic, such as one of the following: the Harlem Renaissance, Literature and the Environment, Utopian and Dystopian Literature, Literature and Medicine, The Beat Generation, Literature of the Working Class, Satire in the 18th Century, Censorship and Literature, Literature of Immigration, War in Literature, Madness and Inspiration in Literature, Gay and Lesbian Literature, and Women in Shakespeare.

Prerequisites: ENG 101 and 201, or ENG 121

Course Descriptions

ENGLISH

Women in Literature

3 crs. 3 hrs.

This course focuses on the contributions of women literary artists from a variety of cultures and ethnic groups. It examines how some writers have both reflected the prevailing female stereotypes of their age and background, and also imagined the "New Woman." Enrollment is open to both women and men.

Prerequisites: ENG 101 and 201, or ENG 121

Contemporary Urban Writers

3 crs. 3 hrs.

This course focuses on the literature of urban America since 1950 and in particular on how contemporary writers use the images and themes of the city.

Prerequisites: ENG 101 and 201, or ENG 121

English Literature I

3 crs. 3 hrs.

This course surveys works of English literature from its origins in pre-Norman England to the eighteenth century. The objectives are three-fold: (1) to develop the student's appreciation for literature and an acquaintance with literary masterpieces written in English during the years of this survey; (2) to introduce the student to the major political and cultural events and ideals that shaped England during these years; (3) to illustrate how cultural and political ideals shape human thought and are reflected in literature. Selections may include "Beowulf", "Chaucer's Canterbury Tales", Shakespeare's plays, and Swift's writings.

Prerequisites: ENG 101 and 201, or ENG 121

English Literature II

3 crs. 3 hrs.

This survey course is independent of English 371, which is not a prerequisite. It covers the principal figures, styles, themes and philosophies represented during three literary periods: the Romantic Era, the Victorian Age, and the Twentieth Century. It exposes students to major works of literature including poetry, plays, short stories, novels, and essays. It enables students to appreciate the thoughts and contributions of outstanding writers such as Keats, Wordsworth, Tennyson, Browning, Yeats, and Eliot, as well as Dickens, Joyce, and Lawrence.

Prerequisites: ENG 101 and 201, or ENG 121

Introduction to Shakespeare

3 crs. 3 hrs.

This course provides careful, in-depth readings from Shakespeare's tragedies, histories, and comedies. The course examines some of the main characteristics of his work, including his major themes, the development of character and plot, and the special worlds that he creates through his poetic language.

Prerequisites: ENG 101 and 201, or ENG 121

ENG 353

American Literature I

3 crs. 3 hrs.

This course surveys American literature from its colonial beginnings to the American Renaissance of the nineteenth century—from Anne Bradstreet and Cotton Mather to Walt Whitman and Herman Melville. Students learn about the cultural milieu that influenced writers, read major and representative works, and sharpen their critical abilities.

Prerequisites: ENG 101 and 201, or ENG 121

American Literature II

3 crs. 3 hrs.

Though English 381 is not a prerequisite, this course begins where 381 leaves off and covers select fiction and poetry from the Gilded Age of the late nineteenth century to the present. Students study major writers and literary movements; and an effort is made to place literature in its cultural context. Works by such writers as Mark Twain, Emily Dickinson, Henry James, T.S. Eliot, Richard Wright, F. Scott Fitzgerald, and Toni Morrison may be included.

Prerequisites: ENG 101 and 201, or ENG 121

The American Novel

3 crs. 3 hrs.

This course focuses on the gradual emergence of the American novel both as a literary form and as a reflection and reinforcement of patterns in the fabric of American life. Representative authors may include Hawthorne, Melville and Stowe from the 19th century; Lewis, Cather, Fitzgerald, Faulkner, Hemingway, and Steinbeck from the 1920's to the 1950's; and Wright and Mailer of the 1960's and 1970's.

Prerequisites: ENG 101 and 201, or ENG 121

Modern American Theatre

3 crs. 3 hrs.

The development of the American theatre since the rise of realism is traced through 1920's dramas by O'Neill, Howard, and Rice; comedies of manners by Barry and Behrman; socially conscious plays of the 1930's by Odets, Sherwood, and Hellman; and post-war dramas by Williams and Miller.

Prerequisites: ENG 101 and 201, or ENG 121

World Literature I: From Homer to Dante

3 crs. 3 hrs.

This course offers readings in great books from ancient times to the 15th century. It includes selections from "The Epic of Gilgamesh," Homer, the Greek tragedies, the Bhagavad Gita, Plato, Virgil, the Bible, St. Augustine, and Dante.

Prerequisites: ENG 101 and 201, or ENG 121

ENG 381

World Literature II: From the Renaissance to Contemporary Times

3 crs. 3 hrs.

This course includes masterpieces of literature from the 16th to the 20th centuries. Readings will include works of such writers as Shakespeare, Rabelais, Cervantes, Moliere, Voltaire, Goethe, Dostoevsky, Kafka, and Pinter. ENG 391 is not a prerequisite for this course.

Prerequisites: ENG 101 and 201, or ENG 121

Modern European Novel

3 crs. 3 hrs.

European social and political ideas as they are reflected in the works of such novelists as Gide, Silone, Koestler, Camus, Sartre, Mann, and Kafka are examined and analyzed.

Prerequisites: ENG 101 and 201, or ENG 121

ENG 382

Modern European Novel

ENG 394

ENG 383

ENG 384

ENG 391

Course Descriptions

HEALTH EDUCATION

Health Education

Room: N320, Telephone (212) 220 1453

The courses which are offered by the Department complement the other curricula in developing the whole person and focusing on individual health needs. The Health Education survey course (HED100) creates an awareness of the components of well-being.

NOTE: The courses listed as HED 104, 215, 220, 225, 230, 235, 240, 250 and 260 do not meet the Health Education requirement. Only HED 100 meets the Health Education requirement.

Chairperson: Philip Belcastro

Professors: Michael Basile, Philip Belcastro, Olivia Cousins

Instructors: Danna Ethan, Gloria McNamara

Lecturer: Richard Packard

Health Education HED 100

2 crs. 2 hrs.

This introductory course to health education takes a survey approach. It aims to develop attitudes and habits which will promote good physical, mental and social health. Areas of specialization include alcohol, tobacco and substance abuse education; mental health; sex education; family living, and nutrition and exercise.

Health Education and Wellness HED 201

3 crs. 2 lecture hrs. 2 lab hrs.

This course is designed to develop positive health related attitudes, values, and habits. These traits will promote physical, mental and social health and wellness. The student will attain a broad spectrum of health information and skills and then apply that knowledge and skill in a laboratory fitness program.

Drug Use in American Society HED 202

3 crs. 3 lecture hrs.

This course examines the use of licit and illicit drugs across cultures within the context of personal health and wellness. The historical, pharmacodynamics, psychological, emotional and social aspects of licit and illicit drug use, as well as drug abuse, will serve as the foundation for this examination.

Habituation and Addiction and Their Prevention HED 215

3 crs. 3 hrs.

This course covers causes of alcoholism and drug abuse. It discusses ways people are introduced to harmful substances, social and personal effects of alcoholism and drug abuse, prevention, and rehabilitation techniques. Methods and materials for the professional student are given special consideration.

Human Sexuality HED 220

3 crs. 3 hrs.

This course examines the integration of the physiological, psychological and social aspects of sexual being within the framework of health and wellness. Within that framework, the course provides the opportunity for students to explore the research and theories regarding: love, relationships, marriage, birth control, pregnancy, sexual behavior, variations in sexual behavior, sexual disorders, sexually transmitted diseases/infections and communication, as well as the issues surrounding these topics.

Health Concerns of Women HED 225

3 crs. 3 hrs.

This health course is aimed to be a practical course for students and to affect their lives in a positive way. It provides an opportunity to gain information and insight into the physical, psychological, and social aspects of women's health concerns.

Consumer Health Survey HED 230

3 crs. 3 hrs.

Historical events and contemporary factors affecting the availability, control, and monitoring of American Health Care products and services are explored. Such factors include: the private and public financing of health care; public and private monitoring of health care; and the ethical issues of medical care in America. The purpose of the course is not to advocate any particular health care philosophy, product or service, but to provide the student with the skills and factual base for making informed decisions in the health care marketplace.

Nutrition for Health HED 235

3 crs. 3 hrs.

This course examines what people, advertising and science recommend for our nutritional needs. It tackles subjects such as vitamin supplements, dieting, health food, pregnancy and diet, diet foods, and the diet industry. The course is designed to help students make informed choices regarding their nutritional needs and goals.

First Aid, Safety and Cardio Pulmonary Resuscitation HED 240

3 crs. 3 hrs.

Students in this course acquire knowledge essential for safe living, including the causes and preventions of accidents. The student learns the practical skills of first aid and cardio pulmonary resuscitation. Students are eligible for certification provided they meet Red Cross standards.

Stress: Awareness, Understanding and Management HED 250

3 crs. 3 hrs.

This course is designed to provide students with a comprehensive overview of the psychological, physical, and social understanding of the stress response. The course will explore the divergent ranges of the human stress response, while emphasizing the use of positive stress in an academic setting. Opportunities will be provided for students to learn concrete scientific measures, gain practical insights, and adapt viable stress management techniques. The purpose of the course is not to advocate any one particular technique, but rather to enable students to make informed decisions about stress management approaches toward enhancing health.

Wellness & Cardiovascular Care HED 260

3 crs. 2 lecture, 2 lab hrs.

This course focuses on preventive heart care utilizing: nutritional plans, cardiovascular stress management, cardiovascular knowledge, and individualized cardiovascular fitness programs. In the classroom and fitness laboratory, students explore, devise and practice educational and fitness strategies to improve their overall cardiovascular health.

Course Descriptions

MATHEMATICS

Mathematics

Room N530, Telephone (212) 220-1335

Every student enrolled in a degree program is required to take at least one college-level course in mathematics. The courses are designed to help students appreciate the logical structure of mathematics and the scope of mathematics in modern society. Procedures and ideas are emphasized, as are the development of applications and skills. In general, the courses offered by the Department attempt to strengthen and enrich the student's basic understanding of mathematics. In addition, the Department offers courses for students who may be required to take remediation. (Placement in remedial courses is determined by scores on the CUNY Freshman Skills Assessment Test.) There are two levels of remediation: 1) Arithmetic (MAT 010 or MAT 011) and 2) Algebra (MAT 051 or MAT 012).

NOTE: *MAT 012 combines MAT 011 and MAT 051. All students must complete MAT 010 or MAT 011, unless exempted. MAT 051 or MAT 012 is a prerequisite of all mathematics courses at the 100 level. All students must complete MAT 051 or MAT 012, if needed.*

Chairperson: Fred Peskoff

Deputy Chairpersons: Allan Felix, Anthony Portafoglio, Klement Teixeira, Nadarajah Kirupaharan

Professors: Nkechi Agwu, Sadie C. Bragg, June L. Gaston, Annie Yi Han, Shantha Krishnamachari, Elena Nogina, Fred Peskoff

Associate Professors: Barbara Ashton, Sofya Nayer, Klement Teixeira

Assistant Professors: Felix Apfaltrer, Chokri Cherif, Stephen Featherstonhaugh, Avraham Goldstein, Leonid Khazanov, Nadarajah Kirupaharan, Jaewoo Lee, Jorge Maciel, Glenn Miller, Anthony Portafoglio, Lucio M.G. Prado, Lawrence B. Spector

Instructors: Bernard Beecher, Carol Bilsky-Bieniek, Jason Blank, Michael George, Jenna Hirsch, Roderick MacGregor, Christopher McCarthy, Alla Morgulis, Rita Plotkin, Jean William Richard, John Samuels, Abdramane Serme, Claire Wladis, Yibao Xu, Meyer Yousha

Lecturers: Sandra Boer, Mahmoud Diarrassouba, Alan Felix, Barbara Lawrence, Dwight Pierre, Frederick Reese, Carole Weisbrot, Mildred Whitener

Senior College Laboratory Technicians: Alicia Cesar, Mark Jagai, Michael Kent, David Lorde

College Laboratory Technician: Maharishi Khirodah

Adjunct Faculty: There are approximately 110 adjuncts in the department.

Basic Mathematics I

0 cr. 6 hrs.

This is a course in arithmetic skills and the rudiments of algebra. Topics covered include: whole numbers, fractions, decimals, percents, proportions, signed numbers, and the solving of simple linear equations. Required of students whose placement exam indicates a low level of proficiency in simple arithmetic skills.

Basic Mathematics II

0 cr. 3 hrs.

This is a course in arithmetic skills and the rudiments of algebra. Topics covered include: whole numbers, fractions, decimals, percents, proportions, signed numbers, and the solving of simple linear equations. Required of students whose placement exam indicates a marginal level of proficiency in simple arithmetic skills. If a student passes MAT 010, the student should not register for MAT 011 since it is the same material as MAT 010, but at a faster pace.

Basic Arithmetic and Algebra

0 cr. 6 hrs.

This course is a combination of arithmetic and elementary algebra. It includes the arithmetic of integers, fractions, decimals, and percent. In addition, such topics as signed numbers, algebraic representation, operations with polynomials, factoring, the solution of simultaneous linear equations of two variables, and graphing are covered.

Elementary Algebra

0 cr. 4 hrs

This course is the first algebra course offered at the College. It includes such topics as algebraic representation, signed numbers, operations with polynomials, factoring, the solution of linear equations, the coordinate system, the solution of simultaneous linear equations of two variables, and graphing. This course is designed to prepare students for the CUNY Freshman Skills Assessment Test required for transfer to the upper division of CUNY, as well as for more advanced math courses. If a student passes MAT 012, the student should not register for MAT 051, since MAT 012 combines MAT 011 and MAT 051.
Prerequisite: MAT 010 or MAT 011, if needed

Intermediate Algebra and Trigonometry

0 crs. 6 hrs.

This course is the second algebra course offered at the college. It is open to students who have completed elementary algebra or its equivalent. It includes such topics as: factoring, solutions of linear and quadratic equations, trigonometric relationships, exponents, logarithms, and the graphs of quadratic equations.

Prerequisite: MAT 051 or MAT 012, if needed

MAT 010

Fundamentals of Mathematics I

4 crs. 4 hrs.

This course includes the study of several mathematical systems. The role of mathematics in modern culture, the role of postulational thinking in all of mathematics, and the scientific method are discussed. The course considers topics such as: the nature of axioms, truth and validity; the concept of number; the concept of set; scales of notation; and groups and fields.
Prerequisite: MAT 012 or MAT 051, if needed

Mathematics for Health Sciences

3 crs. 3 hrs.

This course covers computations and measurements essential in the health science professional fields. Topics include: units and measurements, ratios, solutions, and dosages.
Prerequisite: MAT 012 or MAT 051, if needed

Mathematics for Respiratory

Therapy

3 crs. 3 hrs.

This course covers topics in intermediate algebra and emphasizes problems and applications in respiratory therapy. It includes such topics as: algebraic representation, factoring, approximate numbers, significant digits and scientific notation, first and second degree equations with applications, ratio and proportions, square roots, radicals and exponents, logarithms, graphing linear equations, vectors, and the metric system.
Prerequisite: MAT 012 or MAT 051, if needed

Explorations In Scientific Mathematical

Research (Same as SCI 111)

3 crs. 4hrs.

This course will introduce the processes involved in research. Students will be designing and performing experiments and analyzing the results. Objectives are to understand the scientific method, interpret statistics, and appreciate mathematical research. Computers will be used for statistics, graphing, pattern recognition, and word processing. Recommended for mathematics- and science- oriented liberal arts students as a liberal arts elective. Not open to Science or Engineering Science majors.

Prerequisite: One year of college science

Modern Applied Mathematics

4 crs. 4 lecture hrs.

This course is a survey of modern mathematics and its applications developed after the 18th century. The emphasis is on using mathematics to model the political, economic and aesthetic aspects of modern day society. Topics include graph theory, linear programming, game theory, number theory, and mathematical growth and patterns.

MAT 100

MAT 104

MAT 109

MAT 111

MAT 125

Course Descriptions

MATHEMATICS

Introduction to Statistics MAT 150

4 crs. 4 hrs.

This course covers basic statistics, including: measures of central tendency, measures of dispersion, graphs, correlation, the regression line, confidence intervals, the significance of differences, and hypothesis testing, including z-tests, t-tests, and chi-square tests.

Prerequisite: MAT 012 or MAT 051, if needed

Quantitative Reasoning MAT 160

4 crs. 4 hrs.

This course aims to teach students how to think competently about quantitative information. Students learn how to take real world problems, translate them into mathematics, and solve them. Topics include thinking critically, numbers in the real world, financial management, statistical reasoning, probability, and mathematical modeling.

Prerequisite: MAT 012 or MAT 051

Introduction to Discrete Mathematics MAT 200

4 crs. 4 hrs.

This course covers fundamental mathematical topics associated with computer information systems, including: numeration systems; sets and logic; Boolean algebra, functions, and elementary switching theory; combinatorics; mathematical induction; permutations; combinations; binomial coefficients; and distributions.

Prerequisite: MAT 012 or MAT 051, if needed, also MAT 055.

This course will satisfy the math requirement for students in Business Administration, Computer Operations, Computer Programming, Computer Science or Accounting. Prerequisites to this course should be taken in the first semester or as early as possible

Fundamentals of Mathematics II MAT 202

3 crs. 3 hrs.

This course covers an axiomatic approach to mathematical relations, operations, and the real number system.

Prerequisite: MAT 100

Mathematical Foundations for Calculus MAT 206

4 crs. 4 hrs.

This course covers basic algebraic and trigonometric skills, algebraic equations, and functions. Topics include: mathematical induction, complex numbers, and the binomial theorem.

Prerequisites: MAT 012 or MAT 051, if needed; also MAT 056.

Consult the department chairperson if you are in doubt about prerequisites. Recommended for mathematics- and science-oriented Liberal Arts students

Mathematical Problem Solving MAT 208

2 crs. 2 hrs.

This is a Liberal Arts elective course. It will focus on the general steps in the problem-solving process and the use of problem-solving strategies espoused by Polya, et al.

Problems will include non-routine exercises taken from mathematics journals and competitions, and famous problems from the history of mathematics.

Prerequisites: MAT 012 or MAT 051, if needed; also MAT 056

Statistics MAT 209

4 crs. 4 hrs.

This course covers statistical concepts and techniques with applications. Topics include probability, random variables, the binomial distribution, the hyper-geometric distribution, measures of central tendency, the normal distribution, precision and confidence intervals, sample design and computer projects.

Prerequisite: MAT 206

Mathematics for Elementary Education I MAT 214

4 crs. 4 hrs.

This course covers the first half of the mathematics recommended by the National Council of Teachers of Mathematics (NCTM) for prospective elementary school teachers, including problem solving, sets, logic, numeration, computation, integers, rational and real numbers, and number theory. This course meets the mathematics requirement only for students in the ECE program.

Students who have taken MAT 100 may not receive credit for this course.

Prerequisite: MAT 056, if needed

Mathematics for Elementary Education II MAT 216

4 crs. 4 hrs.

This course covers the second half of the mathematics recommended by NCTM for prospective elementary school teachers, including probability, statistics, plane and transformational geometry, congruence, and similarity. This course meets the mathematics requirements only for students in the ECE program. Students who have taken MAT 150 may not receive credit for this course.

Prerequisite: MAT 214

Explorations in Scientific and Mathematical Research (Same as SCI 222) MAT 222

3 crs. 2 hrs., 2 lab. hrs.

This course will introduce the processes involved in research. Students will be designing and performing experiments and analyzing the results. Objectives are: to understand the scientific method; interpret statistics and appreciate mathematical research. Computers will be used for statistics, graphing, pattern recognition and word processing. Recommended for mathematics and science-oriented Liberal Arts students as a liberal arts elective. Not open to science or engineering science majors.

Prerequisite: One year of college science

Analytic Geometry and Calculus I MAT 301

4 crs. 6 hrs.

This is an integrated course in analytic geometry and calculus, applied to functions of a single variable. It covers a study of rectangular coordinates in the plane, equations of conic sections, functions, limits, continuity, related rates, differentiation of algebraic and transcendental functions, Rolle's Theorem, the Mean Value Theorem, maxima and minima, and integration.

Prerequisite: MAT 206.

Recommended for mathematics- and science-oriented Liberal Arts students

Analytic Geometry and Calculus II MAT 302

4 crs. 6 hrs.

This course provides an introduction to the concepts of formal integration. It covers the differentiation and integration of algebraic, trigonometric, and transcendental functions. Topics include the definite integral, the antiderivative, areas, volumes, and the improper integral.

Prerequisite: MAT 301.

Recommended for mathematics-and science-oriented Liberal Arts students

Analytic Geometry and Calculus III MAT 303

4 crs. 6 hrs.

This course is an extension of the concepts of differentiation and integration to functions of two or more variables. Topics include partial differentiation, multiple integration, Taylor series, polar coordinates and the calculus of vectors in one or two dimensions.

Prerequisite: MAT 302.

Recommended for mathematics-and science-oriented Liberal Arts students

Linear Algebra MAT 315

3 crs. 3 hrs.

This course covers matrices, determinants, systems of linear equations, vector spaces, eigenvalues and eigenvectors, Boolean algebra, switching circuits, Boolean functions, minimal forms, Karnaugh maps.

Prerequisites: MAT 302, or permission of the department

Abstract Algebra MAT 320

3 crs. 3 hrs.

This course covers the standard material comprising an introduction to group and ring theory: set theory and mappings; groups, normal subgroups, and quotient groups; Sylow's Theorem; rings, ideals, and quotient rings, Euclidean rings, polynomial rings.

Corequisite: MAT 315 or the equivalent

Course Descriptions

MATHEMATICS

Finite Mathematics MAT 402
4 crs. 4 hrs.

This course covers compound statements, sets and subsets, partitions and counting, probability theory, vectors, matrices, and linear programming.

Prerequisites: MAT 012 or MAT 051, if needed, also MAT 056

Mathematical Foundations of Computer Networking (Same as CSC 470) MAT 470
4 crs. 3 hrs., 2 lab. hrs.

This course presents the mathematical concepts underlying computer networks. The course introduces probability and stochastic process, queuing analysis, and basic graph theory and relates these topics to various layers of the seven layer Open Systems Interface(OSI) organization model of computer networks. Practical laboratory projects provide concrete illustration of theoretical concepts.

Prerequisites: MAT 302

Ordinary Differential Equations MAT 501
3 crs. 3 hrs.

This is a first course in the theoretical and applied aspects of ordinary differential equations. Topics include: first-order equations, exact equations, linear equations, series solutions, Laplace transforms, Fourier series, and boundary value problems.

Prerequisite: MAT 302

History of Mathematics MAT 505
3 crs. 3 hrs.

The course follows the growth of mathematics from its empirical nature in Egypt and Babylonia to its deductive character in ancient Greece wherein the roots of the calculus will be identified. The concept of number and the development of algebra, with Hindu, Arabic, and medieval contributions are discussed. The rise of analytic geometry, the calculus, and the function concept are examined. Finally, the trend towards greater rigor and abstraction is considered including formal axiomatic systems and Godel's Incompleteness Theorem.

Prerequisite: MAT 302

Advanced Calculus I MAT 601
3 crs. 3 hrs.

The course presents the logical structure on which the foundations of the calculus have been based: construction of the real number system, mathematical induction, limits and continuity in precise formulation, functions of several variables, point sets in higher dimensions; uniform continuity, and elements of partial differentiation.

Prerequisite: MAT 303 or departmental approval



Modern Languages

Room N540, Telephone: (212) 220-8105

The Modern Language Department is an integral part of the Liberal Arts curriculum. Its principal objectives are to develop fluency in the written and spoken language and to familiarize students with foreign literature and culture. All courses are given in the foreign language unless otherwise specified. A language laboratory with the latest equipment provides students with additional practice. The language laboratory is an essential part of all language classes.

In the Liberal Arts, Early Childhood Education, Human Services and Science Programs two semesters of the same foreign language are required. In the Business Administration program, it is a Liberal Arts elective option. Native speakers of the language in question and students who have studied a language in high school must go to the Modern Language Department for placement. Students are required to take two consecutive courses from 101 to 210 and thereafter in any order in subsequent semesters. No credit will be given for a literature course unless the student has taken 200 and 210 or the student has passed a written test for the 210 level. Courses may also be taken to satisfy the Liberal Arts elective requirement.

Chairperson: Peter Consenstein

Deputy Chairpersons: Oneida Sanchez, Carol Wasserman

Professors: Emilia E. Borsi, Peter Consenstein, Rafael Corbalán, Eda Henao, Nidia Pulles-Linares, Fay Rogg, Alejandro Varderi, Carol Wasserman

Associate Professors: Maria Enrico, Alister Ramirez Marquez, Oneida Sanchez, Francisca Suarez-Coalla, Hilario Barrero

Assistant Professors: Jianguo Ji, Valerie Thiers-Thiam, Alan Wallis

Instructor: Maria Acevedo

Senior Laboratory Technicians: Andrés Amador, Luis-Alfredo Cartagena, Emanuel Fode

College Laboratory Technicians: Jean Felix Colimon, Alessandra Peralta-Aviles

Adjunct Faculty: There are approximately 30 adjuncts in the department.

CHINESE

Chinese I

4 crs. 4 hrs. 1 lab hr.

This course is for students who have no previous background in Modern Chinese (Mandarin). The pronunciation is that of Peking. Skills in comprehension, reading, and writing are developed, but emphasis is on speaking.

Chinese II

4 crs. 4 hrs. 1 lab hr.

This is the continuation of the study of Chinese, developing and strengthening skills in comprehension, speaking, reading, and writing. The pronunciation taught is that of Peking. Emphasis is on speaking.
Prerequisite: CHI 101 or departmental approval

Chinese III

3 crs. 3 lecture, 1 lab hr.

This course includes a review of grammar plus the study of Chinese civilization and selected readings in Chinese literature. Self-expression through oral and written reports is emphasized.
Prerequisite: CHI 102 or departmental approval

Chinese IV

3 crs. 3 lecture, 1 lab hr.

This is an intensive writing and reading course in Chinese language. While developing integrated language skills, it emphasizes writing and critical analysis of content materials. The texts concentrate on Chinese contemporary and classical literary writings, as well as texts treating Chinese culture and history.

Prerequisite: CHI 200 or departmental approval

CHI 101

CHI 102

CHI 200

CHI 210

FRENCH

French I

4 crs. 4 hrs. 1 lab hr.

This is a course for students who have had no previous background in French. Grammar is taught inductively and simple texts are read. Speaking, reading, and writing are emphasized.

French II

4 crs. 4 hrs. 1 lab hr.

In this continuation of French I, grammar, composition, and oral comprehension of simple literary texts are developed supplemented by readings and analysis of French texts.
Prerequisite: FRN 101 or departmental approval

Basic Conversational French

3 crs. 3 hrs. 1 lab hr.

This course for non-native students having mastered two semesters of French is designed to build confidence and competence in conversing in French.
Prerequisite: FRN 102 or departmental approval

French III

3 crs. 3 hrs. 1 lab hr.

This course includes a review of grammar plus the study of French civilization and selected readings in French literature.
Prerequisite: FRN 102 or departmental approval

French IV

3 crs. 3 hrs. 1 lab hr.

While reviewing advanced grammar, students are trained in literary analysis through the works of modern French authors.
Prerequisite: FRN 200 or departmental approval

Advanced French Conversation

3 crs. 3 hrs.

This course involves intensive oral work consisting of discussions in French based on literary texts of the 20th century with drills in pronunciation, intonation and rhythm. Intensive use is made of the language laboratory.
Prerequisite: FRN 200 or departmental approval

Francophone Literature

3 crs. 3 hrs.

This course explores literature written in French from countries outside of France. Works from French Canada, the Caribbean islands (Guadeloupe, Martinique, and Haiti) as well as North and West Africa will be included. Themes highlighting cultural and social differences with France will be discussed. Readings, written work, and oral reports will be in French.

Prerequisite: FRN 210 or departmental approval, or any 400 level course

FRN 101

FRN 102

FRN 150

FRN 200

FRN 210

FRN 310

FRN 400

Course Descriptions

MODERN LANGUAGES

French V: Survey of French Literature I FRN 430 3 crs. 3 hrs.

The chronological evolution of French literature and its relation to French culture and ideas are studied. Major works by representative authors from the 17th century are read and discussed with emphasis on ideas and style. Included are selections from Corneille, Moliere, Racine, la Fontaine, Bossuet, Fenelon, Fontenelle, and Marivaux (introduction to early 18th century trends and post-revolution changes in classical literature). Written and oral reports are required.

Prerequisite: FRN 210 or departmental approval, or any 400 level course

French VI: Survey of French Literature II FRN 435 3 crs. 3 hrs.

This course concentrates on the literature of the Enlightenment and the 19th century as reflected in the works of Voltaire, Rousseau, Montesquieu, Balzac, Flaubert, Stendhal and the Romantic and Symbolist poets. Written and oral reports are required. This course may be taken before French V.

Prerequisite: FRN 210 or departmental approval, or any 400 level course

French VII: 20th-Century French Literature FRN 440 3 crs. 3 hrs.

In this study of the major writers and literary movements (surrealism, avant-garde, existentialism) of the 20th century, emphasis is placed on novelists like Proust, Mauriac, and Camus; playwrights such as Claudel, Giraudoux, Sartre, Anouilh, Ionesco, and Beckett; and the poets Valery, Eluard and Aragon. Written and oral reports are required. This course may be taken before French V and French VI.

Prerequisite: FRN 210 or departmental approval, or any 400 level course

Literature and Cinema from West Africa FRN 446 3 crs. 3 hrs.

This course introduces students to literature and cinema from French speaking West African countries. We will study various works from the 1950's up to the present through five major themes: oral tradition, cultural alienation, social and political criticism, women's condition and the old/new generation conflict. Documents studied will include novels, documentaries, fiction, films and songs. Some of the authors to be considered include: D.T. Niane, Camara Laye, Ahmadou Kourouma, Sembene Ousmane, Djibril Diop Mambety, Maraima Ba and Safi Faye. This course is taught in French.

Prerequisite: FRN 210 or departmental approval, or any 400 level course

Advanced French Grammar and Composition (Commercial French I) FRN 455 3 crs. 3 hrs.

The course reviews grammar and syntax and includes advanced translation and composition, with emphasis on building essential business vocabulary and idioms, basic writing styles, and speech structures most frequently used in French correspondence and office communications. This course is open to Business, Liberal Arts and Office Administration students.

Prerequisite: Functional knowledge of French, FRN 200, or departmental approval

Advanced French Grammar and Composition (Commercial French II) FRN 456 3 crs. 3 hrs.

The objective of this course is to increase the ability to communicate both orally and in writing in more complex business situations. Emphasis is placed on writing commercial letters and on intensive oral practice of related speech structures.

Prerequisite: FRN 455 or departmental approval

Existentialism in French Literature FRN 460 3 crs. 3 hrs.

The course brings to life the essentials of existentialist philosophy in plays and novels of French authors such as Sartre and Camus, with modern insights into the age-old question of free choice and predestination, the relevancy or irrelevancy of God, commitment or alienation, and the meaning or the absurdity of life. Readings are in French; class discussions and written work in English/French.

Prerequisite: FRN 210 or departmental approval, or any 400 level course

The Individual and Society in 19th Century French Literature FRN 461 3 crs. 3 hrs.

Based on works by Chateaubriand, Stendhal, Balzac, and Zola, this course analyzes the relationship between the individual and society undergoing critical changes. Special attention is given to the problem of the Romantic ego in a materialistic society and the coming of age of a new "hero" emerging from the Industrial Revolution. Readings are in French; discussion and written work in English or French.

Prerequisite: FRN 210 or departmental approval, or any 400 level course

History of French Drama and Theater FRN 462 3 crs. 3 hrs.

This is a history survey of the theories of French Theater evolved from the Greek Tragedy through medieval, classical Romantic, Realistic, Symbolist and Surrealist theater up to Avant-garde Theater and the Theater of the Absurd. Readings are in French, discussion in English.

Prerequisite: FRN 210 or departmental approval, or any 400 level course

Modern French Civilization FRN 470 3 crs. 3 hrs.

The main aspects of French life and culture as expressed in social, intellectual, and philosophical history are studied in this course. Emphasis is given to the geographic situation, economic, and social changes; the main trends of thought in French tradition, and their impact on modern France. Readings are in French, discussion in English and French.

Prerequisite: FRN 200 or departmental approval

French Heritage FRN 476 3 crs. 3 hrs.

This is a study abroad course that will further develop students' four skills of listening, speaking, reading and writing in French. Students will consolidate their knowledge of grammar through contextualized analysis. Students will also do further work on selected contemporary themes related to French society and institutions (e.g., the press in France, cinema, food, etc.)

Prerequisite: FRN 102 or departmental approval. GPA of 3.0 or above.

Course Descriptions

MODERN LANGUAGES

GERMAN

German I
4 crs. 4 hrs. 1 lab hr.

This is a course for students who have had no previous background in German. Grammar is taught inductively and simple texts are read. Skills in comprehension, speaking, reading, and writing are developed.

German II
4 crs. 4 hrs. 1 lab hr.

In this continuation of German I, grammar, composition, conversation, reading and analysis of simple literary texts are covered.
Prerequisite: GER 101 or departmental approval

GER 101

GER 102

ITALIAN

Italian I
4 crs. 4 hrs. 1 lab hr.

This course is for students who have had no previous background in Italian. Grammar is taught inductively and simple texts are read. Skills in comprehension, speaking, reading, and writing are developed.

Italian II
4 crs. 4 hrs. 1 lab hr.

In this continuation of Italian I, grammar, composition, conversation, and reading of Italian texts are covered.
Prerequisite: ITL 101 or departmental approval

Literature, Culture and Civilization of Italy
3 crs. 3 hrs.

This Liberal Arts Elective is an introduction to the evolution and development of Italian culture and civilization through the literary and artistic features, geared to the understanding of present day problems of modern European Italy and the Italian-American people. Readings are in English, and term papers are in English.

Italian III
3 crs. 3 hrs. 1 lab hr.

Study in this course includes a review of grammar and of composition. Modern prose is read, discussed, and analyzed.
Prerequisite: ITL 102 or departmental approval

Italian IV
3 crs. 3 hrs. 1 lab hr.

This intensive writing course emphasizes comprehension, writing, and analysis of Italian contemporary and classical texts.
Prerequisite: ITL 200 or departmental approval

ITL 101

ITL 102

ITL 170

ITL 200

ITL 210

SPANISH

Spanish I
4 hrs. 4 cr. 1 lab hr.

This course is for students who have had no previous background in Spanish. Grammar is taught inductively and simple texts are read. Speaking, reading and writing are emphasized. Students who have taken SPN 103 will not receive credit for this course.

Spanish II
4 crs. 4 hrs. 1 lab hr.

In this continuation of Spanish I, grammar, composition and oral comprehension are developed and supplemented by readings or Spanish texts. Students who have taken SPN 103 will not receive credit for this course.
Prerequisite: SPN 101 or departmental approval

Elementary Spanish for Speakers of Spanish
4 crs. 4 lecture, 1 lab hr.

This is an elementary Spanish course for students who can speak Spanish but have no formal training in the language. Students who have taken SPN 101 and/or SPN 102 will not receive credit for this course.

Prerequisite: Knowledge of spoken Spanish and departmental approval

Spanish Conversation
2 crs. 2 hrs. 1 lab hr.

Designed primarily for Health/Medical area students, this course emphasizes the practice of conversation based on medical terminology and useful expressions and idioms. Classes will be assigned according to the student's background in Spanish. Use is made of the language laboratory.

Basic Spanish Conversation
3 crs. 3 hrs. 1 lab hr.

This course for non-native speaking students may follow the two semester sequence in Spanish. It is designed to build confidence and competence in conversing in Spanish.
Prerequisite: SPN 102 or departmental approval

Spanish III
3 crs. 3 hrs. 1 lab hr.

Study in this course includes a review of grammar and reading plus discussion of selected works by modern authors. Self-expression through oral and written reports is emphasized.
Prerequisite: SPN 102 or SPN 103 or departmental approval

Spanish IV
3 crs. 3 hrs. 1 lab hr.

This intensive writing course emphasizes comprehension, writing, and analysis of contemporary and classical texts.
Prerequisite: SPN 200 or departmental approval

SPN 101

SPN 102

SPN 103

SPN 130

SPN 150

SPN 200

SPN 210

Course Descriptions

MODERN LANGUAGES

Latin American Women Writers **SPN 400** 3 crs. 3 lecture hrs.

This course introduces students to a representative sampling of Latin American women writers from the colonial period to the twentieth century. The course will disseminate a body of literature, which is represented minimally in Hispanic literature courses. Feminism, machismo, motherhood, sexual and political activism and the role of women as writers are some of the issues that will be explored and discussed during the semester. *Prerequisite: SPN 210 or departmental approval, or any 400 level course except SPN 476*

Spanish-American Theatre **SPN 410** 3 crs. 3 hrs.

This course is a survey of major trends in Spanish-American theatre from Pre-Columbian times to the present with emphasis on 20th century theatre. Among the authors who will be studied are: Gonzalez Eslava, Ruiz de Alarcon, Sor Juana Ines de la Cruz, Florencio Sanchez, Rodolphousigli, Egon Wolff, Augusto Boal, Jose Triana, Jorge Diaz, Luis Raphael Sanchez, Griselda Gambaro, Isadora Aguirre. Written and oral reports are required. *Prerequisite: SPN 210 or departmental approval, or any 400 level course except SPN 476*

Introduction to Spanish Theatre **SPN 420** 3 crs. 3 hrs.

This course is an introduction to Spanish theatre through the reading and analysis of the major playwrights—Lope de Vega, Calderon, Moratin, El Duque de Rivas, Galdos, Benavente—from the Seventeenth Century to the generation of 1898. *Prerequisite: SPN 210 or departmental approval, or any 400 level course except SPN 476*

Introduction to Spanish Poetry of the 20th Century **SPN 425** 3 crs. 3 hrs.

This course is an in-depth study of the poetry of representative Spanish poets with emphasis on the generation of 1927. Poets studied include Gongora, Becquer, Machado, Alberti, Lorca, Leon Felipe, and Hose A. Goytisoló. *Prerequisite: SPN 210 or departmental approval, or any 400 level course except SPN 476*

Spanish V: Survey of Spanish Literature I **SPN 430** 3 crs. 3 hrs.

A chronological study is made of Spanish literature against its cultural and ideological background. Major works by representative writers from the Middle Ages to the end of the Golden Age are read and analyzed. Readings include selections from the "Poema de Mio Cid," Don Juan Manuel, Jorge Manrique, Fernando de Rojas, Cervantes, Quevedo, and Calderon de la Barca. Written and oral reports are required. *Prerequisite: SPN 210 or departmental approval, or any 400 level course except SPN 476*

Spanish VI: Survey of Spanish Literature II **SPN 435** 3 crs. 3 hrs.

This course is a survey of the representative authors of the 18th and 19th centuries - Moratin, el Duque de Rivas, Larra, Becquer, Zorilla and Galdos - with emphasis on neo-classicism, romanticism, and realism in the novel, theater and poetry of the period. Reading and oral reports are required. *Prerequisite: SPN 210 or departmental approval, or any 400 level course except SPN 476*

Spanish VII: 20th Century Spanish Literature **SPN 440** 3 crs. 3 hrs.

The major authors and literary movements of the 20th century in Spain are studied with emphasis on representative genres. Works of Unamuno, Ortega, Machado, Juan R. Jimenez, Salinas, Garcia Lorca, Cela, and others are analyzed. Written and oral reports are required. *Prerequisite: SPN 210 or departmental approval, or any 400 level course except SPN 476*

Spanish VIII: Survey of Spanish-American Literature **SPN 445** 3 crs. 3 hrs.

This course involves a chronological history of Spanish- American literature from the Colonial period to the 19th century. Readings include selections from el Inca Garcilaso, Sor Juana Ines de la Cruz, Sarmiento, Jose Hernandez, Palma, Marti, Dario, and others. Written and oral reports are required. *Prerequisite: SPN 210 or departmental approval, or any 400 level course except SPN 476*

Spanish IX: 20th Century Spanish-American Literature **SPN 450** 3 crs. 3 hrs.

The major authors and literary movements of the late 19th and 20th centuries are studied. Works of Quiroga, Reyes, Neruda, Vallejo, Carpentier, Borges, Rulfo, Fuentes, Marques, and others are analyzed. Written and oral reports are required. *Prerequisite: SPN 210 or departmental approval, or any 400 level course except SPN 476*

Advanced Spanish Composition and Grammar I (Commercial Spanish I) **SPN 455** 3 crs. 3 hrs.

Designed primarily for Office Administration students, this course develops linguistic skills related to writing business letters and legal documents. The first term covers technical vocabulary and mastery of the language through review of grammar. Open to all students. *Prerequisite: SPN 210 or departmental approval, or any 400 level course except SPN 476*

Advanced Spanish Composition and Grammar II (Commercial Spanish II) **SPN 456** 3 crs. 3 hrs.

A continuation of SPN 455, this course provides intensive practice in linguistic skills involving business letters and legal documents which can be of special value for Office Administration bilingual students. Stress is placed on composition. Open to all students. *Prerequisite: SPN 210 or departmental approval*

Literature and Civilization of the Spanish-American **SPN 470** 3 crs. 3 hrs.

The evolution of Spanish-American civilization is studied through literature to enhance understanding of present-day problems and potentialities. Emphasis falls on the relevance of the topography of the regions, the Spanish conquest and colonization, conflicts among cultures and religions of the indigenous peoples: Hispanic settlers, Africans, and recent immigrants; oral and written transmissions of traditions; the struggle for independence; movements for political, social, and economic reforms; the cultural obstacles, the emergence of linguistic distinctiveness and the quest for self-realization are studied. Readings are in Spanish, discussions are in English or Spanish. *Prerequisite: SPN 210 or departmental approval, or any 400 level course except SPN 476*

Literature, Culture and Civilization of the Greater Antilles **SPN 472** 3 crs. 3 hrs.

This course is a survey of the literature, culture and civilization of the Greater Antilles (Cuba, Puerto Rico, Santo Domingo, Haiti and, Jamaica) geared to the understanding of their heritage as it is preserved by their languages and their artistic achievements. Readings are mainly in English; class discussions are in English, Spanish, and any other modern language. *Prerequisite: SPN 210 or departmental approval, or any 400 level course except SPN 476*

Course Descriptions

MODERN LANGUAGES



Hispanic Heritage 3 crs. 3 hrs.

This is a study abroad course in which students will enhance their language skills and knowledge of a foreign culture through class meetings, seminars, and on-site visits to places of historic and cultural importance. They will be immersed in the language of the country and attend language and literature courses.

Prerequisite: SPN 102 or departmental approval

SPN 476

Spanish and Latin American Texts into Films 3 crs. 4 hrs.

This course will introduce students to film adaptations of Spanish and Latin American novels, short stories, diaries and theater plays in the context of the literary and film debate: how does film "translate" text? Should the film be "faithful" to the text? If so, faithful to what aspects, plot, dialogue, chronology, social and psychological and socioeconomic backgrounds will be included. Special attention will be given to the study of nationality, gender and sexual differences within Spanish and Latin American societies. Students will examine the connections between text and film, as well as the fundamentals of written and visual identification with the cinematic and textual apparatus.

Prerequisite: SPN 210 or departmental approval, or any 400 level course except SPN 476

SPN 480

Course Descriptions

MUSIC AND ART

Music and Art

Room S115, Telephone: (212) 220-1464

Courses in music and art are designed to provide a broad exposure to the fine and performing arts, art history and music literature. Students develop an awareness of the beauty of music and art and their meanings. They also learn to enjoy and participate as spectators and viewers or as trained amateurs and professionals. Two credits of art or music are required of most matriculated students. For this requirement students may choose any of the courses offered in the Music and Art Department.

Chairperson: Rochelle Weinstein

Deputy Chairpersons: Simon Carr, Howard Meltzer

Professors: Douglas K. Anderson, Jerrold Schoenblum, Anthony J. Sorce, Rochelle Weinstein,

Associate Professors: Josephine Culkin, Ann Hjelle, Peter Hollerbach

Assistant Professors: Simon Carr, Revital Kaisar, Michael Langenstein, Howard Meltzer, Joyce Solomon Moorman, Eugenia Oi Yan Yau

College Laboratory Technician: Lyubov Shumova

Adjunct Faculty: There are approximately 25 adjuncts in the department.

MUSIC

Fundamentals of Music

MUS 101

1 cr. 2 hrs.

This is a preparatory course in rudiments designed for the layman. A study of notation, rhythm, scales and keys, intervals, and chord structures.

Music and Western Civilization

MUS 103

3 crs. 3 lecture hrs.

An introduction to the music of the Western world and its cultures through a variety of listening experiences. The course will emphasize the place of music in Western Society, as well as influences by and on other cultures. Selected musical works, most dating back from the 16th century through the present, are the subject of exploration.

Basic Music

MUS 105

3 crs. 3 lecture hrs.

This is an introductory level class for the music major, the education major, or the layperson. Students will learn to read music, play a keyboard instrument, sight-sing and take dictation. This course is not open to students who have completed MUS 101, MUS 113 or MUS 140.

Worldbeat! Global Music Introduction

MUS 106

2 crs. 2 hrs.

The course is designed to encourage critical listening by bringing the student into direct contact with music of Western and non-Western cultures. It stresses the elements of music—rhythm, melody, harmony, texture, tone, color—by studying and analyzing their juxtapositions, and their total effect on musical forms and styles of the world. Musical illustrations are analyzed not only in musical terms but in relation to important historical, geographical, and ethnological factors.

Introduction to African-American Music

MUS 108

2 crs. 2 hrs.

This course covers the history of Black music in the United States from slavery to present, including a thorough investigation of African backgrounds of the music of slavery, the blues, jazz, gospel, rhythm and blues, as well as Black music in Western art forms. Extensive listening and attendance at live musical performances are required.

Music I: Introduction to Music

MUS 110

2 crs. 2 hrs.

The ability to listen to music intelligently and to recognize specific styles, forms, and idioms are developed in this course. Consideration is given to musical aspects of the historical eras from the early Christian period to the present. Students are required to attend concerts and do assigned reading and listening.

Music Theory I: Fundamentals of Music Theory

MUS 112

2 crs. 3 hrs.

This course is an introduction to essentials in four voice part-writing, voice leading, composing a soprano line to a given bass, and harmonizing a given soprano in 17th and 18th century chorale style. There will be some analysis of Bach chorales.

Prerequisite: MUS 101, MUS 105 or departmental approval

Musicianship I

MUS 113

Musicianship II

MUS 213

1 cr. 2 hrs. (per term)

Sight singing, ear training, rhythmic reading, and dictation are coordinated with MUS 112 and MUS 212.

Prerequisite for MUS 113: MUS 101 or departmental approval

Prerequisite for MUS 213: MUS 105, MUS 113 or departmental approval

Music and Physical Movement

MUS 115

2 crs. 2 hrs.

This course is designed to introduce students to the relationships between music and physical movement, with special emphasis being placed on rhythm as it relates to music and movement in dance. In addition, the study of rhythmic notation, musical forms, and the preparation of original rhythmic scores are included.

Woodwind Class

MUS 120

1 cr. 2 hrs.

Students learn to play the clarinet or other woodwind instruments. Attention is given to methods of group instruction used in the public schools.

Strings

MUS 125

1 cr. 2 lab hrs.

Students learn to play violin or other stringed instruments. Attention is given to methods of group instruction used in the public schools.

Brasswind Class

MUS 130

1 cr. 2 hrs.

Students learn to play a brass instrument. Attention is given to methods of group instruction used in the public schools.

Percussion

MUS 135

1 cr. 2 lab hrs.

Students learn to play percussion instruments. Attention is given to methods of group instruction used in the public schools.

Course Descriptions

MUSIC AND ART

Piano Class I MUS 140
Piano Class II MUS 150
 1 cr. 2 hrs. (per term)

Designed for study of the piano as secondary instrument, the course includes acquaintance with the keyboard, scales, chords, sight reading, transposition, and elementary piano repertoire.

Prerequisite for MUS 150: MUS 105, MUS 140, or departmental approval

Voice Class I MUS 160
Voice Class II MUS 170
 1 cr. 2 hrs. (per term)

This course introduces voice students to the basic principles of voice production and prepares prospective teachers for proper handling of young voices. The fundamentals of correct voice production are studied, including breathing, breath control, and elementary study of vowel sounds and consonants. Elementary songs, poise, posture and stage presence are presented from the point of view of the student's own voice to prepare him/her to teach voice classes.

Guitar Class I MUS 180
Guitar Class II MUS 190
 1 cr. 2 hrs. (per term)

The first term teaches students to play folk songs in the keys of C and G major. In the second term, strums, rhythms, and fundamental chords in all keys are presented. The course includes modern choral accompaniments for simple popular, rock, and jazz songs played in classroom, camp and playground settings. Students must supply their own instruments.

Music Theory II: Elementary Harmony MUS 212
 2 crs. 3 hrs.

This is a course in part-writing, using triads and diatonic seventh chords, with inversions and non-harmonic tones. The course includes study of short musical forms, analysis, and composition of short examples.

Prerequisite: MUS 112

Introduction to Digital Music MUS 225
 3 crs. 4 hrs.

This course will introduce students to the basics of using a computer for music: musical notation technology, MIDI technology, digital audio technology and recording studio techniques.

MUS 105 or instructor's approval

Piano Class III MUS 240
Piano Class IV MUS 250
 1 cr. 2 hrs. (per term)

Continuation of MUS 140 and MUS 150.

Jazz Performance Workshop I MUS 301
Jazz Performance Workshop II MUS 302
 1 cr. 2 hrs. (per term)

This course is designed to familiarize the student, through performance, with small group and big band jazz techniques. These include improvisational concepts, chord progressions, interpretation, conception, phrasing, harmonic awareness, dynamic sensitivity, rhythmic and melodic development, and phrase construction.

Jazz Performance Workshop III MUS 303
Jazz Performance Workshop IV MUS 304
 1 cr. 2 hrs. (per term)

Continuation of MUS 301 and MUS 302.

Orchestral Performance I MUS 305
Orchestral Performance II MUS 306
 1 cr. 3 hrs. (per term)

The course includes the study, preparation, and performance of representative works of the standard, contemporary, and musical theater orchestral literature.

Orchestral Performance III MUS 307
Orchestral Performance IV MUS 308
 1 cr. 3 hrs. (per term)

Continuation of MUS 305 and MUS 306.

Music Theory III: Advanced Harmony MUS 312
Music Theory IV: Advanced Harmony MUS 412
 2 crs. 3 hrs. (per term)

Chromatic harmony, including altered chords, secondary dominant, the dominant ninth and dominant thirteenth, modulation, analysis and short original compositions are studied.

Musicianship III MUS 313
Musicianship IV MUS 413
 1 cr. 2 hrs. (per term)

Continuation of MUS 113 and MUS 213.

Arranging I MUS 351
 2 crs. 2 hrs. (per term)

Beginning with fundamentals and continuing through large ensemble arranging, the course includes composing for various ensemble combinations. Contemporary techniques such as those of Stockhausen, Ornette Coleman, Penderecki, Persichetti, etc., are explored.

Prerequisite: MUS 212 or departmental approval

Arranging II MUS 352
 2 crs. 2 hrs.

Continuation of MUS 351.

Chorus I MUS 410
Chorus II MUS 420
 1 cr. 2 hrs. (per term)

Students are involved in the performance of standard and contemporary choral literature for mixed voices. In addition to choral training, the course includes performances at concerts, college ceremonies and functions.

Chorus III MUS 430
Chorus IV MUS 440
 1 cr. 2 hrs. (per term)

Continuation of MUS 410 and MUS 420.

Instrumental Ensemble I MUS 510
Instrumental Ensemble II MUS 520
 1 cr. 2 hrs. (per term)

The instrumental ensemble is designed to develop the performance capability and technique of students who play a musical instrument. The repertoire is selected for both personal development and for public performances at college functions and concerts.

Instrumental Ensemble III MUS 530
Instrumental Ensemble IV MUS 540
 1 cr. 2 hrs. (per term)

Continuation of MUS 510 and MUS 520.

Private Instruction MUS 611-648
 1 cr. each 1/2 hr.

Beginning with scales and arpeggios, this is a study of standard repertoire with emphasis on stylistic interpretation. In addition the student develops sight-reading skills. Entry into private instruction must be approved by the chairperson following an audition.

Puerto Rican Music MUS 881
 2 crs. 2 hrs.

Same as LAT 141 (for description, see p. 46)

Course Descriptions

MUSIC AND ART

ART

Color and Design

ART 105

2 crs. 4 hrs.

This course introduces students to basic color and compositional theories. Problems will be derived from these theories to give students a sound grasp of the use of color and design. In addition to being introduced to color compositional theories, students will become involved with color problems which demand the creative application of the principles of organization.

Art Survey I

ART 110

2 crs. 2 hrs.

This introduction to art principles and terms includes the study of the plastic arts: nature, content, and form. The meaning of illusion and abstraction, style and the changing concept of reality in art throughout history are explored. Selected paintings, sculpture, and architecture are examined.

Drawing I

ART 161

2 crs. 2 hrs.

This course covers basic drawing problems aimed at the achievement of manual skills in freehand drawing, drawing from objects from nature and conceptual drawings.

Life Drawing

ART 164

2 crs. 2 hrs.

Students are introduced to various drawing media and techniques. Rendering problems dealing with gesture, action, proportion, form and anatomical structure are pursued. Charcoal, pencil, conte crayon, ink and wash, marking pen and various papers (cold and hot press, rice, newsprint, and prepared surfaces) are used. Selected readings and attendance at drawing shows in museums and galleries are required.

Prerequisite: Art 161 or departmental approval

Introduction to Painting

ART 171

2 crs. 2 hrs.

This course is designed to have the beginning student explore painting techniques, with an introduction to the use of various media. Strong emphasis is placed on formal concerns (figure and object).

Introduction to Sculpture

ART 181

2 crs. 2 hrs.

During this course, the special relationship between cultural and architectural form is discussed. Clay, wire, plaster, stone, metals, plastics, and mixed media are used in construction as a means of expression and in solving design problems.

Typography

ART 206

2 crs. 2 hrs.

This course will deal with fundamental letter and type forms. A study of basic categories

and individual characteristics of letter styles will be made. Procedures to develop skill in rendering through the use of pencil, pen and brush will be among the studio problems. Design problems using type as an element will also be presented.

Modern Art

ART 210

2 crs. 2 hrs.

An analysis is made by exploring the use of the visual elements in modern art. The major movements are discussed in relation to the individual artist's expression in terms of changing historical, social, and cultural periods.

Advertising Design I

ART 214

2 crs. 2 hrs.

This course is an introduction to advertising, visual communication, layout, merchandising and research problems, letter forms, and typography. It is directed toward creative and imaginative problem solving. The student learns how to use thumbnail sketches, indication, and comprehensive layout for individual advertisements, as well as complete campaign planning for space, television media, and direct mail. Trademarks, letterheads, and packaging are also covered. The course provides a broad overview of advertising design.

Prerequisite: ART 105 or departmental approval

Survey of Non-Western Art

ART 220

2 crs. 2 hrs.

This course is an introduction to and survey of art produced in Africa, India, Oceania, and Pre-Columbian North America (Indian). Basic modes of primitive art will be presented and assessed in historical relationship to cultures past and present.

Advertising Illustration I

ART 224

2 crs. 2 hrs.

This course deals with examination and exploration of the advertising artist's tools and materials. The studio problems of illustrating, the effects of color, the elements of drawing and painting and the procedures of creating a finished concept of illustration in a variety of techniques for reproduction will be covered. Compositional problems dealing with singular and group figures will be assigned. Black and white, one, two and full-color handling in line, tone and mass, waters, acrylics, dyes and other pigments will be among the practical studio problems, in addition to color films and paper and their proper uses.

Design I: Introduction to Painting and Drawing Techniques

ART 230

2 crs. 2 hrs.

For the beginning student, critical and artistic ability are developed by executing problems of two-dimensional design such as color relationships, composition, pattern, line,

shape, and texture. Emphasis is placed on exploring aspects of design and techniques as they apply to the student's work.

Photography I

ART 234

2 crs. 2 hrs.

This course offers a basic introduction to technical, theoretical, and aesthetic aspects of photography. A 35mm camera in working condition is required.

Design II: Introduction to Basic Sculptural Problems

ART 240

2 crs. 2 hrs.

This course is concerned with three-dimensional design problems and is geared to the advanced student who wishes to expand his/her knowledge of formal problems concerned with mass, volume and shape in a variety of materials.

Prerequisite: ART 105 or ART 230

Art of the Far East

ART 250

2 crs. 2 hrs.

As an introduction of Far Eastern art, this course traces the evolution of art styles of the countries of Eastern Asia: India, South East Asia, Indonesia, Central Asia, China, Korea, and Japan. Art styles of these countries are discussed separately in chronological order, in relation to those of the other countries. This course encourages appreciation of Asian art by emphasizing the following: (1) analyzing the styles in relation to their historical and social context; (2) understanding the basic elements, techniques, and theories of forms of painting, sculpture, and architecture in comparison with those of Western art.

Drawing II

ART 261

2 crs. 2 hrs.

An extension of ART 161, this course places emphasis on the human figure, with concentrated attention on formal concerns of design and composition.

Prerequisite: ART 161 or departmental approval

Painting I

ART 271

2 crs. 4 hrs.

This course is an intermediate study of painting techniques during which students work in mixed media. Strong emphasis is placed on formal concerns (figure and object).

Prerequisite: ART 171, or Art 230, or Art 105, or permission of department

Sculpture I

ART 281

2 crs. 4 hrs.

This course, geared toward individual study, is an extension of ART 181. The use of materials for specific creative expression of the sculptor: modeling, carving, and metal working are explored.

Prerequisite: ART 181 or departmental approval

Course Descriptions

MUSIC AND ART

Advertising Design II ART 314
2 crs. 2 hrs.

This course focuses on advanced problems in advertising for print. The refinement of skills will be emphasized for making comprehensive layouts. Selected studio problems in space advertisement, annual reports, posters, book jackets, and record albums are presented.

Prerequisite: ART 214 or departmental approval

Advertising Illustration II ART 324
2 crs. 2 hrs.

This is a continuation of Art 224.

Photography II ART 334
2 crs. 2 hrs.

This course is presented as a more technical and professional approach to various photographic disciplines. Advanced procedures in "full-phase" darkroom, the operation of various camera formats and the uses of natural and studio lighting will be covered.

Prior knowledge of basic photographic principles is required of each student.

Prerequisite: ART 234 or permission of department.

Graphic Design I ART 354
2 crs. 2 hrs.

This course deals with specific design problems through the development of ideas and the ability to communicate them effectively. Corporate identification dealing both with the concept and realization of that concept through final presentation will include color, composition and structure, symbology, typography and production.

Painting II ART 371
2 crs. 4 hrs.

This course is geared toward individual study and the concerns of an advanced painting and drawing student.

Prerequisite: ART 271 or departmental approval

Sculpture II ART 381
2 crs. 4 hrs.

This course is geared toward individual study and the concerns of the advanced sculpture student.

Prerequisite: ART 281 or departmental approval

Graphic Design II ART 454
2 crs. 2 hrs.

Intermediate/advanced examination of design problems extending from Graphic Design 1 projects with special emphasis on typographic elements and visual perception. Further investigation of full range of graphic design procedures including newspaper, magazine and media formats. Studio problems include successful idea realization as applied to corporate identification, package design, and reproduction processes. Computer component: Adobe Illustrator.

Prerequisite: Art 354



African Art (Same as AFN 101) ART 801
2 crs. 2 hrs.

For description, see p. 44.

African-American Art (Same as AFN 102) ART 802

The aesthetic, cultural, and social contexts of African-American art are studied. Comparative studies of art created by Haitian and African-American artists are included in the course.

Course Descriptions

NURSING

Nursing

Room S785, Telephone: (212) 220-8230

The Nursing Department offers a program leading to the Associate in Applied Science (A.A.S.) degree. Students are then eligible to take the New York State Licensure Examination for Registered Nursing (RN). Students may matriculate in a day or part-time evening/weekend sequence.

NOTE: Because of budgetary and Board of Trustees restrictions, only a limited number of highly qualified and motivated students are admitted into the BMCC Nursing Program. The College does not guarantee entry into the Program.

Chairperson: Barbara Tacinelli

Professors: Hyacinth Martin, Barbara Tacinelli

Associate Professors: Sung Gwak, Elora Orcajada, Margie White

Assistant Professors: Patricia Boyle-Egland, Susan Brillhart, Josephine Britanico, Helen A. Dalpiaz, Judy Eng, Dorothy Grasso, Louise Greene, Virginie Hilaire-Honore, Monique Jean-Louise, Anne Lavelle, Lourdes Rao, Elizabeth Rolston, Arlelia Sligh-Smith, Brenda Wyatt

Pre-Clinical Nursing Academic Advisor: Jose Sierra

College Laboratory Technicians: Marion Rogers
Adjunct Faculty: There are approximately 40 adjuncts in the department.

Nursing Process I: Fundamentals of Patient Care

NUR 112

8 crs. 4 hrs. 12 lab hrs.

This course is an introduction to the bio-psycho-social and cultural factors that influence the nursing care of any patient/client who needs minimum assistance in the maintenance of health. Concepts and principles are stressed in relation to the application of the nursing process to basic nursing care. Clinical experiences are provided in general hospitals and a nursing home.

Prerequisite: Completion of the Pre-Clinical sequence

Corequisites: BIO 426 and PSY 240 or SOC 100

Nursing Process II: Obstetrical and Psychiatric Nursing Care

NUR 211

8 crs. 4 hrs. 12 lab hrs.

This course is composed of a seven-week Maternal and Newborn Care component and a seven-week psychiatric Mental Health Nursing component. The Maternal and Newborn Care component focuses on the role of the nurse in the care of the child-bearing family during the antepartal, intrapartal, and the postpartal phases of the maternity cycle, as well as the immediate care of the normal newborn and premature infant. The Psychiatric Mental Health Nursing Component introduces the student to basic mental concepts, interventions in crisis and family violence, severe mental health disorders, and substance use disorders highlighting treatment for individuals and families within the community.

Prerequisites: NUR 112, BIO 426, PSY 400

Corequisites: BIO 420, ENG 201

Nursing Process III: Pediatric and Basic Medical-Surgical Nursing Care

NUR 313

8 crs. 4 hrs. 12 lab hrs.

This course is composed of a seven-week component in Nursing Care of Children and a seven-week component in Basic Medical-Surgical Nursing Care. The Pediatric Nursing component focuses on the child's physical, social, and emotional reaction to illness, the nurse's role in providing support to the child and the members of his/her family during periods of stress. Emphasis is placed upon differences between each phase of growth and development trends in care and measures utilized to promote a healthy childhood and adolescence. The Basic Medical-Surgical Nursing component builds upon previous nursing knowledge and techniques already introduced. Major emphasis is placed upon common recurring health problems. Psycho-social nursing techniques are emphasized as they relate to the care of the client with selected health problems.

Prerequisites: NUR 211 and all previous prerequisites

Co-requisite: SPE 100

Nursing Process IV: Medical-Surgical Nursing

NUR 411

8 crs. 4 hrs. 12 lab hrs.

This course is composed of a semester of medical-surgical nursing. It is a continuation of medical-surgical nursing introduced in NUR 313. There is emphasis on selected medical-surgical problems and students receive supervision of more advanced medical-surgical nursing skills in the hospital lab.

Prerequisites: NUR 313 and all previous prerequisites

Co-requisite: NUR 415

Nursing Today and Tomorrow

NUR 415

1 cr. 1 hr.

This course includes the discussion of the legal rights and responsibilities of the professional nurse, current trends in employment and education, as well as changes in nursing practices.

Restricted to students registered in NUR 411 (seniors).

NOTE: Nursing courses are sequential; Clinical Nursing cannot be completed in less than two (2) years. All students are required to take NLN Achievement Tests at the end of each semester. The fee is paid by the student.

Fourth semester students are also required to take a Comprehensive Achievement Test at the end of the semester. The fee is paid by the student. Failure to take NLN Achievement Tests and/or the Comprehensive Achievement Test as scheduled will result in a grade of "Incomplete" (INC).

Science

Room N645, Telephone: (212) 220-1305

The courses offered by the Science Department are designed to meet the needs of students with specific interests in science and career goals in this field. The courses introduce students to the study of fundamental scientific laws and theories and provide knowledge, basic skills and appreciation of science as a human enterprise.

Chairperson: Joel Hernandez

Deputy Chairpersons: Carlos Alva, Mahmoud Ardebili, Lauren Goodwyn

Nanette VanLoon Professors: Mahmoud Ardebili, Marvin Jaffe, Charles Kosky, Martin P. Levine, Stephanie

H. Mazur, Philip Penner, John L. Raynor, Herbert Ringel, Edith S. Robbins, Edgar Schnebel, Harold M. Spevack, David Waldman, Man-lim Yu

Associate Professors: Brahmadeo Dewprashad, Joel Hernandez, Ruth Herz, Sarah Salm, Ronald J. Slavin, Shana Tribiano

Assistant Professors: Carlos Alva, Raymond Borichewski, Ling Chen, Anthony Creaco, Patricia DeLeon, Saavik Ford, Lauren Goodwyn, Richard Hendrix, Lalitha Jayant, Nicolás Kalogeropoulos, David Krauss, Barry Mokerman, Melissa Nashat, Peter Nguyen, Rafael Niyazov, Antoine Pezon, Dennis Robbins, Shanti Rywkin, Issa Salame, Jane Tezapsidis, Nanette Van Loon

Senior College Laboratory Technician: Robert J. Bauer, Owen Meyers

College Laboratory Technicians: Faisel Adem, Chiu Hong Lee, Carmen Rivera, Christopher Salami, Christopher Thompson

Adjunct Faculty: There are approximately 60 adjuncts in the Department.

ASTRONOMY

General Astronomy AST 110
4 crs. 3 hrs. 2 lab hrs.

This course introduces students to the world beyond the earth. The methods of astronomy and our knowledge of the structure of the universe are presented as an ongoing human endeavor that has helped shape modern man as he/she takes his/her first steps into space.

BIOLOGY

General Biology BIO 110
4 crs. 3 hrs. 2 lab hrs.

Basic cellular structure, tissue organization, physiological process, reproduction, and genetics are studied. Special attention is given to selected zoological specimens with particular emphasis upon man.

Biology I BIO 210
Biology II BIO 220
4 crs. 3 hrs. 3 lab hrs. (per term)

This two-semester course acquaints students with the basic properties of living systems: metabolism, growth, responsiveness and reproduction at the cellular and organism levels as illustrated by assorted plants and animals. Two terms required.

Prerequisite for BIO 220 is BIO 210

Fundamentals of Microbiology BIO 230
4 crs. 3 hrs. 3 lab hrs.

This introductory course includes the study of structure, metabolism, environmental significance and evolution of micro-organisms. The laboratory will emphasize basic bacteriological techniques of identification and culture.

Prerequisite: BIO 220

Genetics BIO 240
4 crs., 3 lecture, 3 lab hrs.

Genetics is designed as a one-semester course covering the fundamental concepts of classical, molecular, and human genetics. The student gains a background that facilitates a greater understanding of recent advances in molecular biology and human inheritance.

Prerequisite: BIO 220

Co-requisite: CHE 202 or departmental approval

Microbiology BIO 420
4 crs. 3 hrs. 3 lab hrs.

Micro-organisms pathogenic to humans: their characteristics, pathogenicity and modes of transmission are studied. Instruction includes a study of the sterile technique and maintenance of the sterile field. Required in selected programs in the Health Sciences; available to other students through Departmental approval.

Prerequisites: BIO 426 and CHE 118, or CHE 121, or departmental approval

Anatomy and Physiology I BIO 425
Anatomy and Physiology II BIO 426
4 crs. 3 hrs. 3 lab hrs. (per term)

This two-semester course explores the human body as an integrated, functional complex of systems. Terminology, structure and function of each organ-system, with emphasis on their interrelationships, are explained. Required of students in the health services technologies; available to all other students for elective credit. *Prerequisite for BIO 426 is BIO 425. Two terms required. Prerequisite: CHE 118 or CHE 121, or departmental approval* **NOTE: BIO 425 and BIO 426 do not meet the science requirements in the liberal arts curriculum.**

CHEMISTRY

General Chemistry CHE 110
4 crs. 3 hrs. 2 lab hrs.

This course is designed specifically for the non-science major. It explores the world of atoms and molecules and relates this submicroscope world to the daily life of the student. Topics to be discussed include plastics, foods, the environment, genetics, and drugs.

Fundamentals of Chemistry CHE 118
4 crs. 3 hrs. 2 lab hrs.

This is a one-semester course designed especially to meet the needs of students in the Health Technology Programs. Topics include modern atomic theory and an introduction to the molecular basis of matter through the study of chemical principles and reactions. Lecture and laboratory are integrally related.

Fundamentals of Organic Chemistry CHE 120
4 crs. 3 hrs. 3 lab hrs.

This is an introduction to the chemistry of carbon compounds. The lecture emphasizes structure and bonding, reaction mechanisms, synthesis, stereochemistry, and applications to biological chemistry. The laboratory experiments illustrate the lecture topics. *Prerequisite: CHE 118, or CHE 121, or departmental approval*

Fundamentals of General, Organic & Biological Chemistry I CHE 121

Fundamentals of General, Organic & Biological Chemistry II CHE 122
4 crs 3 lecture, 3 lab hrs. (per term)

This course is a two-semester course sequence that introduces principles and concepts of general, organic and biological chemistry. The laboratory will provide experimental applications of these chemical topics. CHE 121-122 – Two terms are required. They are liberal arts electives. They are recommended for students intending to transfer to bachelor degree Allied Health Science curricula. CHE 121-122 cannot be granted credit to fulfill degree requirements for Science (A.S.) and Engineering Science (A.S.). CHE 121-122 do not meet the science requirement for the Liberal Arts degree (A.A.).

Course Descriptions

SCIENCE

Fundamentals of Biochemistry CHE 125
4 crs. 3 hrs. 3 lab hrs. (per term)

This course is an introduction to the principles of biochemistry that studies the structure, function, energetics and metabolism of biomolecules. The laboratory emphasizes biochemical techniques.
Prerequisite for CHE 120, CHE 122 or departmental approval

College Chemistry I CHE 201
College Chemistry II CHE 202
4 crs. 3 hrs. 3 lab hrs. (per term)

This is a two-semester course sequence that involves the study of chemical principles including atomic and molecular theories, molecular structure, and reactivity. The laboratory will include experiments illustrating the chemical principles. CHE 201-202 two terms required. Required in A.S. (Science) and A.S. (Engineering Science). Fulfills science requirement for A.A. (Liberal Arts).
Prerequisite for CHE 202 is CHE 201

Organic Chemistry I CHE 230
Organic Chemistry II CHE 240
5 crs. 3 hrs. 4 lab hrs. (per term)

This two-semester course sequence is the study of the structure and properties of the fundamental classes of organic compounds with emphasis on reactivity, reaction mechanisms, stereochemistry, electronic theory, and applications to allied fields. Two terms are required.
Prerequisite for CHE 230 is CHE 220
Prerequisite for CHE 240 is CHE 230

ENGINEERING SCIENCE

Elements of Engineering Design ESC 111
1 cr. 3 lab hrs.

This course provides an introduction to engineering practice through hands-on investigations, computer applications, and design projects in the fields of structures and robotics. All investigations and design projects are performed in groups and presented in oral and/or written form. Computers are used for documentation, data analysis and robot control.
Corequisites: MAT 206, CHE 201, PHY 215 or departmental approval

Computer Aided Analysis for Engineering ESC 113
2 crs. 1 lecture, 2 lab hrs.

This course introduces topics important for engineers. Computer aided analysis techniques are introduced and used for the design and modeling of engineering systems such as electrical circuits, pipelines, signal and image processing, aircraft engines, orbits and trajectories, protein molecules and sewer treatment.
Prerequisites: MAT 206 or departmental approval
Corequisites: CHE 201, PHY 215 or departmental approval

Engineering Graphics ESC 130
2 crs. 1 hr. 3 lab hrs.

This is a course in fundamental engineering drawing and industrial drafting-room practice. Lettering, orthographic projection, auxiliary views, sections and conventions, pictorials, threads and fasteners, tolerances, detail drawing dimensioning and electrical drawing; introduction to computer-aided graphics are covered.

Engineering Mechanics ESC 200
4 crs. 4 hrs.

This is a course in statics and dynamics and designed for engineering students. Among the topics covered are forces, equilibrium, friction, kinematics and dynamics of a particle, work and energy, linear and angular motion, and rotational dynamics of a rigid body.
Prerequisites: PHY 225 and MAT 302, or departmental approval

Engineering Mechanics I (Statics and Particle Kinematics) ESC 201
3 crs. 2 hrs. 3 lab hrs.

This course is a three-dimensional vector treatment of the static equilibrium of particles and rigid bodies. Topics include: equivalent force and coupled systems, static analysis of trusses, frames machines, friction, properties of surfaces and rigid bodies, particle kinematics, path variables, cylindrical coordinates and relative motion. Elements of design are incorporated in the course.
Prerequisites: ESC 130, MAT 302 and PHY 225 and SCI 120, or SCI 121, or departmental approval

Engineering Mechanics II (Kinematics and Dynamics of Rigid Bodies) ESC 202
3 crs. 2 hrs. 3 lab hrs.

This course is a three-dimensional vector treatment of the kinematics of rigid bodies using various coordinate systems. Topics include: relative motion, particle dynamics, Newton's laws, energy and mechanical vibrations. Elements of design are incorporated in the course.
Prerequisites: ESC 130, ESC 201, PHY 225
Co-requisite: MAT 501 or departmental approval

Thermodynamics I ESC 211
3 crs. 4 hrs.

This course covers introductory concepts and definitions; Absolute temperature, Work, heat, First Law and applications, Second Law, Carnot Theorem, entropy, thermodynamic state variables and functions, reversibility, irreversibility, ideal gas mixtures, mixtures of vapors and gas, humidity calculations.
Prerequisites: CHE 201 and PHY 225
Co-requisite: MAT 303 or departmental approval

Circuits and Systems I ESC 221
4 crs. 6 hrs.

This course covers circuit elements and their voltage-current relations; Kirchoff's Laws, elementary circuit analysis; continuous

signals; differential equations; first order systems and second order systems. Students will simulate circuits on the computer. A laboratory component is integrated into the course.

Prerequisite: PHY 225 and ESC 113

Co-requisite: MAT 501 or departmental approval

Switching Systems and Logic Design ESC 223

3 crs. 5 hrs.

This course includes the analysis and design of combinational and sequential circuits and their applications to digital systems. The use of integrated circuits in the design of digital circuits is illustrated in the laboratory experiments.
Prerequisites: MAT 302, PHY 225, and SCI 120 or SCI 121, or departmental approval

GEOLOGY

Geology I GLY 210
4 crs. 3 hrs. 3 lab hrs.

This course covers fundamental principles of geology encompassing the study of minerals and rocks, geological processes, interpretation of topographic and geological maps and techniques of remote sensing. This is a program elective in Engineering Science and an elective in all other curricula. It does not meet the science requirement for Liberal Arts A.A. degree.

PHYSICS

General Physics PHY 110
4 crs. 3 hrs. 2 lab hrs.

This course serves as an introduction to Physics, especially for students who are not science-oriented. A selected number of basic physical ideas are carefully examined and interpreted non-mathematically. The relevance of the scientist and his/her work to the lives of non-scientists is continually examined.

Physics I PHY 210
Physics II PHY 220
4 crs. 4 hrs. 2 lab hrs. (per term)

This classroom and laboratory two-semester course includes the study of concepts and principles of physics in the areas of mechanics, heat and thermodynamics, sound, electricity and magnetism, light, and atomic physics plus an introduction to quantum physics and relativity theory. Algebra and simple trigonometry are used. Two terms required.
Prerequisite for PHY 220 is PHY 210

University Physics I PHY 215
University Physics II PHY 225
4 crs. 4 hrs. 2 lab. hrs. (per term)

This is a two-semester course for students in science and engineering. Concepts of calculus are introduced and used when necessary. The lecture and laboratory exercises pertain to

Course Descriptions

SCIENCE

mechanics, fluids, heat and thermodynamics, wave motion, sound, electricity, and magnetism, geometric and physical optics, and an introduction to modern physics.

For PHY 215, Corequisite: MAT 301

For PHY 225, Prerequisite: PHY 215, MAT 301

Two terms required

NOTE: Students cannot receive credit for both PHY 210 and PHY 215, or PHY 220 and PHY 225.

Modern Physics PHY 240

3 crs. 4 hrs.

This is an introduction to atomic and nuclear physics, relativity, solid state physics, and elementary particles.

Prerequisite: PHY 225

Corequisite: MAT 501 or departmental approval

The Physics of Music PHY 400

4 crs. 3 hrs. 2 lab hrs.

The course is designed to give the student a fundamentally qualitative understanding of all the physical processes associated with the production, reproduction, and perception of musical sounds. This course may fulfill the physics requirement in the VAT Curriculum.

SCIENCE

Explorations In Scientific Mathematical Research (Same as MAT 111) SCI 111

3 crs. 4 hrs.

This course will introduce the processes involved in research. Students will be designing and performing experiments and analyzing the results. Objectives are: to understand the scientific method, interpret statistics, and appreciate mathematical research. Computers will be used for statistics, graphing, pattern recognition and word processing. Recommended for mathematics and science oriented liberal arts students as a liberal arts elective. Not open to Science or Engineering Science majors.

Prerequisite: One year of college science

Computer Methods in Science SCI 120

4 crs. 3 hrs. 2 lab hrs.

This course teaches a computer language and emphasizes application of programming methods for the sciences and engineering. Numerical methods will be applied to examples gleaned from physics, chemistry, and biology and engineering.

Computer Methods in Science (Pascal) SCI 121

4 crs. 3 hrs. 2 lab hrs.

This course is similar in scope and assignments to SCI 120 but utilizes the Pascal programming language.

Introduction to Microprocessors SCI 140

4 crs. 3 hrs. 2 lab hrs.

This is a study of a typical microprocessor and interfacing techniques. Concepts of electricity and its application to digital circuits are introduced as needed for purposes of control and measurement of analog quantities such as current, voltage, and temperature.

Nutrition SCI 150

3 crs. 3 hrs.

This is an introduction to the fundamental principles of human nutrition. The nutrient composition of various foods is examined as well as the manner in which the nutrients are metabolized and used by the human body. Prerequisite: One semester of science or departmental approval

Explorations in Scientific and Mathematical Research (Same as MAT 222) SCI 222

3 crs. 2 hrs., 2 lab. hrs.

This course will introduce the processes involved in research. Students will be designing and performing experiments and analyzing the results. Objectives are: to understand the scientific method; interpret statistics and appreciate mathematical research. Computers will be used for statistics, graphing, pattern recognition and word processing. Recommended for mathematics and science-oriented Liberal Arts students as a liberal arts elective. Not open to science or engineering science majors.

Prerequisite: One year of college science

Man and Environment SCI 410

3 crs. 3 hrs.

This course is a study of the interaction of man and his environment. Topics examined include ecology, air and water pollution, pesticides, radioactivity, power generation, noise pollution, waste disposal, population control, food additives, and food contamination. This course is offered as an elective in all curricula.

Prerequisite: One semester of any science

Scientific Instrumentation SCI 430

4 crs. 2 hrs. 4 lab hrs.

This course covers the theory and practice and quantitative method with special attention to instrumentation currently employed such as optical, electro-chemical, chromatographic, and radio-chemical techniques. The physicochemical theory and operating characteristics of the instrumentation are stressed. The laboratory emphasizes measurements of biological and environmental significance.

Prerequisite: 1 year of laboratory science or departmental approval.

Pathophysiology SCI 510

3 crs. 3 hrs.

This course studies alterations of normal physiological processes. Included in the course are the basic principles of pathophysiology as well as application of these principles to specific organ systems. Prerequisites: BIO 426 and CHE 118, or CHE 121, or permission of the department

Pharmacology SCI 530

3 crs. 3 hrs.

Fundamental principles and concepts in pharmacology are considered. Particular attention is given to drug action and interaction, and to the effect of drugs and toxic substances in the human organism. This course is required in selected programs in Allied Health Sciences; available to all other students for elective credit. It is recommended that students complete HIT 103, Medical Terminology I, before registering for this course.

Prerequisite: BIO 426 and CHE 118, or CHE 121, or permission of the department

Course Descriptions

SOCIAL SCIENCES AND HUMAN SERVICES

Social Sciences and Human Services

Room N620, Telephone: (212) 220-1210

The Social Science and Human Service Department offers courses in eight Liberal Arts disciplines and courses specific to the Human Services Program. All of its courses aim to broaden and deepen understanding of the complex social, economic and political issues which face modern society. To achieve these aims, students are trained in the rational analysis of pertinent phases of human experience. Liberal arts courses are offered in the disciplines of Anthropology, Economics, Geography, History, Philosophy, Political Science, Psychology and Sociology. The Human Services program offers courses specific to the AS degree in Human services as well.

Liberal Arts students are required to take four courses (or 12 credits) in four different departmental disciplines. Courses in Social Science disciplines offered through the Center for Ethnic Studies also fulfill the requirement. Human Services students should refer to program requirements listed on pages 23.

NOTE: Students requiring ESL 062, ENG 088 or ACR 094 must complete these courses before enrolling in social sciences courses. In addition, MAT 010 or MAT 011, if required, are prerequisites for ECO 100; MAT 012 or MAT 051, if required, for ECO 201, and MAT 056 for ECO 202.

Chairperson: Ronald Doviak

Deputy Chairpersons: Robin Isserles, William Roane, Mohammed Soleymani

Professors: Emily Anderson, Ellen Ciporen, Hugh Dawes, Antonio Pérez, Ronald Doviak, Ronald Rubin

Associate Professors: Maram Hallak, Ron Hayduk, Rebecca Hill, Jonathan Lang, Ting Lei, Rhea Parsons, Charles Post, Patricia D. Mathews, Lisa Hale Rose

Assistant Professors: Nicolás Agrait, Matthew C. Ally, Sangeeta Bishop, Miriam Caceres Dalmau, Alex d'Erizans, Albert Duncan, Jack Estes, Roger Foster, Jennifer Kyte, Man Wai Alice Lun, Peter Marcus, Paula Saunders, Mohammad Soleymani, Janice Walters, Elizabeth Wissinger

Instructors: Penelope Lewis, Rifat Salam

Lecturers: Carl Johnson, William Roane

ANTHROPOLOGY

Introduction to Anthropology ANT 100
3 crs. 3 hrs.

The evolution and behavior of human beings as cultural animals are the focus of this course. Students are introduced to the basic concepts and methods of the major divisions of anthropology: physical, social and cultural; archeology and linguistics. Emphasis is placed on preliterate societies to facilitate the study of the interrelation of various aspects of culture.

Chinese Culture And Heritage
(Same as ASN 111) ANT 111
3 crs. 3 hrs.

In this course students will inquire into the nature of classical traditions of Chinese culture. A range of Chinese texts in translation and associated materials will be explored to develop knowledge of the literary and philosophical foundations of Chinese culture. Lectures and readings are in English.

Puerto Rican Culture and Folklore
(Same as AFN 125) ANT 125
3 crs. 3 hrs.

This course studies the emergence of a national culture, folklore and identity. Topics include the Taino, Spanish and African contributions to the creation of a Criollo personality and character and the Puerto Rican family, race relations, the Jibaro, religion, and the arts. It reviews customs, traditions, celebrations, dances, legends, songs, proverbs, and hero/underdog stories as well as the impact of the United States culture.

Haitian History and Culture
(Same as AFN 127) ANT 127
3 crs. 3 hrs.

This course explores the role of economics, culture, and world diplomacy in the development of the Republic of Haiti since the Revolution of 1791. The impact of Haitian intellectual and popular thought on prose, poetry, and art is examined.

Black Women in the Americas and the Caribbean (Same as AFN 128) ANT 128
3 crs. 3 hrs.

The changing status of women in African traditional societies is compared with changes in the status of Black women in the United States, the Caribbean, and Brazil.

The Roles of Women in a Changing World ANT 210
3 crs. 3 hrs.

This course analyzes the status and roles of women in cross-cultural perspective. Particular emphasis is given to the socio-cultural forces underlying the women's rights movements in the 19th century and the present resurgence of feminism.

Peoples & Cultures of Latin America and the Caribbean ANT 200
3 crs. 3 hrs.

This course examines the diverse peoples and cultures that have populated Latin American and the Caribbean region since pre-Columbian times. It discusses the legacy of European colonization and the subsequent struggles for independence, formation of national identities and the quest for modernization today. The course will place particular emphasis on the production of social movements that respond to social inequality, and conflicting ideologies around ethnicity, race and gender among other factors. The readings illustrate case studies that examine a wide range of topics – ecological adaptation, food production, kinship and local politics, medical and religious beliefs and artistic expressions – from small –scale rural society to large complex urban centers throughout the continent. It will also explore how globalization, intense migration, and transnationalism have generated new notions of identity in the US today.

ECONOMICS

Introduction to Economics ECO 100
3 crs. 3 hrs.

The basic economic principles of production, consumption and price determination under the different market conditions are investigated in this course. The American economic system is described and analyzed and the impact of various institutions on the economy, banking system, organized labor, social security, and federal budget is examined.

Economics of Urban Communities
(Same as AFL 111) ECO 111
3 crs. 3 hrs.

This course introduces the subject of urban economics in historical and social contexts rather than as a strict analytical discipline. The causes and existence of poverty in cities, the management of federal, state and local government programs, the financing of Black enterprises, and conditions of social welfare are considered. Solutions toward developing neglected economics of urban communities are proposed.

Economic Development in the Dominican Republic in the 20th Century
(Same as AFL 112) ECO 112
3 crs. 3 hrs.

This course analyzes the economic policies of the different political regimes in the Dominican Republic from the end of the 19th century to the present. It studies the application and results of these policies—changes brought about by these regimes in trade, industry, agriculture and population.

Course Descriptions

SOCIAL SCIENCES AND HUMAN SERVICES

It also examines the influence of the United States on developments in the Dominican economy during this century.

African Development in the 20th Century (Same as AFL 113) ECO 113
3 crs. 3 hrs.

Problems of African economic and political development since 1900 are analyzed. The emergence of conditions contrary to the goals of independence and African participation in world affairs is explored.

Political Economy of the Caribbean (Same as AFL 151) ECO 151
3 crs. 3 hrs.

This is a study of the factors affecting the economies of the English and French speaking countries of the Caribbean region. The effects of international diplomacy, multinational corporate policies, educational and social determinants, and economic policies are evaluated.

Macroeconomics ECO 201
3 crs. 3 hrs.

This course is intended primarily for those students who intend to pursue professional careers in fields such as economics, finance, management, and administration. It is also open to highly motivated students in other areas. Topics include: national income and national product; saving, consumption, investment, the multiplier theory, fiscal policy, inflation, employment and business cycles. The student will also be acquainted with money, banking, and central bank monetary policies, as well as some of the more significant theories of international trade and economic development.

Microeconomics ECO 202
3 crs. 3 hrs.

This course is designed principally for those students who intend to pursue professional careers in fields such as economics, accounting, finance, management, and administration. It is also opened to highly motivated students in other areas. The course will focus on price theory in conjunction with: the laws of supply and demand, the analysis of cost, profit, market structure, production theory, and the pricing of productive factors. Significant contemporary economic problems will also be investigated.

Puerto Rican Economic Development Since 1898 (Same as LAT 236) ECO 236
3 crs. 3 hrs.

This course analyzes the history and effects of American economic policies on contemporary Puerto Rico. Economic conditions before the American occupation are examined with the objective of comparing them with the conditions and changes after 1898. The period of sugar as a monoculture

is studied as well as the great depression and its impact on Puerto Rico. The coming to power of the Popular Party, with its politics of land reform and economic development, are examined. The economic and social planning that have brought about modern Puerto Rico are analyzed.

GEOGRAPHY

Introduction to Human Geography GEO 100
3 crs. 3 hrs.

This course introduces students to the key concepts and principles of human geography. The course is designed to show how world geographic conditions such as climate, landform, natural resources, soil, space and ecology have influenced human culture and civilization over time.

HISTORY

Western Civilization: From Ancient to Early Modern Times HIS 101
3 crs. 3 hrs.

This course analyzes the societies of Western civilization from their origin to early modern times. The major social, economic, political, religious, and intellectual developments are examined and their impact on the development of modern Western civilization is traced.

Western Civilization: The Emergence of the Modern World HIS 102
3 crs. 3 hrs.

This course traces the growth of the modern Western world to the present. It surveys the political, economic and social foundations of contemporary civilization.

History of Science and Technology HIS 111
3 crs. 3 hrs.

In this historical survey of the emergence and development of a recognizable science and technology, the interrelationships between science and technology will be brought out. Some of the principal topics considered include science and technology in prehistory; ancient Babylonian, Egyptian, and Greek science and culture; Medieval medical technology and science; the scientific revolution of the seventeenth century; Darwinian evolution; the conquest of epidemic diseases; and the development of nuclear weapons. Critical analysis will cover the nature of scientific ideas, the scientific method and scientific change; the structure of scientific communities; relations between science, technology, and medicine; and the place of science in modern society.

Asian American History (Same as ASN 114) HIS 114
3 crs. 3 hrs.

The Asian American presence from the mid-nineteenth century to the present is studied. Three periods, 1848 to 1943, 1943 to 1965, and 1965 to the present are examined. Topics are designed to focus on the impact of historical processes on the cultural, economic, and political experiences of diverse Asian American groups in urban and rural communities. The multi-ethnic aspects of Asian American communities are explored.

Early American History: Colonial Period to Civil War HIS 120
3 crs. 3 hrs.

In this course, the history of the United States from the Colonial period to the Civil War is studied and the major political, economic, and social problems of the new nation are analyzed.

History of African Civilization (Same as AFN 121) HIS 121
3 crs. 3 hrs.

African civilizations from the pre-historic cultures in East Africa to the decline of the West African kingdom of Songhai in 1596 are examined.

Africa 1500 to Present (Same as AFN 122) HIS 122
3 crs. 3 hrs.

Africa from the beginnings of the Atlantic slave trade to the end of Colonialism in the late twentieth century is examined. The effect of Colonialism on economic and cultural patterns in the African diaspora is explored.

African-American History: 17th Century to 1865 (Same as AFN 123) HIS 123
3 crs. 3 hrs.

This course is a systematic examination of the participation of African American people in the political, economic and cultural history of the United States. The involvement of African Americans in abolitionism and in the development of social and cultural institutions in free black communities is analyzed.

African-American History: 1865 to Present (Same as AFN 124) HIS 124
3 crs. 3 hrs.

Reconstructions I and II, the social Darwinist years, Civil Rights activism of the 1960's, and the cumulative effects of institutionalized racism are set in an historical framework for comparative study. The course examines the impact of urbanization, institutional racism, economic, and political policies on the life experiences of African-Americans. The dynamics of cultural, social, and political interactions within the social structure of the nation since 1865 are analyzed.

Course Descriptions

SOCIAL SCIENCES AND HUMAN SERVICES

MODERN AMERICAN HISTORY

Civil War to Present HIS 125
3 crs. 3 hrs.

This continued study of American history emphasizes the emergence of an industrial economy, an urban society, world responsibility, and the expanded federal government.

Caribbean History (Same as AFN 126) HIS 126
3 crs. 3 hrs.

This course is a survey of the economic, political and cultural institutions which characterize the present nations of the Caribbean, their antecedents in the post-Emancipation period and the prospects for the future.

History of Puerto Rico: Discovery through 19th Century (Same as LAT 127) HIS 127
3 crs. 3 hrs.

This course studies the history of Puerto Rico from the pre-Columbian period to the end of the 19th century. Consideration will be given to political, social, cultural, and economic factors contributing to the emergence of national consciousness in the 19th century and the events leading to the Spanish-American War in 1898.

History of Puerto Rico: 19th Century to Present (Same as LAT 128) HIS 128
3 crs. 3 hrs.

This course studies the historical conditions of Puerto Rico in the 20th century. The transition from a Spanish colony to an American possession is examined. The events and forces that created the present Puerto Rico are studied and analyzed in perspective. The alternatives to the problem of status—commonwealth, statehood, and independence—are studied.

History of Latin America HIS 130
3 crs. 3 hrs.

Survey covering from the pre-Columbian cultures, the age of discovery and exploration, colonial structures, independence movements, to contemporary Latin America, with special emphasis on the countries of the mainland (i.e., North, Central, and South America). Students will learn about the traditions and institutions of Latin American Civilization including the Iberian conquest and colonization, the role of the Catholic Church, economic and social structures, as well as problems related to government, nation-building, race and class relations, wars and Latin America's position in the world.

History of the Dominican Republic (Same as LAT 131) HIS 131
3 crs. 3 hrs.

This course studies the history of the Dominican Republic from the pre-Columbian and Colonial periods to the present. It deals with the geographical, political, social, and economic factors that form the Dominican nation. Emphasis is given to relations with Haiti and North America. The course also analyzes the position of the Dominican Republic in the community of Latin American nations as well as its place in today's world.

History of Women HIS 225
3 crs. 3 hrs.

This course in social and intellectual history examines ideas about women and women's status in society in selected periods of history. Emphasis is placed on the reading and interpretation of primary source material. Topics included are: the historiography of women's history; examples of matriarchy; women in the Ancient Near East; Greece and Rome in the Middle Ages and the Renaissance; the role of women in the American slave and plantation society; women in the modern capitalist and socialist worlds.
Prerequisite: One semester of history or departmental approval

PHILOSOPHY

Philosophy PHI 100
3 crs. 3 hrs.

The study of philosophy helps students develop analytic skills and gain an appreciation of the general philosophical problems with which human beings have grappled throughout Western civilization. Basic philosophic problems such as free will and determinism, the criteria which justify ethical evaluations, the philosophical considerations which are relevant to belief or disbelief in God, and knowledge and illusion are examined during this course.

Logic PHI 110
3 crs. 3 hrs.

The course focuses on principles of sound thinking and valid argument in order to develop skills in analysis and evaluation of inductive and deductive reasoning. Students learn to discriminate between valid and invalid argument, using as tools the techniques of formal and symbolic logic.

Cultural and Ethical Issues in Science and Technology PHI 111
3 crs. 3 hrs.

In considering ethical positions ranging from animal rights to environmental philosophies of radical ecology, and studying the impact of new reproductive technologies and other biotechnologies on the (so-called) Third World,

students learn about advances made by working scientists and feminist philosophers in contextualizing science and technology. A special attempt will be made to study cultural factors as class, gender, and race in order to understand the responsibilities of scientists and technologists for the uses of their knowledge; the ethics of scientific research; and truth and fraud in science and engineering.

Ethics PHI 120
3 crs. 2 hrs.

This course will examine major historical and contemporary perspectives in moral philosophy. We will consider questions such as, 'Are there universal moral values?', 'Are ethical conduct and self-interest compatible?', 'What is the source of our ethical obligations (God? Society? Or Reason?) and how can we justify them?', and 'How does globalization impact ethical theory?' The course will look at what attributes and qualities make up a successful ethical theory and will compare competing approaches to ethical decision-making. Throughout the course, the emphasis will be on real-world ethical issues that arise in contemporary life and society.
Prerequisite: ESL 094, ENG 088, ACR 094

POLITICAL SCIENCE

American Government POL 100
3 crs. 3 hrs.

The history, development, and intellectual origin of American government are studied and analyzed. Special consideration is given to the structure and operation of the executive, legislative and judiciary branches, and the role of government and politics in a modern industrial society.

Political Economy of Technoscience POL 111
3 crs. 3 hrs.

Science, technology and society is constructively and deconstructively theorized within fields of knowledge known as textual and political economies. In considering competing intellectual traditions in creating a theory of science, technology, and society, themes such as the relationship between science, technology and the state; social epistemology; laboratory science studies; feminist perspectives on science and technology; ecological foundations for science and technology; and the globalization of science and technology will be discussed. This course will provide acquaintance with the everyday context of working scientists and technologists.

Course Descriptions

SOCIAL SCIENCES AND HUMAN SERVICES

Politics of Puerto Rican Communities (Same as LAT 151)

POL 151

3 crs. 3 hrs.

This course is an analysis of the political movements and parties of Puerto Rican communities in the U.S.A.; the relationships of these movements and parties toward political development in Puerto Rico; the role of the Puerto Rican in both traditional and radical political movements in the U.S.A.; and how political participation in the American process has come to contribute to a sense of community identity among Puerto Ricans in the U.S.A.

Modern Black Political Thought (Same as AFN 152)

POL 152

3 crs. 3 hrs.

The origins of nationalist ideologies, and political and social action in the United States, Caribbean, and Africa are examined. Political and economic developments since the late 19th century are analyzed.

World Politics

POL 210

3 crs. 3 hrs.

This course considers the basic factors involved in international relations. The components of nationalism, the state system, and the concept of politics as the crucial form of interstate relationship are discussed and examined. A systematic study is made of capabilities, goals and methods of interstate relations, considering the underlying principles, forces, patterns, and problems which historically characterize international organization and the political systems of the world.

Prerequisite: POL 100

Politics and Government in New York City

POL 220

3 crs. 3 hrs.

This course explores the government and administration of the City of New York. Structures and institutions such as the Office of the Mayor and the City Council are examined, as well as the city bureaucracies and non-governmental groups whose activities bear upon politics in New York. The emphasis is on the political process and decision-making systems.

Prerequisite: POL 100

Power in American Politics

POL 230

3 crs. 3 hrs.

This course analyzes the nature of power in America. Who governs? How is power exercised? What is the relationship between the private sector and the public sector? These and other areas will be investigated. The course will examine concepts and approaches to the study of power, including pluralism, elite, class, and the role of race and gender.

Prerequisite: POL 100 or any Social Science course

Political Theory

3 crs. 3 hrs.

This course examines political ideas and their relationship to the practice of politics. Various theories will be explored, including liberalism, conservatism, socialism, and contemporary political thought. The course will address questions such as: What is human nature? What are rights, liberty and justice? How might they be achieved? What is the proper role of government? Political theorists approach these questions differently and provide different answers. The relevance of theories to current political issues is discussed.

Prerequisites: POL 100 or any Social Science course

PSYCHOLOGY

General Psychology

PSY 100

3 crs. 3 hrs.

This course stresses adaptive human behavior in relation to the environment. Topics considered include: origins and methods of psychology, neuropsychological bases of behavior, maturation, motivation, emotion, learning frustration, and conflict.

Social Psychology

PSY 200

3 crs. 3 hrs.

Human behavior, as shaped by the processes of social interaction, is studied in this course. Data, around which the fundamental topics are presented, are drawn from experimental and case studies dealing with the events of the social environment: socialization, communication and persuasion, attitudes and beliefs, group behavior, and leadership.

Prerequisite: PSY 100 or SOC 100

Psychology of Personality

PSY 230

3 crs. 3 hrs.

This course examines the psychological structure of the individual. It considers the theoretical foundations and empirical approaches to the study of personality. The focus of the course is the normal adult in relation to constitutional factors, childhood experiences, and behavioral changes which occur during adulthood.

Prerequisite: PSY 100

Developmental Psychology

PSY 240

3 crs. 3 hrs.

A systematic examination is made of the behavioral changes which occur during principal stages of the life span, their flexibility and stability. Attention is given to genetic, physiological and social forces affecting human development.

Prerequisite: PSY 100 or SOC 100 except for students in any health services program

POL 260

Psychology of Women

PSY 245

3 crs. 3 hrs.

This course involves the interpersonal and institutional socialization of women in contemporary American society and the effect of these processes on individual personality through an examination of existing roles and exploration of alternatives.

Prerequisite: PSY 100, SOC 100, or SSC 100

Child Psychology

PSY 250

3 crs. 3 hrs.

In this course physiological, motivational, emotional, and intellectual aspects of behavior from birth to adolescence are studied. Students are taught how individual, social, and cultural factors affect children's development.

Prerequisite: PSY 100

Abnormal Psychology

PSY 260

3 crs. 3 hrs.

This course discusses the causes, diagnoses, treatment and prevention of various types of maladjustment and mental disorders. The relation of neuroses and functional psychoses to current conceptions of normal personality functioning is discussed.

Prerequisites: PSY 100 and permission of the instructor

Foundations of Black Psychology

PSY 271

(Same as AFN 271)

3 crs. 3 hrs.

A critical overview of the major concepts of personality development as applied to perspectives of self, status, and role in Black communities is presented. Field trips to selected agencies are arranged.

Prerequisite: PSY 100

SOCIOLOGY

Introduction to Sociology

SOC 100

3 crs. 3 hrs.

This course analyzes the structure, processes and products associated with group living. Attention is focused on the concepts of social organization, culture, groups, stratification, major social institutions, and significant trends in group living.

Sociology of Urban Education

SOC 110

3 crs. 4 hrs.

This course examines the barriers to the completion of high school by urban high school students and presents the "mentor model" as one way to support and help students achieve in the school environment. Students taking this course will spend a minimum of 20 hours serving as a mentor to a student from a nearby high school.

Prerequisite: Permission of department

Course Descriptions

SOCIAL SCIENCES AND HUMAN SERVICES

Understanding Technological Society SOC 111 3 crs. 3 hrs.

This is a problem-centered and task-oriented course that integrates the humanities and the theories and practices of science and social sciences into the leading public issues of technological society. By emphasizing the close connections between science and technology, social institutions, and cultural values, students will learn how social institutions directly affect technological development and professional careers. The course also analyzes today's "global village," the changing relations between East and West and the Third World, and worldwide development and environmental issues.

Comparative Ethnic Studies I (Same as AFL 125) SOC 125

This course surveys the long history of cross-racial and inter-ethnic interactions among immigrants, migrants, people of color and working people in the United States and the wider world from the era of mercantile capitalism in the sixteenth century to the present. By making inroads into the dynamic worlds that indigenous people, people of African and Latin American descent, European Americans, and Asian Americans made and remade, the course aims to reach across borders of all kinds, including national boundaries, to cultivate global, transnational and comparative perspectives on race and ethnicity. In particular, it places emphasis on relationships and conflicts between these diverse groups, especially how they were treated and defined in relation to each other. Broadly, this course is concerned with how these groups struggle to stake out their place in a highly unequal world.

The Black Man in Contemporary Society (Same as AFN 129) SOC 129 3 crs. 3 hrs.

The effects of economic and social factors on socialization, status, and levels of achievement among Black men are analyzed. The impact of institutional racism and underachievement on urbanized populations is explored in terms of access, social status, and economic differentials.

Puerto Rican Experience in Urban U.S. Settings (Same as LAT 152) SOC 152 3 crs. 3 hrs.

This course studies the peculiar characteristics of the Puerto Rican migration to the U.S. It analyzes the processes of assimilation and adaptation to the American society as opposed to the identity and preservation of Puerto Rican cultural values. The problems of education, housing, health services, family and community, employment, and economic development are given special attention as they relate to the unique experience of the Puerto Rican in the U.S.A.

Sociology of the Black Urban Community (Same as AFN 154) SOC 154 3 crs. 3 hrs.

Current theories of socialization, cultural transformation, and poverty are assessed. Field visits to recognized agencies and institutions are arranged under supervision of the instructor.

Prerequisite: SOC 100 or ANT 100.

Health Problems in Urban Communities (Same as AFL 161) SOC 161 3 crs. 3 hrs.

This course analyzes the relationships between economic and social factors, and the delivery of health care services in urban communities. Attention is given to community needs related to HIV/AIDS, tuberculosis, mortality rates, prevention, and education. Guest lecturers and workshops are presented.

Prerequisite: SOC 100 or ANT 100.

Social Problems SOC 200 3 crs. 3 hrs.

A close relationship exists between the social problems and the values and structures regarded by society as normal and stable. In this course, students apply sociological principles, theory, methods, and research toward an understanding of social problems.

Prerequisite: SOC 100

Ethnic Groups in American Life SOC 230 3 crs. 3 hrs.

This course studies the various ethnic groups which comprise the population of the United States—their accommodations and assimilation, their changing attitudes and impact on one another. In addition, the effects of interracial tension on personality and social organization are explored and comparative analyses of selected countries are made.

Prerequisite: SOC 100

The Puerto Rican Family (Same as LAT 234) SOC 234 3 crs. 3 hrs.

This course studies the Puerto Rican family as the primary unit of Puerto Rican society, reflecting the patterns and dynamics of that society. It examines the variations in family structure that have evolved from the Taino, Spanish and African cultures. The historical and economic changes that have transformed Puerto Rican society are analyzed with emphasis on their effect on the family structure. The experience of migration and its impact on the Puerto Rican family are considered. Attention is given to the problems facing the family as the unit of migration.

Prerequisite: SOC 100 or ANT 100.

Urban Sociology SOC 240 3 crs. 3 hrs.

This course involves a sociological analysis of the modern city and the urban way of life. Among the topics discussed are: the growth and decline of urban neighborhoods; social forces responsible for the modern urban community; urban ecology; urban blight and shifts in the residential distribution of racial, ethnic, and income groups; plans and policies for urban development; and the future of the central city.

Prerequisite: SOC 100

The Family SOC 250 3 crs. 3 hrs.

This course examines the basic functions of the family in contemporary society. The social processes involved in courtship, marriage, parenthood, alternative family models, the roles of family members, and the relationship between the various models and the community will be examined.

Prerequisite: SOC 100 or ANT 100

The Contemporary Black Family (Same as AFN 256) SOC 256 3 crs. 3 hrs.

The Black family in current urban/suburban settings and the effects of changing value systems, the single-parent family, crises in education, and economic stability are examined. Field visits to selected agencies and institutions are required.

Prerequisite: SOC 100 or ANT 100

SOCIAL SCIENCE

Field Experience in Italy SSC 150 3 crs.

This course offers the student Social Science field experience in Italy. Orientation, seminars with guest lecturers, field trips to sites of historic interest, and cultural tours are an integral part of the travel program. The field experience base of operations is a university in Italy.

The Black Experience in Africa (Same as AFN 253) SSC 253 3 crs. 3 hrs.

This course is designed to provide the student with an introduction to the cultures of selected African nations through travel, structured reading, and lectures conducted on the campuses of African colleges and universities. Requirements include a term paper. This course and LAT 475 are part of the Center for Ethnic Studies' Study Abroad Program.

Course Descriptions

SOCIAL SCIENCES AND HUMAN SERVICES

Latin American & Caribbean Society (Same as LAT 475)

SSC 475

3 crs. 3 hrs.

This is a summer course taught abroad in a Latin American or Caribbean country. It offers the student the opportunity to travel, to share, to live and to study in another country. From a global perspective, this course explores the history and culture of a selected Latin American or Caribbean country by focusing on religion, homeland, art, family, identity, film, economic development, social and political movements and environment as they are presented as major themes of current research and in the tangible appreciation of the student.

Prerequisite: A functional knowledge of the language of the country or countries visited may be required.

HUMAN SERVICES

Introduction to Human Services and Social Work

HUM 101

3 crs. 3 hrs.

This course introduces students to the field of Human Services and the profession of Social Work. Those human services which deal with social and personal problems are explored as well as the knowledge base, the skills base, and the values base of the social work profession. Students are exposed to the methods of working with people as individuals, in groups, and on a community level. This course meets the requirements as a liberal arts elective in social science.

Human Services Skills

HUM 201

4 crs. 4 hrs.

The course is designed to train students in the use of helping skills and techniques utilized in the field of human services. Some of the areas covered in the course include interviewing and counseling, making referrals, assessment, group process, and behavioral techniques. This course is open only to students enrolled in the Human Services curriculum.

Prerequisite: HUM 101

Introduction to Gerontology

HUM 211

3 crs. 3 hrs.

This course provides students with a basic understanding of the interrelationships between the physical, intellectual, social, and psychological aspects of the aging process in contemporary society. Problems particular to aging are explored as well as policies and programs which have been developed to deal with them.

Introduction to Disabilities and Rehabilitation

HUM 212

3 crs. 3 hrs.

This course focuses on the psychological and sociological aspects of disabling conditions, and the approaches to effecting the person's habilitation/rehabilitation through behavior change.

Child Welfare

HUM 213

3 crs. 3 hrs.

This course is a survey of child welfare as a field of Social Work practice. Course content includes the relationships of parents, children, and society; the development of old and new governmental programs for children; the impact on the family of child welfare policies, and the future of child welfare programs in the United States.

Field Experience in Human Services I

HUM 301

3 crs. 1 hr. 6 lab hrs.

Students are placed for one day per week in human service settings where they learn first-hand about agency structure and function, the activities of human service professionals, and the application of human service skills. Settings include community centers, hospitals, family service agencies, community residences for the developmentally disabled, senior citizen centers, homeless shelters, child psychiatric clinics, etc. A one hour weekly class session reinforces the agency experience through case presentations and group discussion. This course is open only to students enrolled in the Human Services curriculum.

Prerequisites: HUM 101 and HUM 201

Field Experience in Human Services II

HUM 401

3 crs. 1 hr. 6 lab hrs.

This course follows the same format as HUM 301, Field Experience in Human Services I. Remaining in the same field placement, the student deepens his/her knowledge and strengthens his/her skills through continued practice and supervision. This course is open only to students enrolled in the Human Services curriculum.

Prerequisite: HUM 301

Social Welfare Programs and Policies

HUM 411

3 crs. 3 hrs.

This course will acquaint students with the social welfare system of the United States. An historical perspective helps to illuminate the evolution of current policies, programs, and practices. Poverty in the U.S. is analyzed as well as the specific programs which have been developed to alleviate it. Cross-cultural approaches to social welfare are also examined.

Prerequisite: POL 100

Course Descriptions

SPEECH, COMMUNICATIONS, AND THEATRE ARTS

Speech, Communications and Theatre Arts

Room N655, Telephone: (212) 220-8090

The courses offered by the Department of Speech, Communications, and the Theatre Arts are aimed at developing and enriching skills in communications and/or performance.

The electives in Speech (SPE) introduce students to voice and diction, oral interpretation, public speaking, the mass media and interpersonal communication. The Department administers the Video Arts and Technology Program. This is a comprehensive program in video production leading to the A.A.S. degree. The dance program is not currently offered.

Chairperson: Susana Powell

Deputy Chairpersons: Kenneth Antrobus, Mila Brisbon

Professors: Diane Dowling, Sandra S. Poster, Susana Powell

Associate Professor: Sherry Engle, Hollis Glaser, Mary Ellen Huff, Cynthia Karasek, Shari Mekonen, Suzanne Schick, Philip Weisman

Assistant Professors: Johnna Doty, Katherine Kavanagh, Eva Kolbusz, Elena Oumano

Instructors: Vincent Cheng, Christopher Swift

Lecturers: Kenneth Antrobus, Mila Brisbon, Alkis Papoutsis, Janet Douglas Pryce

Adjunct Faculty: There are approximately 50 adjuncts in the department.

SPEECH

Fundamentals of Speech

SPE 100

3 crs. 3 hrs.

The aim of this course is to develop effective skills in speech communication. The student examines how to generate topics and organize ideas, masters elements of audience psychology, and practices techniques of speech presentation in a public forum. All elements of speech production and presentation are considered. Required of all students.

Fundamentals of Speech: for Non-Native Speakers

SPE 102

3 crs. 3 hrs.

This course is recommended for those whose native language is not English. It addresses fundamentals of speech communication, as does SPE 100, but provides special emphasis in vocabulary building, pronunciation, and enunciation. Classwork is implemented through the use of recordings, individual and group drills, interpersonal exercises, oral readings, and impromptu and prepared group discussions and speeches. Weekly speech tutoring is required. This course satisfies the equivalent for, and may be taken instead of, SPE 100.

Credit is given for SPE 102 or SPE 100, but not for both classes.

Voice and Diction

SPE 103

3 crs. 3 hrs.

This course is designed for those students who wish to improve their speech communication in the business and professional environment. Study of voice and articulation, development of auditory discrimination, utilization of individual and group exercises, and application of speech in group discussions and interviews are covered. This class is particularly recommended for those whose native language is not English as well as those desiring additional improvement in speech and language.

Oral Interpretation

SPE 210

3 crs. 3 hrs.

This course is devoted to the reading aloud of various works of literature, such as poetry, prose or drama, in order to develop an awareness of the voice and body as an instrument of communication, and to instill an appreciation of the beauty and sensitivity of the English language.

Public Speaking

SPE 220

3 crs. 3 hrs.

The aim of the course is to provide the student with advanced experiences in the preparation and analysis of oral presentations for professional, nonprofessional, and academic situations. A detailed study of the principles and theories of public speaking is

made. The course includes the presentation of student speeches.

Prerequisite: SPE 100 or permission of department

Interpersonal Communication

SPE 240

3 crs. 3 hrs.

The course introduces the basic concepts and theories of interpersonal communication in personal, educational and business settings. This includes a study of self as communicator, the effect of language on others, verbal and nonverbal expression of thoughts and feelings, and factors which contribute to effective communication.

Prerequisite: SPE 100 or permission of department

The Mass Media

SPE 245

(Required of all VAT majors)

3 crs. 3 hrs.

The focus of this course is to provide an understanding of the influence and impact on our lives and society by the mass media. The course examines the history, law, technology, economics and politics of the mass media through independent study, field trips, etc. Students are encouraged to be aware of techniques of influence used by the mass media to influence and determine social and political values. In addition, students learn to develop tools for critical analysis of and standards for discriminating consumption of the mass media.

Prerequisite: SPE 100 or permission of department

Course Descriptions

SPEECH, COMMUNICATIONS, AND THEATRE ARTS

THEATRE

Introduction to Theatre
3 crs. 3 hrs.

THE 100

The collaborative nature of the theatrical event will be explored in readings, presentations, play attendance, papers and creative projects. Contributions of the playwright, actor, director, designer, architect, critic, producer and audience will be investigated through selected periods, genres, theatre spaces and styles of production. The student's potential roles and responsibilities in creating theatre will be emphasized.

Acting I
3 crs. 3 hrs.

THE 110

Basic acting skills, a method of approaching a role, a working vocabulary, and the responsibilities of the actor will be studied through improvisations, theatre games, and performance of scenes or monologues from plays and other dramatic material studied in class.

Prerequisite: SPE 100 or permission of department

Corequisite: THE 115

Voice and Movement for the Actor
1 cr. 1 hr.

THE 115

An introduction to voice and body work. Students will participate in warm-ups and exercises that promote concentration, relaxation, trust, vocal resonance, physical flexibility, and strength.

Corequisite: THE 110

Elements of Production
3 crs. 3 hrs, 1 lab. hr.

THE 121

This course is designed to give the student a comprehensive overview of the fundamentals of professional theatre production, including the basic skills and technical theories involved in scene design, stagecraft, stage properties, costuming, lighting, and sound. Physical theatre layout, crew organization and responsibilities, safety requirements, and practical experience in building and running a production will be taught. Students will serve on a crew for a BMCC theatre event.

Production Practicum I
1 cr. 1 hr, 2 lab. hrs.

THE 125

This course provides practical training in the various areas of theatre production, including lighting, sound, set, props, costumes, stage management, makeup, marketing, fundraising and front-of-house operations. Students will meet once a week as a class to receive crew assignments and training in how to carry out those assignments for the week. Each student will work in at least two areas, unless he or she is a crew head or stage manager.

Prerequisite: THE 121

Production Practicum II
1 cr. 1 hr, 2 lab. hrs.

THE 126

The course is for the student who wishes to continue his or her development as a theatre technician and/or performer by working on another production. The student will be assigned either as a crew head, stage manager, as crew in two new work areas and/or cast in the production.

Prerequisite: THE 125

Production Practicum III
1 cr. 1 hr, 2 lab. hrs.

THE 127

Continuation of work in THE 126, in either a crew head capacity or two new crew areas, and/or cast in the production.

Prerequisite: THE 126 and permission of the department

Production Practicum IV
1 cr. 1 hr, 2 lab. hrs.

THE 128

Continuation of work in THE 127, in either a crew head capacity or two new crew areas, and/or cast in the production.

Prerequisite: THE 127 and permission of the department

Stage Management

THE 140

3 crs. 3 hrs.

This course is designed to help students develop the skills and knowledge essential to execute stage management duties in pre-production work, rehearsal and performance of theatrical productions. Students will examine dramatic texts from the perspective of the stage manager. The stage management skills gained will also provide practical insights into many fields, including film, television, special events, and any business where timely, effective communication and coordination between groups is essential.

Theatre Management

THE 141

3 crs. 3 hrs.

Drawing from examples and occasional guest speakers from the New York theatre world, this course provides an introduction to the theory, principles and practices of theatre management. Students will create their own fictional theatre company, applying the principles of mission structure, and financial planning. Practical experience in management is gained through crew assignments. Oral and written presentations, resulting in a casework, aim to sharpen communication skills and prepare students for further study in theatre management.

Acting II

THE 210

3 crs. 3 hrs.

This course continues the study of methods and exercises introduced in Acting I to develop the actor's skills, and moves on to an in-depth study of scene analysis and characterization. Creating an ensemble and exposure to different historical periods will be emphasized.

Prerequisite: THE 110

Page to Stage

THE 220

3 crs. 3 hrs., 1 lab. hr.

This course is designed to give the student experience in all the aspects of bringing a play to production. As the play is cast, rehearsed, designed, built, advertised, and performed for an audience, students will learn about the responsibilities and collaboration between the different participants involved in theatre production. Students will have the opportunity to hone their acting skills, and must also contribute to at least one other aspect of the production.

Prerequisites: THE 100, THE 110, and THE 125

Theatre Externship

THE 258

3 crs. 3 hrs., 7 lab. hrs.

Students serve as interns for a production company in the entertainment industry. The work of the internship can include technical skills, front-of-house, marketing, performance, directing, choreography or other aspects of production, including publications and other media.

Prerequisite: THE 125 and departmental approval

Acting for the Camera

THE 280

3 crs. 3 hrs.

This course will train the advanced acting student in natural, proficient acting for the camera. Techniques and acting methods will be taught in BMCC's state-of-the-art studio; students will work in front of the camera and will be able to view their own performances on tape.

Prerequisite: THE 210 and audition

History of Theatre

THE 300

3 crs. 3 hrs.

A survey of theatre of the world from its ritual origins to Jacobean England. Major periods explored through reading and viewing significant plays, studying the sociological forces that led to different theatrical forms, theatre architecture, methods of production, playwrights and the relevance of these plays and theatrical forms today.

Prerequisite: ENG 201 or ENG 121

Playwriting (Same as ENG 315)

THE 315

3 crs. 3 hrs.

The objective of THE 315: Playwriting is to sharpen students' creative writing skills and to teach them the elements of playwriting and character development. Through the reading of one-act plays and practice writing exercises each week, students will learn the craft of playwriting. They will write scenes and create their own one-act plays.

Prerequisite: ENG 101 and ENG 201, or ENG 121

Course Descriptions

SPEECH, COMMUNICATIONS, AND THEATRE ARTS

VIDEO ARTS AND TECHNOLOGY

NOTE: VAT courses are open only to students enrolled in the VAT or Multimedia curriculum. In addition, VAT 151 is a recommended course in the Writing and Literature program.

Introduction to Video Technology VAT 100 2 crs. 1 hrs. 1 lab hrs.

This course explains how video technology works. It covers the fundamentals of contemporary media technology including understanding video image formation, data compression, picture and sound generation and manipulation, and the impact of new technologies, such as HD-TV and P2P. Lab exercises introduce students to the operations of cameras, video-recording systems, microphones, and the uses of SMPTE Time Code. Students also examine systems for delivering media to the viewer, including webcast, broadcast, and satellite and cable distribution.

Corequisite: VAT 151

Script to Screen VAT 151 3 crs. 3 hrs.

This course will cover all aspects of the preproduction phase of media production. Students will learn how to write treatments and scripts for documentary and news formats, corporate and industrial videos, public service announcements, commercials, screenplays, and teleplays. The course will also cover such aspects of preproduction as script breakdown, budgeting, scheduling, crew hiring, equipment rental, and securing locations.

Prerequisite: SPE 100

Introduction to Media Applications VAT 152 3 crs. 3 hrs.

This course introduces students to the many industrial applications of the state-of-the-art media. New technologies and current industrial communication problems are covered. Students study the history of modern communications and each student is given a glossary of technical terms. The course covers corporate needs for artists, designers, photographers, camera operators, videot technicians, multi-image programmers, lighting technicians, and film and video editors.

T.V. Studio Production I VAT 161 3 crs. 4 hrs.

This course is an introduction to all aspects of basic studio television production. Students produce multi-camera TV programs in a fully equipped TV studio. Students learn to perform the functions of a director, floor manager, camera operator, audio engineer, lighting director, and technical director.

Prerequisite: VAT 100; VAT 151 or VAT 152

Sound for Performance/Digital Media I VAT 165 3 crs. 3 hrs, 1 lab. hr.

This course is an introduction to the use of audio technology in theatre, television, motion pictures, and multimedia. Students will be introduced to the fundamental principles of acoustics and sound recording. Tools, such as various mixing boards, microphones, and recorders, will be introduced in the context of theatrical and television production.

Sound design for live venues and multimedia presentations will be introduced as well. Assignments will include practical exercises. Lab assignments are required. This course is taught using computers.

Prerequisite: VAT 161

Remote Production/Video Editing I VAT 171 3 crs. 4 hrs.

This course teaches students how to conceptualize, shoot and edit a video project. The use of digital cameras as well as lighting and audio instruments on location will be covered. Students will learn pre-production planning, crew protocols and directing skills as they shoot an original project. The fundamentals of post production techniques, from basic editing to final mastering, are taught in a state-of-the-art digital editing lab.

Prerequisite: VAT 100; VAT 152 or VAT 151 or CCC 155 (for students who completed CCC 155 before fall 2003)

T.V. Studio Production II VAT 261 3 crs. 4 hrs.

This course builds upon VAT 161 and focuses on the skills needed to successfully plan and complete a multi-camera professional studio production. Classes are conducted in a state-of-the-art, fully equipped TV studio. Students master the techniques and workflow required to produce programming according to industry standards and practices. Student work is screened, discussed and critiqued to deepen understanding of the art and craft of television.

Prerequisite: VAT 161 or permission of the department

Sound for Performance/Digital Media II VAT 265 3 crs. 3 hrs, 1 lab. hr.

This course concentrates on the post-production aspects of audio production. Sound effects editing, Automatic Dialogue Replacement (ADR), Foley Editing, and music replacement will be covered in the context of television and motion picture post-production. Mastering of recordings for distribution will also be covered. Students will be expected to work on projects using media server technology, allowing for simultaneous picture and sound editing. Collaborative projects will also be included. Lab assignments are required. This course is taught using computers.

Prerequisite: VAT 165 and MMP 100

Remote Production/Video Editing II VAT 271 3 crs. 4 hrs.

This course builds upon VAT 171. It reinforces the skills needed to successfully plan, shoot, edit, and refine remote video productions. The course includes advanced techniques in digital cinematography, digital editing and audio and visual effects. Students work on state-of-the-art equipment to produce original work.

Prerequisite: VAT 171 or permission of the department

Budgeting for Audiovisual Production VAT 300 3 crs. 3 hrs.

Budgeting is one of the first steps in the audiovisual production process. This course teaches students how to prepare a production budget for audiovisual projects. Students learn how to manage a strict budget to insure compliance with independent producers, commercial and not-for-profit clients.

Prerequisite: VAT 152

Introduction to Video Graphics (Same as MMP 301) VAT 301 3 crs. 3 hrs.

This course offers an introduction to designing two-dimensional computer generated video graphics. Students create graphics to television productions, such as opening titles for programs to be used in live studio situations and for integration in post-production editing. Students are introduced to motion graphics in 2D and 2+D digital graphic applications.

Prerequisite: VAT 161 or VAT 172, and CIS 100

Lighting for Television VAT 302 3 crs. 3 hrs.

This course covers the fundamentals of designing lighting for both studio and location work. Students learn the principles of lighting techniques and study the various types of instruments and peripherals used. Emphasis is placed on lighting for High Definition environments and exercises are conducted in a High Definition equipped studio and on location. The response of camera equipment to light will be demonstrated using graphical tools.

Prerequisite: VAT 161 or VAT 172

Teleconferencing VAT 306 3 crs. 3 hrs.

Teleconferencing offers an immediate, reliable and cost efficient method of creating virtual meetings using video technology. The course acquaints students with teleconferencing methods and applications. Utilizing the BMCC videoconferencing room, students will research and write original projects and conduct actual teleconferences using ISDN and IP telephony, a metropolitan fiber optic LAN, and orbital satellite technology.

Prerequisite: VAT 161 or VAT 172

Course Descriptions

SPEECH, COMMUNICATIONS, AND THEATRE ARTS

**Introduction to 3D Motion Graphics for Video,
Film, Game, Multimedia and Internet**
(Same as MMP 401) VAT 401
3 crs. 4 hrs.

Students will learn to construct 3D motion graphics for video, film, game, multimedia, and Internet applications. Students will use advanced CGI Program to make original animations in a three-coordinate space. Students will learn to model three-dimensional objects and to choreograph scenes, controlling character movement, lighting, sound and camera directions.
Prerequisite: VAT 301, or MMP 200 and ART 224



Course Descriptions

TEACHER EDUCATION

Teacher Education

Room N601, Telephone: (212) 220-8000 x7137

Programs in the Teacher Education Department are designed to provide students with a strong foundation in early childhood (birth to second grade) or childhood (first to sixth grade) education. These programs also give students substantial background in the liberal arts and sciences.

The Early Childhood Education Program offers students the choice of focusing on infants and toddlers from birth to three (ECI) or preschoolers and early elementary school age children ages 3 to 8 (ECP). Coursework includes an introductory course in early childhood education, an overview of Special Education, two early childhood curriculum courses, and two fieldwork courses that prepare students to become assistant teachers in childcare, Head Start, nursery and pre-kindergarten programs, and public and private elementary schools. In addition, a large percentage of early childhood majors choose to continue their education at four-year colleges in order to become head teachers with initial New York State certification. The program has articulation agreements with several CUNY schools and with New York University. Upon completion of the program requirements in Early Childhood Education, the Associate of Science (A.S.) degree is awarded.

The Childhood Program is jointly registered with City College. In addition to a solid foundation in the liberal arts and sciences, students will take two educational foundations courses that prepare them to continue their studies in Childhood (EDU) or Bilingual Childhood Education (EDB) leading to initial New York State certification for elementary school teachers (first through sixth grades). The two Childhood foundations courses may be taken as electives by students who wish to continue in teacher education at the four-year college but are not enrolled in either of the teacher education degree programs. Upon completion of the program requirements in Childhood Education, the Associate in Arts (A.A.) is awarded.

Chairperson: Rachel Theilheimer

Professor: Rachel Theilheimer

Associate Professor: Mohammed Ahmeduzzaman

Assistant Professors: Yolanda Medina, Jean Yves Plaisir, Helen Mele Robinson

Instructors: Louise Ammentorp, Takiema Bunche-Smith, Leslie Craig

Adjunct Faculty: There are approximately fourteen adjuncts in the program.

Early Childhood Education I

3 crs. 2 hrs. 2 lab hrs.

An introductory course for prospective assistant teachers. The course identifies the philosophy, practices and resources in the field of early childhood education today. History, program models, theories, and emerging issues, including child abuse and neglect will be covered. In addition, students visit early childhood education settings for first hand observation of young children.

The Exceptional Child

3 crs. 2 hrs. 2 lab hrs.

This course identifies the various handicapping conditions and special needs of young children, including the gifted. The course defines emotional, intellectual, physical, visual, hearing, orthopedic, speech and/or language impairments. In addition, techniques and strategies for mainstreaming these children within the early childhood educational environment are included.

Prerequisite: ECE 102

Curriculum and Program Planning for Young Children I

3 crs. 2 hrs. 2 lab hrs.

This is an intensive course in the methods and materials of early childhood education, including theory, curriculum construction and planning, analysis of the role of the assistant teacher, materials, equipment, space, arts, crafts, music, children's literature, language arts, and school services.

Prerequisite: ECE 102

Infant Care Curriculum and Program Planning I

3 crs. 2 hrs. 2 lab hrs.

This is an intensive course in the methods and materials of infant (2 months to 18 months) care, including theory; curriculum construction and planning; infant's emotional, cognitive, social and physical development; the role of parent; infant's schedules and routines; and infant observation and recording.

Prerequisite: ECE 102

Early Childhood Education II

3 crs. 1 hr. 4 lab hrs.

This is a fieldwork course focusing on the observation of children, requiring supervised participation in an assigned early childhood education setting, such as a day care center, pre-kindergarten, Head Start, infant care, private school, etc. The student spends a minimum of 60 hours in the field.

Prerequisite: ECE 202

ECE 102

Curriculum and Program Planning for Young Children II

3 crs. 2 hrs. 2 lab hrs.

This is a continuation of Curriculum and Program Planning I. Methods and materials of early childhood education in science, social studies, and mathematics are studied.

Prerequisite: ECE 202

Early Childhood Education II

3 crs. 1 hr. 4 lab hrs.

This is a fieldwork course focusing on the observation of children, requiring supervised participation in an assigned group care, infant, or toddler setting. The student spends a minimum of 60 hours in the field.

Prerequisite: ECE 204

Toddler Care Curriculum and Program Planning II

3 crs. 2 hrs. 2 lab hrs.

This is a continuation of Infant Care Curriculum and Program Planning I. The topics introduced in ECE 204 and their applications to the toddler child age 18 months-36 months are considered. These include: theory; curriculum and planning; toddler's emotional cognitive, social, and physical development; the role of the parent; toddler's schedules and routines; and toddler observation and recording.

Prerequisite: ECE 204

Supervised Instructional Experience With Young Children

4 crs. 1 hr. 6 lab hrs.

This course deals with the application of theory through supervised observation and student teaching in the pre-school setting. This experience is implemented by a weekly lecture designed to coordinate the curriculum sequence with practical experience, thus preparing the prospective assistant teacher to assume his or her role upon commencement. The student spends a minimum of 90 hours in the field.

Prerequisites: ECE 301, ECE 302

Supervised Instructional Experience With Infants and Toddlers

4 crs. 1 hr. 6 lab hrs.

This course deals with the application of theory through supervised observation and student teaching in assigned group care, infant, or toddler setting. This experience is supplemented by a weekly lecture designed to coordinate the curriculum sequence with practical experience, thus preparing the prospective assistant teacher to assume his or her role upon commencement.

Prerequisites: ECE 303, ECE 304

ECE 302

ECE 303

ECE 304

ECE 401

ECE 403

Course Descriptions

TEACHER EDUCATION

The School in American Society: Bilingual Education in the Urban School EDB 202
4 crs. 3 hrs. 1 lab hrs.

This course focuses on the historical, sociological, philosophical and linguistic foundations of bilingual education. The practical implications of these foundations are emphasized. An analysis of how these foundations influence educational practices, schools, and society will provide greater understanding of the education of immigrant, bilingual and language minority groups.

Prerequisite: PSY 100

Observing Children and their Development EDU 201
4 crs. 3 hr. 1 lab hrs.

This course deals with the study of the physical, cognitive, linguistic, and socioemotional aspects of child's growth and development within the context of their family, culture, and environment. Topics include: children's thinking, nature of intelligence, language development, gender identity, attachment and other psychosocial attributes (typical and atypical) and their implications on development and learning. An integration of the above aspects will be emphasized within the context of race, class, and culture to understand how children learn in school. There would be structural and integrated observation guidelines.

Prerequisites: PSY 100

Urban Schools in Diverse American Society EDU 202
4 crs. 3 hr. 1 lab hrs.

The social context of schooling. An inquiry into the philosophy, history, and sociology of education in the urban setting. Topics include: immigration, bilingualism, multi-cultural curricula, tracking, funding, school reform, and social inequalities (particularly gender, race, class, and disability). Digital technology will be used as much as possible in data gathering. Students engage in fieldwork consisting of visitations to Community School Board meetings, ethnographic investigation of neighborhoods, interviewing of parents, and polling of college students.

Prerequisite: PSY 100

Art in Education I EDU 203
3 crs. 2 hr. 2 lab hrs.

This course is an introduction to art principles, practices and materials that are appropriate for integrating visual arts into the elementary school curriculum. Through reading, writing, and hands-on studio art projects, the students will experience and discover the intellectual and emotional joy of creativity.



Special Programs

CUNY/BMCC Special Programs

The City University of New York (CUNY) and BMCC provide educational programs to help you develop beyond your academic degree requirements. The following special programs are available:

CUNY Baccalaureate Degree Program

The CUNY Baccalaureate Degree Program permits self-directed, academically strong, highly motivated students to design their own academic course of study under the guidance of faculty mentors. Should you have unique academic goals or career objectives and be interested in designing a completely individualized course of study leading to the B.A. or B.S. degree, this program offers a singular opportunity. Campus Coordinator of the CUNY Baccalaureate is Prof. Samuel Aymer, Room N612.

CUNY Law School

The City University of New York Law School at Queens College reflects an expansive view of the functions of law and lawyers in society and includes a significant core of required courses that integrate related subject matter.

The admissions program seeks to identify candidates with strong academic abilities and qualities that make an outstanding lawyer.

The school works actively to develop job opportunities in public and private positions.

Directed Study

The Directed Study Program is available for advanced students to work independently of a formal classroom situation.

This option is available for approved BMCC courses. A maximum of 9 credits may be earned. For information on eligibility and enrollment procedures, please contact the Department Chairperson of your particular field of interest.

New York/Paris Exchange Program

The New York/Paris Exchange Program offers CUNY students of all disciplines the opportunity to study (one semester to a full academic year) at one of the universities of Paris while earning credits toward their CUNY degree. Applicants should be in good academic standing and have three semesters of college French or the equivalent proficiency. For further information or applications, contact Dr. Maxine Fisher, New York/Paris Exchange Program, Queens College, 65-30 Kissena Boulevard, Flushing, NY 11367, (718) 997-9608. Prof. Michael Giammarella, Student Life Department, is campus coordinator of the Program at BMCC. He can be reached at (212) 220-8151.

The Pre-Freshman Summer/Winter Immersion Program

This program is designed for newly admitted students planning to enter or continue college. The program provides an opportunity for students to acquire basic skills, complete their basic skills obligations, and get a head start on their college

experience. The program will (1) offer basic skills courses to improve student's proficiency in areas such as English (writing), English as a Second Language, Reading, and Mathematics; (2) provide students with an opportunity to enroll in one or more courses to reduce or eliminate the number of basic skills courses they will be required to take in the Fall or Spring semester; (3) provide counseling, tutoring and other support services; and (4) offer students an opportunity to work with concerned and committed faculty in small class settings.

BMCC 24 College Credit Program

In New York State, equivalency diplomas are awarded to students who did not earn a high school diploma but have completed 24 credits in an approved institution. The 24 College Credit Program was designed to help students who have entered college through non-traditional admissions criteria. The goals of the 24CC program include helping the students master the skills needed to earn their GED and their associates degree. Students in the 24CC program are required to complete New York State Education Department (NYSED) approved courses in indicated disciplines. Students accepted into the 24CC program are admitted as regular students to the college.

Admission Requirements to be eligible for the 24 College Credit Program:

1. You must be at least 21 years old
2. You must be a U.S. citizen or a permanent resident

To enroll in the 24 College Credit Program:

1. Complete a mandatory pre-enrollment orientation
2. Pass the Ability to Benefit Exam
3. Pass the CUNY Placement exam*
4. Attend 24CC Freshman Orientation

**You must receive a minimum score of 52 on the CUNY Reading Skills test and a minimum score of 5 on the CUNY Writing Skills test.*

Course Distribution Requirements For Earning a New York State High School Equivalency Diploma Based on College Credits:

- 6 credits in English/Language Arts
- 3 credits in Mathematics
- 3 credits in Natural Science
- 3 credits in Social Science
- 3 credits in Humanities
- 6 credits in College Degree Requirements

After Successfully Completing the 24 College Credits

1. After completing the 24 required credits for the GED, the student must fill out a College Credit Certification Form. This form must be returned to the 24CC Academic Advisor, in the Office of Student Affairs in Room S343. The Advisor will forward the information to NYSED GED Testing Office in Albany, New York.
2. While earning the GED, the student may complete his/her course of study and obtain an Associate degree.

BMCC Transfer Programs

To help our graduates make a seamless transition to a senior college, BMCC has formalized

articulation agreements with a number of academic programs at senior institutions such as the following:

The BMCC/Adelphi Connection Program stipulates that students who are granted admission to BMCC will be eligible for the Adelphi University Connection Program and, upon completion of their Associate degree, (with a cumulative GPA of 2.3 or higher) may continue their education at Adelphi University. Students who have received an A.A. or A.S. degree from BMCC prior to their transfer to Adelphi are exempt from all General Education requirements. Transfer and Provost scholarships based on merit are available to students who have a minimum cumulative GPA of 3.0. The awards range from \$3,000 to \$7,000 per year for full time study. Part time scholarships may be available in certain instances. Interviews may be required for some awards. Talent Scholarships are also available for demonstrated talent in Art, Music, Dance and Theatre as well as Athletics. Many of these awards require an audition or portfolio review. In addition, need based financial aid will be provided students who qualify. For further information, see Ms. Freda McClean, S752.

The Community College Transfer Opportunity Program (CCTOP) is a partnership between BMCC and New York University (NYU). Transfer agreements have been worked out between the two colleges that will enable students to transfer at least 60 college credits to a related program of study at NYU. For example, if a student completes an associate's degree at BMCC in Video Arts and Technology, he/she can transfer at least 60 credits to NYU's B.S. program in communication studies. If a student completes the nursing curriculum, he/she can transfer at least 60 credits to NYU's B.S. program in nursing. Or upon completing an associate's degree in liberal arts, a student can transfer 60 credits to a wide variety of communication studies. For further information, see Ms. Freda McClean, S752.

The Vassar College Summer Exploring Transfer Program is an intensive five-week program designed to expand transfer options by introducing community college students to a four-year residential liberal arts college experience. Thirty-five students (approximately 6 from BMCC) from seven community colleges from New York City and upstate counties live full time in a residence hall on the Vassar campus in Poughkeepsie, NY while taking interdisciplinary, liberal arts courses. Each three-credit course is transferable. The courses are team taught by faculty members from Vassar and the participating community colleges. Past courses included The Idea of Difference in Literature and Society; Examination of Power in Literature and Political Theory; and The American Mosaic.

Tuition, room, meals, and textbooks are paid for in full by the program. Participants have full access to the Vassar College Library, computing, and athletic facilities. The program begins in mid

June and ends in mid July. During the five-week class period, private four-year colleges come to recruit students, offering scholarships. For further information, see Ms. Freda McClean, S752.

CENTER FOR CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT

Through the Center for Continuing Education and Workforce Development, Borough of Manhattan Community College responds to community needs by providing specialized classes and employment services. The non-credit tuition classes offered throughout the year cover a broad spectrum of topics to meet the ever-changing needs and interests of our adult community. The bounty of courses, seminars and workshops in our catalogue is our response to help learning become a lifelong venture and to help you reach your personal and professional goals.

In response to an increasingly competitive job market, the Center also supports multiple initiatives in retraining and upgrading job skills through partnerships with other community and state organizations that focus on underemployed and unskilled workers.

Please contact our office at 212-220-8350 for additional information or visit our website at www.bmcc.cuny.edu/ce/

Program for the Mentally Challenged

In collaboration with the Association for the Help of Retarded Children (AHRC), classes are held at BMCC on Saturdays. For information call (212) 780-2588.

Free GED, Pre-GED, ESL, and Literacy Classes

These classes are available to students who satisfy the eligibility requirements. All applicants must be U.S. citizens or permanent residents, 19 years of age or older and unemployed, under-employed, or on public assistance. For further information, call (212) 220-8350

CUNY Language Immersion Program (CLIP)

This program is for individuals who are CUNY freshman, have limited English proficiency, and want to study English as a Second Language (ESL) before beginning college credit courses. Classes meet for 25 hours each week and students may stay for one, two, or three semesters. There are day and evening classes. For more information call (212) 665-2740.

Family Development and Credentialing Certificate Program

The FDC Program was developed as part of a major New York State Initiative to redirect the way health, education, and human services are delivered to families. This redirection is moving systems away from crisis orientation and fragmented services toward an empowerment and family support based approach.

The FDC Program will provide front-line workers with the skills and competencies needed to help families identify and reach their goals for self-reliance. The curriculum consists of 100 hours of class instruction in addition to development of

a portfolio with the guidance of a field advisor. Upon completion of all course requirements, each student is eligible to take the state exam which leads to credentialing in Family Development. The program is now available in every county in New York State and you can receive upwards of 6-14 college credits. For more information call (212) 233 - 5215

The Employment Center

Our mission is to assist individuals who are seeking employment to fulfill that goal. A team of employment specialists are ready and able to work with clients regardless of their experience, expertise, background, or job they desire. Drawing from a large and diverse job bank, we have successfully placed people in a wide variety of positions, including administrative assistants, data entry personnel, security guards, home health aides, maintenance workers, retail, factory, and all levels of office work.

Our highly competent staff are trained to assist clients with resume preparation, effective interviewing techniques, and job searching skills, as well as formulating a career plan designed specifically to suit their individual needs. We can also assist and guide the client in entering a GED program, college admission, and the technical skills training that will enhance their marketability and further their aspirations. All this takes place in a supportive and pleasant environment. Contact us at (212) 233-5325.

Free Training for Eligible Students

If you are unemployed, a dislocated or displaced worker, you may be eligible to receive up to \$2,500 to cover the costs of select courses and certificate programs. As an eligible training provider under the federal Workforce Investment Act, BMCC can offer courses and certificate programs that are fully covered by special training vouchers. Cisco, Microsoft Office, Network Cabling, Paralegal and Medical Billing and Coding are just a few of the certificate programs available to eligible students. For information and an eligibility appointment, please call (212) 233-5124.

CLEP-the College Level Examination Program

CLEP allows you to demonstrate college-level achievement through a series of exams in undergraduate college courses. There are currently 2,900 colleges that grant credit and/or advanced standing for CLEP exams. BMCC is an open testing center and administers all 34 computer-based exams in its secure testing laboratory. Call 212-233-5110 and request the next available exam date. There are 3 time slots: 10AM, 12PM, or 2PM on Fridays.

Business Training Center

Business Owners, Training Managers, Human Resource Professionals

The Business Training Center can make arrangements for in-house presentation of Continuing Education programs, courses, workshops, and seminars, which can be designed

to the specifications of your organization. Companies and organizations may also arrange to send employees on campus for training at a special tuition rate or on a contractual basis. Certificates of Completion will be awarded for such programs. For further information, please contact our office at (212) 233-5113.

Achieve Global

Times are changing! Communication and management skills are critical for success. Companies are modifying their hiring practices and seeking employees whose interpersonal skills are as strong as their technical skills. Organizations are emphasizing the importance of communication, teamwork, and cooperation in order to succeed in a competitive environment.

Achieve Global Provides World Class Credentials in Communication Skills. Achieve Global is working with 3000 clients worldwide including American Express, Coca Cola, Travelers Insurance, Revlon, and American Airlines.

BMCC's Business Training Center has partnered with Achieve Global to bring the world-class credentials of Achieve Global to small and mid-size business and individuals interested in achieving world class success in their business.

ACT Center

Customized Workforce Training

Competitive companies require timely, customized training solutions.

The ACT center offers computer-based courses in a wide variety of subjects: Microsoft Office, information technology, applied math, business communication, networking, management, industrial skills, professional and personal development, and many more.

Testing and Certification

Employees with industry accepted certifications are often more valuable to their companies.

Our center features a secure, ACT certified testing laboratory to administer a broad array of technology, health care, and education certification exams. As an authorized ACT center we can provide:

Work Keys Assessments

The benefits of Work Keys assessments are wide-ranging and immediate. Use them to:

- Determine skill levels of key employees
- Improve the hiring and screening process
- Define training needs
- Reduce training time
- Increase company's overall productivity

On-Site Consultative Training

Our business representative will consult with you to design training that meets your company's needs. If you have 10 or more employees who would benefit from these training sessions, please call Bill Murphy at (212) 233-5113 to set up a consultation to discuss your company's needs.

Academic Grading

Academic Grading

GRADING SYSTEM

Final Grades are given at the end of the semester for each course. Grades assigned at the completion of a course are as follows:

QUALITY POINTS

Grade Definition Index

A	93-100%	4.0
A-	90-92%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	77-79%	2.3
C	73-76%	2.0
C-	70-72%	1.7
D+	67-69%	1.3
D	63-66%	1.0
D-	60-62%	0.7
F	Failure	0.0
S	Satisfactory	—
U	Unsatisfactory (counts as Failure)	0.0
W	Withdrew (withdrawal from class between 4th and 10th weeks; non Failure)	0.0
WA	Administrative Withdrawal (assigned by the Registrar's Office for administrative reasons, e.g. lack of immunization)	—
WU	Withdrew Unofficially (counts in GPA computation; same as Failure)	0.0
R	The "R" grade means a course may be repeated	—
NC	No credit granted (restricted to credit bearing courses)	—
ABS	Absent from final. A makeup exam is permitted. An "ABS" grade reverts to an "F" "FAB" if a change is not made by the following deadlines: Spring and Summer semesters—Nov. 1; Fall semester—March 15.	—
INC	Semester's work incomplete. "INC" is issued at the instructor's discretion. The "INC" grade reverts to an "F" "FIN" if a change is not made by the following deadlines: Spring and Summer semesters—November 1; Fall semester—March 15.	—
AUD	Course not taken for credit or grade: "AUD" appears on transcript. To audit a course students must: a) Obtain permission from the department chairperson. b) File an application with the Registrar's Office at the time of registration for the course. c) Complete regular registration procedures.	—

d) Pay required tuition and fees. Once classes have begun, students cannot change a course from audit status to credit status or from credit status to audit status. Credits in audited courses are not counted for financial aid. Students must comply with attendance and punctuality regulations.

PEN	Grade Pending. This grade requires prior clearance from the Registrar. "PEN" is given by an instructor who cannot evaluate the completed work of a student by deadline. If not changed to a grade by the deadline indicated in "INC," the "PEN" grade will revert to an "FPN."
REP	Indicates a course already taken and successfully completed with a grade of "C" or better.
FIN	"F" from Incomplete—to be used when an "INC" grade is not changed by the deadline: Spring and Summer semesters—November 1; Fall semester—March 15. 0.0
FAB	"F" from Absent—to be used when an "ABS" grade reverts to an "F." 0.0
FPN	"FPN" from Pending—to be used when "PEN" grade is not changed by the deadline: Spring and Summer semesters—November 1; Fall semester—March 15. 0.0
Z	No grade submitted by the instructor. "Z" is an administrative grade which cannot be assigned by instructor.
TR	Transfer credit from another institution or courses taken on permit.

Grade-Point Average (GPA)

After completion of a course, you are issued a letter grade. Most letter grades have a numerical point value (see Grading System Chart on this page). To compute your Grade-Point Average, multiply the number of points shown for the letter grade by the number of credits for that course. Divide the total number of points earned in all courses by the total number of credits. For example:

Course	Final Grade	Point Value	Credits	Points Earned
English I	B+	3.3	x 3 =	9.9
Accounting I	A	4.0	x 4 =	16.0
Introduction to Business	WU	0.0	x 3 =	0.0
Art Survey I	A-	3.7	x 2 =	7.4
Fundamentals of Speech	B	3.0	x 3 =	9.0
Health Education	F	0.0	x 2 =	0.0
Total			17.0	42.3

$$GPA = \frac{\text{Points Earned}}{\text{Credits Attempted}} = \frac{42.3}{17.0} = 2.49$$

Only courses taken at Borough of Manhattan Community College, or on permit to another CUNY college, are computed in the cumulative Grade Point Average.

GRADING POLICY

Absences

At BMCC, the maximum number of absences is limited to one more hour than the number of hours a class meets in one week. For example, you may be enrolled in a four credit class that meets four times a week totaling four hours. You are allowed five hours of absence (not five days). In the case of excessive absence, the instructor has the option to lower the grade or assign an "F" or "WU" grade.

Class Attendance

If you do not attend class at least once in the first three weeks of the course and once in the fourth or fifth weeks, the Office of the Registrar is required to assign a grade of WU. Attendance in both regular and remedial courses is mandated by policy of the City University of New York. Instructors are required by New York State law to keep an official record of class attendance.

Lateness

Classes begin promptly at the times indicated in the Schedule of Classes. Arrival in classes after the scheduled starting time constitutes a lateness. Latecomers may, at the discretion of the instructor, incur an official absence.

F/C- and Lower Grade Policy

The following is the current college policy regarding the retaking of courses for which a student has already received a grade of "C-" or below.

- When an undergraduate student receives an earned academic grade of "F" or an administrative failing grade the student subsequently retakes the course and receives a higher grade, the initial grade of "F" will no longer be computed into the grade-point average. The "F" grade, however, will remain on the transcript.
- In addition to the "F" grade policy, BMCC's policy provides students the option of repeating any course with a grade which carries less than 2.0 quality points; this includes "C-," "D+," "D," "D-." This policy allows any later higher grade for the retaken course to forgive the earlier grade. Thus the student receives credit for the reported course. For example: If a student receives a "D-" in a course and retakes the course and receives a "D+," the "D+" will replace the "D-" in the student's GPA. However, the "D-" will remain on the student's transcript. (If the grade for the retaken course is the same

Academic Grading

or lower than the previous grade, then the credits will not count toward the student's degree but will count in the GPA). While BMCC and other colleges have initiated a variety of changes to CUNY's original policy, the number of "retaken" credits that can be deleted from the grade-point average shall be limited to 16 for the duration of the student's undergraduate enrollment in any institution in the City University of New York. This policy is applicable to grades earned after September 1, 1984.

Students should remember that repeating a course may limit their ability to meet the satisfactory academic performance requirements for receipt of Federal financial aid. Also, repeating courses for which students have already received an acceptable passing grade may not be included as part of student's minimum full-time or part-time course load for Federal and State financial aid purposes.

NC Grade

An "NC" grade can be assigned to a first semester freshman who has completed a course with a "D" (with the student's permission) or an "F" grade. An "NC" grade can also be assigned to a Nursing course one time only during the 2nd-4th clinical semesters, when a student has earned a grade lower than "C." Students who transfer to another institution should note that "NC" grades may be treated as "F" grades.

See Notification of College Policy regarding absence for religious purposes, p. 95.

Appeal of Grades

You may make a request to change a final earned grade issued by an instructor. Grades "A" through "U" are earned grades (see Grading System on pp. 117-118). *Only the instructor who issued the grade can change it;* however, the following steps are available for further review:

- The chairperson of the department
- The Committee on Academic Standing (CAS). You must submit an "Appeal to the Committee on Academic Standing" form. The form is available at the Registrar's Office. (The Committee may make a recommendation to the Dean of Academic Affairs after first consulting with the instructor and the Department Chairperson.)
- The Dean of Academic Affairs.

NOTE: The deadline for appealing past grades is one year after the end of the semester in which the grades were issued.

Repeating of C or Better Courses

You should not repeat a course if a passing grade of C or better has been received or if transfer credit has been accepted for a course completed at another institution. However, if you repeat a course for which you have received an earned grade of "C" or better, you can only receive a grade of "REP" for the repeated course and credit will not be awarded.

Academic Standing

While enrolled at BMCC, your academic performance is continually evaluated in order that you and the College can determine how you are progressing in your studies. Your evaluation is based upon your cumulative Grade-Point Average (GPA). The following minimum retention standards must be met:

<i>Cumulative Credits Attempted</i>	<i>Minimum Cumulative Grade Point Average (GPA)</i>
0-12.....	1.50
13-24.....	1.75
25-upward.....	2.00

Transcripts of Academic Record

Each semester you may call a number to receive your semester grades and your cumulative GPA. In addition, an official transcript of your academic record can be forwarded to any institution or agency if you submit a written request to the Registrar's Office two weeks before the transcript is needed. Official transcripts bear the College seal and signature of the Registrar and are not issued to students or alumni. There is a \$7 fee for each transcript mailed and payment is made directly to the Bursar's Office. The Bursar's Office issues a receipt of payment which you must submit to the Registrar's Office with your transcript request form. *There is no charge to send official transcripts to any CUNY college.* If you pay by cash or money order, your transcripts are mailed within one week of the request. Transcript requests that are paid by personal check are held for 10 business days before processing, in order for the check to clear the bank. Partial transcripts of your work are not issued. The College reserves the right to withhold all information on the record of any student who has not fulfilled financial and other responsibilities to the College, including payment of student loans.

Official transcripts of work taken at other institutions (including high school) which were presented for admission or for evaluation of credit become the property of the college and cannot be copied or reissued. If a transcript of this work is needed, it should be obtained directly from the other institution.

Graduation Requirements *

To be eligible for graduation from BMCC, you must:

1. successfully complete all the required courses and credits in your program of study;
2. earn at least a 2.0 GPA;
3. complete at least 30 credits in residence, if you are an advanced standing student;
4. submit an application for graduation to the Registrar's Office at the time that you register for your graduating semester;
5. pass CUNY Writing Assessment Test;**
6. pass CUNY Proficiency Exam (CPE);
7. effective Spring 2008, entering students will be required to pass a writing intensive course beyond ENG 201 in order to graduate.

**Your Graduation semester will be the end of the semester in which you finish all of your course work or file for graduation, whichever is later. Graduation requirements are subject to change without notice any time at the discretion of the administration and the Board of Trustees of the City University of New York.*

*** Effective Fall 1999 all new first time freshmen admitted to a degree program are required to pass the CUNY Proficiency Examination to graduate from associate degree programs, transfer into a senior college and advance from the lower division to the upper division of a senior college. In addition, effective Fall 2000 all transfer students entering degree programs are required to pass the CUNY Proficiency Examination (CPE).*

The University will administer the CUNY Proficiency Examination (=) at the colleges several times each year. For information concerning the examination, students should consult the testing office, Room N700, (212) 220-8085.

Transfer for Further Education

Upon graduating from BMCC, you are guaranteed the right to transfer to a CUNY institution provided you meet the standards of proficiency established by the City University of New York.

Your BMCC credits are accepted toward further study as long as you pursue the baccalaureate degree in the same curriculum you studied at BMCC. If you change your curriculum, please be advised that some courses may not be transferred toward your baccalaureate degree because each CUNY college has individual B.A. or B.S. degree requirements.

For detailed information, contact a Transfer Advisor in the Advisement/Transfer Center, Room S752, (212) 220-8315.

Honors & Awards

Honors & Awards

Dean's List

The Office of the Vice President of Academic Affairs places students with a semester Grade-Point Average of 3.3 or better on the Dean's List. At the end of the semester, you must meet the following qualifications to be a recipient of this honor (no Dean's List certificates are awarded for courses taken during the Summer Session):

- You must be matriculated.
- You must be registered in credit-bearing courses only.
- Students registered in remedial courses are not eligible for Dean's List.
- Full-time students must complete 12 or more credits in one semester with a passing grade for each course taken.
- Part-time students must complete 12 or more credits in two consecutive semesters with a passing grade for each course taken.
- Students receiving grades of INC or ABS are not eligible for Dean's List.

Graduating With Honor

Students who graduate with a cumulative 3.30 GPA or better are designated as Graduating With Honor.

Presidential Award

The President of the College presents this award to the full-time student who has exhibited qualities of leadership, academic excellence and popularity among the students and faculty.

The Dean's Award

The Dean of Academic Affairs presents this award to the full-time student graduating "With High Distinction" (the highest cumulative Grade-Point Average).

The Dean of Student's Award

This award is presented by the Dean of Students to the student deemed to have outstanding citizenship and dedication to the College community.

Borough of Manhattan Community College Fund, Inc. Scholarships

These scholarships are awarded to two categories of students:

- (a) To entering freshmen with high school averages of at least 85%.
- (b) To continuing BMCC students who have at least a 3.00 G.P.A.; who maintain a full-time course load; who have completed at least one semester with at least 12 content credits prior to application, and demonstrate financial need.

Applications are available from the offices of: the Vice President for Student Affairs, Room S343; the Counseling Center, Room S330; and the Financial Aid Office, Room N340.

Abner B. Rosenfield Scholarship

This \$1000.00 scholarship is awarded annually to a member of the graduating class who demonstrates scholarship and outstanding citizenship. Eligible candidates for this scholarship must have a minimum GPA of 3.8, must be a member of the graduating class, and must demonstrate evidence of contributing to the college community and to the community at large. Effective communication skills are a must.

Josh Wolfson Accounting Scholarship

The Josh Wolfson Accounting Scholarship is awarded annually to a full-time accounting graduate from Borough of Manhattan Community College. The scholarship, named in honor of Professor Josh Wolfson of the Accounting department, is awarded in recognition of academic achievement and excellence in accounting. These graduating students must be U.S. citizens or permanent residents, have earned an A- or better in all accounting courses, and have a minimum GPA of 3.5.

Long Island University Transfer Scholarship

This scholarship is offered to BMCC students transferring to LIU in all majors except for Physician Assistant and Physical Therapy. Successful candidates must be U.S. citizens or permanent residents, have submitted an admissions application, and are June graduates.

New York University Community College Transfer Opportunity Program (CCTOP)

This scholarship program is open to BMCC students transferring to NYU pursuing a baccalaureate degree. Applicants must be U.S. citizens or permanent residents, majoring in art, dance music, or theatre, communications, education, health or psychology. A minimum GPA of 3.0 and sophomore status are also required.

Ellsworth Janifer/Aaron Benjamin Memorial Awards

The Black Faculty and Staff Association of BMCC, in honor of its past presidents, Dr. Aaron Benjamin (former member of the Modern Languages Department) and Dr. Ellsworth Janifer (former chairperson of the Music and Art Department), presents Commemorative Scholarship Awards to graduating students. The awards are in the following categories: Ideals of Ellsworth Janifer/Aaron Benjamin, Academic Excellence, Contribution to the College Community, and Contribution to the Black Community.

Martin B. Dworkis Memorial Award

This commemorative award, in honor of Martin B. Dworkis, the first President of BMCC, is presented to the athlete with the highest cumulative Grade Point Average.

Alexander Morrissey Award

A commemorative scholarship in honor of the late A. Alexander Morrissey, who was Director of Community Relations at BMCC, is awarded each year by the English Department for excellence in journalism.

Roger B. Dooley Award

The Roger B. Dooley Award for creative writing is a commemorative award in honor of the late Roger B. Dooley, the first chairperson and long-standing member of BMCC's English Department.

Billie Ehrenberg Award

The Billie Ehrenberg Award for general excellence in English is a commemorative award in honor of the late Billie Ehrenberg, assistant professor of the English Department.

Louis and Caroline Salit Award

A commemorative award in honor of Louis and Caroline Salit is presented for Excellence in French.

Phi Theta Kappa International Society

Phi Theta Kappa is the international honor society of two-year institutions. Membership is by invitation after a student achieves a 3.5 grade point average on completing 12 credits at BMCC. The society is recognized by the American Association of Community Colleges as the official honor society of two-year colleges.

Departmental Honors

Each academic department of the College presents awards and honors to graduates who have exhibited significant achievements in their studies.

Honors Program

The Honors Program at BMCC provides eligible students with academic challenges beyond the normal parameters of a course's requirements. Qualified students, working in close conjunction with a faculty member, on an honors Committee approved project, extend their knowledge of the theoretical or practical aspects of the course and develop or enhance their writing, critical thinking, analytical, and problem solving skills. For further information about the Honors Program, contact the Office of Academic Affairs, S720, telephone: (212) 220-8320.

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See Notification of College Policy regarding absence for religious purposes, p. 95.

Transfer Credits

Advanced standing students, once they are admitted and registered at BMCC, may have earned credits from another institution transferred to BMCC, provided they have departmental approval. BMCC students taking courses at other CUNY colleges and BMCC students who have not attended the College recently must contact the Admissions Office for transfer credit procedures and evaluation.

Academic Probation

Students are placed on academic probation if their GPA falls below minimum retention standards. During the probationary period, students maintain their academic standing with the College but are limited to 12 credits until they attain the minimum required GPA (see Academic Standing, p. 89).

Dismissal

Students whose GPA falls below minimum retention standards for two semesters are academically dismissed. Academically dismissed students may not attend BMCC or any CUNY college for at least one semester.

Appeal of Dismissal

Academic dismissal may be appealed by writing to the Committee on Academic Standing. Documentary evidence in support of the appeal and/or written recommendation from a college counselor/academic advisor may be submitted. Appeal forms are available in the Registrar's Office.

Readmission After Academic Dismissal

The Committee on Academic Standing reviews all applications from any student with a GPA below 1.8 who has 45 credits or more. Students who are academically dismissed twice are not readmitted to BMCC.

Academically dismissed students may be readmitted to the College on probation if the student:

1. was academically dismissed once;
2. has not attended BMCC for at least one semester;
3. has a cumulative grade point average of 1.8 or more;
4. files a readmission application online through BMCC's Panther system at www.bmcc.cuny.edu or with the Admissions Office.

Withdrawal from The College

For any reason, if you do not wish to continue your studies at BMCC, obtain and file the official "Withdrawal From Class(es)" forms with the Registrar's Office. *Do not drop out or withdraw from classes without filing the appropriate form.* If you unofficially withdraw, you will receive a "WU" or "F" grade which is computed in your cumulative grade-point average as "F." The date the form is filed is the official withdrawal date, not the day you stop attending classes. You have until the tenth week of classes to officially withdraw from the College with a "W" or "WF" grade. After the tenth week, withdrawal from the College will not be accepted.

Students who completely withdraw from the College will not be eligible for TAP or STAP the following semester.

Rules and Regulations for the Maintenance of Public Order Pursuant to Article 129-A of the Education Law

Henderson Rules

The tradition of the University as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedoms: the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to express their views, free from external pressures or interference. These freedoms can flourish only in an atmosphere of mutual respect, civility, and trust among teachers and students, only when members of the University community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy.

Academic freedom and the sanctuary of the University campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends, or who violate the norms of conduct established to protect that freedom. Against such offenders the University has the right, and indeed the obligation, to defend itself. We accordingly announce the following rules and regulations to be in effect at each of our colleges which are to be administered in accordance with the requirements of due process as provided in the Bylaws of the Board of Higher Education.

With respect to enforcement of these rules and regulations we note that the Bylaws of the Board of Higher Education provide that:

"THE PRESIDENT. The president, with respect to his/her education unit, shall:

- a. Have the affirmative responsibility of conserving and enhancing the educational standards of the college and schools under his/her jurisdiction;

- b. Be the advisor and executive agent of the Board of his/her respective College Committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the Bylaws, resolutions, and policies of the Board, the lawful resolutions of any of its committees and the policies, programs and lawful resolutions of the several facilities;
- c. Exercise general superintendence over the concerns, officers, employees, and students of his/her educational unit."

RULES

1. A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he/she interfere with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
2. Individuals are liable for failure to comply with lawful directions issued by representatives of the University/ College when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.
3. Unauthorized occupancy of University/ College facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation, and use of University/ college equipment and/or supplies.
4. Theft from, or damage to University/ College premises or property, or theft of or damage to property of any person on University/College premises is prohibited.
5. Each member of the academic community or an invited guest has the right to advocate his/her 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 University/College, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of their rights or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's

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instructional, personal, administrative, recreational, and community services.

7. Disorderly or indecent conduct on University/College- owned or controlled property is prohibited.
8. No individual shall have in his/her possession a rifle, shotgun, or firearm or knowingly have in his/her possession any other dangerous instruments or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the University/College without the written authorization of such educational institution. Nor shall any individual have in his/her possession any other instrument or material which can be used and is intended to inflict bodily harm on any individual or damage upon a building or the grounds of the University/ College.
9. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.
10. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by University students or employees on university/college premises, or as part of any university or college activities is prohibited. Employees of the University must also notify the College Personnel Director of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction.
11. The unlawful possession, use, or distribution of alcohol by students or employees on University/College premises or as part of any University/College activities is prohibited.

PENALTIES

1. Any student engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to the following range of sanctions as hereafter defined in the attached Appendix: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection, and/or arrest by the civil authorities.
2. Any tenured or non-tenured faculty member, or other member of the instruction staff or member of the classified staff engaging in any manner of conduct prohibited under substance rules 1-11 shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the Bylaws of The City University of New York or suspension

with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection, and/or arrest by the civil authorities, and, for engaging in any manner in conduct prohibited under substantive rule 10, may, in the alternative, be required to participate satisfactorily in an appropriately licensed drug treatment or rehabilitation program. A tenured or non-tenured faculty member or other member of the instructional staff, or member of the classified staff charged with engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be entitled to be treated in accordance with applicable provisions of the Education Law or the Civil Service Law or the applicable collective bargaining agreement, or the Bylaws or written policies of The City University of New York.

3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to ejection, and/or arrest by the civil authorities.
4. Any organization which authorized the conduct prohibited under substantive rules 1-11 shall have its permission to operate on campus rescinded.

Penalties 1-4 shall be in addition to any other penalty provided by law or The City University Trustees.

APPENDIX

Sanctions defined:

- A. Admonition. An oral statement to the offender that he/she has violated university rules.
- B. Warning. Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may cause far more severe disciplinary action.
- C. Censure. Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any University regulation within a period stated in the letter of reprimand.
- D. Disciplinary Probation. Exclusion from participation in privileges or extracurricular University activities as set forth in the notice of disciplinary probation for a specified period of time.
- E. Restitution. Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- F. Suspension. Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.

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

H. Complaint to Civil Authorities.

I. Ejection.

The University Policy on Drug and Alcohol Education

RESOLVED, That the University Policy on Drug and Alcohol Education, adopted by the Board of Trustees of The City University of New York on March 30, 1987, be amended to read as follows: The City University affirms its continuing commitment to drug and alcohol education on campus. The University is committed to the development and conduct of educational and support programs directed toward the use and abuse of drugs and alcohol, both legal and illegal. Implementation of this policy, which provides the framework for educational and support programs directed toward the use and abuse of drugs and alcohol, is the responsibility of the individual colleges consistent with their governance plans and established disciplinary procedures. Each of the individual colleges shall incorporate into its program the annual distribution to each student and employee of the standards of conduct that prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on the college's property or as part of college activities and a statement of the sanctions for violation; a description of the applicable local, State, and Federal legal sanction for the unlawful possession or distribution of illicit drugs and alcohol; a description of the health risks associated with the use of illicit drugs and the abuse of alcohol; and a description of any drug or alcohol-related counseling, treatment, rehabilitation, or re-entry programs available to students or employees. Each college shall review the effectiveness of its program at least once every two years, implementing such changes as may be necessary.

Explanation: The Federal Drug-Free Workplace Act of 1988 and its implementing regulations require that a recipient of a Federal grant approved and awarded after March 18, 1989 "certify to the contracting agency that it will provide a drug-free workplace" by complying with certain statutory requirements. The requirements are the publication and circulation to employees of a drug abuse policy that prohibits the unlawful manufacture, distribution, possession, and use of unlawful drugs in the workplace; specifies the penalties for violation of the policy; conditions employment upon employee willingness to abide by the policy; and requires employees to notify the employer of drug-related criminal convictions for unlawful conduct which occur in the

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workplace. The Council of Presidents and collective amendments, which will bring the University into compliance with the Drug-Free Workplace Act of 1988. Although these amendments apply only to employees of the University, Section 15.1 of the University Bylaws provides that students of the University "...shall obey the laws of the City, State, and Nation..." Students are thus already prohibited from engaging in conduct of the nature that is prohibited by proposed substantive rule 10.

Adoption of these amendments will also complement the University's commitment, as reflected in March 30, 1987 to the development and conduct of educational and support programs directed toward the use and abuse of drugs and alcohol, both legal and illegal.

Drug-Free Campus Policy and Standards of Conduct

Borough of Manhattan Community College of The City University of New York affirms its continuing commitment to drug, tobacco, and alcohol education on campus. It is committed to the development of educational and support programs directed toward the use and abuse of drugs, tobacco, and alcohol, whether legal or illegal.

The inappropriate use of alcohol and other drugs threatens the health and safety of students, employees, their families, fellow students, the general public, as well as adversely impairs performance. Towards promoting health, safety, and a positive learning and working environment, Borough of Manhattan Community College of The City University of New York is committed to preventing alcohol and other drug related problems among all members of the College community.

The unlawful possession, use or distribution of alcohol or other drugs by anyone, either on College property or at College-sponsored activities, is prohibited. Any person who is determined to have violated this policy will be subject to intervention by College officials.

As a condition of employment, an employee of Borough of Manhattan Community College of The City University of New York must notify his/her supervisor if he or she is convicted of a drug related offense involving the workplace within (5) days of conviction. The College is required to notify the appropriate granting or contracting federal agency within ten (10) days of receiving notice of any such conviction. (Drug-Free Workplace Act of 1988, 34 CFR Part 88, Subpart F.)

This policy and its requirements are consistent with the College's desire to promote health and safety and are in accordance with the requirements of the

Drug-Free Workplace Act of 1988 and the Drug-Free School and Communities Act Amendments of 1989.

Students are expected to comply with the Rules of Conduct printed in the College Bulletin and/or the Student Handbook. A student who is experiencing difficulty with alcohol or chemical dependency may be referred to the Dean of Students or to Prof. Milton Stubbs, the Substance Abuse Counselor located in the Counseling Center, Room S335. Students may also be referred by members of the instructional staff or may seek assistance directly. The Dean of Students may take disciplinary action or recommend that the student meet with a counselor for appropriate referral or assistance through self-help organizations or other outside intervention agencies.

The Board of Trustees of The City University of New York Bylaws (Revised September 30, 1998)

ARTICLE XV - STUDENTS*

Section 15.3: Student Disciplinary Procedures

Complaint Procedures:

- a. Any charge, accusation, or allegation which is to be presented against a student, and, which if proved, may subject a student to disciplinary action, must be submitted in writing in complete detail to the office of the dean of students promptly by the individual, organization or department making the charge.
- b. The chief student affairs officer of the college or his or her designee will conduct a preliminary investigation in order to determine whether disciplinary charges should be preferred. The chief student affairs officer or his or her designee will advise the student of the charge(s) against him or her, consult with other parties who may be involved or who have information regarding the incident, and review other relevant evidence. Following this preliminary investigation, which shall be concluded within thirty (30) calendar days of the filing of the complaint, the chief student affairs officer or designee shall take one of the following actions:
 - i. Dismiss the matter if there is no basis for the allegation(s) or the allegation(s) does not warrant disciplinary actions. The individuals involved shall be notified that the complaint has been dismissed;
 - ii. Refer the matter to conciliation. If a matter is referred to conciliation the accused student shall receive a copy of the notice required pursuant to section 15.3.e. of this bylaw; or
 - iii. Prefer formal disciplinary charges.

Conciliation Conference:

- c. The conciliation conference shall be conducted by the counselor in the office of the dean of students or a qualified staff or faculty member designated by the chief student affairs officer. The following procedures shall be in effect at this conference:
 1. An effort will be made to resolve the matter by mutual agreement.
 2. If an agreement is reached, the counselor shall report his/her recommendation to the chief student affairs officer for approval and, if approved, the complainant shall be notified.
 3. If no agreement is reached, or if the student fails to appear, the counselor shall refer the matter back to the chief student affairs officer who will prefer disciplinary charges.
 4. The counselor is precluded from testifying in a college hearing regarding information received during the conciliation conference.

Notice of Hearing and Charges:

- d. Notice of the charge(s) and of the time and place of the hearing shall be personally delivered or sent by the chief student affairs officer of the college to the student at the address appearing on the records of the college, by registered or certified mail and by regular mail. The hearing shall be scheduled within a reasonable time following the filing of the charges or the conciliation conference. Notice of at least five business days shall be given to the student in advance of the hearing unless the student consents to an earlier hearing.
- e. The notice shall contain the following:
 1. A complete and itemized statement of the charge(s) being brought against the student including the rule, bylaw or regulation he/she is charged with violating, and the possible penalties for such violation.
 2. A statement that the student has the following rights:
 - i. to present his/her side of the story;
 - ii. to present witnesses and evidence on his/her behalf;
 - iii. to cross-examine witnesses presenting evidence against the student;
 - iv. to remain silent without assumption of guilt; and
 - v. to be represented by legal counsel or an advisor at the student's expense.
 3. A warning that anything the student says may be used against him/her at a non-college hearing.

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Faculty-Student Disciplinary Committee Procedures:

f. The following procedures shall apply at the hearing before the faculty-student disciplinary committee:

1. The chairperson shall preside at the hearing. The chairperson shall inform the student of the charges, the hearing procedures and his or her rights.
2. After informing the student of the charges, the hearing procedures, and his or her rights, the chairperson shall ask the student charged to plead guilty or not guilty. If the student pleads guilty, the student shall be given an opportunity to explain his/her actions before the committee. If the student pleads not guilty, the college shall present its case. At the conclusion of the college's case, the student may move to dismiss the charges. If the motion is denied by the committee, the student shall be given an opportunity to present his or her defense.
3. Prior to accepting testimony at the hearing, the chairperson shall rule on any motions questioning the impartiality of any committee member or the adequacy of the notice of the charge(s). Subsequent thereto, the chairperson may only rule on the sufficiency of the evidence and may exclude irrelevant, immaterial or unduly repetitive evidence. However, if either party wishes to question the impartiality of a committee member on the basis of evidence which was not previously available at the inception of the hearing, the chairperson may rule on such a motion. The chairperson shall exclude all persons who are to appear as witnesses, except the accused student.
4. The college shall make a record of each fact-finding hearing by some means such as a stenographic transcript, a tape recording or the equivalent. A disciplined student is entitled upon request to a copy of such a transcript, tape or equivalent without cost.
5. The student is entitled to a closed hearing but has the right to request an open public hearing. However, the chairperson has the right to hold a closed hearing when an open public hearing would adversely affect and be disruptive of the committee's normal operations.
6. The college bears the burden of proving the charge(s) by a preponderance of the evidence.
7. The role of the faculty-student disciplinary committee is to listen to the testimony, ask questions of the witnesses, review the testimony and evidence presented at the hearing and the papers filed by the

parties and render a determination as to guilt or innocence. In the event the student is found guilty, the committee shall then determine the penalty to be imposed.

8. At the end of the fact-finding phase of the hearing, the student may introduce additional records, such as character references. The college may introduce a copy of the student's previous disciplinary record, where applicable, provided the student was shown a copy of the record prior to the commencement of the hearing. The disciplinary record shall be submitted to the committee in a sealed envelope and shall not be opened until after the committee has made its findings of fact. In the event the student has been determined to be guilty of the charge or charges the records and documents introduced by the student and the college shall be opened and used by the committee for dispositional purposes, i.e., to determine an appropriate penalty if the charges are sustained.
9. The committee shall deliberate in closed session. The committee's decision shall be based solely on the testimony and evidence presented at the hearing and the papers filed by the parties.
10. The student shall be sent a copy of the faculty-student disciplinary committee's decision within five days of the conclusion of the hearing. The decision shall be final subject to the student's right of appeal.
11. Where a student is represented by legal counsel the president of the college may request that a lawyer from the general counsel's office appear at the hearing to present the college's case.

Section 15.4: Appeals

An appeal from the decision of the faculty-student disciplinary committee may be made to the president who may confirm or decrease the penalty but not increase it. His/her decision shall be final except in the case of dismissals or suspension for more than one term. An appeal from a decision of dismissal or suspension for more than one term may be made to the appropriate committee of the board. Any appeal under this section shall be made in writing within fifteen days after the delivery of the decision appealed from. This requirement may be waived in a particular case for good cause by the president or board committees as the case may be. If the president is a party to the dispute, his/her functions with respect to an appeal shall be discharged by an official of the university to be appointed by the chancellor.

Section 15.5: Committee Structure

- a. Each faculty-student disciplinary committee shall consist of two faculty

members and two student members and a chairperson. A quorum shall consist of the chair and any two members. Hearings shall be scheduled at a convenient time and efforts shall be made to insure full student and faculty representation.

- b. The president shall select in consultation with the head of the appropriate campus governance body or where the president is the head of the governance body, its executive committee, three (3) members of the instructional staff of that college to receive training and to serve in rotation as chair of the disciplinary committee. If none of the chairpersons appointed from the campus can serve, the president, at his/her discretion, may request that a chairperson be selected by lottery from the entire group of chairpersons appointed by other colleges. The chairperson shall preside at all meetings of the faculty-student disciplinary meetings and decide and make all rulings for the committee. He/she shall not be a voting member of the committee but shall vote in the event of a tie.
- c. The faculty members shall be selected by lot from a panel of six elected annually by the appropriate faculty body from among the persons having faculty rank or faculty status. The student members shall be selected by lot from a panel of six elected annually in an election in which all students registered at the college shall be eligible to vote. In the event that the student or faculty panel or both are not elected, or if more panel members are needed, the president shall have the duty to select the panel or panels which have not been elected. No individuals on the panel shall serve on the panel for more than two consecutive years.
- d. In the event that the chairperson cannot continue, the president shall appoint another chairperson. In the event that a student or faculty seat becomes vacant and it is necessary to fill the seat to continue the hearing, the seat shall be filled from the faculty or student panel by lottery.
- e. Persons who are to be participants in the hearings as witnesses or have been involved in preferring the charges or who may participate in the appeals procedures or any other person having a direct interest in the outcome of the hearing shall be disqualified from serving on the committee.

Section 15.6: Suspension or Dismissal

The board reserves full power to dismiss or suspend a student, or suspend a student organization for conduct which impedes, obstructs, or interferes with the orderly and continuous administration and operation of

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any college, school, or unit of the university in the use of its facilities or in the achievement of its purposes as an educational institution.

The chancellor or chancellor's designee, a president or any dean may in emergency or extraordinary circumstances, temporarily suspend a student, or temporarily suspend the privileges of a student organization or group for cause, pending an early hearing as provided in bylaw section 15.3. to take place within not more than seven (7) school days. Prior to the commencement of a temporary suspension of a student, the college shall give such student oral or written notice of the charges against him/her and, if he/she denies them, the college shall forthwith give such student an informal oral explanation of the evidence supporting the charges and the student may present informally his/her explanation or theory of the matter. When a student's presence poses a continuing danger to person or property or an ongoing threat of disrupting the academic process, notice and opportunity for denial and explanation may follow suspension, but shall be given as soon as feasible thereafter.

Religious Beliefs & Class Attendance Education Law Section 224-a provides:

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 his/her religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which he/she may have 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 to 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 his/her rights under this section.

Campus Behavior Code

In order to ensure the continuance and enhancement of the positive image and reputation of all members of the College community and in the interest of promoting student and faculty welfare at the College and the safety and security of our entire College community, the following Code of Behavior is in effect:

Gambling and the sale possession of drugs, including marijuana, are illegal by New York State law. Violators will be subject to disciplinary action and/or referral to outside authorities.

Any student who does not show his or her ID card upon a legitimate request will be considered a trespasser.

Alcoholic beverages are not permitted at any College (department or program) event to which students are invited or expected to participate.

Any form of cheating is prohibited. Any student violating the code of behavior or any law or regulation established by the College, and by the city, state or federal government (including the use of drugs) shall be subject to formal disciplinary procedures as outlined in Articles 15.3 to 15.5 of the Board of Higher Education Bylaws and sanctions as listed in the Board of Higher Education Bylaws and Article 129A of the Education Law. The initiation of disciplinary procedures requires a predisciplinary hearing before a counselor from the Office of the Dean of Students as set up in line with the requirements of the Bylaws of the Board of Trustees immediately following an incident which is judged to be an infraction of law or Behavior Code to determine whether or not the case should be referred to the Student-Faculty Discipline Committee. As a result of emergency or extraordinary circumstances, a student may be suspended for a period not to exceed seven (7) schools days. A hearing must be held within that same time period unless

the student agrees or consents to an extension of the time.

If the charges are of sufficient nature and have not been settled at the predisciplinary hearing, a formal hearing will be scheduled before the Faculty-Student Discipline Committee as specifically outlined in Article 15.3 of the Bylaws of the Board of Trustees.

Students as a result of this hearing or failure to appear at the hearing may be subject to immediate and permanent suspension which may apply to all units of The City University of New York. All students involved will be advised of the various levels of appeal under the Bylaws of the Board of Education.

Damage to College Equipment

Any student who damages any school equipment is required to pay the costs of repair or replacement.

BMCC Policy on Plagiarism

Plagiarism is the presentation of someone else's words, ideas, or artistic/scientific/musical/technical work as one's own creation. A student who copies or paraphrases published or on-line material, or another person's research, without properly identifying the source(s) is committing plagiarism.

Plagiarism violates the ethical and academic standards of our college. Students will be held responsible for such violations, even when unintentional. To avoid unintended plagiarism, students should consult with their instructors about when and how to document their sources. The library also has both print and digital guides designed to help students cite sources correctly.

Plagiarism carries a range of penalties commensurate with the severity of the infraction. The instructor may, for example, require the work to be redone, reduce the course grade, fail the student in the course, or refer the case to the Faculty-Student Discipline Committee (see Article 15.4 of the Bylaws of the Board of Trustees). Cases referred to that committee could result in suspension or expulsion from the college.

Student Records Policy

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. See section "6" below on your right to prevent the disclosure of directory information. The FERPA rights of students are:

1. The right to inspect and review your educational records.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. If the records are not maintained by the college official to whom the request was submitted,

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that official shall advise the student of the correct official to whom the request should be addressed.

All requests shall be granted or denied in writing within 45 days of receipt. If the request is granted, you will be notified of the time and place where the records may be inspected. If the request is denied or not responded to within 45 days, you may appeal to the college's FERPA appeals officer. Additional information regarding the appeal procedures will be provided to you if a request is denied. You may ask the college to amend a record that you believe is inaccurate or misleading. You should write to the college official responsible for the record. Clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. You may ask the college to amend a record that you believe is inaccurate or misleading. You should write to the college official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by you, the college will notify you of the decision and advise you of your right to a hearing before the college's FERPA appeals officer regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of your right to a hearing.

3 The right to consent to disclosure of personally identifiable information contained in your educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the university has contracted; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee or assisting another college official in performing his or her tasks.

A college official has a legitimate educational interest if access is reasonably necessary in order to perform his/her instructional, research, administrative or other duties and responsibilities.

Upon request, the college discloses education records without consent to officials of another

college or school in which a student seeks or intends to enroll.

4. You may appeal the alleged denial of FERPA rights to the:

General Counsel and
Vice Chancellor for Legal Affairs
The City University of New York
535 East 80th Street, NY, NY 10021

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office, U.S.
Department of Education, 600 Independence
Avenue, SW, Washington, D.C. 20202-4605

6. The college will make the following "directory information" concerning current and former students available to those parties having a legitimate interest in the information: name, attendance dates (periods of enrollment), address, telephone number, date and place of birth, photograph, e-mail address, full or part-term status, enrollment status (undergraduate, graduate, etc.), level of education (credits) completed, major field of study, degree enrolled for, participation in officially recognized activities and sports, height and weight of athletic team members, previous school attended, and degrees, honors and awards received. *By filing a form with the Registrar's Office, you may request that any or all of this directory information not be released without your prior written consent.* This form is available in the Registrar's Office and may be filed, withdrawn, or modified at any time.

Withholding Student Record Data

"According to University policy, a student who is financially delinquent or in default of any of their financial accounts at the College, University, or other agency of the State or Federal Government for which the College is an agent, will not be permitted to complete registration, or be issued a copy of their grades, a transcript, certificate or degree, nor receive funds under any campus based student assistance program. (University Report, Fiscal Affairs, Section CIV, April 23, 1979.)"

Immunization Requirements

New York State Department of Health requires that all students must comply with specific immunization laws. Please read the following to select the criteria that you are mandated to comply with prior to registration. You are blocked from registration until these requirements are met.

For students born after 1956, both NYS

Health Law 2165 and 2167 must be met and completed prior to registration.

For students born before 1957, only NYS Health Law 2167 must be met and completed prior to registration,

NYS Health Law 2165, in effect since July, 1989, requires that students born after 1956 submit to Health Services Rm. N303, documented proof of measles, mumps, and rubella immunization or immunity. Please refer to the information you received in your admissions packet or visit our website at www.bmcc.cuny.edu for detailed options that will allow you to select which one completes your requirements.

Free MMR (combination measles, mumps, and rubella) vaccines are offered by Health Services through the semester as well as during registration.

Medical or religious exceptions may apply with proper documentation. Pregnant women must select the blood titre option only.

NYS Health Law 2167, in effect since August, 2003, requires that all students, those born after 1956 and those born prior to 1957, receive and read the information on Meningitis, specifically Meningococcal Disease. You must fill out and sign the response form by either selecting to waive your right to the Meningitis vaccine or taking the form to your doctor, receive the vaccine and sign. These response forms must be submitted to Health Services, room N303. Please refer to the information you received in your admissions packet or visit our website at www.bmcc.cuny.edu for details.

There are no exceptions with this law since waiving your rights to vaccine is an option.

No Meningitis vaccines are offered by our office.

You are welcome to print the forms from the website and are also welcome to fax your completed forms to Health Services at 212-220-2367. If you choose to fax, please follow up with a phone call to insure receipt and to insure that all is complete. Our number is 212-220-8255.

The Affirmative Action Policy

Borough of Manhattan Community College of The City University of New York is committed to providing equal employment and educational opportunity to all persons without regard to race, color, religion, national or ethnic origin, age, gender, sexual orientation, transgender, disability, genetic predisposition or carrier status, alienage or citizenship, status as victim of domestic violence, or marital, military, or veteran status. It is a violation of this policy for any member of the college community to engage in discrimination or to retaliate against a

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member of the community for raising an allegation of discrimination, filing a complaint alleging discrimination, or for participating in any proceeding to determine whether discrimination has occurred.

The College recruits, employs, retains, and promotes employees in all job classifications on the basis of ability and without regard to the status of an individual with respect to any of the protected groups. To ensure equal employment opportunities and nondiscrimination against minorities and women in accordance with CUNY's policy and federal, state, and local requirements, the College implements an Affirmative Action Program.

The College's admission and retention policies, and education and student activities programs likewise do not discriminate on the basis of any applicable protected group.

Affirmative Action Officer, Director of Compliance, Title IX, Section 504 Coordinator – Patricia A. Stein, Esq., Room S750d, Tel: (212) 220-1230.

CUNY Policy Against Sexual Harassment *Policy Statement*

It is the policy of The City University of New York to promote a cooperative work and academic environment in which there exists mutual respect for all University students, faculty and staff. Harassment of employees or students based upon sex is inconsistent with this objective and contrary to the University's non-discrimination policy. Sexual harassment is illegal under Federal, State, and City laws and will not be tolerated within the University.

The University, through its colleges, will disseminate this policy and take other steps to educate the University community about sexual harassment. The University will establish procedures to ensure that investigations of allegations of sexual harassment are conducted in a manner that is prompt, fair, thorough and as confidential as possible under the circumstances, and that appropriate corrective and/or disciplinary action is taken as warranted by the circumstances when sexual harassment is determined to have occurred. Members of the University community who believe themselves to be aggrieved under this policy are strongly encouraged to report the allegations of sexual harassment as promptly as possible. Delay in making a complaint of sexual harassment may make it more difficult for the college to investigate the allegations.

A. Prohibited Conduct

It is a violation of University policy for any member of the University community to engage in sexual harassment or to retaliate against any member of the University community for raising an allegation of sexual harassment, for filing a complaint alleging sexual harassment, or for

participating in any proceeding to determine if sexual harassment has occurred.

B. Definition of Sexual Harassment

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other oral or written communications or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;
2. submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or abusive work or academic environment.

Sexual harassment can occur between individuals of different sexes or of the same sex. Although sexual harassment most often exploits a relationship between individuals of unequal power (such as between a faculty member and student, supervisor and employee, or tenured and untenured faculty members), it may also occur between individuals of equal power (such as between fellow students or co-workers), or in some circumstances even where it appears that the harasser has less power than the individual harassed (for example, a student sexually harassing a faculty member). A lack of intent to harass may be relevant to, but will not be determinative of, whether sexual harassment has occurred.

C. Examples of Sexual Harassment

Sexual harassment may take different forms:

Using a person's response to a request for sexual favors as a basis for an academic or employment decision is one form of sexual harassment. Examples of this type of sexual harassment include, but are not limited to the following:

- Requesting or demanding sexual favors in exchange for employment or academic opportunities (such as hiring, promotions, grades, or recommendations);
- Submitting unfair or inaccurate job or academic evaluations or grades, or denying training, promotion, or access to any other employment or academic opportunity, because sexual advances have been rejected.

Other types of unwelcome conduct of a sexual nature can also constitute sexual harassment, if sufficiently severe or pervasive that the target finds, and a reasonable person would find, that an intimidating, hostile or abusive work or academic environment has

been created. Examples of this kind of sexual harassment include, but are not limited to:

- Sexual comments, teasing, or jokes;
- Sexual slurs, demeaning epithets, derogatory statements, or other verbal abuse;
- Graphic or sexually suggestive comments about an individual's attire or body;
- Inquiries or discussions about sexual activities;
- Pressure to accept social invitations, to meet privately, to date, or to have sexual relations;
- Sexually suggestive letters or other written materials;
- Sexual touching, brushing up against another in a sexual manner, graphic or sexually suggestive gestures, cornering, pinching, grabbing, kissing, or fondling;
- Coerced sexual intercourse or sexual assault.

D. Consensual Relationships

Amorous dating or sexual relationships that might be appropriate in other circumstances have inherent dangers when they occur between a faculty member, supervisor, or other member of the University community and any person for whom he or she has a professional responsibility. These dangers can include: that a student or employee may feel coerced into an unwanted relationship because he or she fears that refusal to enter into the relationship will adversely affect his or her education or employment; that conflicts of interest may arise when a faculty member, supervisor or other member of the University community is required to evaluate the work or make personnel or academic decisions with respect to an individual with whom he or she is having a romantic relationship; that students or employees may perceive that a fellow student or co-worker who is involved in a romantic relationship will receive an unfair advantage; and that if the relationship ends in a way that is not amicable, either or both of the parties may wish to take action to injure the other party.

Faculty members, supervisors, and other members of the University community who have professional responsibility for other individuals, accordingly, should be aware that any romantic or sexual involvement with a student or employee for whom they have such a responsibility may raise questions as to the mutuality of the relationship and may lead to charges of sexual harassment. For the reasons stated above, such relationships are strongly discouraged.

For purposes of this section, an individual has "professional responsibility" for another

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individual at the University if he or she performs functions including, but not limited to, teaching, counseling, grading, advising, evaluating, hiring, supervising, or making decisions or recommendations that confer benefits such as promotions, financial aid or awards or other remuneration, or that may impact upon other academic or employment opportunities.

E. Academic Freedom

This policy shall not be interpreted so as to constitute interference with academic freedom.

F. False and Malicious Accusations

Members of the University community who make false and malicious complaints of sexual harassment, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action.

G. Procedures

The University shall develop procedures to implement this policy. The President of each constituent college of the University, the Senior Vice Chancellor at the Central Office, and the Dean of the Law School shall have ultimate responsibility for overseeing compliance with this policy at his or her respective unit of the University. In addition, each dean, director, department chairperson, executive officer, administrator, or other person with supervisory responsibility shall be required to report any complaint of sexual harassment to an individual or individuals to be designated in the procedures. All members of the University community are required to cooperate in any investigation of a sexual harassment complaint.

H. Enforcement

There is a range of corrective actions and penalties available to the University for violations of this policy. Students, faculty, or staff who are found, following applicable disciplinary proceedings, to have violated this Policy are subject to various penalties, including termination of employment and/or student expulsion from the University.

*Effective: October 1, 1995
(Revised January 1, 2005)*

This policy applies to all BMCC faculty, staff, and students, to all BMCC sponsored programs on or off the campus, and to visitors, vendors, contractors, etc., engaged in an activity or program on the campus.

BMCC Sexual Harassment Awareness and Intake Committee Members

All members of the BMCC Sexual Harassment Awareness and Intake Committee have been certified through extensive training to respond to inquiries and complaints of sexual harassment from any member of the college community. Student or employee complaints

should be directed any one of the committee members. All materials concerning Sexual Harassment are available in Room S750d and messages can be left there for other committee members. All committee members have an obligation to maintain confidentiality to the fullest extent possible. The members of the Sexual Harassment Awareness and Intake Committee are:

Sexual Harassment Coordinator,
Patricia A. Stein, Esq.
Affirmative Action & Compliance,
Room S750d, 212-220-1236/
Fax: 212-220-1244

Sexual Harassment Deputy Coordinator,
Deborah Parker
The Women's Center, Room S362,
212-220-8166

Sexual Harassment Deputy Coordinator,
Angela Sales
Community Development & Government
Relations, Room S750e, 212-220-1237

Gloria Chao
Human Resources,
Room S716, 212-220-8304

Ron Clare
Business Management Faculty,
Room S658, 212-220-8211

Andrew Escobar
Athletics,
Room N208, 212-220-8263

Rochelle Holland
Counseling Faculty,
Room S345, 212-220-1505

Harry Mars
Student Activities,
Room S360, 212-220-8161

Acte Maldonado
Cooperative Education Faculty,
Room S768, 212-220-8053

Vinton Melbourne
Media Services,
Room S506a, 212-220-1392

Antoinette Middleton
Admissions,
Room S303, 212-220-1267

Edwin Moss
Public Safety,
Room S202, 212-220-8076

Pedro Perez
Counseling Faculty,
Room S326, 212-220-8154

Vanessa Rozzelle
Counseling Faculty,
Room S335, 212-220-8157

Sandra Rumayor
Evening/Weekend Programs,
Room S727, 212-220-8325

Chris Stein
Computer Information Systems Faculty,
Room S130, 212-220-8383

Lily Yi-Elkin
International and Transfer Services,
Room S305, 212-220-1270

Nondiscrimination on the Basis of Disability
Borough of Manhattan Community College of The City University of New York does not discriminate on the basis of disability. This includes admission and retention of students and employment of faculty and staff (instructional and non-instructional employees).

Employees covered by a disability discrimination provision in their collective bargaining agreements may use their grievance procedure provided in their respective agreements. Otherwise, employees and students may avail themselves of the following procedures:

Bring concerns to the ADA/504 Coordinator, Patricia A. Stein, Esq., Room S750d, tel. (212) 220-1230. Complaints will be handled on an informal and confidential basis in order to ensure the privacy of both the complainant and the accused. If the matter cannot be resolved through the informal process, the complainant may avail him/herself of the formal complaint procedure.

A formal complaint may be made verbally or in writing. The complainant should provide their name, address, and describe the alleged violation with specificity. With respect to employees, these rules contemplate informal and/or formal investigations, affording all interested persons the opportunity to submit evidence relevant to a complaint. Complaints should be submitted to Ms. Stein.

A complaint should be filed within 30 days after the complainant first becomes aware of the alleged violation. This requirement can be waived at the discretion of the ADA/504 Coordinator. If warranted, an investigation will be conducted and the ADA/504 Coordinator will issue a written determination after consultation with the President. A copy of the determination shall be forwarded to the complainant and the appropriate officers of the College.

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No Smoking Policy

Following the enactment of the New York City Clean Air Act, a Smoking Policy was adopted in 1988 for units of The City University of New York including Borough of Manhattan Community College. The Clean Air Act was adopted in response to findings of the Surgeon General of the United States that passive exposure to cigarette smoke

(second-hand or passive smoke) is linked to a variety of negative consequences. For overall health and safety concerns, and following the classification by the U.S. EPA of second-hand smoke as a Class A carcinogen, with input from faculty, staff, and students, the College became a *smoke-free* campus in April 1993. Smoking is not permitted on the premises of Borough of Manhattan Community College

at either 199 Chambers Street or 70 Murray Street. The administrator designated to review issues/complaints related to the College's *No Smoking* policy is the Vice President for Legal Affairs and Faculty and Staff Relations, Robert Diaz, Room N710.



BMCC Administration

BMCC ADMINISTRATION AND STAFF

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Antonio Pérez
President

Barry Rosen
*Executive Director of External
and Public Affairs*

Angela Sales
Director of Government and Community Affairs

Patricia Stein
Director of Affirmative Action Compliance

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Senior Vice President of Academic Affairs

Erwin J. Wong
Dean for Academic Programs and Instruction

Michael Gillespie
Associate Dean of Academic Affairs

Sandra Rumayor
Director of Evening/Weekend Programs

Melissa Boyard
Director of Institutional Research

Freda McClean
Director of Academic Advisement and Transfer

Thomas Lew
Director of Instructional Technology

Virginia Russell
Director of Testing

James Tynes
Director of the Learning Resource Center

John Gallagher
Director of the Media Center

Linda Herring
Director of BMCC Tribeca Performing Arts Center

Gregory Wist
Senior Registrar

Sidney Eng
Chief Librarian

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G. Scott Anderson
Vice President of Administration and Planning

Elena Samuels
Business Manager

Joseph Giummo
Manager of Systems Programming

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Karen Wenderoff
Vice President for College Development

John Montanez
Associate Dean of Grants and Development

Brian Haller
Director of Foundation and Corporate Relations

Pat Splendore
Director of Annual Fund and Alumni Relations

OFFICE OF THE VICE PRESIDENT OF STUDENT AFFAIRS

Marva Craig
Dean of Students

Howard Entin
Director of Financial Aid

Eugenio Barrios
Director of Enrollment Management

Marcos Gonzalez
Director of Students with Disabilities

Marilyn Riley-Hodge
Director of Counseling

Cecilia Scott-Croff
Director of the Early Childhood Center

Harry Mars
Director of Student Activities

Deborah Parker
Director of the Women's Resource Center

Stephen Kelly
Director of Athletics

Melba Olmeda
Director of Center for Career Development

Penelope S. Jordan
Director of Health Services

Orville Hill
Director of College Discovery

Sussie Gyamfi
*Coordinator for Scholarships and
Special Services*

OFFICE OF HUMAN RESOURCES

Robert E. Diaz
*Vice President for Legal Affairs and
Faculty and Staff Relations*

Gloria Chao
Deputy Director of Human Resources

Anna Maria Aniban
Assistant Director of Human Resources

CENTER FOR CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT

Sunil Gupta
Dean of Adult and Continuing Education

Patrick Dait
Senior Administrator

Linda Roma
Senior Administrator

BMCC FOUNDATION, INC.

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Borough of Manhattan Community College

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Noreen M. Culhane
New York Stock Exchange

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Miles & Shirley Fiterman Foundation

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Ground Development, Inc.

Robert Goode
3 West Club

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Cushman & Wakefield

Raymond O'Keefe, Jr. CRE
Real Estate Consultant

John F. Owens
Solo Systems Inc.

Deryck A. Palmer
Cadwalader, Wickersham & Taft

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Borough of Manhattan Community College*

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Battery Park City Authority

Leslie Srolovits
FDIC/FFIEC Risk Consultant

Clare Stenstrom
Bourne Stenstrom Capital Management, Inc.

Tim Tynan
Citi Business Service

Judith Volkmann
Attorney

The City University of New York

THE CITY UNIVERSITY OF NEW YORK

Founded in 1847, The City University of New York (CUNY) is the nation's leading public urban university. It is noted for its commitment to academic excellence and its open admissions policy. Comprised senior colleges, six community colleges, a graduate school, a law school, and a medical school with a full-time faculty of 6,000 and more than 70 research centers and institutes, the City University ranks among the country's major research institutions.

Nearly 200,000 students are currently registered at the City University. This includes both full-time graduate and undergraduate students enrolled in credit-bearing courses.

The following are some of the services provided by CUNY to help students and prospective students with their educational needs:

OFFICE OF ADMISSIONS SERVICES (OAS)

The Office of Admissions Services (OAS) assists all prospective students and applicants who are interested in attending one of the colleges of the The City University of New York. The office is located at 1114 Avenue of the Americas (15th floor) in Manhattan and includes the following divisions:

The Information Center provides information about CUNY admissions procedures, international student admissions, financial aid, CUNY programs the Seek/College Discovery Program and General Equivalency Diplomas (GED). The Center is open Monday through Thursday from 9 a.m. to 6 p.m. and Friday from 12 p.m. to 5 p.m. ID is required to enter the building.

The High Schools Services and Community Outreach divisions disseminate pre-admissions information about CUNY to students and guidance counselors in all New York City schools and most of the large community agencies. OAS administers the Test of English as a foreign Language (TOEFL) and its Publications Office prepares CUNY's Freshman and Transfer Guides.

UNIVERSITY APPLICATION PROCESSING CENTER (UAPC)

The University Processing Center (UAPC) processes all freshman and advanced standing transfer applications and evaluates all foreign educational documents. Application inquiries should be directed to OAS.

ADMINISTRATIVE OFFICERS

Matthew Goldstein, *Chancellor*

Selma Botman, *Executive Vice Chancellor for Academic Affairs*

Allan H. Dobrin, *Executive Vice Chancellor and Chief Operating Officer*

VICE CHANCELLORS

Jay Hershenson, *Senior Vice Chancellor for University Relations and Secretary of the Board of Trustees*

Iris Weinshall, *Vice Chancellor for Facilities, Planning, Construction, and Management*

Brenda Richardson Malone, *Vice Chancellor for Faculty and Staff Relations*

Garrie W. Moore, *Vice Chancellor for Student Development*

Ernesto Malave, *Vice Chancellor for Budget and Finance*

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Dave Fields, *Special Counsel to the Chancellor*

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General Counsel and Senior Vice Chancellor for Legal Affairs

College Preparatory Initiative

Developed by The New York City Public Schools and The City University of New York, CPI (College Preparatory Initiative) is intended to improve the academic preparation of high school students who plan to go to college.

All students who graduated from high school in or after June 1993 or who received a GED in or after September 1993 must satisfy CPI requirements in order to receive their college degree.

In addition, all transfer students who graduated from high school in or after June 1993 or who received their GED in or after September 1993 need to satisfy CPI requirements. Transfer students need to submit at the time of application their high school transcripts regardless of the number of college credits completed.

All associate and bachelor's degree students must satisfy the requirements before graduation from college. If students are planning to transfer to another CUNY unit before graduation, they must satisfy all CPI units in English and Mathematics. By the year 2000, students entering CUNY will need to have completed 16 academic units in six areas: English, Math, Lab Science, Social Sciences, Fine Arts, and Foreign Languages. Some, not all, of these requirements began in Fall 1993. The following chart on the following page shows what the requirements are and when each one starts.

CUNY Proficiency Exam (CPE)

The CUNY Proficiency Exam (CPE) is a test that all BMCC students, regardless of when they entered the college, must take and pass in order to graduate. The only students who are exempt from taking the CPE are those who have a bachelor's degree or higher from an accredited institution of higher learning. Results of the exam may affect students' ability to transfer to a CUNY senior college.

Students are eligible to sign up and take the exam the semester in which they will have completed at least 45 credits. Students must sign up and take the exam after they have completed 45 credits. They have three chances to pass it. If students are required to take the exam and do not, it will count as a forfeit; it will be as if they had failed the exam.

Students cannot take the CPE if their grade point average (GPA) is below 2.0 or if they have not fulfilled all basic skills requirements.

Students should receive a letter informing them that they are eligible or required to take the exam in the appropriate semester. Students who believe that they fit the criteria but have not received a letter should go to the Testing Office (N 700) to check.

The City University of New York

The CPE is given in October, January, March and July. Registration for the exam begins two to three weeks before the test date.

When students register to take the CPE at the Testing Office (N 700), they are given a booklet about the exam, the reading passage needed to study for the exam, and an appointment slip with the test date, time and location.

To assist our students, we offer various workshops to help them prepare to take the CPE. In addition, the information booklet from Testing includes a sample test and student responses. The BMCC CPE website (www.bmcc.cuny.edu/cpe) also has information, a schedule of workshops, tips and a link to the BMCC Interactive CPE Web Tutorial.

Furthermore, courses that can help the students in the reading, writing, and critical thinking skills needed for the CPE are the following: BUS 150, CRT 100, ENG 303, ENG 304, ENG 314, and courses designated "writing-intensive."

According to CUNY policy, students who have taken and not passed the CPE three times will automatically be changed to non-degree students unless they file an appeal to the CPE Appeals Committee to be allowed to take the CPE a fourth time and remain matriculated, and the appeal is granted. Students who have taken and failed the test four times may register only as non-degree students. Non-degree students are not enrolled in a degree program, are not eligible for financial aid, and pay a

higher tuition rate than matriculated students. A change in status for international students may have severe consequences (International students should consult with the Coordinator of International Student Services regarding the possible consequences). Students may pick up the CPE Appeal form and instructions in the Registrar's Office (S 330) or they may download it from the BMCC CPE web site.

Right to Know

In 1998, the federal government passed higher education amendments. This requires colleges to disclose completion or graduation rates and transfer out rates to current and to prospective students beginning July 1, 2000. Current and prospective students may obtain this information at the registrar's office, Room S310.

UNIT EXPECTATION		MINIMUM UNIT DISTRIBUTION							
Senior College	Community College	Lab Science	Math	English	Social Science	Fine Arts	Foreign Language	Academic Units	Total
	1993	1	2	3				3	9
	1995	1	2	4				4	11
	1997	1	2	4	2			4	13
	1999	2	3	4	2			4	15
	2000	2	3	4	4	1	2	0	16

For community college students, the academic units needed in 2000 are sixteen: two units of lab-science, three units of mathematics, four units of English, four units of social science, one unit of fine arts and two units of foreign language.

Basic Skills Guide

P: Must pass basic skills before being allowed to register for course.

X: No basic skills prerequisite.

Department/Program	Course(s)	ENG	ESL	RDG	MAT	
Accounting	ACC 122	X	P-062	P-062	P-010/011	
	ACC 222	P-088	P-094	P-075	P-010/011	
				or grade of "B" or better in ACC 122		
	ACC 321	P-088	P-094	P-075	P-010/011	
				or grade of "B" or better in ACC 222		
	ACC 330	P-088	P-094	P-075	P-010/011	
				or grade of "B" or better in ACC 222		
	ACC 350	P-088	P-094	P-075	P-010/011	
				or grade of "B" or better in ACC 222		
	All 400 level ACC courses	P-095	P-095	P-075	P-010/011	
Allied Health Science	EMC 100	P-088	P-094	P-062	P-010/011	
	All EMC courses	P-095	P-095	P-075	P-010/011	
	All HIT courses	P-095	P-095	P-075	P-010/011	
	All RTT courses	P-095	P-095	P-075	P-010/011	
Business Management	ADV 200	P-095	P-095	P-075	P-010/011	
	FNB 100	P-088	P-094	P-062	P-051/012	
	All other FNB courses	P-095	P-095	P-075	P-051/012	
	BUS 104, 110	P-088	P-094	P-062	P-010/011	
	BUS 210, 220	P-088	P-094	P-062	P-051/012	
	All other BUS courses	P-095	P-095	P-075	P-010/011	
	MAR 100	P-088	P-094	P-062	P-010/011	
	MAR 300	P-095	P-095	P-075	P-010/011	
	MAR 320	P-095	P-095	P-075	P-010/011	
	All RET courses	P-095	P-095	P-075	P-010/011	
	RLS 202	P-088	P-095	P-062	P-010/011	
	All other RLS courses	P-095	P-095	P-075	P-010/011	
	SBE 100	P-088	P-094	P-062	P-010/011	
	All other SBE courses	P-095	P-095	P-075	P-010/011	
	TTA 200	P-088	P-094	P-062	P-010/011	
	All other TTA courses	P-095	P-095	P-075	P-010/011	
	SLS 300	P-095	P-095	P-075	P-010/011	
	Cooperative Education	CED 201	P-095	P-095	P-075	X
		CED 300 level course & above	P-095	P-095	P-075	P-010/011
	Computer Information Systems (*C = co-requisite)					
	All CIS courses	P-088	P-062	P-062	P-010/011	
	CSC 110	P-088	P-062	P-062	P-010/011	
	CSC 210	P-088	P-062	P-062	C-012/051*	
	CSC 230	P-088	C-094*	C-075*	P-056	
	CSC 310	P-088	P-062	P-062	P-012/051	
	CSC 330	P-088	C-094*	C-075*	P-012/051	
	CSC 410	P-088	P-062	P-062	P-012/051	
	CSC 430	P-088	C-094	C-075*	P-056	
	CSC 450	P-088	P-062	P-062	P-056	
Developmental Skills	CRT 100	P-088	P-094	P-062	X	
	All ESL	X	X	X	X	
	All RDG	X	P-062	X	X	
	LIN 100	X	P-062	P-062	X	
English	ENG 088	X	X	X	X	
	ENG 095	X	X	X	X	
	ENG 101	P-095	P-095	P-075	X	
	ENG 201	P-095 & CUNY WAT	P-095 & CUNY WAT	P-075	X	
	All other ENG	P-095	P-095	P-075	X	

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Department/Program	Course(s)	ENG	ESL	RDC	MAT
Ethnic Studies	ASN 111	P-088	P-062	P-062	X
	ASN 114	P-088	P-094	P-062	X
	ASN 339	P-095	P-095	P-075	X
	AFN 101, 102, 121, 122, 123, 124, 126, 127, 128, 127, 152,	P-088	P-094	P-062	X
	154, 253, 256, 271	P-088	P-094	P-062	X
	AFN 321, 322, 325, 335, 338	P-095	P-095	P-075	X
	All AFL	P-088	P-094	P-062	X
	LAT 125, 127, 128, 131, 141, 151, 152, 234, 236, 475	P-088	P-062	P-062	X
	LAT 233, 235, 237, 238, 239	*	*	***	
	Health Education	HED 100, 104, 215, 220, 225, 230 235, 240	P-088	P-062	P-062
HED 250		X	P-062	P-062	X
HED 260		P-088	P-094	P-062	X
DAN series		X	X	X	X
Mathematics		MAT 010	X	P-062	X
	* = equivalent				
	MAT 011	X	P-062	X	X
	MAT 012	X	P-062	X	X
	MAT 051	X	P-062	X	x
	MAT 056, 100, 104, 109	X	P-062	P-062	P-012/051
	MAT 111	P-088	P-062	P-062	P-012/051
	MAT 125	X	P-062	P-062	P-012/051
	MAT 150	X	P-062	P-062	P-012/051
	MAT 200	X	P-062	P-062	P-056 or equiv*
	MAT 202	X	P-062	P-062	P-012/051
	MAT 206, 208	X	P-062	P-062	P-056 or equiv*
	MAT 209	X	P-062	P-062	P-056
	MAT 214	P-095	P-095	P-062	P-056
	MAT 215	X	P-062	P-062	P-056
	MAT 216	P-095	P-095	P-062	P-056
	MAT 301, 302, 303	X	X	X	P-056
	MAT 402	X	P-062	P-062	P-056 or equiv*
	MAT 501	X	X	X	P-056 or equiv*
	MAT 601	X	X	X	X
Modern Languages	(Students may be admitted on basis of language placement test)				
	FRN 101, 102, 150	X	P-062	P-062	X
	Any other FRN course	X	X	X	X
	ITL 101	X	P-062	P-062	X
	ITL 102	X	P-062	P-062	X
	ITL 170	P-088	P-062	P-062	X
	ITL 200	X	X	X	X
	SPN 101	X	P-062	P-062	X
	SPN 102	X	P-062	P-062	X
	SPN 130	X	P-062	P-062	X
	SPN 150	X	P-062	P-062	X
	SPN 200	X	X	X	X
	SPN 210	X	X	X	X
	Any other SPN course	X	X	X	X
	CHI 101	X	P-062	P-062	X
	CHI 102	P-088	P-062	P-062	X
	CHI 200	X	X	X	X

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Department/Program	Course(s)	ENG	ESL	RDG	MAT	
Music and Art	ART 105	X	X	X	P-010/011	
	ART 110	P-088	P-094	P-062	X	
	ART 171	X	X	X	X	
	ART 181	X	X	X	X	
	ART 210	P-088	P-094	P-062	X	
	ART 214	X	X	X	P-010/011	
	ART 230	X	X	X	X	
	ART 234	P-088	P-094	P-062	P-010/011	
	ART 240, 271, 281	X	X	X	X	
	Any 300 level course	X	X	X	X	
	MUS 110, 220, 230, 240, 250	P-088	P-094	P-062	X	
	MUS 112, 113, 115, 120, 130	X	X	X	X	
	MUS 140, 150, 160, 170, 180, 190,	X	X	X	X	
	212, 213, 300, 400, 500	X	X	X	X	
	Nursing	All NUR courses	P-095	P-095	P-075	P-010/011
Office Administration		OFF 101	P-095	P-095	P-075	X
(*C = co-requisite)	OFF 102	P-095	P-095	P-075	X	
	OFF 111	C-088*	C-062*	C-062*	X	
	OFF 221	P-088	P-062	P-062	X	
	All other OFF 200 level and above	P-095	P-095	P-075	X	
	Science	AST 110	P-088	P-062	P-062	P-010/011
BIO 110		P-088	P-062	P-062	P-010/011	
BIO 210, 220, 230, 340		P-088	P-062	P-062	P-051	
BIO 240		P-088	P-062	P-062	P-056	
BIO 420, 425, 426		P-088	P-062	P-062	P-010/011	
CHE 110, 118, 120		P-088	P-062	P-062	P-010/011	
CHE 121		P-088	P-062	P-062	P-012/051	
CHE 122		P-088	P-062	P-062	P-012/051	
CHE 210, 220, 230, 240		X	X	X	P-056	
ESC 111		X	P-061	P-062	P-056	
ESC 113		X	P-061	P-062	P-056	
ESC 130, 200, 201, 210, 202		X	X	X	P-056	
ESC 211, 221, 223		X	X	X	P-056	
PHY 110		P-88	P-062	P-062	P-010/011	
PHY 210, 215, 220, 225, 240,		X	X	X	P-056	
400		X	X	X	P-056	
SCI 100		P-088	P-062	P-062	P-010/011	
SCI 111		P-088	P-062	P-062	P-012/051	
SCI 120, 121, 140		P-088	P-062	P-062	P-056	
SCI 150, 200, 510, 530		P-088	P-062	P-062	P-010/011	
Social Science		ANT 100	P-088	P-094	P-062	X
		ECE 102	P-088	P-094	P-062	X
		ECE 201, 202, 204, 301, 302, 303	P-095	P-095	P-075	X
		304, 401, 403	P-095	P-095	P-075	X
		ECO 100	P-088	P-094	P-062	P-010/011
		ECO 201	P-088	P-094	P-062	P-012/051
		ECO 202	P-088	P-094	P-062	P-056
	GEO 100	P-088	P-094	P-062	X	
	HIS 101, 102, 111, 120, 125,	P-088	P-094	P-062	X	
	225	P-088	P-094	P-062	X	
	PHI 100, 110, 111	P-088	P-094	P-062	X	
	POL 100, 111, 210, 220	P-088	P-094	P-062	X	
	PSY 100, 200, 230, 240, 245,	P-088	P-094	P-062	X	
	250, 260	P-088	P-094	P-062	X	

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Department/Program	Course(s)	ENG	ESL	RDG	MAT	
Social Science	SOC 100, 110, 111, 200, 230, 240	P-088	P-094	P-062	X	
	250	P-088	P-094	P-062	X	
	SSC 100	P-088	P-094	P-062	X	
	HUM 101	P-088	P-094	P-062	X	
	HUM 201, 211, 212, 213	P-095	P-095	P-075	X	
	301, 401, 411	P-095	P-095	P-075	X	
Speech, Communications and Theatre Arts (*Enrollment in VAT courses restricted to VAT majors)						
X	SPE 100		P-088	P-094	P-062	
	SPE 102	P-088	P-062	P-062	X	
	SPE 110, 120, 200, 240	P-088	P-094	P-062	X	
	SPE 245	P-095	P-094	P-075	X	
	THE 101	P-088	P-094	P-062	X	
	THE 121	P-088	P-094	P-062	X	
	THE 258	P-088	P-094	P-062	X	
	All VAT* courses	P-095	P-095	P-075	X	
	DAN series	X	X	X	X	
	Teacher Education	EDU 201	P-095	P-095	P-075	X
		EDU 202	P-095	P-095	P-075	X

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Registered Programs

INVENTORY OF REGISTERED PROGRAMS

Program Name	Program Code	HEGIS Code	Degree Awarded	Date Registered
Accounting	01080	5002	A.A.S.	3/72
Bilingual Childhood Education	28377	5649	A.A.	11/03
Business Administration	01076	5004	A.A.	3/72
Business Management	79416	5004	A.A.S.	8/79
Childhood Education	28378	5649	A.A.	11/03
Child Care/Early Childhood Education	81256	5503	A.S.	7/81
Computer Operations	91518	5104	A.A.S.	10/91
Computer Programming	91517	5103	A.A.S.	10/91
Computer Science	92040	5101	A.S.	1/92
Engineering Science	89095	5609	A.S.	4/89
Health Information Technology	01094	5213	A.A.S.	3/72
Human Services	91516	5506	A.S.	10/91
Liberal Arts	01079	5649	A.A.	3/72
Mathematics	19458	5617.00	A.S.	11/94
Multimedia Programming and Design	21882	5008	A.A.S.	12/98
Nursing	01093	5208.1	A.A.S.	9/67
Office Operations	88348	5005	A.A.S.	9/88
Office Automation	88349	5005	A.A.S.	9/88
Office Automation	22657	5005	Certificate	3/00
Paramedic	88036	5299	A.A.S.	2/88
Respiratory Therapy	01096	5215	A.A.S.	3/72
Science	19052	5649	A.S.	9/93
Small Business/Entrepreneurship	92039	5004	A.A.S.	1/92
Theatre	25134	5610.00	A.S.	7/01
Video Arts and Technology	82563	5008	A.A.S.	12/82
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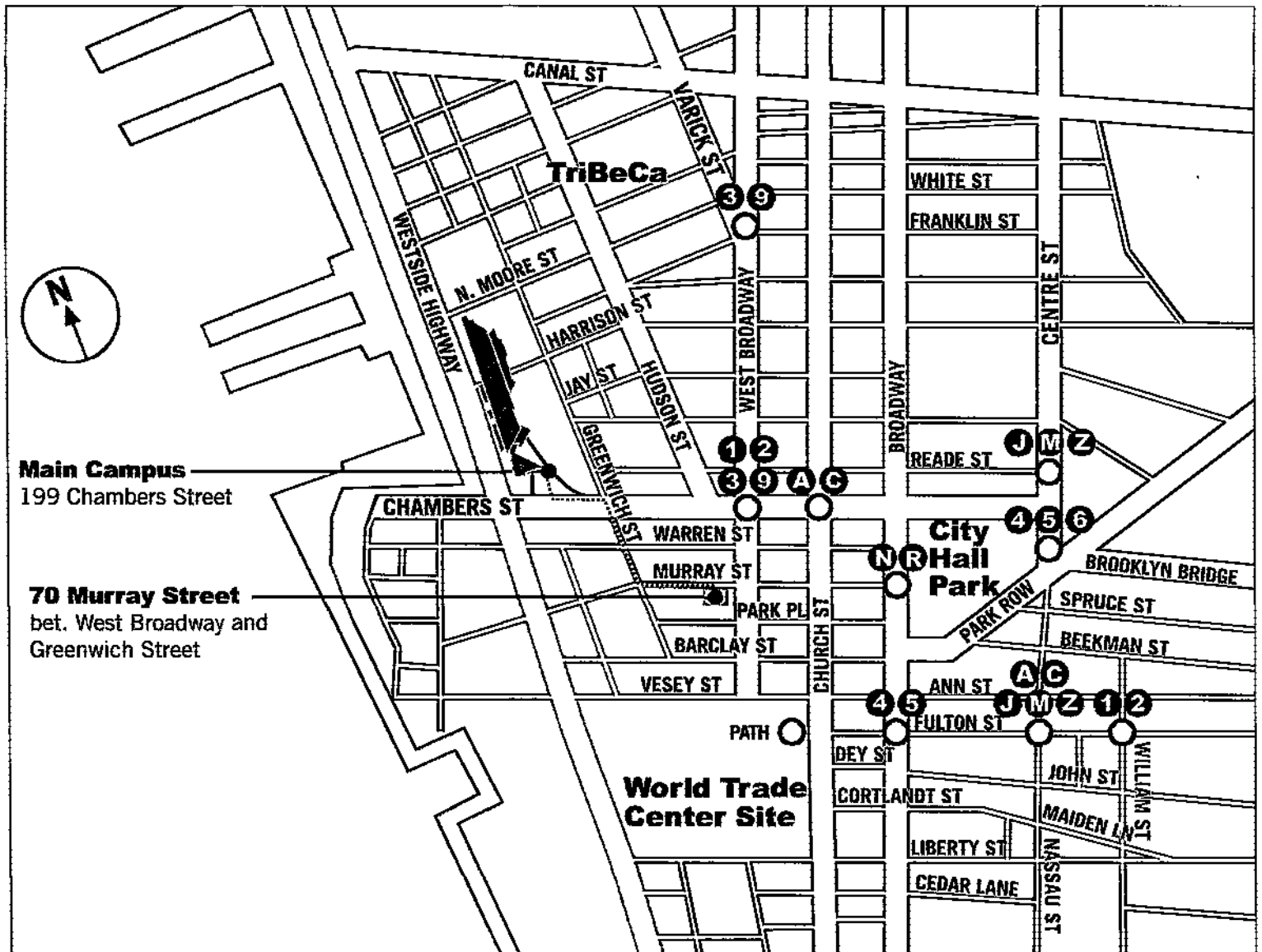
Directory

DEPARTMENT	TELEPHONE	FAX	ROOM
Academic Advisement & Transfer Center	220-8315	748-7450	S763
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Accounting	220-8185	220-1284	S610
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Directory

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Institutional Research	220-8330	220-8329	S752
Instructional Technology	220-8122	220-8079	S608
Learning Resource Center	220-1376	748-7460	S500
Library	220-1442	748-7466	S400
Mail & Messenger Services	220-8049	748-7704	N112
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Media Center	220-1385	748-7458	S510
Modern Languages	220-8105	748-7461	N540
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Nursing	220-8230	748-7457	S785
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Speech, Communications & Theatre Arts	220-8090	748-7467	N665
Student Activities	220-8160	220-1282	S360
Student Affairs	220-8130	220-8129	S338
Student Government	406-3980	406-3984	S215
Student Newspaper	406-3972	406-3974	S207
Testing	220-8085	220-2373	N700
Title III	220-8327	220-8319	S726
Tribeca Performing Arts Center	220-1459	220-1500	S110c
TWU Up-Grade Training	608-0771	608-0770	S110f
Women's Resource Center	220-8165	220-1282	S362
Writing Center	220-8295	748-7460	S504

Campus Map (Downtown)



Main Campus
199 Chambers Street

70 Murray Street
bet. West Broadway and
Greenwich Street

BY SUBWAY

You can get to BMCC's main campus by taking any one of the following lines:

IND/8TH Avenue Subway Line

A, C, E to Chambers Street
Walk 3 Blocks West on Chambers Street

IRT/7TH Avenue Subway Line

1, 2, 3 and 9 to Chambers Street (Local)
Walk 2 Blocks West on Chambers Street

BMT Subway Line

R to City Hall (Local)
N to City Hall (Rush Hour)
J, M to Chambers Street
Walk 6 Blocks West on Chambers Street
Check www.mta.info for the latest information.

BY BUS

M20 to Harrison St.

M22 from Grand Street and Madison Avenue,
Walk 4 Blocks West

PATH TRAIN

World Trade Center Station
Exit at Church St., make left on Vesey St, right
on Greenwich St, proceed to Chambers St.

Christopher Street Station

Walk East 2 Blocks

Take the 1,9 Downtown from Christopher St./
Sheridan Square station to Chambers St.

BY CAR

Southbound: East River Drive to End,
through Underpass Straight to West Street/
Westside Highway, Right on Chambers Street
For parking information, see www.bmcc.cuny.edu/about_bmcc/parking.html

MURRAY STREET

70 Murray Street

By Subway:

You can get to BMCC's Murray Street campus by taking any one of the following lines:

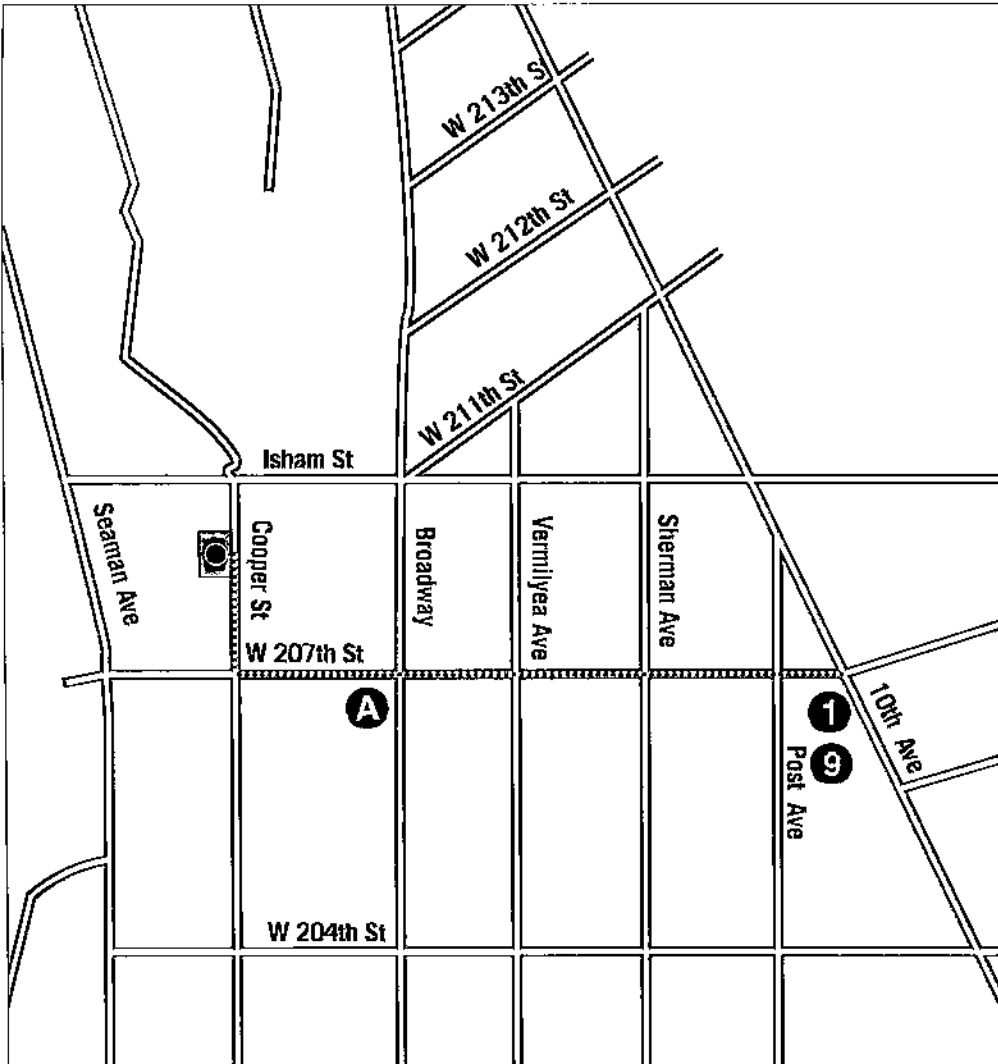
IND/8TH Avenue Subway Line

A, C, E to Chambers Street
Walk 2 blocks South on Church and turn
West and walk 1 block on Murray

IRT/7TH Avenue Subway Line

1, 2, 3, 9 to Chambers Street
Walk 2 blocks South on Church and turn
West on Murray

Campus Map (Uptown)



INWOOD/ WASHINGTON HEIGHTS

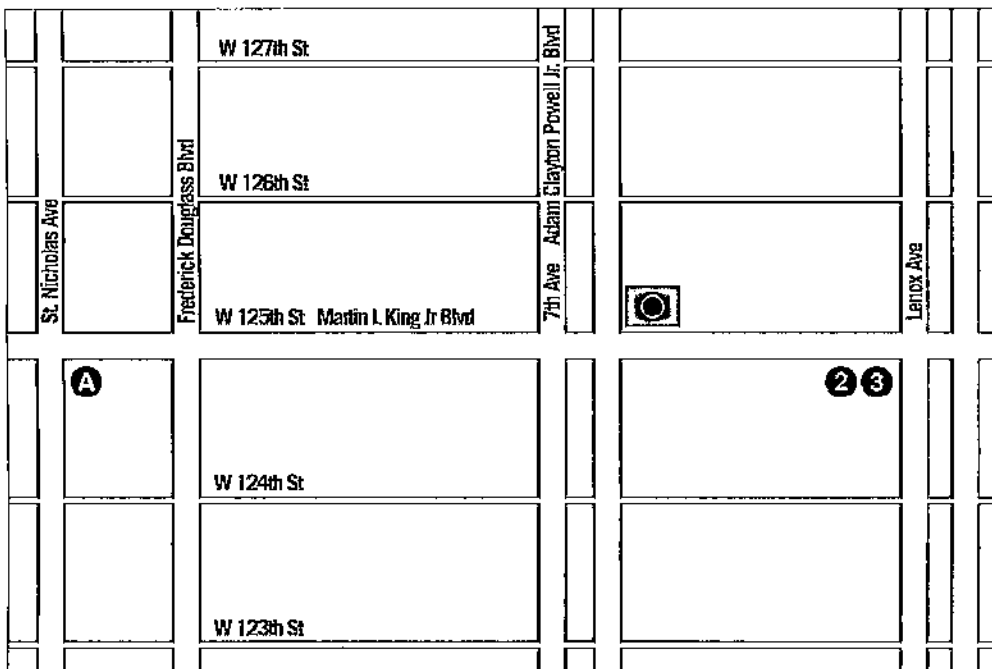
108 Cooper St. (207th St. and Isham Ave)

By Subway

Take A Train to 207 St. Walk one block west and make a right onto Cooper St. Walk one block north and enter at Cooper St and Isham Ave.

By Bus

M-100, Bx12, or Bx20 to 207th St.



HARLEM LOCATION AT THERESA TOWERS

Adam Clayton Powell, Jr. State Office Building
163 West 125th Street

By Subway

You can get to Theresa Towers by taking any one of the following lines:

IRT/7th Avenue Subway Line
2, 3 to 125 Street

IND/8th Avenue Subway Line
A or C to 125 Street

IND/6th Avenue Subway Line
B or D to 125 Street



Borough of Manhattan Community College
The City University of New York
199 Chambers Street
New York, NY 10007-1097

www.bmcc.cuny.edu