



**Borough of Manhattan
Community College**

The City University of New York

2011-2014 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.

Ilyana Y. Titus, 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. Titus'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. Titus.

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 (BMCC) of the City University of New York (CUNY)—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 30 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, BMCC 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 BMCC 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 dark 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 (BMCC) 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 opportunities 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, Accounting for Forensic Accounting, Biotechnology Science, Business Administration, Business Management, Childhood and Bilingual Childhood Education, Communication Studies, Computer Information Systems, Computer Network Technology, Computer Science, Criminal Justice, Early Childhood Education, Engineering Science, Health Information Technology, Human Services, Liberal Arts, Mathematics, Multimedia, Nursing, Office Automation, Office Operations, Paramedic, Respiratory Therapy, Science, Science for Forensics, 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 the City University of New York, BMCC 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

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 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 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 more.

Renovation was almost completed on September 11, 2001 when 7 World Trade Center collapsed into Fiterman Hall, damaging it entirely. The building has remained closed ever since and is slated to re-open in the fall of 2012.

The highly anticipated new Fiterman Hall will house state-of-the-art classrooms and labs, an atrium, a café, an art gallery, spacious study lounges and more. Scholars from across the City will convene in Fiterman’s rooftop conference center, and southern views from this 14-story building will overlook the 9/11 Memorial Park and rising World Trade Center site.

BMCC currently offers classes at the Adam Clayton Powell Jr. State Office Building at 163 West 125th Street, in Inwood/Washington Heights, Brooklyn College, Lehman College and John Jay College.

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). The College has 71 classrooms, eight seminar rooms, numerous laboratories, and three lecture halls (one hall seats 200 and the others seat 100), and a campus library. 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
- An e-Learning Center
- 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
- Human Patient Simulation Lab

E-LEARNING CENTER

The E-Learning Center at BMCC focuses on quality design and delivery of online courses. Faculty create dynamic student-centered learning environments through informed research-based course design. E-Learning blends many different teaching styles and delivery modes and is used in more than 21% of all courses taught at the College.

THE MEDIA CENTER

Since its inception, 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 serves as the laboratory for the activities of BMCC's Video Arts and Technology Program. It also provides media support for conferences, public hearings, teleconferencing 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, an audio studio, 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.

OFF-SITE PROGRAMS

The purpose of BMCC's Off-Site Programs is to bring the College to the community. BMCC wants to expand possibilities and serve the needs of students who want access to higher education. The Off-Site Programs provide students with more options and greater convenience by offering classes at a variety of locations throughout the city during day, evening and weekend hours. Currently off-site classes are offered at five locations: Inwood/Washington Heights, Harlem (7th Avenue & 125th Street) State Office Building, Brooklyn College, Lehman College and John Jay College. Students can take one course or a full schedule of classes at our off-site locations. This is an ideal opportunity for busy people juggling work and family responsibilities. BMCC also maintains an administrative presence at all sites.

Admissions

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

TO APPLY

Fill out an online 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.cuny.edu/admissions/apply.html.

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 89.

Note: You should apply as early as possible (Note: CUNY application priority dates; for Fall, February 1; and Spring, September 15). Check www.cuny.edu for updated application deadlines, 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.

There are five types of applications:

1. Undergraduate Freshman Application for Admission

At CUNY, a freshman is defined as an applicant who has never attended a college, university, and/or proprietary school since graduating high school. This includes post-secondary 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. Please note the Freshman application deadline. Students should complete a City University–Undergraduate Freshman application online at www.cuny.edu/apply. 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 international 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.

APPLICATION DEADLINES

	Fall Semester	Spring Semester
High School Seniors and Graduates with No Previous College Credits	February 1	September 15
Students with Previous College Credits (Advanced Standing and Transfers)	February 1	September 15
Readmission Applications	www.bmcc.cuny.edu/admissions	

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 deadline will be based on space availability.

2. Undergraduate Transfer Application for Admission

At CUNY, a transfer is defined as an applicant who has attended a college, university and/or proprietary school since graduating high school/secondary school. This applies to whether or not you are seeking transfer credit and/or program of study.

This application is for students who have previously attended college and have a 2.0 (“C”) or above cumulative grade-point average (GPA). Please note the Advanced Standing application deadline. Students should complete a CUNY Undergraduate Transfer Application for Admission online at www.cuny.edu/apply. Use this application if:

- you have previously attended college and plan to pursue a degree;
- you have international post-secondary educational credentials;
- you are a permanent resident, an immigrant, or a refugee;
- you have a temporary visa for study in the United States; or
- you have applied for temporary visa for stay in the United States

3. 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.

4. Second Degree Application

Students who have earned an associate degree at BMCC and who wish to apply for a second degree must contact the Admissions Office, Room S300, and request a *Second Degree Application*. In order to receive the second associate degree from BMCC, students must complete a minimum of 30 credits at BMCC.

5. Readmission Application

Students whose attendance has been interrupted at BMCC and who have left the College in good academic standing may be readmitted by filing a readmission application in the Admissions Office (Room S300). A \$10 non-refundable readmit fee will be

included on your bill by the Bursar’s Office (Room S320). Readmission is automatically granted to students in good academic standing.

Note: The Admissions Office may offer readmission to students who are academically dismissed. Said students will be required to obtain an appeal form from the Registrar’s Office (Room S310). 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).

Admissions

AFTER YOU ARE ADMITTED

TRANSFER CREDIT EVALUATION AND ADVANCED STANDING POLICY

All transfer courses receive a “TR” grade. Transfer credits do not affect your cumulative average at BMCC.

NOTE: The Nursing Department's grade point average calculations do not affect a student's cumulative grade point average.

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.
- Departmental approval must be obtained for science courses taken more than ten (10) years ago.
- All technical courses need departmental approval.
- Clinical nursing courses are not transferable.
- Students who receive 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 see the pre-clinical academic advisor in the Nursing Department, Room S759.
- BMCC strives to help all Veterans transition to BMCC. Veterans who are matriculating students may earn up to 18 credits in United States Armed Forces Institute courses, in which they have passed final exams, and for other military education and training. The decision regarding the granting of credit is at the discretion of individual academic departments.

Only college level courses, from an accredited college(s), are evaluated for transfer credits. Remedial, Developmental, Freshman Studies, English as a Second Language (ESL), and College Prep courses are not transferable.

Students transferring credits from City University of New York (CUNY) colleges can receive transfer credit for some “D” grades depending on their BMCC major. Students transferring credits from colleges outside of CUNY must have earned a grade of “C” or above in order for courses to be accepted. Students should not repeat transfer courses unless advised by an academic advisor.

Courses must be comparable in content to the BMCC curriculum. If the courses from your former college(s) are not a requirement for your major at BMCC, it may be accepted as an elective.

The College-Level Examination Program (CLEP) and Advanced Placement (AP) is a way of earning college credit by examination. BMCC does award credit for some subject examinations. Check with the Admissions Office for detailed information.

Transfer credits will only be evaluated from accredited institutions* listed on the student's admission application. The submission of documents in support of applications for admission such as transcripts, diplomas, test scores, references, or the applications themselves, that are forged, fraudulent, altered from the original, obtained under false pretenses, or otherwise deceptive (collectively referred to as fraudulent documents) is prohibited by the City University of New York and may be punishable by: a bar to applying for admission, suspension and expulsion. The term applications for admission include transfer applications.

**BMCC considers the transfer credits from institutions that 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

NY New York Association of the New York Board of Regents

SA Southern Association of College and Schools

WA Western Association of Schools and Colleges

Credits from schools for candidacy status are not considered.

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.*

Non-Degree

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

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 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.

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 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 (Room S300) for assistance. Ms. Lily Yi-Elkin is the Assistant Director of International and Transfer Services.

CUNY Assessment Tests (CAT)

The CUNY 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 developmental courses in those areas deemed weak. (Please note that developmental 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 the tests in reading and writing. Students should consult the appropriate CUNY campus for the required passing scores.

Transfer students should consult the Testing web site: <http://www.bmcc.cuny.edu/testing/> to determine whether or not they need to take the CUNY assessment tests.

CUNY Assessment Tests in Math, Reading, and Writing

The CUNY Assessment Test in Math 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 CUNY Assessment Test in Math. The CUNY Assessment Tests in Reading and Writing 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 CUNY Assessment Tests in Reading and Writing.

New students admitted to the University may be waived from taking one or more of the CUNY Assessment Tests based on Regents, SAT or ACT scores; a Bachelor's Degree from an accredited domestic institution; or:

1. transfer of a 3-credit freshman composition course (or a higher-level English course for Freshman Composition is a prerequisite) from an accredited college with a grade of "C" or higher for Reading/Writing exemption;*
2. transfer of a 3-credit college-level Math course from an accredited college with a grade of "C" or higher for Math Exemption.*

Documentation for waivers must be submitted to the Admissions Office (Room S300) 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 prerequisites can be found on the BMCC Testing Office website: <http://www.bmcc.cuny.edu/testing/>. Students should consult the website or speak to an academic advisor in planning their academic schedules.

** for students transferring to BMCC on or after October 1, 2008.*

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 room N303, documented proof of measles, mumps, and rubella immunization or immunity. Please refer to the information you received in your admissions packet or visit <http://www.bmcc.cuny.edu/health-services/immunization.html> 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 throughout 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 <http://www.bmcc.cuny.edu/health-services/immunization.html> 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 ensure receipt and that all is complete. Our number is 212-220-8255.

Freshman Orientation

All new students are required to attend a special pre-registration 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.

Tuition and Fees

Tuition and Fees

ESTABLISH NEW YORK RESIDENCY TUITION RATE

To qualify for the New York City tuition rate, you must have completed one year of residency in New York City prior to the first day of classes. Please contact the Admissions Office, Room S300 for further information.

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.

Full-Time

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

Part-Time

For a description of part-time status, see the first column on the next page.

STUDENT ACTIVITIES FEES

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

* Includes \$0.85 University Senate fee

CHANGE OF PROGRAM FEE

When you wish to change your program, you are charged \$18.00 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 \$18.00, 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 \$18.00 fee. The following actions initiated by a student require a program change fee.

- Addition of a course or courses
- Changing from one course to another
- Changing from one section of a course to another section of the same course
- 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, or money order. 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.

TUITION PER SEMESTER	Full-Time	Part-Time
1. Residents of New York City ¹ who are		
a. Matriculated Students	\$1,800/semester	\$150/credit
b. Non-matriculated Students	\$205/credit	\$205/credit
2. Non-Residents of New York City who are:		
a. Residents of New York State with B-81 form on file ²	\$1,800/semester	\$150/credit
b. Residents of New York State without B-81 form on file	\$240/credit	\$240/credit
c. Out-of-State Residents	\$240/credit	\$240/credit
d. International Students ³	\$240/credit	\$240/credit
e. Non-Resident, Non-Matriculated Students	\$320/credit	\$320/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).....	\$15.00
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	\$25.00
5. Change of Program fee (adding or changing sections of a course).....	\$18.00
<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)	\$100.00
15. Technology Fee (Part time per semester).....	\$50.00

*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.

Checks and money orders should be made payable to "BMCC". Students whose checks are returned by their bank will be subject to a \$15 reprocessing 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.

Online payments may be made with Mastercard, Discover, American Express or e-check. Credit cards are not accepted at the Bursar Office. A non-refundable convenience fee is charged by the vendor for online credit/debit card payments. There is no fee to pay by e-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

Tuition Pay from Sallie Mae

CUNY students are eligible to apply to Tuition Pay from Sallie Mae to arrange for an interest-free monthly payment plan for tuition. Go to www.tuitionpay.com or call 1-866-267-CUNY.

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	008, 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 "Academic Progress Standards" which follows on p. 10).
- 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:

- File an application by the established deadline and meet the basic eligibility requirements for the program.
- Be enrolled in at least six but fewer than twelve credits or equated hours. At least three of these must be degree credits.
- Remain in good academic standing for New York State award programs.
- 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:

- The College cancels or withdraws a course, whether or not the student substitutes another course.
- The College changes the hours of the course after the Schedule of Classes and the Addendum are posted or makes other substantive changes that provide the student justification for a change.
- The College requests the student to transfer from one section to another section of the same course.
- 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 classes must do so 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.

For the Fall and Spring semesters, 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. Refunds for payments made online will be processed on the credit card that was used to pay tuition; for e-check payments, the refund will be deposited directly into the checking account that was used to pay the tuition. There is no refund of credit card convenience fees.

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 cancelled, you will be notified by the registrar's office by letter and email. If you wish to replace the course, please log on to the online registration system to choose another course.

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

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 “Academic Progress Standards,” on p. 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 Admissions Office 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. Scholarship (Part-Time):

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 at least 15 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, Undeclared Health, Respiratory Therapy, Health Information Technology, Paramedic, and Engineering Science are not eligible to apply for this scholarship. Scholarship recipients will receive a minimum of \$1600 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. Interested applicants must contact Professor Sandra Neis of the Business Management Department, Room S660 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 3.3 or better.

Financial Aid

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 (ESL) 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 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 (TAP) 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. Please refer to the Academic Progress Chart at www.bmcc.cuny.edu/finaid/sap.html.

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 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 (www.bmcc.cuny.edu/finaid/sap.html) 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 212-220-8130

Student Affairs

Marva Craig

Vice President of Student Affairs

Room S343

Michael Hutmaker

Dean of Student Affairs

Room S343

Eugenio Barrios

Director of Enrollment Management

Room S300

Howard Entin

Director of Financial Aid

Room N340

Stephen Kelly

Director of Athletics

Room N210

Pedro Perez

Acting Director of College Discovery

Room S330

Ardie DeWalt

Director of Counseling

Room S330

Cecilia Scott-Croff

Director of Early Childhood Center

Room N310

Penelope S. Jordan, R.N.

Director of Health Services

Room N303

Sussie Gyamfi

Coordinator of Scholarships

and Special Services

Room S343

Harry Mars

Director of Student Activities

Room S206C

Tiffany James

Acting Student Conduct Coordinator

Room S354

Deborah Parker

Director of Women's Resource Center

Room S360

Marcos A. Gonzalez

Director of Office of Accessibility

Room N320

Melba Olmeda

Director of Center for Career Development

Room S368

Daniel Ambrose

Student Life Coordinator for Civic

Responsibility and Student Development

Room N210

STUDENT SUPPORT SERVICES

Counseling and Advisement Center

The staff of the Counseling and Advisement Center will become an integral part of helping you achieve your personal, academic, and career goals. The Center is staffed by professional psychologists and social workers who work in strictest confidence to address academic and personal concerns, while the Center's academic advisor monitors academic progress, and provides support. Counselors are available for individual and group sessions, both by appointment and on a walk-in basis.

The staff of the Counseling and Advisement Center 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.

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/counseling for updated notices and events.

Center for Career Development

The Center for Career Development (CCD) provides educational and comprehensive career planning services to students and BMCC alumni. We assist students to make well informed decisions about a major and identify occupations that match their personal interest, abilities and career goals through individual career counseling, vocational assessments, workshops, and coaching.

Moreover, we link employers with prepared students and alumni through our on campus recruitment program, career fairs and on line database (*Career Express*). Our staff is committed to helping students and alumni learn how to prepare for internships, employment interviews, search for jobs and develop communication and interpersonal skills they will need to be successful in the workplace.

Ms. Melba Olmeda, Director, 212 220 8170, Room S368

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.

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, 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.

Pedro Perez, Acting Director, (212) 220 8152, Room S330

The Office of Accessibility (formerly Services for Students with Disabilities)

Any BMCC student with a documented disability is encouraged to meet with the staff in the Office of Accessibility (OA) 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 OA. 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 Accessibility fosters independence and self-advocacy.

Mr. Marcos A. Gonzalez, Director (212) 220 8152, Room N320

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

Student Services

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, finaid@bmcc.cuny.edu, Web Site: 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 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 (Room 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, and customer service, etc.

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, the BMCC Media Board, and committees of the Academic Senate and College Council.

(212) 220 8208, Room S215

Registration Orientation

A first-term student registered at BMCC 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 ensure 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 in May. We also provide workshops for those classes or clubs that wish to address specific health issues.

Ms. Penelope S. Jordan, R.N., Director, (212) 220 8255, 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.

Ms. Cecilia Scott-Croff, Director, (212) 220 8250, Room N310

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 mentoring program. The WRC also provides referral services to external social service agencies and acts as a network for resources within the College.

Ms. Deborah Parker, Director, (212) 220 8165, Room S360

Athletics, Recreation and Intramurals Intercollegiate Athletics

BMCC's intercollegiate athletic program consists of baseball, men and women's basketball, men and women's soccer, men and women's 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 nine of the last thirteen years.

Recreation and Intramurals

BMCC students, faculty, and staff may participate in intramural volleyball, soccer, cricket, table tennis, and badminton. Yoga and Zumba are offered as wellness activities.

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.

Mr. Stephen Kelly, Director, (212) 220 8261, Room N210

Student Services

Academic Affairs Student Support Services

Academic Advisement

Each semester, students are required to meet with an advisor to make certain that they are following the correct course of study. The advisors help students create an academic plan and provide information regarding curriculum choice. Students are not 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: individualized and group academic and transfer advising; CUNY 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 colleges.

In addition, students have access to the virtual Transfer Library (Room S763), which has access to college catalogues through *CollegeSource.org*. In addition, 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, and information regarding college essays and careers.

*Ms. Freda I. McClean, Director,
212 220 8315, Room S763*

Accelerated Study in Associate Programs (ASAP)

Accelerated Study in Associate Programs (ASAP) is a special program at the City University of New York's community colleges. ASAP at BMCC emphasizes enriched academic support, a modified block schedule of classes, skill building workshops, personal academic advisement and employment services to prepare students to graduate with their associate degree in two to three years, and either transfer to a four-year college or university or enter the workforce with full-time employment.

*Ms. Lesley Leppert-McKeever, Director,
212 346 8509, Room S-641*

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 students' 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 FYE 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, academic success, and note-taking and test-taking skills. Additionally, several workshops are scheduled throughout the semester to build students' basic and advanced computer skills.

Evening/Weekend Programs

BMCC currently offers six Evening/Weekend Associate Degree Programs: Liberal Arts (A.A.), Business Administration (A.A.), Accounting (A.A.S.), Computer Network Technology (A.A.S.), Childcare/Early Childhood Education-Preschool/Elementary (A.S.) and Nursing (A.A.S.). In all six 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 attending classes on the weekend receive the same support services as those attending classes during the week and in the daytime. These include: library, academic advisement, counseling, career services, 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,
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*

Program	Room	Supervisor	Telephone	Email
Basic Skills English Lab	S500B	John Short, Director	212 220 8295	jshort@bmcc.cuny.edu
College Discovery Tutoring	S330	Deborah A. Skinner, Coordinator	212 220 8173	dskinner@bmcc.cuny.edu
ESL Lab	S500	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	David Lorde, Senior College Lab Technician	212 220 1366/67	dlorde@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	Jason Schneiderman, Acting Director	212 220 1384	jschneiderman@bmcc.cuny.edu

Student Services

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, 212 220 1376
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 on the previous page 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.

*Dean Michael Gillespie, Acting Chairperson,
212 220 8323, Room S720*

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

The A. Philip Randolph Memorial Library (S400) and the Quiet Study Area (S422) offer seating, individual carrels, electrified worktables and group study rooms for over 600 students. The Library has a collection of over 115,000 volumes of books and reference titles, 350 periodicals, over 60,000 electronic journals, magazines, and newspapers, 183,000 electronic books, and 21,473 reels of microfilm. The Library is open 80 hours each week during the fall and spring semesters and shorter hours during the summer and inter-sessions.

There are three main service points in the Library, namely Circulation and Reserve, Reference, and Periodicals. Library faculty members are always available to assist students in locating and using appropriate materials. A 24/7 chat reference service is available through the library website (<http://lib1.bmcc.cuny.edu/>).

The entire Library is WiFi-enabled and laptops and digital dictionaries are loaned to students for onsite use. In addition, the Library has

an active instructional program to teach information literacy.

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: Dorothea Coiffe,
Joy Dunkley, Kanu Nagra, Phyllis Niles,
Leo J. Theinert, Susan E. Thomas*

Lecturer: Barbara Linton

Instructors: Lind Wadas

The Writing Center

The BMCC Writing Center (Room S500) is intended to support students and faculty in courses from all disciplines on campus. The Center helps students develop the critical thinking skills and revision habits necessary for success in college level writing. It offers assistance to faculty with assignment design and student feedback.

The Center works with students in small group conferences. Writing assistants assess the individual needs of student writers in order to coach them through the relevant aspects of the writing process. The Writing Center offers help with writing assignments from all disciplines, along with assistance on resumes, job application letters, and fellowship or college transfer essays. Tutoring is offered on a drop-in and appointment basis, or through E-Tutoring.

Program Hours

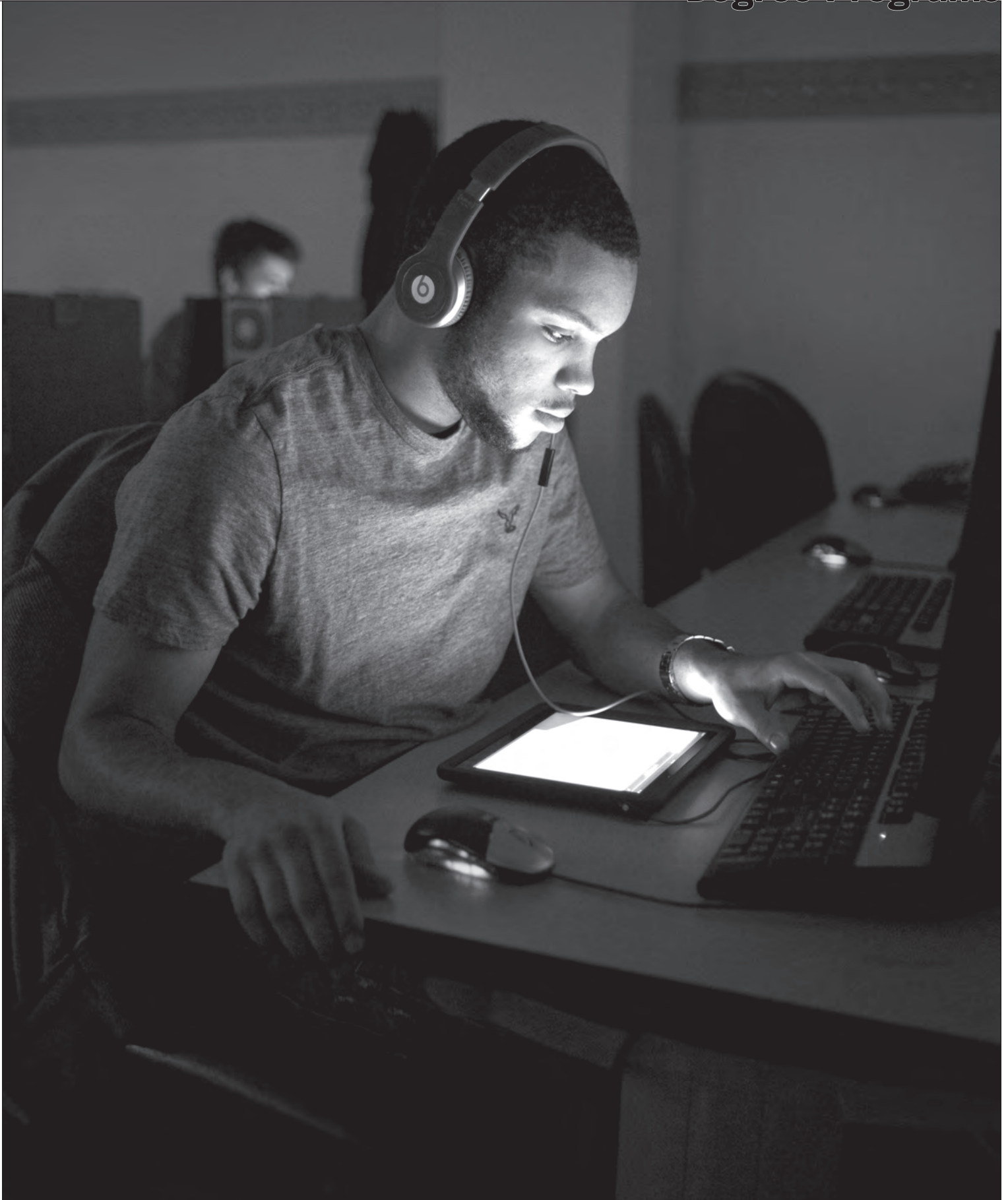
Monday-Thursday.....10:00 AM-8:00 PM
Friday.....10:00 AM-5:00 PM
Saturday.....10:00 AM-3:00 PM

*Mr. Jason Schneiderman, Acting Director,
(212) 220 1384, Room S500w*





Degree Programs



Degree Programs

ACADEMIC PROGRAMS AND GENERAL EDUCATION

ACADEMIC PROGRAMS

BMCC 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 credit hours in residence to be certified for a degree. For information concerning credits earned prior to attendance at BMCC, see p. 4.

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)
Communication Studies
Criminal Justice
Liberal Arts
Writing and Literature

Associate in Science degree (A.S.)

Accounting for Forensic Accounting
Biotechnology Science
Child Care/Early Childhood Education
Computer Science
Engineering Science
Human Services
Mathematics
Science
Science for Forensics
Theatre

Associate in Applied Science degree (A.A.S.)

Accounting
Business Management
Computer Information Systems
Computer Network Technology
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

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

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.

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 Sciences 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 skill 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. 106-109. The Guide is also available in all academic departments and in the Academic Advisement and Transfer Center. Students should consult the Guide in planning their academic schedules.

Degree Programs

ACCOUNTING • ACCOUNTING FOR FORENSIC ACCOUNTING • BIOTECHNOLOGY

Accounting (ACC)

The Accounting Program is designed to provide students 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). CPAs can start private practices specializing in tax, audit and consulting services. CPAs can often find employment in the public, private, government and not-for-profit sectors with opportunities in the financial, banking, insurance and health-related industries. BMCC has established transfer agreements with a number of four-year colleges and universities. 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	4
	OR	
MAT 2xx	Mathematics ¹	4
SPE 100	Fundamentals of Speech ²	3
XXX xxx	Music or Art	2
XXX xxx	Science ³	4
XXX xxx	Social Science ⁴	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 340	Taxation	3
	OR	
ACC 360	Government & Not-For-Profit Accounting	3
	OR	
ACC 421	Accounting Information Systems	3
BUS 104	Introduction to Business	3
	OR	
BUS 110	Business Law	3
CED 201	Career Planning ⁵	2
CED 301	Accounting Internship I ⁵	2
CIS 100	Introduction to Computer Applications	3
	OR	
CIS 200	Introduction to Information Systems and Technologies	3

ECO 201	Macroeconomics	3
	OR	
ECO 202	Microeconomics	3
Total Curriculum Credits		36
Total Program Credits		60

FOOTNOTES

- 1 Choose any Mathematics (MAT 200) or higher level course.
- 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, PHY 110.
- 4 Choose one course in anthropology, geography, history, philosophy, political science, psychology, sociology, or any Ethnic Studies social science course.
- 5 An additional accounting elective can be substituted for CED 301, depending upon the students work experience.

Accounting for Forensic Accounting (FAC)

The Associate in Science degree in Accounting for Forensic Accounting consists of courses that allow students to pursue further education and careers in forensic accounting, accounting, auditing, and the financial operations and management fields. Upon successful completion of the lower division at BMCC, the program allows students to make a seamless transition into the upper division baccalaureate program in Economics with specialization in Forensic Financial Analysis at John Jay College of Criminal Justice. The curriculum emphasizes basic accounting principles and provides a foundation in business organization and management. The collegial nature of the program will facilitate the transition to the professional portion of the curriculum.

General Requirements

ENG 101	English Composition I	3
ENG 201	English Composition II	3
HIS xxx	History Elective ¹	3
	OR	
ENG 3xx	English Elective ¹	3
HED 100	Health Education	2
MAT 150	Introduction to Statistics	4
MAT 2xx	Mathematics ²	4
SOC 100	Introduction to Sociology	3
	OR	
AFN 125	Puerto Rican Culture & Folklore	3
	OR	
AFN 129	The Black Man in Contemporary Society	3
	OR	
LAT 152	Puerto Rican Experience in Urban U.S. Settings	3
SPE 100	Fundamentals of Speech ³	3
XXX xxx	Music or Art	2
XXX xxx	Science ⁴	4
Total General Credits		31

Curriculum Requirements

ACC 122	Accounting Principles I	4
ACC 222	Accounting Principles II	4

ACC 330	Intermediate Accounting I	3
ACC 340	Taxation	3
ACC 360	Government & Not-For-Profit Accounting	3
ACC 430	Intermediate Accounting II	3
BUS 110	Business Law	3
ECO 201	Macroeconomics	3
FNB 100	Introduction to Finance	3
Total Curriculum Credits		29
Total Program Credits		60

FOOTNOTES

- 1 Choose from HIS 101, HIS 102, ENG 371, ENG 372, ENG 381, ENG 382, ENG 391, or ENG 392.
- 2 Choose any Mathematics (MAT 200) or higher level course.
- 3 For students whose first language is not English, SPE 102 will also satisfy this requirement.
- 4 Choose from AST 110, BIO 110, CHE 110, PHY 110.

Biotechnology Science (BTE)

The Department of Science offers an Associate in Science (A.S.) degree in Biotechnology Science. Biotechnology Science requires an understanding of the life and physical sciences, and the A.S. in Biotechnology Science curriculum includes lower division courses in biology, chemistry, arts and humanities that will enable students to transfer to upper division bachelor degree programs in Biotechnology, or in the Biological Sciences.

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	3
MUS 110	Music I: Introduction to Music	2
	OR	
ART 110	Art Survey I	2
	OR	
HED 100	Health Education	2
Total General Credits		14

Curriculum Requirements

BIO 210	Biology I	4
BIO 220	Biology II	4
BIO 240	Genetics	4
BIO 260	Cell Biology	4
BTE 201	Introduction to Biotechnology	5
CHE 201	College Chemistry I ³	4
CHE 202	College Chemistry II	4
CHE 230	Organic Chemistry I	5
CHE 240	Organic Chemistry II	5
MAT 206	Precalculus ³	4

(Choose 3 credits from the following)

MAT 301	Analytical Geometry & Calculus I	4
SCI 120	Computer Methods in Science	4
XXX xxx	Social Science Elective	3
Total Curriculum Credits		46-47
Total Program Credits		60

Degree Programs

BUSINESS ADMINISTRATION • BUSINESS MANAGEMENT • CHILD CARE / EARLY CHILDHOOD EDUCATION

FOOTNOTES

- For students whose first language is not English, SPE 102 will also satisfy this requirement.
- Choose one course in anthropology, geography, history, philosophy, political science, psychology, sociology, or any Ethnic Studies social science course.
- This course has a prerequisite of MAT 056 or exemption from Intermediate Algebra and Trigonometry.

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. 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	Precalculus ¹	4
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
ECO 201	Macroeconomics ⁶	3
	OR	
ECO 202	Microeconomics ⁷	3
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

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

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.

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	Precalculus ¹	4
ECO 201	Macroeconomics ⁷	3
	OR	
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	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

MAR 210	Consumer Motivation ⁵	3
MAR 220	Essentials of Advertising ⁵	3
MAR 300	Sales Principles & Practices 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

- 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.
- For students whose first language is not English, SPE 102 will also satisfy this requirement.
- Choose from AST 110, BIO 110, CHE 110 or PHY 110.
- Please note that MAT 056 or exemption from Intermediate Algebra and Trigonometry is a prerequisite for this course.
- Please note that ENG 101, ENG 201, and SPE 100 are prerequisites for this course.
- MAT 150, MAT 200 or MAT 206 is a prerequisite for this course.
- MAT 051 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.

Degree Programs

CHILDHOOD/BILINGUAL CHILDHOOD EDUCATION • COMMUNICATION STUDIES

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. Students are advised to visit the department to discuss their plans for transferring to a four-year college before choosing their courses.

Evening/Weekend Child Care/Early Childhood Education

In addition, BMCC offers an Associate in Science (A.S.) degree in Child Care/Early Childhood Education with a focus on Preschool and Early Elementary School 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 I3
ENG 201	English Composition II3
HED 100	Health Education2
MAT 100	Fundamental of Mathematics ¹4
	OR	
MAT 150	Introduction to Statistics ¹4
	OR	
MAT 214	Mathematics for Elementary Education ¹4
SPE 100	Fundamentals of Speech ²3
XXX xxx	General Elective2
XXX xxx	Music or Art ³2
XXX xxx	Science ⁴4
XXX xxx	Social Science ⁵3
Total General Credits	26

Curriculum Requirements

ECE 102	Early Childhood Education I3
XXX xxx	Social Science ⁶9
XXX xxx	Modern Foreign Language ⁷6-8
Total Curriculum Credits	18-20

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

ECE 201	The Exceptional Child3
ECE 204	Infant Care Curriculum & Program Planning I3
ECE 303	Early Childhood Education II (Practicum)3
ECE 304	Toddler Care Curriculum & Program Planning II3
ECE 403	Supervised Instructional Experience with Infants and Toddlers (Practicum)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 Child3
ECE 202	Curriculum & Program Planning3

	for Young Children I3
ECE 301	Early Childhood Education II (Practicum)3
ECE 302	Curriculum & Program Planning for Young Children II3
ECE 401	Supervised Instructional Experience with Young Children (Practicum)4
Total Credits 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 & Bilingual Childhood Education (EDU & EDB)

(FIRST THROUGH SIXTH GRADE)

The Childhood Education Program offers a liberal arts degree that prepares students to continue in a teacher education program at a senior college in order to become certified in Childhood Education or Bilingual Childhood Education (first through sixth grades). The program is designed for a seamless transfer to the teacher education program at City College. 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 City College School of Education faculty, and a passing score on the LAST or City College SEAT), 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 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.

General Requirements

MAT 214	Math for Elementary Education I ¹4
MAT 216	Math for Elementary Education II4
ENG 101	English Composition I3
ENG 201	English Composition II3
HIS 101	Western Civilization3
HIS 102	Western Civilization II3
ENG 391	World Literature I3
ENG 392	World Literature II3
ART 110	Art Survey I2
HIS 120	Early American History3
	OR	
HIS 125	Modern American History3
	OR	
POL 100	American Government3
XXX xxx	Science ²8
XXX xxx	Modern Language ³6-8
PSY 100	General Psychology3
SPE 100	Fundamentals of Speech3
Total General Credits	51-53

Childhood Education Curriculum Requirements

EDU 201	Observing Children ⁴4
EDU 202	Urban Schools in Diverse Society ⁴4
EDU 203	Art in Education I ⁵3
	OR	
EDU 204	Music and Movement in Learning ⁵3
Total	8-11

Bilingual Childhood Education Curriculum Requirements

EDU 201	Observing Children ⁴4
EDB 202	Schools in American Society: Bilingual Education in the Urban School ⁴4
EDU 203	Art in Education I ⁵3
	OR	
EDU 204	Music and Movement in Learning ⁵3
Total	8-11

Total Program Credits..... 60

FOOTNOTES

- ¹ Please note that MAT 056 is a prerequisite for MAT 214.
- ² Students must take two semesters of science, which may be a combination of two of the following: AST 110, BIO 110, CHE 110 or PHY 110.
- 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, EDU202 and EDB 202.
- ⁵ Required only if Modern Language credits total 6 (to complete the 60 credit degree)

Communication Studies (COM)

The Communication Studies program builds students' understanding and skills in communicating with others across many contexts: one-on-one, small groups, mass audiences, electronic, and across cultures. It prepares them for careers in such areas as advertising, corporate communications, counseling, event planning, human resources, marketing, media planning, political campaign

Degree Programs

COMPUTER NETWORK TECHNOLOGY • COMPUTER INFORMATION SYSTEMS • COMPUTER SCIENCE

management, public relations, teaching, as well as being a self-employed entrepreneur. The program is articulated with the Communication Studies program at Brooklyn College and the CUNY online BA Program in Culture and Communication. It is transferable to other CUNY schools as well as colleges and universities both public and private.

General Requirements

ENG 101	English Composition I	3
ENG 201	English Composition II	3
ENG 3xx	English Elective ¹	3
MAT xxx	Mathematics ²	4
SPE 100	Fundamentals of Speech ³	3
XXX xxx	Science ⁴	4
XXX xxx	Music or Art ⁵	2
XXX xxx	Social Science Elective ⁶	3
Total General Credits		20

Curriculum Requirements

COM 250	Conflict Resolution	3
COM 255	Intercultural Communication	3
SPE 240	Interpersonal Communication	3
SPE 245	The Mass Media	3
VAT 152	Introduction to Contemporary Media Applications	3
COM 260	Small Group Communication	3
OR		
SPE 103	Voice and Diction	3
OR		
SPE 220	Public Speaking	3
BUS 150	Business Communication	3
OR		
BUS 200	Business Organization and Management	3
OR		
CIS 100	Introduction to Computer Applications	3
OR		
MAR 100	Introduction to Marketing	3
OR		
THE 141	Theatre Management	3
Total Curriculum Credits		27

Electives

XXX xxx	Liberal Arts Electives ⁷	5
<i>(Choose 1 from the following)</i>		
CED 201	Career Planning	2
AND		
CED xxx	Communications Internship	2
OR		
XXX xxx	Social Science ⁶	3
Total Elective Credits		8-9
Total Program Credits		60

FOOTNOTES

¹ Choose from ENG 303, ENG 304, ENG 311, ENG 314, ENG 321 or ENG 322.

² Choose from MAT 100, MAT 150, MAT 160, MAT 200 or higher. Please note that MAT 012 or MAT 051 or exemption from Elementary Algebra is a prerequisite for MAT 100, MAT

150 and MAT 160. Intermediate Algebra (MAT 056) is a prerequisite for MAT200 or higher.

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

⁴ Choose from AST110, BIO 110, CHE 110 or PHY 110.

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

⁶ Choose one course in anthropology, geography, history, philosophy, political science, psychology, sociology, or any ethnic studies.

Computer Network Technology (CNT)

Computer Network Technology 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

CIS 155	Computer Hardware	4
CIS 255	Computer Software	4
CIS 345	Telecommunications Networks I	4
CIS 445	Telecommunications Networks II/LAN	4
CIS 440	UNIX	3
CIS 455	Network Security	4
ACC 122	Accounting Principles I	4
ACC 222	Accounting Principles II	4
OR		
CSC 110	Computer Programming I	4
BUS 104	Introduction to Business	3
OR		
BUS 200	Business Organization & Management	3
XXX xxx	Elective ³	3-4
XXX xxx	Elective ³	3-4
Total Curriculum Credits		40-42
Total Program Credits		60

FOOTNOTES

¹ Choose 1 course from 3 or 4 of the following 5 areas for a minimum total of 10 credits: SPE 100, ART/MUS elective (maximum of 2 credits), Social Sciences elective, Science elective (AST 110, BIO 110, CHE 110 or PHY 110) or HED 100.

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 from any ACC, BUS, CIS, CSC, or MMP course.

⁴ Choose from any BUS, CIS, CSC, MMP course or both CED 201 and CED 315.

Computer Information Systems (CIS)

Computer Information Systems 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 345	Telecommunication Network I	4
CIS 440	UNIX	3
CIS 395	Database Systems I	4
CIS 495	Database Systems II	3
CIS 385	Web Programming I	3
CIS 485	Web Programming II	3
ACC 122	Accounting Principles I	4
BUS 104	Introduction to Business	3
OR		
BUS 200	Business Organization & Management	3
XXX xxx	Elective ³	2-3
XXX xxx	Elective ⁴	3-4
Total Curriculum Credits		40-42
Total Program Credits		60

FOOTNOTES

¹ Choose 1 course from 3 or 4 of the following 5 areas for a minimum total of 10 credits: SPE 100, ART/MUS elective, Social Sciences elective, Science elective (AST 110, BIO 110, CHE 110 or PHY 110) or HED 100.

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 any ACC, BUS, CIS, CSC or MMP course.

⁴ Choose any CIS, CSC or MMP course, or ACC 222, or both CED 201 and CED 315.

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

ENG 101	English Composition I	3
ENG 201	English Composition II	3
SPE 100	Fundamentals of Speech ¹	3
XXX xxx	Music or Art ²	1
XXX xxx	Social Science ³	3
MAT 200	Discrete Mathematics ⁴	4
MAT 206	Precalculus ⁵	4
MAT 301	Analytic Geometry and Calculus I	4
MAT 302	Analytic Geometry and Calculus II	4
PHY 215	University Physics I	4
PHY 225	University Physics II	4
Total General Credits		37

Curriculum Requirements

Degree Programs

CRIMINAL JUSTICE • ENGINEERING SCIENCE • HEALTH INFORMATION TECHNOLOGY

CSC 110	Computer Programming I.....	4
CSC 210	Computer Programming II.....	4
CSC 230	Discrete Structures ⁴	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 or any Ethnic Studies art or music course with an ASN, AFN, AFL, or LAT prefix.
- ³ May choose any social science course or any Ethnic Studies social science course with an ASN, AFN, AFL, or LAT prefix.
- ⁴ MAT 200 is now a prerequisite for CSC 230.
- ⁵ If you are exempt from MAT 206, take mathematics course(s) numbered 300 or higher for a total of at least 4 credits.

Criminal Justice (CRJ)

The Criminal Justice program consists of 60 credits and is a joint degree program with John Jay College of Criminal Justice. Its purpose is to offer a comprehensive general education preparation and to provide a solid foundation necessary to continue pursuit of a Bachelor's Degree in Criminal Justice. To accomplish these goals, the curriculum has been divided into two sections: (a) General Requirements and (b) Program Requirements. The general requirements are composed of courses in English, Speech, Mathematics, Science, Health Education and Music or Art. The program requirements contain the foundation courses in Criminal Justice such as, but not limited to, Criminology, Policing and Corrections. The scope of courses in the general and program requirements are in line with BMCC's mission to provide its students with a firm foundation of knowledge and skill that will enable them to graduate, continue their education, and pursue the career of their choice and/or seamlessly transfer to John Jay's Bachelor's Degree program in Criminal Justice. The curriculum addresses all areas that BMCC identifies as needed to obtain an integral General Education. Upon completion of the Associate's Degree, BMCC students will have achieved the following student learning outcomes: Communication Skills, Quantitative Reasoning, Scientific Reasoning, Social and Behavioral Science, Art and Humanities, Information and Technological Literacy and Values.

General Requirements

ENG 101	English Composition I.....	3
ENG 201	English Composition II.....	3
SPE 100	Fundamentals of Speech ¹	3
ENG xxx	English Elective ²	3
SOC 100	Introduction to Sociology.....	3
POL 100	American Government.....	3
HIS xxx	History Elective.....	3
XXX xxx	Modern Foreign Language ³	6-8
XXX xxx	Ethnic Studies ⁴	3
XXX xxx	Science ⁵	4
ECO 201	Macroeconomics ⁶	3

MAT 150	Introduction to Statistics ⁶	4
ART 110	Art Survey I.....	2
OR		
MUS 110	Music I: Introduction to Music.....	2
HED 100	Health Education.....	2
Total General Credits.....		45

Curriculum Requirements

CRJ 101	Introduction to Criminal Justice.....	3
CRJ 102	Criminology.....	3
CRJ 201	Policing.....	3
CRJ 202	Corrections.....	3
CRJ 203	Criminal Law (Substantive).....	3
OR		
CRJ 204	Crime and Justice in the Urban Community.....	3
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 ENG 371, ENG 372, ENG 381, ENG 382, ENG 391 or ENG 392.
- 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. Spanish language literature courses offered by the Center for Ethnic Studies may also be used to satisfy the liberal arts foreign language requirement.
- ⁴ Choose any course from Ethnic Studies with an ASN, AFN, AFL or LAT prefix.
- ⁵ Choose one course from AST 110, BIO 110, CHE 110 or PHY 110.
- ⁶ MAT 051 or exemption from Elementary Algebra is a prerequisite for this.

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.....	4
OR		
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 ⁴

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 66.

Health Information Technology (HIT)

The Health Information Technology Program, administered by the Allied Health Sciences Department, 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

Degree Programs

HUMAN SERVICES • LIBERAL ARTS

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 106 and CIS 206. Students who fail any Health Information Technology course, including CIS 106 and CIS 206, 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 Fall 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 106	Pathology of Diseases I	3
HIT 107	Health Record Systems	2
HIT 108	Health Data Information, Storage and Retrieval	3
HIT 203	Medical Terminology II	3
HIT 204	Health Statistics	2
HIT 207	Coding and Classifications Systems I	2
HIT 208	Pathology of Disease II	3
HIT 210	Professional Practice Experience I ³	3
HIT 331	HIM Medical/Legal Applications	2
HIT 332	Quality Management and Improvement	2
HIT 333	Coding and Classifications Systems II	2
HIT 421	Coding and Classifications Systems III	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 106	Introduction to Health Information Technology	2
CIS 206	Introduction to Health Information Systems	2
Total Curriculum Credits		51
Total Program Credits		67

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 118 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 solve problems and 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.

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	6-8
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
HUM 212	Introduction to Disabilities & Rehabilitation	3
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 not 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 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.

Distance Learning Liberal Arts Degree

BMCC also offers an Associate in Arts (A.A.) degree in Liberal Arts in a distance learning format. Under State Education guidelines, students may earn a degree through distance learning if at least 50% of the curriculum is earned through successful completion of online courses in the degree. Students may complete 50 to 80% of the Liberal Arts degree by successfully passing appropriate BMCC online courses.

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
MAT 125	Modern Applied Mathematics ²	4
MAT 150	Introduction to Statistics ²	4
MAT 160	Quantitative Reasoning ²	4
MAT 200	Introduction to Discrete Mathematics ²	4
MAT 206	Precalculus ²	4
MAT 214	Mathematics for Elementary Education I ²	4
MAT 301	Analytic Geometry and Calculus I	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

Degree Programs

MATHEMATICS • MULTIMEDIA PROGRAMMING AND DESIGN

FOOTNOTES

- ¹ Choose from any English (ENG) 300 level course or any ASN, AFN, or LAT 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, MAT 150, and MAT 160. 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.

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 and is also suitable for students who wish to minor in mathematics at the senior college level. In addition the program 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, engineering, 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 I3
ENG 201	English Composition II3
HED 100	Health Education2
XXX xxx	Modern Foreign Language ¹6-8
XXX xxx	Music or Art ²2
SPE 100	Fundamentals of Speech ³3
XXX xxx	Science ⁴8
XXX xxx	Social Science ⁵6
XXX xxx	Electives3-4

Total General Credits..... 36-39

Curriculum Requirements

MAT 301	Analytic Geometry and Calculus I4
MAT 302	Analytic Geometry and Calculus II4
MAT 303	Analytic Geometry and Calculus III4
MAT 315	Linear Algebra3
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	Statistics4
MAT 320	Abstract Algebra3
MAT 501	Ordinary Differential Equations3
MAT 505	History of Mathematics3
MAT 601	Advanced Calculus I4
CSC 210	Computer Programming II4
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.
- 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 201-202; 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 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 I3
ENG 201	English Composition II3

MAT 150	Introduction to Statistics ¹4
	OR	
MAT 160	Quantitative Reasoning ¹4
SPE 100	Fundamentals of Speech ²3
XXX xxx	Science Elective ³4
XXX xxx	Social Science Elective ⁴3
VAT 152	Introduction Contemporary Media (Same as SPE 152)3

[For Multimedia Programming (MMP) students]

CSC 110	Computer Programming I4
ART 103	Intro. to the History of Western Art	.. 3
	OR	
ART 113	History of Graphic Design3
[For Multimedia Art & Design (MMA) students]		
ENG 3xx	English III Elective3
ART 113	History of Graphic Design3
	AND	
ART xxx	Art History Elective ⁵2
Total General Requirements	 30-31

Curriculum Requirements

MMP 100	Introduction to Multimedia3
MMP 200	Multimedia Design3
MMP 460	Multimedia Project Lab4
CED 345	Multimedia Internship I2
Total Curriculum Requirements	12

Area Specialization-Programming (MMP)

MMP 210	Multimedia Programming I3
MMP 240	Web Design3
MMP 310	Multimedia Programming II3
MMP 350	Advanced Web Design3
Total	12

Area Specialization-Art and Design (MMA)

ART 100	Foundations of Digital Graphic Design3
ART 105	Color and Design2
ART 215	Typography and Layout3
Choose one of the following:		
ART 225	Digital Imaging for Graphic Design3
ART 235	Visual Communications & Design3
Total	11

Advised Electives ^{6&7}		8
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 and MAT 160.
- 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, PHY 110, or PHY 400.
- ⁴ Choose two courses from anthropology, economics, geography, history, philosophy, political science, psychology, sociology or any Ethnic Studies social sciences course.
- ⁵ For ART history elective, students must choose from ART 110, ART 210, ART 220, ART 250, ART 801, or ART 802.
- ⁶ Advised MMP electives include ART 100, ART 161, ART 215, ART 225, ART 235, CIS 155, CIS 385, CIS 395, CSC 210, MMP 260, MMP 280, MMP 340, MMP/VAT 401, VAT 100, and VAT 171.
- ⁷ Advised MMA electives include ART 161, ART 164, ART 171, ART 181, ART 234, ART 240, ART 261, ART 271, ART 281, ART 334, ART 371, ART 381, BUS 200, CIS 100, MMP 210, MMP 240, MMP 260, MMP 280, MMP 340, MMP/VAT 401, VAT 100, and VAT 171.

Degree Programs

NURSING

Nursing (NUR)

The Nursing Department (Accredited by the National League for Nursing Accrediting Commission [NLNAC] and registered by the New York State Education Department [HEGIS CODE 5208.10]) offers a program that prepares students to become competent members of the healthcare team, qualified to render effective nursing care in health service agencies, hospitals, and community and long-term care facilities. The nursing program is a combination of classroom theory and practice of clinical skills in selected health care facilities and in the College nursing skills and simulator laboratories. Graduates are well prepared to be collaborative health care participants responsible for facilitating maintenance of health, improvement of health status, prevention of illness and 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 National Council Licensure Examination for Registered Nurse (NLCEX-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

As of fall 2010, incoming students seeking a nursing degree at BMCC will be admitted into the College as an Undeclared Health (UDH) major.

All student records are compiled by the Academic Advisor in the Nursing Department and reviewed by the Department's Students/Admissions Committee in order to determine eligibility into the Nursing Program.

Students must meet the following criteria:

- Pass the CUNY Assessment Tests in reading, writing and mathematics.
- Complete the four required courses (ENG 101, PSY 100, MAT 104, and BIO 425) with a minimum Grade Point Average (GPA) of 2.5; the lowest acceptable grade in any one of the required prerequisite courses is "C". The department has a limit on the number of matriculants allowed into the nursing program. While a GPA of 2.5 in the required prerequisite courses and an overall GPA of 2.5 are the minimum requirements for consideration of an application, these do not guarantee admission into the nursing program.

- The Department accepts CUNY's policy in reference to the "F" and "C-" grade (policy adopted 9/1/90) for non-nursing courses. Effective Spring 1995, the "F" and "C-" policy does not apply to Nursing courses and the four prerequisite courses (ENG 101, PSY 100, MAT 104 and BIO 425). Source: CUNY "F" grade policy (revised 9/1/94).
- 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 Nursing Program.
- Attain a successful score on the HESI A2 Admission Assessment Examination taken at the College. HESI A2 exams scores from other nursing schools will not be accepted. This examination may be taken for a maximum of two times but NOT in the same semester. As of the fall 2009 semester, in order to advance into the clinical nursing sequence, students must provide documentation for one of the following categories:
 1. U.S. citizenship
 2. Permanent residency
 3. International student with F1 status
 4. Granted asylum, refugee status, temporary protected status, withholding of removal, deferred enforced departure, or deferred action status by the U.S. government

Please note that the CUNY Citizenship and Immigration Project will provide free counseling and assistance to all CUNY students who need help with their immigration status. For more information visit: <http://www.cuny.edu/about/resources/citizenship.html>

The College does not maintain a waiting list for admission into the nursing program. Some students have found it necessary to apply two or three times before being admitted to the nursing program. However, other eligible students with a lower GPA than the aforementioned students in the four required prerequisite courses, have not been admitted in successive years.

NOTE: Undeclared Health major (UDH) students who have not been admitted into the nursing program by the completion of the 30th credit will be required to select another major. If you receive financial aid and do not change your major by the 30th credit, there may be a disruption in your financial aid award.

NOTE: Twelve seats per semester are allocated to students who are sponsored and qualified members of the 1199 SEIU Training and Upgrading Fund.

Transfer Credit Policy

- a. Students who receive transfer credit in one or more of the required prerequisite courses (ENG 101, PSY 100, and BIO 425) have the option to request one time only during the first semester of enrollment the removal of transfer credits in one or more of the required prerequisite courses. Students must first see the Academic Advisor in the nursing department (Room S759) to be advised regarding the current GPA in the required prerequisite courses for entrance into the nursing program.

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

- b. 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 required prerequisite courses ensures equal standing among all students applying for admission into Nursing Program.) 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 Academic Advisor in the Department of Nursing.
- c. Transfer grades in ENG 101, PSY 100, and BIO 425 will be computed into the average of the required prerequisite courses. A transferred grade of "C" in all three courses will make the student automatically ineligible for entry into the Nursing Program.
- d. 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 or PSY 100 without a letter grade of "C" or better, since the department computes the letter grade into the average of the required prerequisite courses as part of the criteria for determining the eligibility for the Nursing Program.
- e. 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 required prerequisite course is transferred into the College for credit, the student is automatically ineligible for 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:

- a. All remedial requirements must be completed before a change of curriculum into nursing will be considered by the Nursing Department.
- b. A change of curriculum into nursing is based on the competitive average in the in the four required prerequisite courses (ENG 101, PSY 100, MAT 104, and

Degree Programs

OFFICE AUTOMATION

BIO 425) and in the overall Grade Point Average (GPA) for admission into the Day and Evening/Weekend Clinical Nursing programs, respectively.

- c. The competitive average in the four required prerequisite courses is determined by the previous academic year's average for the four required prerequisite courses and overall GPA for admission.
- d. Students must wait one semester after completion of the four required prerequisite courses to apply for admission into the full-time Day Nursing Program.
- e. Students who work full-time during the day and want to apply to the part-time Evening/Weekend Nursing Program must complete in addition to the four required prerequisite courses: BIO 426, BIO 420, PSY 240 or SOC 100 to apply for admission into the Part-time Evening/Weekend Program.
- f. Attain a successful score on the HESI A2 Admission Assessment Exam.

Please be aware that admission into the nursing program is also based on seat availability. The College does not guarantee admission into the nursing program.

Progression Policy

- a. All nursing (NUR) 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.
- b. The clinical laboratory is an integral part of the nursing program. Nursing students must pass the clinical laboratory segment and attain a minimum grade of "C" (73-76%) in departmental course examinations.
- c. 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 on the student's cumulative GPA.

Repeat/Withdrawal Policy

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, and NUR 415 (depending upon 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 and continue in the nursing program. 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.

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. According to the current Re-entry policy, 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.

Re-Entry Policy

To be considered for re-entry, nursing (NUR) students must fill-out a Request for Re-entry form and submit it to the Nursing Department by May 1st for the fall semester and by December 1st for the spring semester. Students who have not enrolled in the Nursing Program for more than one semester must meet regular departmental requirements: (1) have a current cumulative GPA of 2.0 or better; (2) take and pass (with a grade of 73% or above) a comprehensive final examination in each nursing course previously successfully completed; and (3) take and pass the skills practicum for each nursing course previously successfully completed. Students may take these exams and skills practicums only twice. Students who have not enrolled in the Nursing Program for more than five years are ineligible for re-entry into the Program.

Student Disciplinary Policy: The Nursing Department's guidelines for student behavior are consistent with that of the College. Students are expected to adhere to the American Nurses Association (ANA) Code of Ethics 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.

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 required prerequisite courses plus BIO 426, BIO 420, and PSY 240 or SOC 100 before beginning

nursing program.

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 CPR certification for health care providers, and current malpractice insurance for one to three million dollars.

The NLNAC is located at 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326, Phone 404.975.5000 Fax 404.975.5020, www.nlnac.org

Pre-Clinical Requirements

ENG 101	English Composition I3
MAT 104	Mathematics for Health Sciences ^{1,2}3
PSY 100	General Psychology3
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 II3
PSY 240	Developmental Psychology3
OR		
SOC 100	Introduction to Sociology3
SPE 100	Fundamentals of Speech ⁵3
XXX xxx	General Elective2
Total General Credits	19

Curriculum Requirements

NUR 112	Nursing Process Level I Fundamentals of Patient Care8
NUR 211	Nursing Process Level II Obstetrical & Psychiatric Care8
NUR 313	Nursing Process Level III Pediatric & Basic Medical Surgical Care8
NUR 411	Nursing Process Level IV Medical Surgical Nursing8
NUR 415	Nursing Today & Tomorrow 1
Total Curriculum Credits	 33
Total Program Credits	 65

FOOTNOTES

¹ Please note that MAT 012 or MAT 051 or exemption from Elementary Algebra is a prerequisite for MAT 104.

² No Pharmacology course (dosage and calculation preparation and administration of medications) is equivalent to MAT 104.

³ Please note that General Chemistry (CHE 121) is a prerequisite for BIO 425, BIO 426 and BIO 420.

⁴ All students in the Evening/Weekend Nursing Program must complete BIO 425, BIO 426, and BIO 420 before beginning the clinical nursing sequence.

⁵ 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

Degree Programs

OFFICE AUTOMATION • OFFICE OPERATIONS • PARAMEDIC

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)

OFF 110 Keyboarding	2
OFF 210 Formatting	2

One course from the following:

OFF 215 Communications for the Office.....	3
OFF 330 Automated Office Administration.....	3
Total Curriculum Credits	21

Electives

Liberal Arts ¹	3
Business Elective ²	3
Total Elective Credit	6
Total Certificate Credits.....	30

FOOTNOTES

- Choose from Music or Art or Social Science.
- Choose from BUS 104 or BUS 110 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
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 & Management	3
CED 201 Career Planning	2
AND	
CED 351 Office Administration Internship I.....	2
Total Curriculum Credits.....	38
Total Program Credits.....	60

FOOTNOTES

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

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

Degree Programs

RESPIRATORY THERAPY • SCIENCE

General Requirements

ENG 101	English Composition I3
ENG 201	English Composition II3
MAT 104	Mathematics for Health Sciences ¹3
SPE 100	Fundamentals of Speech ²3
Total General Credits	12

Curriculum Requirements

EMC 101	Emergency Medical Care/ Paramedic I ³6
EMC 102	Emergency Medical Care/ Paramedic II6
EMC 201	Emergency Medical Care/ Paramedic III6
EMC 202	Emergency Medical Care/ Paramedic IV6
EMC 301	Emergency Medical Care/ Paramedic Clinical Internship I ⁴1
EMC 302	Emergency Medical Care/ Paramedic Clinical Internship II ⁴2
EMC 303	Emergency Medical Care/ Paramedic Clinical Internship III ⁴3
BIO 425	Anatomy and Physiology I4
BIO 426	Anatomy and Physiology II4
CHE 118	Fundamentals of Chemistry4
XXX xxx	Elective3
OR		
EMC 100	Emergency Medical Care4
PSY 100	General Psychology3
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.

Respiratory Therapy (RTT)

The Respiratory Therapy Program, administered by the Allied Health Sciences Department, 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 Fall 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 I3
ENG 201	English Composition II3
MAT 109	Mathematics for Respiratory Therapy ¹3
Total General Credits	9

Curriculum Requirements

RTT 100	Fundamentals of Respiratory Therapy	..4
RTT 101	Introduction to Respiratory Therapy Equipment1
RTT 201	Respiratory Therapy I4
RTT 202	Respiratory Therapy Clinical Practicum I ²3
RTT 210	Respiratory Therapy Summer Clinical Practicum ²6
RTT 301	Respiratory Therapy II3
RTT 302	Respiratory Therapy Clinical Practicum II ²4
RTT 310	Cardio- Respiratory Physiology2
RTT 320	Pulmonary Function Testing2
RTT 401	Respiratory Therapy III3
RTT 403	Respiratory Therapy Clinical Practicum III ²4
RTT 410	Fundamentals of Clinical Medicine2
BIO 420	Microbiology4
BIO 425	Anatomy and Physiology I4
BIO 426	Anatomy and Physiology II4
CHE 118	Fundamentals of Chemistry4
PHY 110	General Physics4
PSY 100	General Psychology3
SCI 530	Pharmacology3
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 I3
ENG 201	English Composition II3
SPE 100	Fundamentals Speech ¹3
XXX xxx	Social Science Electives ²6
HED 100	Health Education2
MUS 110	Introduction to Music2
OR		
ART 110	Art Survey2
MAT 206	Precalculus ³4
XXX xxx	Modern Foreign Language ⁴6-8
Total General Credits	29-31

Program Requirements

(Choose two of these three introductory science course sequences⁵)

BIO 210	Biology I4
AND		
BIO 220	Biology II4
CHE 201	College Chemistry I4
AND		
CHE 202	College Chemistry II4
PHY 210	Physics I ⁶4
AND		
PHY 220	Physics II ⁶4
Total Program Credits	16

Program Electives

(Select 15 credits from the courses listed)

BIO 210	Biology I4
AND		
BIO 220	Biology II4
CHE 201	College Chemistry I4
AND		
CHE 202	College Chemistry II4
PHY 210	Physics I ⁶4
AND		
PHY 220	Physics II ⁶4
BIO 230	Principles of Microbiology4
BIO 240	Genetics4
CHE 120	Fundamentals of Organic Chemistry ⁷	..4
CHE 205	Quantitative Analysis4
CHE 230	Organic Chemistry I ⁷5
AND		
CHE 240	Organic Chemistry II5
MAT 301	Analytic Geometry & Calculus I4
AND		
MAT 302	Analytic Geometry & Calculus II4
PHY 240	Modern Physics4
SCI 120	Computer Methods in Science4
SCI 140	Introduction to Microprocessors4
SCI 430	Scientific Instrumentation4
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.

Degree Programs

SCIENCE FOR FORENSICS • SMALL BUSINESS/ENTREPRENEURSHIP • THEATRE

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.

Science for Forensics (FSC)

The Department of Science offers an A.S. Science for Forensics/B.S. Forensic Science joint degree program with John Jay College of Criminal Justice. At BMCC, students complete the A.S. Science for Forensics degree. The lower division curriculum includes the biology, chemistry, mathematics and physics courses that are prerequisites for the upper division forensic science courses. Liberal Arts courses completed in the A.S. degree meet core requirements for the B.S. at the John Jay College of Criminal Justice. Students complete the upper division courses to earn the B.S. in Forensic Science at John Jay College of Criminal Justice. The major in Forensic Science is designed to provide academic and professional training for students seeking to work in forensic science laboratories as either researchers or administrators.

General Requirements

CHE 201	College Chemistry I	4
CHE 202	College Chemistry II	4
ENG 101	English Composition I	4
MAT 301	Analytic Geometry and Calculus I	4
SPE 100	Fundamentals of Speech	3
ENG 201	English Composition II	3
XXX xxx	Social Science Elective ¹	3
XXX xxx	Music or Art or HED 100	2
Total General Credits		26

Curriculum Requirements

BIO 210	Biology I	4
BIO 220	Biology II	4
CHE 230	Organic Chemistry I	5
CHE 240	Organic Chemistry II	5
MAT 302	Analytic Geometry and Calculus II	4
PHY 215	University Physics I	4
PHY 225	University Physics II	4
CHE 205	Quantitative Analysis	4
Total Curriculum Credits		34

Total Program Credits..... 60

FOOTNOTES

¹ Social Science elective must be an Ethnic Studies course.

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	Precalculus ¹	4
ECO 201	Macroeconomics ⁴	3
OR		
ECO 202	Microeconomics ⁵	3
SPE 100	Fundamentals Speech ²	3
XXX xxx	Science ³	4
Total General Credits		22

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
OR		
CIS 200	Introduction to Information Systems and Technologies	3
FNB 100	Introduction to Finance ⁴	3
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 Please note that ENG 101, ENG 201, and SPE 100 are prerequisites for this course.

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	2
OR		
MAT 150	Introduction to Statistics ¹	4
OR		
MAT 160	Quantitative Reasoning ¹	4
OR		
MAT 206	Precalculus ¹	4
BIO 110	General Biology	4
OR		
CHE 110	General Chemistry	4
OR		
AST 110	General Astronomy	4
OR		
PHY 110	General Physics	4
OR		
PHY 400	The Physics of Music	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

Total Elective Credits 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

Degree Programs

VIDEO ARTS AND TECHNOLOGY • WRITING AND LITERATURE

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, MAT 150, and MAT 160. 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.

Video Arts and Technology (VAT)

The Video Arts and Technology Program, administered by the Media Arts and Technology 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
AND		
ENG 201	English Composition II	3
OR		
ENG 121	English Composition I and II, in Tandem	6
ENG 321	Film	3
MAT 100	Fundamentals of Mathematics ¹	4
OR		
MAT 150	Introduction to Statistics ¹	4
SPE 100	Fundamentals of Speech ²	3
SPE 240	Interpersonal Communication	3
OR		
SPE 245	Mass Media	3
XXX xxx	Social Science Elective ³	3
AST 110	General Astronomy	4
OR		
BIO 110	General Biology	4
OR		
CHE 110	General Chemistry	4
OR		



PHY 110	General Physics	4
OR		
PHY 400	Physics of Music	4
Total General Credits		26

Curriculum Requirements

VAT 100	Introduction to Video Technology	2
VAT 152	Introduction to Contemporary Media (Same as SPE 152)	3
VAT 153	Scriptwriting	3
VAT xxx	Program Elective ⁴	3
MUA xxx	Music or Art Elective ⁵	3
CED 371	Video/Audio Internship	2
MMP 100	Introduction to Multimedia	3
XXX xxx	Advised Elective ⁶	3
Total Curriculum Credits		22

Choose 4 of the following Production Courses:

VAT 161	TV Studio Production I	3
VAT 165	Sound for Performance/Dig. Media I	3
VAT 171	Remote Production/Video Editing I	3
VAT 261	TV Studio Production II	3
VAT 265	Sound for Performance/Dig. Media II	3
VAT 271	Remote Production/Video Editing II	3
VAT Production Total		12
Total Program Credits		60

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 VAT 300, VAT 301, VAT 302, VAT 303, VAT 306, VAT/MMP 401.

⁵ Some MUS and ART courses are 1, 2 or 3 credits. A total of at least 3 credits is required.

⁶ Advised electives include ART 100, ART 103, ART 113, BUS 200, CIS 100, HED 250, MMP 200, MUS 225, THE 110, VAT/MMP 401.

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
OR		
POL 110	Introduction to Politics	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	

Degree Programs

WRITING AND LITERATURE 4444

- ENG 314 Advanced Composition
- ENG 315 Playwriting
- ENG 335 Autobiography

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.

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 346 Queer Literature
- 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/Media.....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 Film
- OFF 111 Computer Keyboarding
- OFF 221 Word Processing Software
- SPE 103 Voice and Diction
- SPE 220 Public Speaking
- SPE 240 Interpersonal Communication
- SPE 245 The Mass Media

Total Curriculum Credits18

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.



Course Descriptions



Course Descriptions

ACCOUNTING

Accounting

Room S610, Telephone: (212) 220-8185
accounting@bmcc.cuny.edu

The Accounting curriculum is designed to provide students with a strong foundation in accounting. Accounting is called “the language of business” as all businesses use accounting to run their enterprises and report their financial performance. The accounting curriculum offers a full array of accounting courses that provide students with the skills and knowledge necessary to begin an entry level career in accounting or to continue their education by pursuing a four-year accounting degree. Upon completion of the program requirements students are awarded the Associate of Applied Science degree in accounting (A.A.S.).

Chairperson: Josh Wolfson

Deputy Chairperson: Corinne Crawford

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

Associate Professors: Harry Kleinman, David Knight

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

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

Accounting Principles I

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

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

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

Intermediate Accounting I

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

ACC 122

Taxation: Federal

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

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

Government and Not-for-Profit Accounting

3 crs. 4 hrs.

This course introduces the theory and concepts underlying financial accounting, control and reporting in governmental and not-for-profit organizations. It covers fund accounting, budget and control issues, revenue and expense recognition, financial reporting, accounting procedures and issues of reporting for both governmental and not-for-profit entities.

Prerequisite: ACC 222

Accounting Information Systems

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

ACC 340

ACC 350

ACC 360

ACC 421

Course Descriptions

ACCOUNTING

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

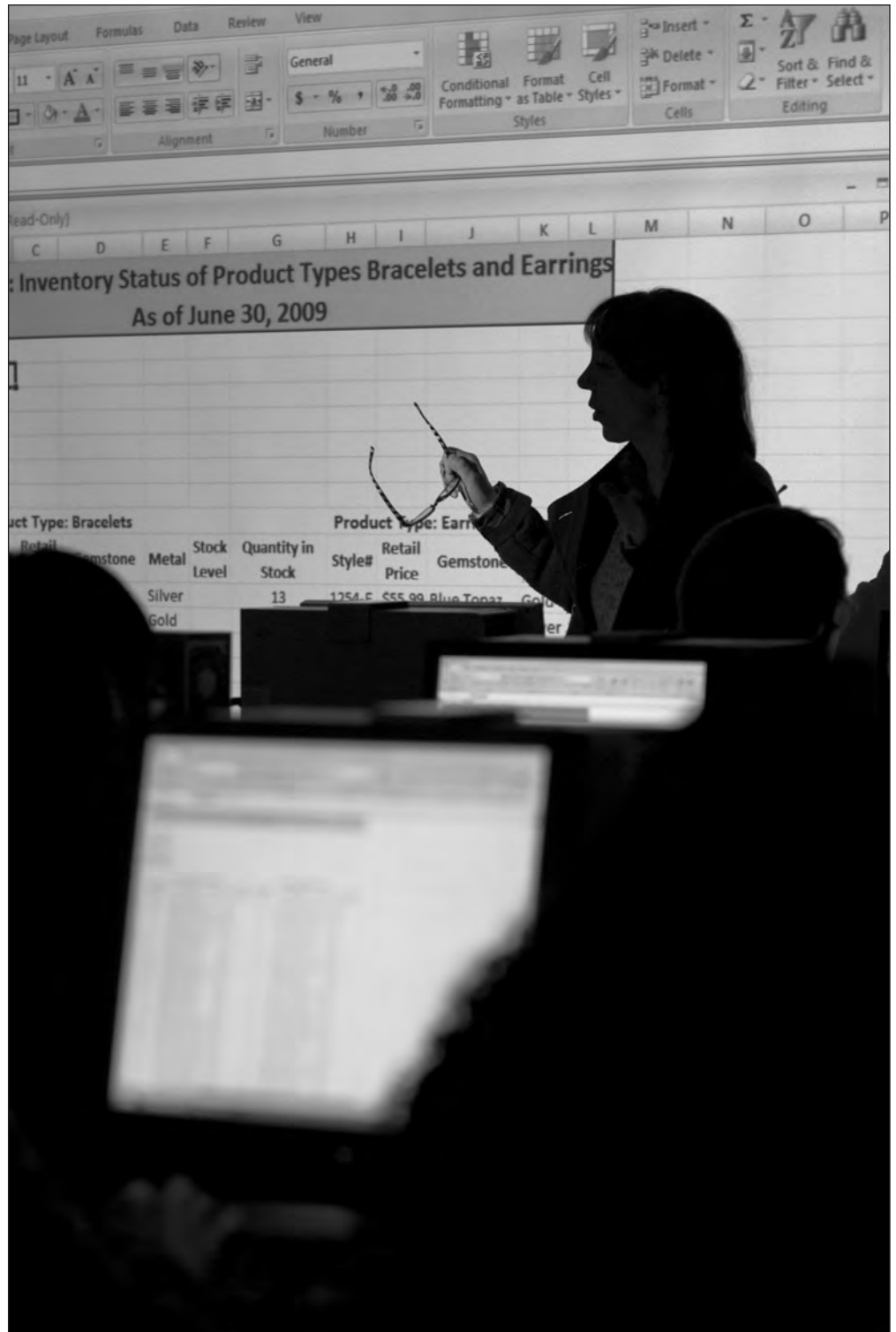
Cost Accounting II

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) 220-8335
hlt@bmcc.cuny.edu

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: Lynda Carlson

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 106, HIT 107, HIT 108, 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

Pathology of Diseases I

HIT 106

3 crs. 4 hrs.

This is the first of two courses that focuses on the diagnosis and treatment of body systems. Students will learn the cause, risk factors, treatment, and prevention of diseases of the body. Students are required to review medical charts and identify diseases and procedures relevant for billing purposes according to the current official ICD-CM coding guidelines.

Corequisites: HIT 103, HIT 107, HIT 108

Health Record Systems

HIT 107

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

Health Data Information, Storage and Retrieval

HIT 108

3 crs. 4 hrs.

This course begins with an overview of the Health Information Management (HIM) profession. Topics include contents of different types of medical records, required standards for chart documentation, divisions within the HIM department, and chart flow throughout the department. It also 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 and computer hardware/software. Utilizing materials in the classroom, students will create patient charts.

Corequisites: HIT 103, HIT 106, HIT 107

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 106, HIT 107, HIT 108, BIO 425, CHE 118/125

Corequisites: HIT 204, HIT 207, HIT 208, 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 106, HIT 108, BIO 425, CHE 118/125

Corequisites: HIT 203, HIT 207, HIT 208, 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

Corequisites: HIT 203, HIT 204, HIT 205, BIO 426

Course Descriptions

ALLIED HEALTH SCIENCES

Coding and Classifications Systems I HIT 207 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 inpatient charts and assigning a diagnostic related group (DRG), utilizing an internet based coding program. Students will also complete coding exercises within and outside of the classroom covering specific diseases (e.g., AIDS, Neoplasms) to learn applicable coding guidelines.

Prerequisites: HIT 103, HIT 106, HIT 107, HIT 108

Corequisites: HIT 203, HIT 204, HIT 208

Pathology of Diseases II HIT 208 3 crs. 4 hrs.

This is a continuation of HIT 106, Pathology of Diseases I, that focuses on the diagnosis and treatment of body systems. Students will learn the cause, risk factors, treatment, and prevention of diseases of the body. Students are required 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 106, HIT 107, HIT 108

Corequisites: HIT 203, HIT 204, HIT 207

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 207, HIT 208, BIO 426

Medical Coding I HIT 330 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

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 207, HIT 208

Corequisites: HIT 332, HIT 333, CIS 106

Quality Management and Improvement 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 207, HIT 208

Corequisites: HIT 331, HIT 333, CIS 106

Coding and Classifications Systems II HIT 333 2 crs. 3 hrs.

This course is a continuation of HIT 207, Coding and Classifications Systems I, and 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 inpatient charts and assigning a diagnostic related group (DRG), utilizing an internet based coding program. Students will also complete coding exercises within and outside of the classroom covering the coding of procedures, diagnostic, and therapeutic options applicable to all body systems.

Prerequisites: HIT 203, HIT 204, HIT 205, HIT 207, HIT 208, HIT 210, BIO 426

Corequisites: HIT 331, HIT 332, CIS 106

Coding and Classifications Systems III HIT 421 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, 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 331, HIT 332, HIT 333, CIS 106

Corequisites: HIT 422, HIT 423, HIT 430, CIS 206

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 106

Corequisites: HIT 421, HIT 423, HIT 430, CIS 206

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 331, HIT 332, HIT 333, CIS 106

Corequisites: HIT 421, HIT 422, HIT 430, CIS 206

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 331, HIT 332, HIT 333, CIS 106

Corequisites: HIT 421, HIT 422, HIT 423, CIS 206

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 207, HIT 208

Corequisites: HIT 331, HIT 332, HIT 333

Introduction to Health Information Technology CIS 106 2 crs. 3 hrs.

This introductory course in Health Information Technology will expose students

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ALLIED HEALTH SCIENCES

to the elements, functions and operational environment of a modern HIT system. Students will gain proficiency in personal productivity tools and their use of Internet tools and their impact on HIT. Utilizing industry standard software application, students will understand how to handle and process patient information, maintain personal health records, track patient diagnostics and results, create patient billing, maintain medical documentation, and manage work flow.

Corequisites: HIT 331, HIT 332, HIT 333

Advanced Health Information Management Computer 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 331, HIT 332, HIT 333, CIS 105
Corequisites: HIT 421, HIT 422, HIT 423, HIT 430

Introduction to Health Information Systems CIS 206 2 crs. 3 hrs.

This course will review the important aspects of Health Information Technology (HIT) and introduce the students to the need, purpose and design of health information systems. Students will be exposed to the components of a Health Information System with emphasis on user roles, database, networking and security concepts that govern it. Examples of HIS applications such as Personal Health Records (PHR) and Health Information Exchanges will be used as case studies to highlight the design and implementation considerations of Health Information Systems.

Prerequisites: CIS 106
Corequisites: HIT 421, HIT 422, HIT 423, HIT 430

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

Course Descriptions

ALLIED HEALTH SCIENCES

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 S660, Telephone: (212) 220-8205
bec@bmcc.cuny.edu

The Business Management Department administers the Business Administration program, the Business Management program, the Small Business/Entrepreneurship Program, the Office Automation Certificate program, the Office Automation program, the Office Operations program, and the Criminal Justice program.

Chairperson: Chaim Ginsberg

Deputy Chairpersons: Francisca Campos, Katherine Conway, Carmen Martinez-Lopez, Mahatapa Palit

Professors: Chaim Ginsberg, Elinor Garely, Carmen Martinez-Lopez, Percy Lambert

Associate Professors: Nikolaos Adamou, Katherine Conway, Seung Mo (Jeff) Hong, Mary Padula, Mahatapa Palit
Assistant Professor: Francisca Campos, Ronald Clare, Mahatapa Palit, Ioannis Tournas, Joyce Washington

Instructors: Sandra Blake-Neis

Lecturers: Kenneth F. Anderson, Guadalupe Campos, Joel Evans, Shirley S. Zaragoza

Senior College Laboratory Technicians: 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

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.

CRIMINAL JUSTICE

Introduction to Criminal Justice CRJ 101 3 crs. 3 hrs.

The aim of this course is to familiarize students with the Criminal Justice System and four of its components: the police, courts, corrections, and the Juvenile Justice System and how it operates is essential to successful navigation of daily activities in an urban environment.

Criminology CRJ 102 3 crs. 3 hrs.

This course is designed to expose the student to many diverse theories that characterize criminology. Theories and empirical research will be presented concerning deviant and criminal behavior and the extent to which these ideas have been applied both in practice and in policy. The implications of each will be examined.

Policing CRJ 201 3 crs. 3 hrs.

This course is intended to broaden the students understanding of law enforcement, focusing on many of the contradictions and paradoxes that American police present. They are the largest agency in the Criminal

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BUSINESS MANAGEMENT

Justice System, yet much of their work does not involve crimes or justice. Police see their primary job as catching criminals, but they spend most of their engaged in other activities. This course focuses on police field behavior and will examine many of these contradictions, first tracing the origins and history of American policing; then focusing on many of the contemporary issues facing police departments today.

Corrections **CRJ 202**
3 crs. 3 hrs.

This course covers the policies and practices of the Criminal Justice System following the offender's arrest and conviction of a crime. This history of corrections is reviewed, and the functions of agencies that provide correctional services is covered: jails, probation, prisons, parole and intermediate sanctions. The course also considers important controversies and major trends in contemporary correctional practice.

Criminal Law **CRJ 203**
3 crs. 3 hrs.

This is an introductory course in the study of criminal law, general legal principles, and how the criminal law functions in and affects modern society. This course highlights a variety of key topics, including the concept of crime and the development of criminal law, defenses to criminal charges, and a number of specific types of crimes, including personal crimes, property crimes, public order crimes, and offenses against public morality. Legal issues affecting punishment will also be discussed, as will ways the criminal law impacts victims of crime.

Criminal Justice for the Urban Community **CRJ 204**
3 crs. 3 hrs.

This course is designed to expose the student to the issues that arise in urban settings regarding crime and justice. Some of these issues are current and topical, applying to the contemporary urban scene; others are enduring across the generations. Over the course of the semester, we will assess how some of these issues affect our own lives, as residents of an urban environment, through the use of written essays.

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 **FNB 300**
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

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

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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.

Corequisite: 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.

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

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

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 and the prospective 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.

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,

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students are assigned a two-hour per 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 SEC 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 **SLS 300**

3 crs. 3 hrs.

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 **SBE 100**

3 crs. 3 hrs.

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.

Corequisite: BUS 104

Course Descriptions

BUSINESS MANAGEMENT

International Trade and Export **SBE 200** 3 crs. 3 hrs.

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 **SBE 300** 2 crs. 2 hrs.

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 **SBE 400** 3 crs. 3 hrs.

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 **TTA 100** 3 crs. 3 hrs.

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
eth@bmcc.cuny.edu

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.

Director: Patricia Mathews

Associate Professor: Kwasi Konadu

Assistant Professor: Segundo Pantoja, Andrew Smallwood

Adjunct Faculty: There are approximately 22 adjuncts in the Center.

ASIAN CULTURE (ASN) SOCIAL SCIENCE

CROSS LISTED WITH 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

CROSS LISTED WITH ENGLISH

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 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.

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) 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 ECO 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 ECO 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 ECO 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.

Comparative Ethnic Studies I (Same as SOC 125) AFL 125
3 crs. 3 hrs.

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

Course Descriptions

CENTER FOR ETHNIC STUDIES

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 (Same as SPN 439) 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 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

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.

The Latino Experience in the U.S.
(Same as SOC 150) **LAT 150**
3 crs. 3 hrs.

This course studies the varied experiences of Latinos in the United States of America. Through readings, lectures, discussions and fieldwork, students will become familiar with the group and its diverse components from North, Central and South America as well as the Caribbean, while covering representative nationalities such as Mexicans, Salvadorians, Cubans, Colombians, Ecuadorians, Puerto Ricans and Dominicans. The course will survey the history and evolution of Latinos at the same time that it explores issues of culture and identity. Other topics include family, race relations, religion, education, economic incorporation and political participation. Key issues of contemporary interest will also be explored, such as Latinos and immigration, and the impact they have on local, state and nationwide elective office.

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.

Peoples & Cultures of Latin America and the Caribbean (Same as ANT 200) **LAT 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.

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

Room S150, Telephone: (212) 220-1476
cis@bmcc.cuny.edu

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: Toby Ginsberg

Deputy Chairpersons: Carlos Linares, Colin Persaud

Professors: Mary Alice Cohen, Albert Errera, Toby Ginsberg, Ahmet M. Kok, Lin Leung

Associate Professor: Carlos Linares, Manawendra Roy

Assistant Professors: Yan Chen, Yakov Genis, Chigurupati Rani, Anna Salvati, Jose Vargas, Ching Song Don Wei, Hua Yan

Instructors: 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 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 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 Health Information Technology CIS 106
2 crs. 3 hrs.

This introductory course in Health Information Technology will expose students to the elements, functions and operational environment of a modern HIT system. Students will gain proficiency in personal productivity tools and their use of Internet tools and their impact on HIT. Utilizing industry standard software application, students will understand how to handle and process patient information, maintain personal health records, track patient diagnostics and results, create patient billing, maintain medical documentation, and manage work flow.
Corequisites: HIT 331, HIT 332, HIT 333

Introduction to Computer and Information Security CIS 115
3 crs. 2 hrs. 2 lab hrs.

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

Computer Hardware CIS 155
4 crs. 3 hrs. 2 lab hrs.

This course introduces students to computer hardware. Computer components such as motherboards, memory chips, disk drives, printers, scanners, storage devices, and keyboards will be covered. Students will learn how to install, maintain, upgrade and configure such hardware components. Students will also be introduced to binary, octal, and hexadecimal number systems as used in computer hardware. Students will be introduced to industry ethics, professional certifications, and career paths in the computer industry.

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 alphanumerics (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. 2 hrs. 2 lab 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

Course Descriptions

COMPUTER INFORMATION SYSTEMS

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.

Advanced Health Information Management Computer 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

Introduction to Health Information Systems CIS 206 2 crs. 3 hrs.

This course will review the important aspects of Health Information Technology (HIT) and introduce the students to the need, purpose and design of health information systems. Students will be exposed to the components of a Health Information System with emphasis on user roles, database, networking and security concepts that govern it. Examples of HIS applications such as Personal Health Records (PHR) and Health Information Exchanges will be used as case studies to highlight the design and implementation considerations of Health Information Systems.

Prerequisites: CIS 106
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

Computer Software CIS 255 4 crs. 3 hrs. 2 lab hrs.

This course will introduce students to computer software. The topics covered

will include Installation, configuration, security, maintenance, administration, and troubleshooting of the operating system and other software. Students will review binary, octal, hexadecimal numbering systems used in computer systems. Industry ethics and career paths will be reviewed.

Prerequisite: CIS 155

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

Introduction to Digital Forensics CIS 316 3 crs. 2 lecture 2 lab

This course introduces students to the purpose of digital forensics and investigations. Using industry standard software and hardware tools, students will learn the fundamentals of computer forensics and effective investigative strategies to acquire and analyze digital evidence for use in criminal and civil proceedings. Incident response techniques, the chain of custody for proper handling of digital evidence, guidelines for digital evidence collection and forensic reporting for law enforcement and investigations will be discussed.

Prerequisite: MAT 150 or MAT 160 or MAT 200 or MAT 206 and CIS 255 or departmental approval

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 hrs. 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

Web Programming I CIS 385 3 crs. 2 hrs. 2 lab hrs.

This course will introduce students to client-side web programming. Emphasis is placed on HTML/XHTML, JavaScript, Java Applets and CSS in order to solve elementary level application problems. Students will be assigned web projects that facilitate understating of design and programming concepts. The final project is to create a complete online web-based sales application system.

Prerequisite: CSC 210 or department approval.

Wireless Programming CIS 390 3 crs. 2 hrs. 2 lab hrs.

This course provides an introduction to programming in wireless networking environment. After a brief background of

Course Descriptions

COMPUTER INFORMATION SYSTEMS

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

Database Systems I **CIS 395**

4 crs. 3 hrs. 2 lab hrs.

This course introduces the design, implementation, testing, and manipulation of database management systems. The design techniques include conceptual data modeling, entity relational modeling and normalization techniques. The databases are then implemented using structured query languages. Testing strategies verify data integrity, security, and privacy. Manipulation activities include insert, update, and delete operations.

Prerequisite: CSC 110 or department approval.

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 325

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: CSC 110 or CIS 150-Level or above or departmental approval.

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

Network Security **CIS 455**

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 **CIS 465**

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 **CIS 480**

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

Web Programming II **CIS 485**

3 crs. 2 hrs. 2 lab hrs.

This course will introduce students to server-side web programming. Emphasis is placed on database connectivity in order to solve intermediate level application problems. Students will be assigned web projects that facilitate understanding of design and programming concepts. The final project of this course will be to create an online sales application with full input, output and database components.

CIS 385 or departmental approval

Database Systems II **CIS 495**

3 crs. 2 hrs. 2 lab hrs.

This advanced course builds upon the design, implementation, testing, and manipulation concepts and techniques learned in CIS 395. The course starts with a review of the relational model, entity relational diagrams, normalization, and basic SQL. Database administration topics presented include security, back-up and recovery. Advanced topics in design techniques include indexing structures and data storage. Advanced implementation topics include SQL programming, store procedure and triggers. Advanced manipulation topics include transaction processing concurrency control.

CIS 395 or departmental approval

Course Descriptions

COMPUTER INFORMATION SYSTEMS

COMPUTER SCIENCE

Computer Programming I **CSC 110** 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 **CSC 210** 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 **CSC 230** 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 **CSC 310** 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 **CSC 330** 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

Assembler Language and Architecture II **CSC 410** 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 **CSC 430** 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 **CSC 450** 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) **CSC 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

Course Descriptions

COOPERATIVE EDUCATION

Cooperative Education

Room N765, Telephone: (212) 220-8055
ced@bmcc.cuny.edu

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).

Acting Chairperson: Michael Gillespie

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:

- CED301 Accounting Internship I
- CED401 Accounting Internship II*
- CED501 Accounting Internship III*
- CED305 Liberal Arts Internship I
- CED405 Liberal Arts Internship II*
- CED315 Computer Information Systems Internship I
- CED345 Multimedia Internship I**
- CED415 Computer Information Systems Internship II*
- CED371 Video Arts and Technology Internship I
- CED471 Video Arts and Technology Internship II*
- CED351 Office Administration Internship I
- CED451 Office Administration Internship II*
- CED551 Office Administration Internship III*
- CED361 Business Management Internship I
- CED365 Small Business/Entrepreneurship Internship I
- CED461 Business Management Internship II*
- CED561 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
dev@bmcc.cuny.edu

The Department of Developmental Skills offers courses in English as a Second Language (ESL), and Academic and Critical Reading (ACR). The courses help students in developing skills essential to continued academic progress.

Students are placed in ESL and ACR courses on the basis of their results on the CUNY Assessment Tests in Reading and Writing, taken upon admission to CUNY. Based on the CUNY Assessment Test in Writing (CATW), students may be assigned to appropriate ESL courses. ESL courses are for students whose writing tests receive non-passing scores and whose writing problems reflect a non-English language background. Similarly, students are placed in ACR courses based on results on the CUNY Assessment Test in Reading. The CUNY Assessment Tests are given as final exams in the highest level (095) ESL and ACR courses.

The prerequisite for Composition I (ENG 101) is passing the CUNY Assessment Tests in Reading and Writing.

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.

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.

Chairperson: Gay Brookes

Deputy Chairpersons: Juliet Emanuel, Mark Hoffman, Kenneth Levinson, Judith Resnick, Mary Sepp, Rosario Torres

Professors: Edward M. Bostick, Gay Brookes, Anne Friedman, Lanny Lester, Kenneth Levinson, Susan Price, Judith Resnick

Associate Professors: Yeghia Aslanian, Paul Camhi, Juliet Emanuel, Tajpertab Rajkumar, Yong Wei

Assistant Professors: Mabel Asante, Sharon Avni, Hafiz Baghban, John Beaumont, Paulette Henderson, Christine Jacknick, Maureen Matarese, Gabriella Morvay, Sarah Nakamaru, Elisa Pigeron, Mary Sepp, Rosario Torres, Cynthia Wiseman

Lecturers: Katherine Figueroa, Mark Hoffman, Katherine Johnson, Justin March, Matthew Marcus, Theresa Suraci, Kate Walter, Ann Judith Yancey

Senior College Laboratory Technician: Joseph Johnson

College Laboratory Technician: Joshua Belknap

Adjunct Faculty: There are approximately 90 adjuncts in the Department.

CRITICAL THINKING

Critical Thinking (Same as PHI 115) CRT 100
3 crs. 3 hrs.

Critical Thinking (Same as PHI 115) is designed to develop the mind and help students learn to think clearly and effectively. Through substantive readings, structured writing assignments and ongoing discussions, students will examine concrete examples from their own experience and readings and contemporary issues in the media to learn how to analyze issues, solve problems, and make informed decisions in their academic, professional, and personal lives.

ENGLISH AS A SECOND LANGUAGE

English as a Second Language ESL 049
0 cr. 3 hrs.

English as a Second Language ESL 054
0 cr. 9 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 (same as ANT 115) LIN 100
3 crs. 3 hrs.

This course will introduce students to linguistics, the study of language, and language in multicultural urban settings, including topics such as children's language acquisition, bilingual families and bilingual education, language and gender, different varieties of English and contemporary language use. The readings will draw on works in linguistics, literature, sociology, anthropology, and related topics. Students will improve critical reading and thinking skills and produce reflective and expository writing based on the readings in connection with their own experiences and backgrounds.

READING

Academic and Critical Reading I (formerly RDG 062) ACR 094
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 (formerly RDG 075) ACR 095
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
english@bmcc.cuny.edu

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 CUNY Assessment Test in Writing (CATW) for placement. Students who score below 56 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.

Effective Spring 2001, the prerequisite for Composition I (ENG 101) is passing the Reading and Writing ACT tests.

Chairperson: Joyce Harte

Deputy Chairpersons: Margaret Barrow, Carlos Hernandez

Professors: Milton Baxter, Charles DePaolo, Maria Devasconcelos, Francis N. Elmi, Cheryl Fish, Joyce Harte, Robert Lapides, Bernardo Pace, Diane Simmons, Erwin Wong, Joyce Zonana, Robert Zweig

Associate Professors: Steven Belluscio, Joseph Bisz, Delores Deluise, Dexter Jeffries, Andrew Levy, Caroline Pari-Pfisterer, Elizabeth Primamore, William Wright

Assistant Professors: Christa Baiada, Margaret Barrow, Laurence Berkley, Julie Cassidy, Francesco Crocco, Page Delano, Racquel Goodison, Carlos Hernandez, Rolando Jorif, Geoff Klock, Holly Messitt, Chamutal Noimann, Stephanie Oppenheim, Margaret Claire Pamplin, Jill Richardson, Marguerite Rivas, Rochelle Rivas, Ivelisse Rodriguez, Kelly Secovnie, Jan Stahl, Manya Steinkoler, James Tolan, Zhanna Yablokova

Instructors: Jaime Weida

Lecturers: Andrea Starr Alonzo, Elizabeth Berlinger, Catherine Cammillieri, Miriam Delgado, Robert Masterson, Aimee Record, Lara Stapleton, 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 43 on the CATW, 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 between 43 and 55 on the CATW. 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 the CATW and CATR 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 the CATW and CATR 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

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

Queer Literature ENG 346
3 crs. 3 hrs.

This course focuses on 20th and 21st century texts within the area of Queer literature and by Queer literary artists. It covers a variety of literary and critical texts in order to introduce students to classics of Queer Literature as well as lesser-known masterpieces. The aim of this class is to expand students' conceptions about literature, sexuality, and gender and lead them to critically investigate socially-constructed ideas about gender and sexuality. Students will examine and analyze the manner in which the authors and texts subvert and challenge sexual and cultural norms.

Prerequisites: ENG 101 and 201, or ENG 121

Course Descriptions

ENGLISH

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

Women in Literature

ENG 353

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

ENG 358

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

Italian American Literature

ENG 360

3 crs. 3 hrs.

Italian American literature surveys fiction, poetry, and drama throughout the history of Italian Americans in the United States beginning in the first half of the twentieth century and continuing into contemporary America. This literature will be considered in the context of recurring themes in the artistically framed experiences of Italian Americans beginning in the first half of the twentieth century and continuing into contemporary America: cultural-national identity conflict, anti-colonization by church and state, religion, gender relations, generational differences and relations, class conflict, for example working class vs. the bourgeois, or working class immigrant and sons and daughters vs. the dominant American culture, the problem of education in early Italian American history, the dilemma of cultural and linguistic loss, intercultural conflict, intracultural conflict, family values, oppression, social dysfunction, and assimilation.

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

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

ENG 371

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

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

Course Descriptions

ENGLISH

Comparative Literature I: Survey of Judaic Literature (in English) **ENG 393**

3 crs. 3 hrs.

This course aims to acquaint students with representative Judaic works translated from Hebrew or written in English and ranging from Biblical times to the present. The selections concentrate on those writings which have been most influential in the development of Western literature and which best convey Jewish thought, feeling, and experiences, especially in their universal application. The readings will be supplemented by exposure to Judaic music and art, including visits to museums and galleries, individual student projects, and guest lectures. No prior knowledge of the Hebrew language or Jewish culture or literature is required.

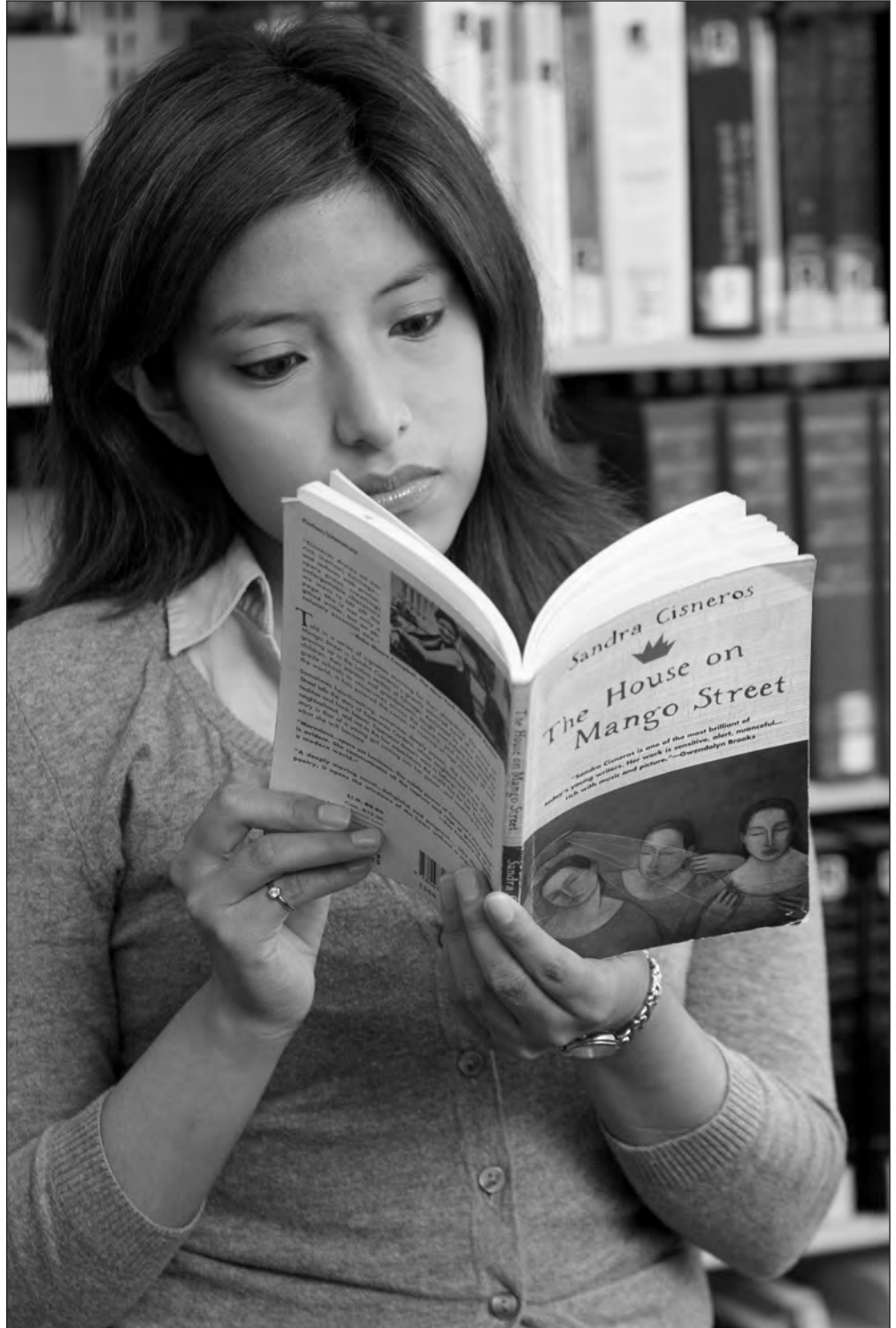
Prerequisites: ENG 101 and 201, or ENG 121

Modern European Novel **ENG 394**

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



Course Descriptions

HEALTH EDUCATION

Health Education

Room N757a, Telephone (212) 220-1453
ped@bmcc.cuny.edu

The Health Education 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 courses provide undergraduates with the knowledge, skills, and models to enhance, promote and value their physical, emotional, social, intellectual, and spiritual health.

NOTE: 200-level HED courses do not meet the Health Education (HED 100) requirement for degree programs.

Chairperson: Philip Belcastro

Deputy Chairperson: Lesley Rennis

Professors: Michael Basile, Philip Belcastro, Olivia Cousins

Associate Professor: Lesley Rennis

Instructors: Gloria McNamara, Rachel Torres

Lecturer: Hardaye Hansen

Health Education **HED 100** 2 crs. 2 hrs.

This is an introductory survey course to health education. The course provides students with the knowledge, skills, and behavioral models to enhance their physical, emotional, social, intellectual and spiritual health as well as facilitate their health decision-making ability. The primary areas of instruction include: health and wellness; stress; human sexuality; alcohol, tobacco and substance abuse; nutrition and weight management; and physical fitness. Students who have completed HED 110 – Comprehensive Health Education will not receive credit for this course.

Comprehensive Health Education **HED 110** 3 crs. 3 hrs.

This course in health educations offers a comprehensive approach that provides students with the knowledge, skills, and behavioral models to enhance their physical, emotional, social, intellectual and spiritual health as well as facilitate their health decision-making ability. Areas of specialization include: alcohol, tobacco and abused substances, mental and emotional health, human sexuality and family living, nutrition, physical fitness, cardiovascular health, environmental health and health care delivery. HED 110 fulfills all degree requirements for HED 100. Students who have completed HED 100 – Health Education will not receive credit for this course.

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.

Critical Issues in Health **HED 210**

2 crs. 2 hrs.

An advanced seminar in health education, this course concentrates on an in-depth investigation of selected health problems. Emphasis is placed on social aspects of health.

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.

Fitness & Cardiovascular Health **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.

Mathematics

Room N520, Telephone (212) 220-1335
math@bmcc.cuny.edu

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 obtained on the COMPASS Pre-algebra and Algebra exams.) There are two levels of remediation: 1) Arithmetic (MAT 010 or MAT 011) and 2) Algebra (MAT 012 or MAT 051).

NOTE: MAT 012 combines MAT 008, MAT 010, or MAT 011 and MAT 051. All students must complete MAT 008, 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: Annie Yi Han

Deputy Chairpersons: Allan Felix, Stephen Featherstonhaugh, Margaret Karrass, Anthony Portafoglio, Jean William Richard

Professors: Nkechi Agwu, Sadie C. Bragg, June L. Gaston, Annie Yi Han, Shantha Krishnamachari, Sofya Nayer, Elena Nogina, Fred Peskoff

Associate Professors: Felix Apfaltrer, Barbara Ashton, Chokri Cherif, Leonid Khazanov, Nadarajah Kirupaharan, Jorge Maciel, Brett Sims, Klement Teixeira, Claire Wladis, Yibao Xu

Assistant Professors: Stephen Featherstonhaugh, Michael George, Avraham Goldstein, Jenna Hirsch, Jaewoo Lee, Christopher, McCarthy, Glenn Miller, Alla Morgulis, Kathleen Offenholley, Anthony Portafoglio, Lucio M.G. Prado, Jean William Richard, Jason Samuels, Abdramane Serme, Marcos Zyman

Instructors: Margaret Karrass

Lecturers: Bernard Beecher, Sandra Boer, Dale Dawes, Mahmoud Diarrassouba, Allan Felix, Ellen Inkelis, Barbara Lawrence, Yevgeniy Milman, Nancy Passantino, Dwight Pierre, Frederick Reese, Bruce Sanford, Mildred Whitener, Ke Xin

Senior College Laboratory Technicians: Mark Jagai, Michael Kent, David Lorde

College Laboratory Technician: Marcos Guareno, Zuming Li

Adjunct Faculty: There are approximately 180 adjuncts in the department.

Basic Mathematics

MAT 008

0 cr. 4 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.

Basic Arithmetic and Algebra

MAT 012

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.

Mathematics Literacy-Quantway I

MAT 041

0 cr. 4 hrs

This developmental course provides an alternative and accelerated pathway to the college-level liberal arts mathematics courses. The course will focus on applications of numerical reason to make sense of the world around us. Applications of arithmetic, proportional reasoning and algebra are emphasized. This course *cannot* be used as a prerequisite for MAT 056 and is not suited for Science, Technology, Engineering, or Mathematics (STEM) students.

Prerequisite: MAT 008 if needed

Elementary Algebra

MAT 051

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...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 010 or MAT 011 and MAT 051.

Prerequisite: MAT 010 or MAT 011, if needed

Intermediate Algebra and Trigonometry

MAT 056

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

Fundamentals of Mathematics I

MAT 100

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

Mathematics for Health Sciences

MAT 104

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

Mathematics for Respiratory Therapy

MAT 109

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

Explorations In Scientific Mathematical Research (Same as SCI 111)

MAT 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

MAT 125

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.

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

Course Descriptions

MATHEMATICS

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

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; and MAT 056.

This course will satisfy the math requirement for students in Business Administration, Computer Information Systems, Computer Network Technology, 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

Precalculus **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... for students in the ECE program. Students who have taken MAT 100 may not receive credit for this course.

Prerequisite: MAT 056

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 ... for students in the ECE program. Students who have taken MAT 150 may not receive credit for this course.

Prerequisite: MAT 214

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

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

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

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.

Prerequisite: MAT 302, or permission of the department
Corequisite: MAT 320

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

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**

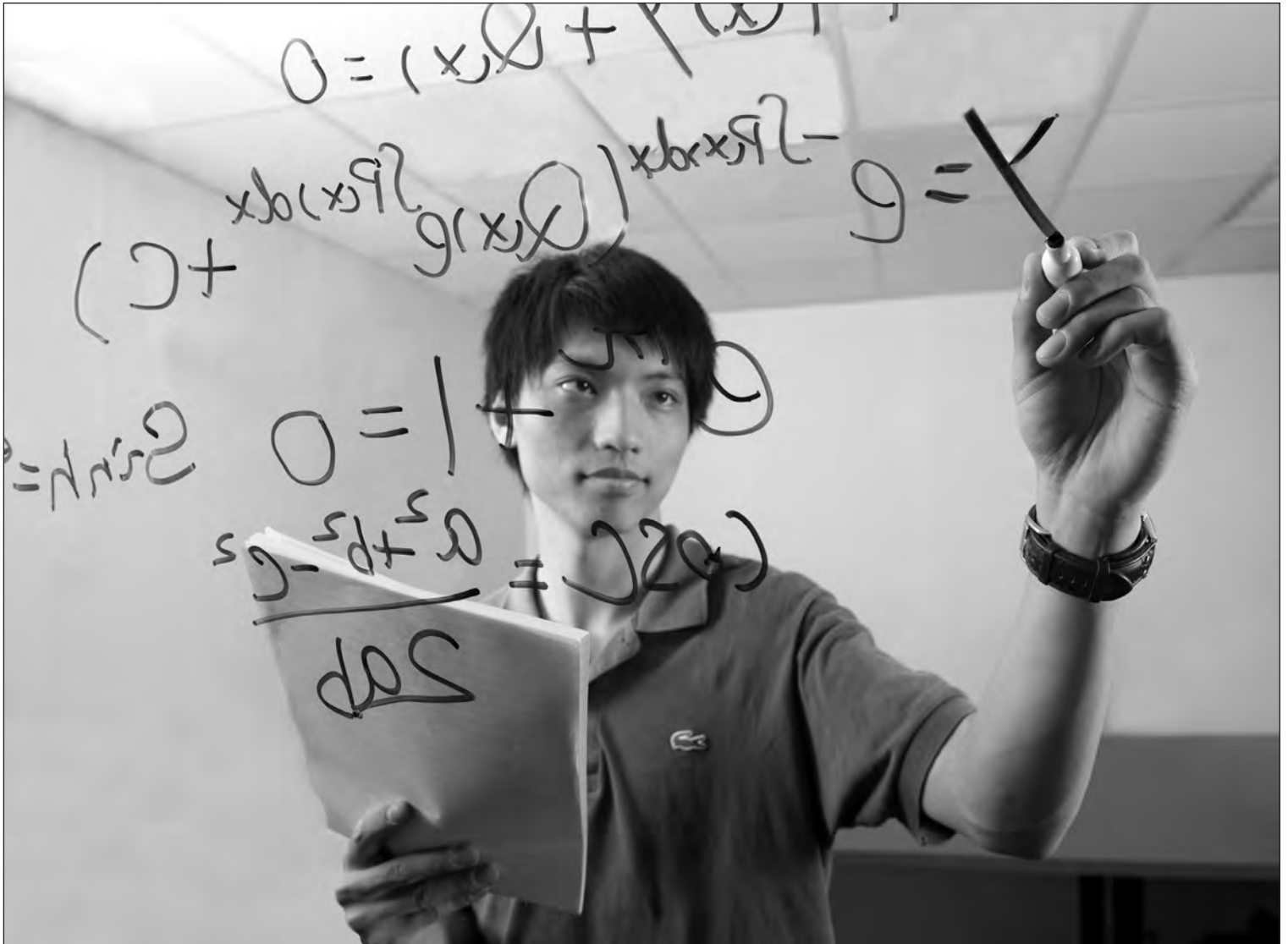
4 crs. 3 hrs. 2 lab. hrs.

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

Course Descriptions

MATHEMATICS



Ordinary Differential Equations

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

MAT 501

History of Mathematics

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

MAT 505

Advanced Calculus I

4 crs. 4 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

MAT 601

Course Descriptions

MEDIA ARTS AND TECHNOLOGY

Media Arts and Technology

Room N681, Telephone: (212) 346-8525
met@bmcc.cuny.edu

The Media Arts and Technology (MEA) Department provides a dynamic education in the fast growing field of digital design and communication technology. From computer graphics to web design, and from programming for games and animation to storytelling in HD video, the MEA Department offers a variety of courses and areas of study focused on the exciting future of media in the post digital age. MEA studies can lead students to positions in the film and television industry, electronic journalism, web design and development, audiovisual production, advertising design, game design, animation and the entertainment industry.

The MEA Department combines extensive hands-on experience with theoretical coursework in a comprehensive academic program. MEA students work in a state-of-the-art digital environment in BMCC's media labs, television studios, audio studio, and post-production laboratories.

Students choose a course of study from four areas:

Multimedia Art

Multimedia Programming

Video and Technology

All MEA students complete an internship, arranged through the College, at professional media facility. Students earn an Associate in Applied Science (A.A.S.) degree and may transfer to a four-year college.

Chairperson: Cynthia Karasek

Deputy Chairpersons: Josephine Culkin

Professors: Cynthia Karasek

Associate Professors: Josephine H. Culkin,
Shari G. Rothfarb Mekonen, Philip Weisman

Assistant Professors: Revital Kaisarm
Christopher Stein

MULTIMEDIA

Foundations of Digital Graphic Design (Same as ART 100) MMA 100

3 crs. 2 lecture 2 lab

This image-based course will introduce graphic design as the foundation upon which effective visual communication is built. Investigation of the elements and principles of graphic design will lead to specific design problems and their solution. The development of ideas and the ability to communicate them effectively will be covered. Discussion of both vector and bitmap-based digital graphic platforms will begin progress toward industry-standard computer proficiency.

Typography and Layout (same as ART 215) MMA 215

3 crs. 2 lecture 2 lab

This course will explore type design and its application in visual communication. Students will learn to manipulate type properties to design meaningful and effective graphic communication. The use of industry-standard desktop publishing software will be covered as well as will be applied to a range of typographic solutions.

Prerequisite: MMA/ART 100

Digital Imaging for Graphic Design (Same as ART 225) MMA 225

3 crs. 2 lecture 2 lab

This course continues the study of digital imaging as it relates to graphic design. A course philosophy for this class is the introduction of photographic images as a basis for approaching 2D design concepts. During the semester, this course shall cover digital input, editing, archiving and the beginning of the study of digital output. Conceptual and technical digital shooting assignments will be assigned to expand students' skills and support topics covered in class. Reading and writing will focus on the use of technology in propelling digital imaging and design.

Prerequisite: MMA/ART 100

Visual Communication and Design (Same as ART 235) MMA 235

3 crs. 2 lecture 2 lab

This class builds upon principles and skills learned in Foundations of Digital Design. Students will apply principles underlying effective visual communication to increasingly complex design problems. Projects may include poster design, symbols and logos, editorial design, information design, visual identity and branding and other design systems. Critical analysis of design problems and the creative design process will be emphasized. Students will complete reading and writing assignments in addition to problems in visual communications and design.

Prerequisite: MMA/ART 100

Introduction to Multimedia MMA 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 MMA 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

Multimedia Programming I MMA 210

3 crs. 2 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 graphics, audio and text to construct a web-based multimedia presentation.

Prerequisite: MMP 100

Programming for Multimedia MMA 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 MMA 230

4 crs. 3 lecture 2 lab hrs.

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 MMA 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

Course Descriptions

MEDIA ARTS AND TECHNOLOGY

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** 3 crs. 2 lecture 2 lab hrs.

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 Programming II **MMP 310** 3 crs. 2 lecture 2 lab hrs.

This course builds on the programming, media manipulation and presentation skills developed in MMP 210 - Multimedia Programming I. Students will learn the multimedia application design process, from planning through production. Using media creation and programming software tools, students will build user-friendly web and multimedia applications.

Prerequisite: MMP 210

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 100 and 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

Advanced Web Design **MMP 350** 3 crs. 2 lecture 2 lab hrs.

This course gives the students the tools to build standards compliant, accessible, dynamic websites. Students will incorporate client-side and server-side scripting with advanced CSS to create intuitive and interactive web interfaces. The learning will take place in the context of a content management system. Contemporary web development processes and platforms will be explored. A foundational knowledge of programming concepts, HTML, CSS and design for the web is required for this course.

Prerequisites: MMP 210 and MMP 240

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, MMP 210, and MMP 350 or MMP 200 and MMP 320

VIDEO ARTS AND TECHNOLOGY

Introduction to Video Technology **VAT 100** 2 crs. 1 hr. 1 lab hr.

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

Introduction to Contemporary Media Applications (same as SPE 152) **VAT 152** 3 crs. 3 hrs.

This course introduces the key concepts of preparing a media project with the development of a needs analysis and a treatment for client proposals. The basics of scripting, graphics, and audio and video elements are covered. These elements are then illustrated in detailed discussions of contemporary media, including film and video production. Students progress to discussion of satellite and Internet technologies that include teleconferencing, business, television and video news releases. Multimedia implementation is then covered by analyzing case studies in electronic press kits and website design.

Scriptwriting **VAT 153** 3 crs. 3 hrs.

This course focuses on writing treatments and scripts for the screen and video. Students learn the basics of visualizing narratives in 3-act structure; how to identify fiction and non-fiction genres; how to create character and story; how to research and write treatments and outlines; how to write single-column screen plays for narratives and two-column scripts for documentary scripts; and how to give and receive critiques on script work. Throughout, students will develop the basic skills necessary to write and revise scripts or upper-level VAT production classes and beyond.

Course Descriptions

MEDIA ARTS AND TECHNOLOGY

T.V. Studio Production I

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 and VAT 153

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 100 and VAT 153

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 and VAT 153

T.V. Studio Production II

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

VAT 161

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)

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

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

Cinematography

3 crs. 3 hrs.

This course teaches students about the art and techniques of digital cinematography. Topics are: the use of studio and remote digital video cameras; lighting for digital cinematography; camera movement, camera angles, continuity, and composition; interpreting a director's vision; and digital workflow. Throughout the course, the history and art of cinematography is explored through screenings, text and other analyses.

Prerequisite: VAT 161 or VAT 171

Teleconferencing

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

Introduction to 3D Motion Graphics for Video, Film, Game, Multimedia and Internet (same as 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

VAT 303

VAT 306

Modern Languages

Room N540, Telephone: (212) 220-8105
lan@bmcc.cuny.edu

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, Teacher Education, Writing and Literature, Human Services, Criminal Justice, Mathematics 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: Carol Wasserman

Deputy Chairpersons: Oneida Sánchez, Francisca Suarez-Coalla

Professors: Hilario Barrero, Peter Consenstein, Rafael Corbalán, Eda Henao, Nidia Pullés-Linares, Alister Ramírez-Márquez, Fay Rogg, Oneida Sánchez, Francisca Suárez-Coalla, Alejandro Varderí, Carol Wasserman

Associate Professors: María Enrico, Jianguo Ji, Valérie Thiers-Thiam

Assistant Professors: Silvia Alvarez-Olarrá, Regina Galasso, Ji-hyun P. Kim, J. Thomas Means, Alicia Perdomo, Fei Wang

Instructor: Margaret Carson

Senior Laboratory Technicians: Andrés Amador, Luis-Alfredo Cartagena, Emmanuel Fodé

College Laboratory Technicians: Jean Felix, Patrick Colimon, Alessandra Peralta Avila

Adjunct Faculty: There are approximately 60 adjuncts in the department.

CHINESE

Chinese I **CHI 101**
4 crs. 4 hrs. lecture 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 **CHI 102**
4 crs. 4 hrs. lecture 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 **CHI 200**
3 crs. 3 hrs. 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 **CHI 210**
3 crs. 3 hrs. 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

20th Century Chinese Literature **CHI 440**
3 crs. 3 hrs. lecture 1 lab hr.

A study of 20th century Chinese literary development, this course examines the literary writings, major authors and literary movements in cultural and historical contexts. The course also reviews the development of China's ethnic minority literature, the growth of popular literature, and the evolution of regional literature. Course readings include selected writings from four historical periods: 1900-16, 1917-49, 1949-85 and 1986-2000. Written projects and oral reports are required.
Prerequisite: CHI 210 or departmental approval or any other 400-level Chinese course, except CHI 476

Chinese Civilization and Language **CHI 476**
3 crs. 3 hrs. lecture

This is a study abroad course that further develops students' Chinese language skills and expands their knowledge of Chinese culture and social development. The course is offered as the major part of the Study-Abroad-in-China Program, which includes a combination of class meetings, seminars and field trips to places of historic interest

and cultural importance. The course provides opportunities for students to gain first-hand experience about contemporary Chinese cultural life. While participating in skill-based language learning activities that improve students' competence in listening, speaking, reading and writing, the course gives students opportunities to attend lectures that provide information about Chinese cultural patterns, customs, literature, history, social development and traditions of art and music. The course adopts a unique transcultural-linguistic approach to instruction that efficiently facilitates and enhances the learning of Chinese language and culture.
Prerequisite: CHI 102 or above, or proficiency in CHI 102 as determined by the Modern Languages Department placement test and at least 3 credits in a foreign language taught at CUNY.

FRENCH

French I **FRN 101**
4 crs. 4 hrs. lecture 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 **FRN 102**
4 crs. 4 hrs. lecture 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 **FRN 150**
3 crs. 3 hrs. lecture 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 **FRN 200**
3 crs. 3 hrs lecture 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 **FRN 210**
3 crs. 3 hrs. lecture 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 **FRN 310**
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

Course Descriptions

MODERN LANGUAGES

Francophone Literature

3 crs. 3 lecture 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 French course, except FRN 476

French V: Survey of French Literature I FRN 430

3 crs. 3 lecture 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, Molière, 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 French course, except FRN 476

French VI: Survey of French Literature II FRN 435

3 crs. 3 lecture 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 French course, except FRN 476

French VII: 20th-Century French Literature

3 crs. 3 lecture 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 Valéry, 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, except FRN 476

Literature and Cinema from West Africa FRN 446

3 crs. 3 lecture hrs.

This course introduces students to literature and cinema from French speaking West African countries. We will study various works from the 1950s up to the present through five major themes: oral tradition, cultural alienation, social and political criticism, women's condition and the old/new generation

FRN 400

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, except FRN 476

Advanced French Grammar and Composition (Commercial French I) FRN 455

3 crs. 3 lecture 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 210, or departmental approval

Advanced French Grammar and Composition (Commercial French II) FRN 456

3 crs. 3 lecture 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 lecture 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 French course, except FRN 476

The Individual and Society in 19th Century French Literature FRN 461

3 crs. 3 lecture 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 French course, except FRN 476

History of French Drama and Theater

3 crs. 3 lecture 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 French course, except FRN 476

Modern French Civilization

3 crs. 3 lecture 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 210 or departmental approval, or any 400 level French course, except FRN 476

French Heritage

3 crs. 3 lecture 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 above, or proficiency in FRN 102 as determined by the Modern Languages Department placement test and at least 3 credits in a foreign language taught at CUNY.

GERMAN

German I

4 crs. 4 hrs. lecture 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. lecture 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

FRN 462

FRN 470

FRN 476

GER 101

GER 102

Course Descriptions

MODERN LANGUAGES

ITALIAN

Italian I ITL 101
4 crs. 4 hrs. lecture 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 ITL 102
4 crs. 4 hrs. lecture 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 ITL 170
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 ITL 200
3 crs. 3 hrs. lecture 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 ITL 210
3 crs. 3 hrs. lecture 1 lab hr.

This intensive writing course emphasizes comprehension, writing, and analysis of Italian contemporary and classical texts.

Prerequisite: ITL 200 or departmental approval

SPANISH

Spanish I SPN 101
4 hrs. 4 cr. lecture 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 SPN 102
4 crs. 4 hrs. lecture 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 SPN 103
4 crs. 4 hrs. 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 SPN 130
2 crs. 2 hrs. lecture 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 SPN 150
3 crs. 3 hrs. lecture 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 SPN 200
3 crs. 3 hrs. lecture 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 SPN 210
3 crs. 3 hrs. lecture 1 lab hr.

This intensive writing course emphasizes comprehension, writing, and analysis of contemporary and classical texts.

Prerequisite: SPN 200 or departmental approval

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 Spanish 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: González Eslava, Ruiz de Alarcón, Sor Juana Inés de la Cruz, Florencio Sánchez, Rodolfo Usigli, Egon Wolff, Augusto Boal, José Triana, Jorge Díaz, Luis Raphael Sánchez, Griselda Gambaro, Isadora Aguirre. Written and oral reports are required.

Prerequisite: SPN 210 or departmental approval, or any 400 level Spanish 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, Calderón, Moratín, El Duque de Rivas, Galdós, Benavente—from the Seventeenth Century to the Generation of 1898.

Prerequisite: SPN 210 or departmental approval, or any 400 level Spanish 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 Góngora, Bécquer, Machado, Alberti, Lorca, León Felipe, and José A. Goytisolo.

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 Calderón de la Barca. Written and oral reports are required.

Prerequisite: SPN 210 or departmental approval, or any 400 level Spanish 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—Moratín, el Duque de Rivas, Larra, Bécquer, Zorrilla and Galdós—with emphasis on neo-classicism, romanticism, and realism in the novel, theater and poetry of the period. Written and oral reports are required.

Prerequisite: SPN 210 or departmental approval, or any 400 level Spanish course except SPN 476

The Short Story in the Spanish Speaking Caribbean (Same as LAT 239) SPN 439
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,

Course Descriptions

MODERN LANGUAGES

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.

Prerequisite: SPN 210 or departmental approval

Note: This course is taught in Spanish and satisfies the liberal arts requirement for Modern Languages.

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. Jiménez, Salinas, García Lorca, Cela, and others are analyzed. Written and oral reports are required.

Prerequisite: SPN 210 or departmental approval, or any 400 level Spanish 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 Inés de la Cruz, Sarmiento, José Hernández, Palma, Martí, Darío, and others. Written and oral reports are required.

Prerequisite: SPN 210 or departmental approval, or any 400 level Spanish 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, García Márquez, and others are analyzed. Written and oral reports are required.

Prerequisite: SPN 210 or departmental approval, or any 400 level Spanish 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 Spanish 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 Spanish-America **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 Spanish 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, The Dominican Republic, 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 Spanish course except SPN 476

Hispanic Heritage **SPN 476**

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/SPN 103 or above, or proficiency in SPN 102/SPN 103 as determined by the Modern Languages Department placement test and at least 3 credits in a foreign language taught at CUNY.

Spanish and Latin American Texts into Films **SPN 480**

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 Spanish course except SPN 476

Music and Art

Room S115, Telephone: (212) 220-1464
art@bmcc.cuny.edu

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: Howard Meltzer

Deputy Chairpersons: Simon Carr

Professors: Douglas K. Anderson, Betty Copeland, Jerrold Schoenblum, Anthony J. Sorce, Rochelle Weinstein

Associate Professors: Simon Carr, Ann Hjelle, Peter Hollerbach, Howard Meltzer, Joyce Solomon Moorman, Eugenia Oi Yan Yau

Assistant Professors: Patricia Genova, Sarah Haviland, Elizabeth Towery

Senior College Laboratory Technician: Lyubov Shumova

Adjunct Faculty: There are approximately 76 adjuncts in the department.

MUSIC

Music and Western Civilization MUS 103
3 crs. 3 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 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
Musicianship III MUS 313
Musicianship IV MUS 413
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 Movement in Learning MUS 116 (same as EDU 204)
2 crs. 2 lecture 1 lab

This course will prepare future elementary school teachers to bring music to the classroom. Elementary level vocal music will be studied with an emphasis on singing, conducting, and choreographing. The first several weeks will be devoted to gaining an understanding of rhythmic notation through written work and score study. An understanding of time signatures and meter will be emphasized through classroom activities and homework. Subsequent lessons will focus on pitch and reading melodies. An understanding of basic musical forms such as binary and ternary will be gained with consideration given to body movement. Each student will prepare a sample lesson plan for teaching movement in a simple choral piece and teach it to the class. Discussion of standard public school requirements for lesson planning will be 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.

Course Descriptions

MUSIC AND ART

<p>Percussion 1 cr. 2 lab hrs.</p> <p>Students learn to play percussion instruments. Attention is given to methods of group instruction used in the public schools.</p>	<p>MUS 135</p>	<p>Jazz Performance Workshop I Jazz Performance Workshop II Jazz Performance Workshop III Jazz Performance Workshop IV 1 cr. 2 hrs. (per term)</p> <p>These courses are 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.</p>	<p>MUS 301 MUS 302 MUS 303 MUS 304</p>	<p>Private Instruction 1 cr. each 1/2 hr.</p> <p>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.</p>	<p>MUS 611-648</p>
<p>Piano Class I Piano Class II Piano Class III Piano Class IV 1 cr. 2 hrs. (per term)</p> <p>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.</p> <p><i>Prerequisite for MUS 150: MUS 105, MUS 140, or departmental approval</i></p>	<p>MUS 140 MUS 150 MUS 240 MUS 250</p>	<p>Orchestral Performance I Orchestral Performance II Orchestral Performance III Orchestral Performance IV 1 cr. 3 hrs. (per term)</p> <p>These courses includes the study, preparation, and performance of representative works of the standard, contemporary, and musical theater orchestral literature.</p>	<p>MUS 305 MUS 306 MUS 307 MUS 308</p>	<p>Puerto Rican Music 2 crs. 2 hrs.</p> <p>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 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.</p>	<p>MUS 881</p>
<p>Voice Class I Voice Class II 1 cr. 2 hrs. (per term)</p> <p>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.</p>	<p>MUS 160 MUS 170</p>	<p>Music Theory III: Advanced Harmony Music Theory IV: Advanced Harmony 2 crs. 3 hrs. (per term)</p> <p>Chromatic harmony, including altered chords, secondary dominant, the dominant ninth and dominant thirteenth, modulation, analysis and short original compositions are studied.</p>	<p>MUS 312 MUS 412</p>		
<p>Guitar Class I Guitar Class II 1 cr. 2 hrs. (per term)</p> <p>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.</p>	<p>MUS 180 MUS 190</p>	<p>Arranging I Arranging II 2 crs. 2 hrs. (per term)</p> <p>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.</p> <p><i>Prerequisite: MUS 212 or departmental approval</i></p>	<p>MUS 351 MUS 352</p>		
<p>Music Theory II: Elementary Harmony 2 crs. 3 hrs.</p> <p>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.</p> <p><i>Prerequisite: MUS 112</i></p>	<p>MUS 212</p>	<p>Chorus I Chorus II Chorus III Chorus IV 1 cr. 2 hrs. (per term)</p> <p>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.</p>	<p>MUS 410 MUS 420 MUS 430 MUS 440</p>		
<p>Introduction to Digital Music 3 crs. 2 lecture 2 lab</p> <p>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.</p> <p><i>MUS 105 or instructor's approval</i></p>	<p>MUS 225</p>	<p>Instrumental Ensemble I Instrumental Ensemble II Instrumental Ensemble III Instrumental Ensemble IV 1 cr. 2 hrs. (per term)</p> <p>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.</p>	<p>MUS 510 MUS 520 MUS 530 MUS 540</p>		

Course Descriptions

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ART

Foundations of Digital Graphic Design (Same as MMA 100)

ART 100

3 crs. 2 lecture 2 lab

This image-based course will introduce graphic design as the foundation upon which effective visual communication is built. Investigation of the elements and principles of graphic design will lead to specific design problems and their solution. The development of ideas and the ability to communicate them effectively will be covered. Discussion of both vector and bitmap-based digital graphic platforms will begin progress toward industry-standard computer proficiency.

Introduction to the History of Western Art

ART 103

3 crs. 3 hrs.

This course includes formal analysis of selected works of art: painting, sculpture, and architecture. It is also an approach to art from the perspective of its socio-historical context, primarily in Western Culture.

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.

History of Graphic Design

ART 113

3 crs. 3 hrs.

This survey course traces the history of graphic design from the origins of graphic imagery and writing systems to contemporary graphic design. Emphasis will be placed on the development of visual communication and typography, impact of the Industrial Revolution on design, the Modernist era's effect on visual communication, impact of the desktop publishing revolution and the development of contemporary techniques of information design.

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

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 Visual Storytelling

ART 175

2 crs. 2 hrs.

The class introduces students to the basic elements of visual storytelling, including comics. Through class exercises and assignments, students will learn how to create narratives that combine images and text. Exercises are designed to develop both drawing and scripting skills. Techniques learned can be applied to storyboarding for film and animation as well as to creating graphic narratives.

Prerequisite: ART 161 or departmental approval

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.

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.

Typography and Layout (same as MMA 215)

ART 215

3 crs. 2 lecture 2 lab

This course will explore type design and its application in visual communication. Students will learn to manipulate type properties to design meaningful and effective graphic communication. The use of industry-standard desktop publishing software will be covered as well as will be applied to a range of typographic solutions.

Prerequisite: ART/MMA 100

ART 164

Survey of Non-Western Art

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.

Digital Imaging for Graphic Design (Same as MMA 225)

ART 225

3 crs. 2 lecture 2 lab

This course continues the study of digital imaging as it relates to graphic design. A course philosophy for this class is the introduction of photographic images as a basis for approaching 2D design concepts. During the semester, this course shall cover digital input, editing, archiving and the beginning of the study of digital output. Conceptual and technical digital shooting assignments will be assigned to expand students' skills and support topics covered in class. Reading and writing will focus on the use of technology in propelling digital imaging and design.

Prerequisite: ART/MMA 100

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.

Visual Communication and Design (Same as MMA 235)

ART 235

3 crs. 2 lecture 2 lab

This course builds upon principles and skills learned in Foundations of Digital Design. Students will apply principles underlying effective visual communication to increasingly complex design problems. Projects may include poster design, symbols and logos, editorial design, information design, visual identity and branding and other design systems. Critical analysis of design problems and the creative design process will be emphasized. Students will complete reading and writing assignments in addition to problems in visual communications and design.

Prerequisite: ART /MMA 100

Course Descriptions

MUSIC AND ART

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

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

Print Process and Portfolio Lab ART 315 3 crs. 2 lecture 2 lab

This course covers two topics essential for students who intend on pursuing careers in graphic design: prepress production and portfolio design. Students will learn the art and science of preparing and optimizing graphic files for print on commercial offset lithography printers as well as on personal inkjet printers. This course will also guide students through the creation of a cohesive design portfolio, showcasing their creative and technical skills.

Prerequisite: ART 100 and two of the following: ART 215, ART 225, ART 235

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.

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

African Art (Same as AFN 101) ART 801 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 (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.



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: Jacqueline Nichols

Deputy Chairpersons: Sung Gwak, Elora Orcajada

Professors: Hyacinth Martin

Associate Professors: Sung Gwak, Elora Orcajada, Margie White

Assistant Professors: Edna Asknes, Patricia Boyle-Egland, Susan Brillhart, Josephine Britanico, Helen A. Dalpiaz, Judy Eng, Paula Field, Dorothy Grasso, Louise Greene, Virginie Hilaire-Honore, Monique Jean-Louise, Douglas Kilts, Anne Lavelle, Arlelia Sligh-Smith, June Soto, Brenda Wyatt

Academic Advisor: Jose Sierra

Senior College Laboratory Technicians: Heather Evans-Tracey, Persio Pereyra

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
Corequisite: 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
Corequisite: 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 the HESI Specialty Exam at the end of each semester. The fee is paid by the student.

Fourth semester students are also required to take the HESI Comprehensive Exam at the end of the semester. The fee is paid by the student. Failure to take the HESI Exam as scheduled will result in a grade of "Incomplete" (INC).

Course Descriptions

SCIENCE

Science

Room N645, Telephone: (212) 220-1305
science@bmcc.cuny.edu

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, Lauren Goodwyn, Rafael Niyazov

Professors: Mahmoud Ardebili, Brahmadeo Dewprashad, Charles Kosky, Martin P. Levine, Stephanie H. Mazur, Philip Penner, John L. Raynor, Edith S. Robbins, Sarah Salm, Edgar Schnebel, Harold M. Spevack, David Waldman, Man-lim Yu

Associate Professors: Carlos Alva, Susie Boydston-White, Ling Chen, Anthony Creaco, Patricia DeLeon, Matthew Geddis, Lauren Goodwyn, Richard Hendrix, Joel Hernandez, Lalitha Jayant, Barry McKernan, Peter Nguyen, Rafael Niyazov, Ronald J. Slavin, Shana Tribiano, Nanette Van Loon

Assistant Professors: Thomas DeRosa, Kathleen Ford, Karla Fuller, Friedrich Hoffman, Nicolás Kalogeropoulos, Adolfinia Koroch, David Krauss, Catarina Mata, Jun Liang Rice, Shanti Rywkin, Jane Tezapsidis, Chiaki Yanagisawa, Hasan Yumak, Igor Zaitsev, Shengkun Zhang

Lecturer: Manita Pavel

Senior College Laboratory Technician: Owen Meyers

College Laboratory Technicians: Faisal Adem, Carol Gambino, Chiu Hong Lee, Nicholas Merolle, Carmen Rivera, Christopher Salami, Christopher Thompson

Adjunct Faculty: There are approximately 90 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.

Corequisite for BIO 210 is ENG 101

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

Corequisite: CHE 202 or 220

Cell Biology

BIO 260

4 crs. 6 hrs.

The goal of this course is to provide students with a detailed understanding of the molecular mechanisms underlying cellular processes introduced in BIO 210/220 – the structure, function and specializations of the cell. This will be accomplished through a combination of lecture and laboratory sessions providing both theory and application. The course will include study of subcellular structure and function, gene expression, protein activity, cell regulation and cell-to-cell communication.

Prerequisite: BIO 220, Corequisite: CHE 230

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.

BIOTECHNOLOGY

Introduction to Biotechnology

BTE 201

5 crs. 7 hrs.

This course introduces the student to theory and laboratory practices in biotechnology with emphasis on the impact of biotechnology on daily life, health, ethics and society. The course is designed to impart the skills needed for entry-level jobs or to continue on a career path in biotechnology, by exposing students to a variety of careers, laboratory techniques and social issues in the biotechnology industry.

Prerequisite: BIO 220 and CHE 202

Course Descriptions

SCIENCE

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.).

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. 4 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

Quantitative Analysis

CHE 205

4 crs. 3 lecture 6 lab

This course discusses the principles of classical and instrumental techniques in analytical chemistry. Laboratory experiments include gravimetric, volumetric and instrumental methods of analysis.

Prerequisite: CHE 202 and MAT 206

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 202 or 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.

Prerequisites: MAT 206, CHE 201 or CHE 210, 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.

Corequisites: MAT 206, CHE 201 or CHE 210, 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

ESC 201

(Statics and Particle Kinematics)

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

ESC 202

(Kinematics and Dynamics of Rigid Bodies)

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

Corequisite: 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.

Corequisites: CHE 201 and PHY 225

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

Corequisite: MAT 501 or departmental approval

Switching Systems and Logic Design

ESC 223

Course Descriptions

SCIENCE

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 mechanics, fluids, heat and thermodynamics, wave motion, sound, electricity, and magnetism, geometric and physical optics, and an introduction to modern physics.

For PHY 215, Co-requisite: MAT 301

For PHY 225, Prerequisite: PHY 215, MAT 301

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.

Prerequisite: MAT 206

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.

Prerequisite: MAT 206

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

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
soc@bmcc.cuny.edu

The Social Sciences 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 Science courses. In addition, MAT 008, 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: Emily B. Anderson

Deputy Chairpersons: Sangeeta Bishop, Robin Isserles

Professors: Emily B. Anderson, Ellen Ciporen, Ronald Hayduk, Ting Lei, Antonio Pérez, Ronald Rubin

Associate Professors: Albert Duncan, Roger Foster, Maram Hallak, Robin Isserles, Jonathan Lang, Rhea Parsons, Charles Post, Lisa Hale Rose, Elizabeth Wissinger

Assistant Professors: Matthew C. Ally, Sheldon Applewhite, Aldo Fabian Balardini, Angie Beeman, Sangeeta Bishop, Melissa Brown Miriam Caceres Dalmau, Alex d'Erizans, Yana Durmysheva, Jack Estes, Erik Freas, Deborah Gambs, Debra Greenwood, Rose Kim, Jacob Kramer, Geoffrey Kurtz, Kenneth Levin, Man Wai Alice Lun, Peter Marcus, Jennifer Pastor, Rifat Salam, Paula Saunders, Colleen Slater, Vernon Smith, Mohammad Soleymani, Janice Walters

Instructors: Jamie Warren

Lecturers: Gail Mansouri, 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 ANT 111
(Same as 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.

Language and Culture ANT 115
(same as LIN 100)
3 crs. 3 hrs.

This course will introduce students to linguistics, the study of language, and language in multicultural urban settings, including topics such as children's language acquisition, bilingual families and bilingual education, language and gender, different varieties of English and contemporary language use. The readings will draw on works in linguistics, literature, sociology, anthropology, and related topics. Students will improve critical reading and thinking skills and produce reflective and expository writing based on the readings in connection with their own experiences and backgrounds.

Puerto Rican Culture and Folklore ANT 125
(Same as 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.

Haitian History and Culture ANT 127
(Same as 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 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.

Peoples & Cultures of Latin America and the Caribbean (Same as LAT 200) 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.

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.

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 ECO 111
(Same as 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

Course Descriptions

SOCIAL SCIENCES AND HUMAN SERVICES

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. 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.

Global Macroeconomics ECO 221
3 crs. 3 hrs.

International trade, capital movements and foreign exchange markets lay the basis for global economic analyses and policy debates. Balance of payments problems include liquidity and growth, exchange rate systems, and tendencies for internal and external balance. Applied areas range from international financial institutions to issues of economic integration and development. Other topics involve history of the International Monetary Fund, World Bank, Euro Zone and Emerging Markets.

Prerequisites: ECO 100, ECO 201 or ECO 202

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

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SOCIAL SCIENCES AND HUMAN SERVICES

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.

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.

Critical Thinking (Same as CRT 100) PHI 115
3 crs. 3 hrs.

Critical Thinking (Same as CRT 100) is designed to develop the mind and help students learn to think clearly and effectively. Through substantive readings, structured writing assignments and ongoing discussions, students will examine concrete examples from their own experience and readings and contemporary issues in the media to learn how to analyze issues, solve problems, and make informed decisions in their academic, professional, and personal lives.

Ethics PHI 120
3 crs. 3 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.

Course Descriptions

SOCIAL SCIENCES AND HUMAN SERVICES

Great Issues

3 crs. 3 hrs.

This course provides an in-depth discussion of some of the great issues of philosophy. It applies analytical and logical tools for clarification of these issues with emphasis on recent/contemporary philosophical developments. Using a cross-cultural perspective, there is a focus on select topics such as ethical codes and moral conduct, political order, social justice, religious experiences and beliefs, science and knowledge and the nature of consciousness.

Prerequisite: PHI 100 or 110

POLITICAL SCIENCE

American Government

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.

Introduction to Politics

3 crs. 3 hrs.

This class involves students in observation and critical analysis of political affairs. Topics and themes will include both American and global perspectives and both contemporary and historical cases. The class introduces a range of approaches to the study of politics, such as empirical research, quantitative analysis, theoretical questioning, and the examination of literary or artistic works. Central concepts will include politics, power, government, conflict, and justice.

Political Economy of Technoscience

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.

Politics of Puerto Rican Communities (Same as 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

PHI 200

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)

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

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 or POL 110

Politics and Government in New York City

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 or POL 110

Power in American Politics

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: Any 100-level Social Science course

Comparative Politics

3 crs. 3 hrs.

This course provides an introduction to the comparative study of political institutions, political cultures, public policy, and forms of political action. Taking examples from different parts of the world, the course examines the development and contemporary workings of various political

systems, emphasizing basic concepts and methods of comparative analysis.

Prerequisite: POL 100 or POL 110

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: Any Social Science course

PSYCHOLOGY

General Psychology

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

3 crs. 3 hrs.

The course introduces students to major theories and scientific findings in social psychology emphasizing personal and situational behavior. Research and application in the areas of social thinking, social influence and social relations are discussed. Topics include, but are not limited to, attitudes and beliefs, conformity, prejudice, group behavior and leadership, communication and persuasion.

Prerequisite: PSY 100

Psychology of Personality

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

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

Course Descriptions

SOCIAL SCIENCES AND HUMAN SERVICES

Psychology of Women

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

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

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 (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

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

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

Understanding Technological Society

3 crs. 3 hrs.

This is a problem-centered and task-oriented course that integrates the humanities and

PSY 245

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)

3 crs. 3 hrs.

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)

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.

The Latino Experience in the U.S. (Same as LAT 150)

3 crs. 3 hrs.

This course studies the varied experiences of Latinos in the United States of America. Through readings, lectures, discussions and fieldwork, students will become familiar with the group and its diverse components from North, Central and South America as well as the Caribbean, while covering representative nationalities such as Mexicans, Salvadorians, Cubans, Colombians, Ecuadorians, Puerto Ricans and Dominicans. The course will survey the history and evolution of Latinos at the same time that it explores issues of culture and identity. Other topics include family, race relations, religion, education, economic

SOC 125

incorporation and political participation. Key issues of contemporary interest will also be explored, such as Latinos and immigration, and the impact they have on local, state and nationwide elective office.

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

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

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

Course Descriptions

SOCIAL SCIENCES AND HUMAN SERVICES

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.

Latin American & Caribbean Society (Same as LAT 475)

SSC 475

3 crs.

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
speech@bmcc.cuny.edu

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.

Chairperson: Susana Powell

Deputy Chairpersons: Kenneth Antrobus, Mila Brisbon

Professors: Diane Dowling, Hollis Glaser, Sandra S. Poster, Susana Powell

Associate Professor: Sherry Engle, Mary Ellen Huff, Katherine Kavanagh, Elena Oumano, Suzanne Schick

Assistant Professors: Elizabeth Chaney, Tzu-Wen Cheng, Eva Kolbusz, Naida Zukic

Lecturers: Kenneth Antrobus, Mila Brisbon, Janet Douglas-Pryce, Felecia Harrelson, Judith Noble, Alkis Papoutsis, Kerry Ruff, Claudia Terry

Adjunct Faculty: There are approximately 50 adjuncts in the department.

COMMUNICATIONS

Conflict Resolution
3 crs. 3 hrs.

The emphasis of this course is on developing communication behaviors that productively manage conflict; it is structured to integrate communication theory with practical application. Through readings, lectures, sample conflict cases, and interviews, as well as through in-class discussion and exercises, this course will address both intra-personal and inter-personal conflicts that occur in diverse settings, examine the sources of these conflicts, and analyze the factors that influence how we identify, define, manage, and defuse these conflicts.

Intercultural Communication
3 crs. 3 hrs.

This course is designed to provide an understanding of intercultural principles and perspectives when communicating with people from diverse cultures. Consideration will be given to both verbal and nonverbal communication processes in the "American" culture, co-cultures, contact cultures, and popular culture. Through readings, lectures, response papers, and interviews, as well as through in-class discussion and exercises, this course will explore how culture shapes communication, how situations are framed through cultural lenses, and how histories, perceptions, values, contexts, aspects of stereotypes, and ethnocentrism all contribute to the complexity of intercultural communication.

Small Group Communication
3 crs. 3 hrs.

This is a class in small group communication. It covers communication dynamics such as group development, decision-making, discussion, leadership, roles, norms, and conflict. Text and lectures focus on small group communication theory, concepts, and processes. A significant part of the class consists of learning the material through class exercises, participation in a variety of small groups, and reflecting on those experiences.

COM 250

COM 255

COM 260

SPEECH

Fundamentals of Speech
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.

**Fundamentals of Speech:
for Non-Native Speakers**
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
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.

Prerequisite: SPE 100 or SPE 102

**Introduction to Contemporary Media
Applications (same as VAT 152)**
3 crs. 3 hrs.

This course introduces the key concepts of preparing a media project with the development of a needs analysis and a treatment for client proposals. The basics of scripting, graphics, and audio and video elements are covered. These elements are then illustrated in detailed discussions of contemporary media, including film and video production. Students progress to discussion of satellite and Internet technologies that include teleconferencing, business, television and video news releases. Multimedia implementation is then covered by analyzing case studies in electronic press kits and website design.

Course Descriptions

SPEECH, COMMUNICATIONS, AND THEATRE ARTS

Oral Communication

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

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

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

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

SPE 210

THEATRE

Introduction to Theatre

3 crs. 3 hrs.

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.

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

Co-requisite: THE 115

Voice and Movement for the Actor

1 cr. 1 hr.

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.

Co-requisite: THE 110

Elements of Production

3 crs. 3 hrs, 1 lab. hr.

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.

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

THE 100

Production Practicum II

1 cr. 1 hr. 2 lab. hrs.

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.

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.

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

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

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

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

THE 126

THE 127

THE 128

THE 140

THE 141

THE 210

Course Descriptions

SPEECH, COMMUNICATIONS, AND THEATRE ARTS

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 **THE 315** **(Same as ENG 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

TEACHER EDUCATION

Teacher Education

Room N601, Telephone: (212) 220-8000 x7137
teachereducation@bmcc.cuny.edu

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, New York University and Universidad del Sagrada Corazón in Puerto Rico. 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 or three educational foundations courses that prepare them to continue their studies in Childhood (EDU) or Bilingual Childhood Education (EDB) for Spanish, Haitian Creole or Mandarin leading to initial New York State certification for elementary school teachers (first through sixth grades). Childhood 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: Jean Yves Plaisir

Deputy Chairperson: Alyse C. Hachey

Childhood Programs Coordinator and Liaison with City College: Yolanda Medina

Professors: Mohammed Ahmeduzzaman, Michael Gillespie, Rachel Theilheimer

Associate Professor: Alyse C. Hachey

Assistant Professors: Meghan Fitzgerald, Rebecca Garte, Yolanda Medina, Jean Yves Plaisir

Instructors: Leslie Craigo, Kimberley Ray

Adjunct Faculty: There are approximately

twelve adjuncts in the program.

Introduction to Early Childhood Education

ECE 102

3 crs. 2 hrs. 2 lab hrs.

This is an introductory course for students planning to work with children ages birth through eight years old. The following Early Childhood Education topics are explored in depth: philosophies, theories, history, program models, practices, and resources, and emerging issues in the field. Students visit early childhood education settings for first-hand observation of young children.

The Exceptional Child

ECE 201

3 crs. 2 hrs. 2 lab hrs.

This course examines the education of children (birth through eight years) with special needs. It explores the causes and effects of various exceptionalities, including: emotional, intellectual, physical, visual, auditory, orthopedic, speech and/or language. Techniques for differentiated learning and universal design are analyzed.

Prerequisite: ECE 102

Curriculum for Young Children I

ECE 202

3 crs. 2 hrs. 2 lab hrs.

This is an introduction to theories, methods and materials of curriculum planning in early childhood education (pre-school through second grade). The following topics are explored in depth: the role of the teacher; the learning environment; visual arts; music and movement; language development/emergent literacy and children's literature.

Prerequisite: ECE 102

Infant Development and Curriculum

ECE 204

3 crs. 2 hrs. 2 lab hrs.

This course focuses on the theories, methods and materials of early childhood education for infants (two months to eighteen months). The following topics are explored in depth: curriculum planning; social, emotional, cognitive and physical development; observation and recording; and the role of parents.

Prerequisite: ECE 102

Early Childhood Practicum I: Observation and Assessment

ECE 301

3 crs. 1 hr. 4 lab hrs.

This is a fieldwork course focusing on the observation and assessment of young children. It requires supervised participation in an assigned early childhood setting (preschool through second grade) and attendance at a seminar. Students learn how to relate child development theories and authentic assessment methods to their fieldwork experiences. Students spend a minimum of sixty hours in the field.

Prerequisite: ECE 202

Curriculum for Young Children II

ECE 302

3 crs. 2 hrs. 2 lab hrs.

This is a continuation ECE 202, focusing on the theories, methods and materials of curriculum planning in early childhood education (preschool through second grade). The following topics are explored in depth: science; social studies; and mathematics.

Prerequisite: ECE 202

Infants and Toddlers Practicum I: Observation and Assessment

ECE 303

3 crs. 1 hr. 4 lab hrs.

This is a fieldwork course focusing on the observation and assessment of infants and toddlers. It requires supervised participation in an assigned early childhood setting (two months to thirty-six months) and attendance at a seminar. Students learn how to relate child development theories and authentic assessment methods to their fieldwork experiences. Students spend a minimum of sixty hours in the field.

Prerequisite: ECE 204

Toddler Development and Curriculum

ECE 304

3 crs. 2 hrs. 2 lab hrs.

This is a continuation of ECE 204 focusing on the theories, methods and materials of early childhood education for toddlers (ages eighteen months to thirty-six months). The following topics are explored in depth: curriculum planning; social, emotional, cognitive and physical development; observation and recording; and the role of parents.

Prerequisite: ECE 204

Early Childhood Practicum II: Curriculum and Teaching

ECE 401

4 crs. 1 hr. 6 lab hrs.

This is a fieldwork course that focuses on gaining practical experience in the classroom. It requires supervised participation in an assigned early childhood education setting (preschool through second grade) and attendance at a seminar. Students learn how to relate theories of child development, curriculum planning and effective teaching methods to their fieldwork experiences. Students spend a minimum of ninety hours in the field.

Prerequisites: ECE 301, ECE 302

Infants and Toddlers Practicum II: Curriculum and Teaching

ECE 403

4 crs. 1 hr. 6 lab hrs.

This is a fieldwork course that focuses on gaining practical experience in the classroom. It requires supervised participation in an assigned early childhood education setting (two months to thirty-six months) and attendance at a seminar. Students learn how to relate theories of child development, curriculum planning and effective teaching methods to their fieldwork experiences. Students spend a minimum of ninety hours in the field.

Prerequisites: ECE 303, ECE 304

Schools in a Linguistically Diverse American Society: Bilingual Education **EDB 202**

4 crs. 3 hrs. 1 lab hrs.

This course focuses on the historical, sociological, philosophical and linguistic foundations of bilingual education. It analyzes how educational practices and schools influence society in general, while also exploring issues affecting the academic achievements of bilingual and language minority groups in particular. Students participate in a minimum of thirty hours of course related fieldwork.

Prerequisite: PSY 100

Observing Children and their Development **EDU 201**

4 crs. 4 hrs.

This course focuses on children's physical, cognitive, linguistic and socio-emotional development, and the related implications for learning. Within the context of race, class and culture, the following topics are explored in depth: the nature of intelligence, gender identity, attachment and other psychosocial attributes (typical and atypical). Students participate in a minimum of fifteen hours of course-related fieldwork.

Prerequisites: PSY 100

Urban Schools in Diverse American Society **EDU 202**

4 crs. 4 hrs.

This course provides an overview of the social context of schooling within the diversity of American society. It focuses on the historical, philosophical, social, and political foundations of education, especially in urban settings. The following topics are explored in depth: the notion of schooling, multicultural education, tracking, funding, school reform, and issues of inequality and privilege. Students participate in a minimum of fifteen hours of course-related fieldwork.

Prerequisite: PSY 100

Art in Education **EDU 203**

3 crs. 2 hr. 2 lab hrs.

This course is an introduction to the theories, methods and materials for integrating visual arts into the elementary school curriculum. Through reading, writing, and viewing of visual art and participation in hands-on studio projects, students will explore the intellectual and emotional importance of expressing creativity through visual art.

Music and Movement in Learning **EDU 204**
(same as MUS 116)

2 crs. 2 lecture 1 lab

This course will prepare future elementary school teachers to bring music to the classroom. Elementary level vocal music will be studied with an emphasis on singing, conducting, and choreographing. The first several weeks will be devoted to gaining an understanding of rhythmic notation through written work and score study. An understanding of time signatures and meter will be emphasized through classroom and homework. Subsequent lessons will focus on pitch and reading melodies. An understanding of basic musical forms such as binary and ternary will be gained with consideration given to body movement. Each student will prepare a sample lesson plan for teaching movement in a simple choral piece and teach it to the class. Discussion of standard public school requirements for lesson planning will be included.

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 enables self-directed, academically strong, highly motivated students to design their own academic course of study under the guidance of faculty mentors. If the student has unique academic goals or career objectives and is interested in designing a completely individualized course of study leading to the B.A. or B.S. degree, then this program offers a singular opportunity. Campus Coordinator of the CUNY Baccalaureate is Prof. Rolando Jorif, Room N730.

Directed/Independent Study

The Directed/Independent 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.

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 57 on the CUNY Reading Skills test and a minimum score of 43 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 Completing the 24 College Credit in the required course distribution areas for the GED, the student must do the following

1. Fill out a 24 College Credit Certificate Form.
2. Obtain a Money Order or Certificated Check in the amount of \$10.00 made payable to New York State Education Department.
3. A \$ 7.00 Money Order or Check made payable to New York State Education Department.
4. Return all documents to the office of Student Affairs in Room S343. The 24 CC Academic Advisor will forward the information to NYSED GED Testing Office in Albany, New York.
5. 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. Karen Ehrlich, Room S763.

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 further information, see Ms. Karen Ehrlich, Room S763.

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 Prof. William Roane, Room N620 or Prof. Beryl Duncan-Wilson, Room S330.

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 212-346-8410 for additional information or visit our website at www.bmcc.cuny.edu/ce.

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.

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.

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.

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 212-346-8410 and request the next available exam date.

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) 346-8410.

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, etc.

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.

AARP WORKSEARCH

BMCC's Center for Workforce Development has partnered with the AARP to become a Work Search Assessment Site.

Job-hunting is never an easy process. It can be especially daunting if you have not been in the job market for a long time. But the good news is that you now have access to a great, free career counseling tool in Lower Manhattan.

Our Worksearch Assessment helps you:

1. Assess your own interests and skills.
2. Identify potential career fields.
3. Explore the jobs that are available for you in NYC.

AARP Foundation has developed a comprehensive assessment system specific to your needs. This system helps you assess your work interests and personal characteristics as well as your workplace and transferable skills. The system will also help you see what jobs are currently available in your community and link you to the application process.

Call us at 212-346-8410 with any questions or visit www.bmcc.cuny.edu/ce.

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)	
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
WN	Never Attended (counts in GPA computation; same as Failure; effective Fall 2008-Summer 2009)	0.0
*WN	Never attended (effective 2009).....	—
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 "FAB" if a change is not made by the following deadlines: deadlines (no longer in use as of fall 2008).....	—
INC	Semester's work incomplete. "INC" is issued at the instructor's discretion. The "INC" grade reverts to an "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.
FAB	"F" from Absent—to be used when an "ABS" grade reverts to an "F." ..
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.
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 Introduction to Business	A	4.0	x 4 =	16.0
Art Survey I	WU	0.0	x 3 =	0.0
Fundamentals of Speech	A-	3.7	x 2 =	7.4
Health Education	B	3.0	x 3 =	9.0
	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

The maximum number of absence hours is limited to one more class hour than the contact hours as indicated in the BMCC college catalog. For example, you may be enrolled in a four hour class that meets four times a week. 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 "WN" grade.

Class Attendance

If you do not attend class at least once in the first three weeks of the semester, the Office of the Registrar is required to assign a grade of "WN".

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. Effective September 1, 1995, the College has adopted the following variant on the City University's policy on computing grades:

1. When an undergraduate student receives an earned academic grade of "F" or an administrative failing grade and 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.
2. In addition to the "F" Grade Policy, BMCC's policy provides students with the option of retaking any course with a grade which carries less than 2.0 quality points; this includes "C-", "D+", "D" and "D-". This policy allows any later higher grade for the retaken course to forgive the earlier grade. 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 or lower than the previous grade, then the credits will not count toward the student's degree but will count in the GPA.

Academic Grading

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 and State financial aid. Also, repeated courses for which students have already received an acceptable passing grade will not be included as part of the student's minimum full-time or part-time course load for 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, pp. 98.

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. 91). *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 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

There are two kinds of transcripts: unofficial and official. Student transcripts are unofficial copies that the student can request for his or her own records. Official transcripts bear the College seal and signature of the Registrar and are not issued to students or alumni. These are sent directly to other colleges and employers. There is a \$7.00 fee for each transcript; official and unofficial. However, there is no fee for transcripts sent to the University Application Processing Center (UAPC) or to another CUNY College. Students ordering in person should allow 5 to 7 business days to process the transcript request. The quickest and most convenient way to send a transcript, is to order it online. In most cases, transcripts are sent on the same day as the order is received. See option #1 below for details.

You may request in the three following ways:

1. Online

Both official and student copies may be ordered online for your convenience at <http://www.bmcc.cuny.edu/registrar/>. Borough of Manhattan Community College/City University of New York has retained Credentials Inc. to accept transcript orders over the Internet. If you do not have access to the Internet, call Credentials Inc. at 800 646-1858. Students ordering over the internet should allow 2 to 3 business days to process the transcript request. There is an additional fee of \$2.00 for use of this service. To utilize this service, students will need to have their social security number, telephone number, a valid major credit card (Visa, Master Card, American Express or Discover) and the name and address of the party they are sending the transcript to.

2. In Person

You may come to the Registrar's Office (Room S310) and fill out a transcript request form to have an official transcript sent to other colleges and employers.

3. In Writing

Please download and complete a transcript request form from the website <http://www.bmcc.cuny.edu/registrar/> and mail it to:

Transcript Department
Registrar's Office, Room S310
Borough of Manhattan Community College
199 Chambers Street
New York, NY 10007

- A \$7.00 check or money order should be included for each request sent outside of the CUNY system or the University Application

Processing Center (UAPC). Please make checks or money orders payable to Borough of Manhattan Community College.

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 Assessment Test in Writing;
6. 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.*

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, W, WU, *WN, or PEN 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 Steinhardt School of Education 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 Morrisey Award

A commemorative scholarship in honor of the late A. Alexander Morrisey, 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 Honor 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.

Rules and Regulations

See Notification of College Policy regarding absence for religious purposes, p. 98.

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 the 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. 92). Students on academic probation or special probation who obtain an overall GPA of 2.0 or higher are automatically restored to good academic standing. Students who have been academically dismissed and have a grade appeal pending will be reinstated if they prevail in their appeal and, as a result, their overall GPA is 2.0 or higher.

Dismissal

Students whose GPA falls below minimum retention standards for two consecutive semesters are academically dismissed.

Academically dismissed students may not attend BMCC or any CUNY college for at least one semester unless they are eligible to file an appeal as set forth below, and the appeal has been granted by the Committee on Academic Standing.

Application for Readmission to the College after First Academic Dismissal

A student who is academically dismissed once may be readmitted to the College on special probation if the student meets all of the following criteria:

1. has not attended BMCC for at least one semester;
2. has a cumulative grade point average of 1.8 or more;
3. has, in consultation with a Student Life counselor or any academic advisor, developed an academic success plan.

Students meeting the above criteria may file a readmission application with the Admission Office and must do so by the deadline set by the college.

Students who are academically dismissed twice are not readmitted to BMCC except

*as set forth below (see Sections: **Students Academically Dismissed More Than Once** and **Students who are Academically Dismissed and who wish to Appeal asserting Extenuating Circumstances**).*

Appeal of Dismissal

Academic dismissal may be appealed as set forth below by submitting a completed appeal form to the Committee on Academic Standing. Documentary evidence must be provided in support of the appeal. Written recommendation from a Student Life college counselor or any academic advisor must also be submitted. Appeal forms are available in the Counseling Center (Room S330), the Registrar's Office (Room S310) or the Academic Advisement and Transfer Center (Room S763).

Students Academically Dismissed Once – Conditions for Appeal for Special Probation

1. Students who have been academically dismissed once who have a GPA of 1.8 or higher and wish to attend the following semester may file an appeal with the Committee on Academic Standing for immediate reinstatement on special probation.
2. Students who have been academically dismissed once who have a GPA below 1.8 and have not attended for a semester may file an appeal with the Committee on Academic Standing for reinstatement on special probation.

Students Academically Dismissed More Than Once

Students who are academically dismissed more than once are eligible to file an appeal for readmission if the student meets one of the following criteria:

1. The student's GPA during the semester that he/she was on special probation is 2.0 or higher; or
2. The student only took remedial courses during the semester he/she was on special probation and received a passing grade for each course taken; or
3. The student received only grades of W or *WN during the semester he/she was on special probation.

Students who are Academically Dismissed and who Wish to Appeal Asserting Extenuating Circumstances

Students who are academically dismissed and who do not meet the above grounds for appeal may file an appeal for an immediate reinstatement asserting extenuating circumstances. In the application for reinstatement, the student must provide legal and/or official documentation of the extenuating circumstances that made it impossible for the student to meet minimum retention standards and must provide

evidence that they are capable of performing at the level required to prevent further dismissal.

Students who are academically dismissed a third time cannot appeal their dismissal.

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 "F", "*WN" or "WU" 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" 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 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:

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- 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 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.

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- 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 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, Room S343. 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.

Reservation of Right to Deny Admission

The College reserves the right to deny admission to any student if in its judgment, the presence of that student on campus poses an undue risk to the safety or security of the College or the College community. That judgment will be based on an individualized determination taking into account any information the College has about a student's criminal record and the particular circumstances of the College, including the presence of a child care center, a public school or public school students on the campus.

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

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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.

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

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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 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

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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

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> and 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 Room S310.
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 APTS 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.

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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) school 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 online 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 Disciplinary 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, 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.)"

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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 throughout 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 ensure receipt and 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, partnership status, 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 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, Iyana Titus, 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

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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 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

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
Iyana Titus, Esq.
Affirmative Action & Compliance
Room S750d, 212-220-1236
Fax: 212-220-1244

Sexual Harassment Deputy Coordinator
Deborah Parker
Director, The Women's Center
Room S362, 212-220-8166

Sexual Harassment Deputy Coordinator
Gloria Chao
Deputy Director, Human Resources
Room S716, 212-220-8304

Ron Clare

Rules & Regulations

Business Management Faculty
Room S658, 212-220-8211

Andrew Escobar
Assistant Director, Athletics
Room N208, 212-220-8263

Carmen Martinez-Lopez
Business Management Faculty
Room S661, 212-220-8389

Harry Mars
Director, Student Activities
Room S360, 212-220-8161

Acte Maldonado
Cooperative Education Faculty
Room S768, 212-220-8053

Vinton Melbourne
Manager for Media Services, Media Center
Room S506a, 212-220-1392

Antoinette Middleton
Associate Director, Admissions
Room S303, 212-220-1267

Edwin Moss
Director, Public Safety
Room S202, 212-220-8076

Nancy Natelli
Associate Director, Human Resources
Room S713, 212-220-8303

Walida Najeeullah
Manhattan Educational Opportunity Center
Room 1501, 125th Street Location
212-961-4383

William Roane
Social Sciences & Human Services Faculty
Room N609 212-220-1225

Chris Stein
Media Arts and Technology Faculty
Room N-681, 212-220-8383

Lily Yi-Elkin
Assistant Director for International and
Transfer Services, Admissions Office
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, Iyana Titus, 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.

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 AND STAFF

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Antonio Pérez
President

Jane Lee Delgado
*Dean for Institutional Effectiveness
and Strategic Planning*

Bettina Hansel
*Director of Institutional Research
and Assessment*

Barry Rosen
*Executive Director of External
and Public Affairs*

Thomas Volpe
Director of Publications

Iyana Titus
Director of Affirmative Action Compliance

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Dean for Academic Programs and Instruction

Michael Gillespie
Associate Dean of Academic Affairs

Sandra Rumayor
Director of Evening/Weekend Programs

Freda McClean
Director of Academic Advisement and Transfer

Thomas Lew
Director of Instructional Technology

Constance Tsai
Director of Testing

James Tynes
Director of the Learning Resource Center

Janey Flanagan
Director of E-Learning

Jason Schneiderman
Acting Director of the Writing Center

Victoria Mondelli
Director of the Teaching Learning 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

OFFICE OF THE VICE PRESIDENT OF ADMINISTRATION AND PLANNING

G. Scott Anderson
Vice President of Administration and Planning

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*Assistant Vice President of Finance
and Comptroller*

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Acting Manager of Systems Programming

OFFICE OF COLLEGE DEVELOPMENT

Vice President for College Development

John Montanez
Dean of Grants and Development

Brian Haller
Director of Foundation and Corporate Relations

Pat Splendore
Director of Annual Fund and Alumni Relations

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Vice President of Student Affairs

Michael Hutmaker
Dean of Students

Howard Entin
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Eugenio Barrios
Director of Enrollment Management

Marcos Gonzalez
Director of Office of Accessibility

Ardie DeWalt
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

Pedro Pérez
Acting Director of College Discovery

Sussie Gyamfi
*Coordinator for Scholarships and
Special Services*

Tiffany James
Acting Student Conduct Coordinator

Daniel Ambrose
*Student Life Coordinator for Civic
Responsibility and Student Development*

OFFICE OF HUMAN RESOURCES

Robert E. Diaz
*Vice President for Legal Affairs and
Faculty and Staff Relations*

Gloria Chao
Deputy Director of Human Resources

Nancy Natelli
Assistant Director of Human Resources

CENTER FOR CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT

Sunil Gupta
Dean of Adult and Continuing Education

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Citigroup

Raymond O'Keefe, Jr. CRE, Vice Chair
Gallin Glick Sullivan O'Keefe LLC

Laura V. Morrison, Secretary/Treasurer
New York Stock Exchange-Euronext

Scott Anderson
BMCC

Elizabeth Butson

Sheldon Cohen
CB Richard Ellis

Shirley Fiterman
Miles & Shirley Fiterman Foundation

Steven Fiterman
Ground Development, Inc.

Craig M. Hatkoff
Tribeca Film Festival

Theresa Clark Messer '82
National Basketball Players Association

Christine Larsen
JP Morgan Chase

Robert J. Mueller

Deryck A. Palmer
Cadwalader, Wickersham & Taft

Antonio Pérez
BMCC President

George Rivera
Digital Laundry

Judith Volkmann
Attorney

Herbert Rosenfield, *Member Emeritus*

The City University of New York

THE CITY UNIVERSITY OF NEW YORK

Matthew Goldstein, *Chancellor*

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Interim Senior Vice Chancellor for Budget, Finance and Fiscal Policy

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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 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.

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 chart below shows what the requirements are and when each one starts.

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
1993	1995	1	2	4				4	11
1995	1997	1	2	4	2			4	13
1997	1999	2	3	4	2			4	15
1999	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

C: Co-requisite. P: Must pass basic skills before being allowed to register for course. S: In Spanish. X: No basic skills prerequisite.

Department/Program	Course(s)	ENG	ESL	ACR	MAT
Accounting	ACC 122	X	P-062	P-094	P-008/010/011
	ACC 222	P-088	P-094 <i>or grade of "B" or better in ACC 222</i>	P-095	P-008/010/011
	All 300 level ACC Courses	P-088	P-094 <i>or grade of "B" or better in ACC 222</i>	P-095	P-008/010/011
	All 400 level ACC courses	P-095	P-095	P-095	P-008/010/011
Allied Health Science	EMC 100	P-088	P-094	P-094	P-008/010/011
	All EMC courses	P-095	P-095	P-095	P-012/051
	All HIT courses	P-095	P-095	P-095	P-012/051
	All RTT courses	P-095	P-095	P-095	P-012/051
Business Management	BUS 104, 110, 200	P-088	P-094	P-094	P-008/010/011
	BUS 210, 220	P-095	P-095	P-095	P-012/051
	All other BUS courses	P-095	P-095	P-095	P-008/010/011
	All CRJ courses	P-088	P-094	P-094	P-008/010/011
	FNB 100	P-088	P-094	P-094	P-012/051
	FNB 220, 240	P-095	P-095	P-095	P-008/010/011
	All other FNB courses	P-095	P-095	P-095	P-012/051
	MAR 100	P-088	P-094	P-094	P-008/010/011
	All other MAR courses	P-095	P-095	P-095	P-008/010/011
	SBE 100	P-088	P-094	P-094	P-008/010/011
	All other SBE courses	P-095	P-095	P-095	P-008/010/011
	TTA 200	P-088	P-094	P-094	P-008/010/011
	All other TTA courses	P-095	P-095	P-095	P-008/010/011
	Cooperative Education	CED 201	P-095	P-095	P-095
All other CED courses		P-095	P-095	P-095	P-008/010/011
Computer Information Systems	All 100 level CIS courses	P-088	P-062	P-094	P-008/010/011
	All 200 level CIS courses	P-088	P-094	P-095	P-012/051
	All 300 level CIS courses	P-095	P-094	P-095	P-012/051
	All 400 level CIS courses	P-095	P-094	P-095	P-012/051
	CSC 110	P-088	P-094	P-094	P-012/051
	CSC 210	P-095	P-095	P-095	C-056
	All other CSC courses	P-095	P-095	P-095	P-056
Developmental Skills	ACR 094	X	P-054	X	X
	ACR 095	X	P-062	P-094	X
	CRT 100	P-088	P-094	P-094	X
	ESL 094, 095	X	P-062	X	X
	All other ESL courses	X	X	X	X
	LIN 100	P-088	P-062	P-094	X
English	ENG 088	X	X	X	X
	ENG 095	P-088	X	X	X
	ENG 101	P-095	P-095	P-095	X
	ENG 201	P-095 & CAT-W	P-095 & CAT-W	P-095	X
	All 300 level ENG courses	P-095	P-095	P-095	X
Ethnic Studies	All 100 & 200 level AFN courses	P-088	P-094	P-094	X
	All 300 levels AFN courses	P-095	P-095	P-095	X
	AFL 102, 111, 161	P-088	P-094	P-094	X
	AFL 112, 113, 151	P-088	P-094	P-094	P-008/010/011
	AFL 125	P-088	P-095	P-095	X
	ASN 111, 114	P-			
	ASN 339	P-095	P-095	P-095	X
	LAT 141, 142	P-088	P-062	P-094	X
	LAT 233, 235, 237, 238, 239	P-S	P-S	P-S	X
	LAT 234, 475	P-088	P-094	P-094	X
LAT 338	P-095	P-095	P-095	X	
All other LAT courses	P-088	P-094	P-094	X	

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Department/Program	Course(s)	ENG	ESL	ACR	MAT	
Health Education	HED 260	P-088	P-094	P-094	X	
	All other HED courses	P-088	P-062	P-094	X	
Mathematics	MAT 008, 010, 011, 012	X	P-062	X	X	
	MAT 051	X	P-062	X	P-008/010/011	
	MAT 056, 100, 104, 109, 125, 150, 160	X	P-062	P-094	P-012/051	
	MAT 111	P-088	P-062	P-094	P-012/051	
	MAT 200, 202, 206, 208, 209, 402	X	P-062	P-094	P-056	
	MAT 214, 216	P-095	P-095	P-095	P-056	
	MAT 301, 302, 303	X	X	X	P-056	
	MAT 315	X	P-054	P-094	P-056	
	MAT 320, 505	X	X	P-094	P-056	
	MAT 501, 601	X	X	X	P-056	
	Media Arts & Technology	MMP 100, 240	P-088	P-062	P-094	P-008/010/011
		MMP 280	P-088	P-094	P-094	P-008/010/011
All other MMP courses		P-088	P-062	P-094	C-051	
VAT 401		P-095	P-095	P-095	P-012/051	
All other VAT courses		P-095	P-095	P-095	X	
Modern Languages	(Students may be admitted on basis of language placement test)					
	CHI 101	X	P-062	P-094	X	
	CHI 111	P-088	P-062	P-094	X	
	All other CHI courses	X	X	X	X	
	FRN 101, 102, 150	X	P-062	P-094	X	
	Any other FRN course	X	X	X	X	
	ITL 101, 102	X	P-062	P-094	X	
	ITL 170	P-088	P-094	P-094	X	
	ITL 200	X	X	X	X	
	SPN 101, 102, 130, 150	X	P-062	P-094	X	
	SPN 103	X	X	X	X	
	All other SPN courses	X	X	X	X	
	Music and Art	ART 100, 113	P-088	P-062	P-094	X
		ART 105	X	X	X	P-008/010/011
ART 110, 210, 215, 225, 235, 315		P-088	P-094	P-094	X	
ART 801		P-088	P-094	P-094	X	
ART 802		P-095	P-095	P-095	X	
All other ART courses		X	X	X	X	
MUS 103		P-095	P-095	P-095	X	
MUS 106, 108, 110, 240, 250		P-088	P-094	P-094	X	
All other MUS courses		X	X	X	X	
Nursing		All NUR courses	P-095	P-095	P-095	P-008/010/011
Office Administration	OFF 110	P-088	P-094	P-094	X	
	OFF 111	C-088	C-062	C-094	X	
	OFF 221	P-088	P-062	P-094	X	
	All other OFF courses	P-095	P-095	P-095	X	
Science	AST 110	P-088	P-062	P-094	P-008/010/011	
	BIO 110	P-088	P-062	P-094	P-012/051	
	BIO 210, 220	P-095	P-095	P-095	P-012/051	
	BIO 240	P-088	P-062	P-094	P-056	
	BIO 260	P-095	P-095	P-095	P-056	
	BIO 420, 425, 426	P-088	P-062	P-094	P-008/010/011	
	CHE 110, 118, 120	P-088	P-062	P-094	P-008/010/011	
	CHE 121, 122	P-088	P-062	P-094	P-012/051	
	CHE 201, 202	P-088	P-062	P-094	P-056	
	CHE 230, 240	X	X	X	P-056	
	ESC 111, 113	X	P-054	P-094	P-056	

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Department/Program	Course(s)	ENG	ESL	ACR	MAT
Science (continued)	All other ESC courses	X	X	X	P-056
	PHY 110, 400	P-088	P-062	P-094	P-008/010/011
	All other PHY courses	X	X	X	P-056
	SCI 111	P-088	P-062	P-094	P-012/051
	SCI 120, 121, 140	P-088	P-062	P-094	P-056
	SCI 150, 200, 510, 530	P-088	P-062	P-094	P-008/010/011
Social Science	All ANT courses	P-088	P-094	P-094	X
	All 100 level ECO courses	P-088	P-094	P-094	P-008/010/011
	ECO 201, 236	P-088	P-094	P-094	P-012/051
	ECO 202	P-088	P-094	P-094	P-056
	GEO 100	P-088	P-094	P-094	X
	All HIS courses	P-088	P-094	P-094	X
	All PHI courses	P-088	P-094	P-094	X
	All POL courses	P-088	P-094	P-094	X
	All PSY courses	P-088	P-094	P-094	X
	SOC 125	P-088	P-095	P-095	X
	All other SOC courses	P-088	P-094	P-094	X
	SSC 100	P-088	P-094	P-094	X
	HUM 101	P-088	P-094	P-094	X
	All other HUM courses	P-095	P-095	P-095	X
	Speech, Communications and Theatre Arts				
	SPE 102	P-088	P-062	P-094	X
	SPE 103	P-095	P-094	P-094	X
	SPE 245	P-095	P-095	P-095	X
	All other SPE courses	P-088	P-094	P-094	X
	THE 128, 210, 220, 258, 380	P-095	P-095	P-095	X
	THE 141	X	X	P-095	X
	All 300 level THE courses	P-095	P-095	P-095	X
	All other THE courses	P-088	P-094	P-094	X
Teacher Education	ECE 102	P-088	P-094	P-094	X
	All other ECE courses	P-095	P-095	P-095	X
	EDU 201, 202	P-095	P-095	P-095	X

For the most up-to-date Basic Skills Guide, please visit the Academic Advisement and Transfer Center Web site.

Registered Programs

INVENTORY OF REGISTERED PROGRAMS

Program Name	Program Code	HEGIS Code	Degree Awarded	Date Registered
Accounting	01080	5002	A.A.S.	3/72
Accounting for Forensic Accounting	35014	5002.00	A.S.	11/11
Bilingual Childhood Education	28377	5649	A.A.	11/03
Biotechnology Science	33675	5604.00	A.S.	3/10
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
Communication Studies	35127	5606.00	A.A.	1/12
Computer Network Technology	91518	5104	A.A.S.	10/91
Computer Information Systems	91517	5103	A.A.S.	10/91
Computer Science	92040	5101	A.S.	1/92
Criminal Justice	33085	5505.00	A.A.	6/09
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
Science for Forensics	32756	5619	A.S.	2/09
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
Writing and Literature	22639	5615	A.A.	3/00

Note: Enrollment in other than registered or otherwise approved programs may jeopardize your eligibility for certain student aid awards.

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Accounting	220-8185	220-1284	S610
Accounts Payable	220-8050	220-2365	S732
Administration & Planning	220-8015	220-2370	S740
Admissions	220-1265	220-2366	S300
Allied Health Sciences	220-8335	748-7465	N742
Athletics & Intramurals	220-8260	748-7463	N210
BMCC Association, Inc.	220-8163	748-7478	S206d
BMCC Uptown Campus	220-1271	220-1276	C201
Bookstore - Barnes & Noble	267-3474	267-3309	S205
Budget/Fiscal Office	220-8060	748-7464	S737
Buildings & Grounds	220-8025	220-1280	N105
Bursar's Office	220-1300	220-2372	S320
Business Management	220-8205	220-1281	S660
Cafeteria - MJB Food Services	587-3330	587-3336	S177
Career Development & Placement	220-8170	748-7475	N210
Center for Ethnic Studies	220-1370	220-1508	S642
College Computer Center	220-8360	220-2363	S165
College Development	220-8020	748-7472	S747
College Discovery	220-8152	220-1298	S330
Computer Information Systems	220-1476	220-1287	S150
Continuing Education & Workforce Development	346-8410	346-8428	M1400
Cooperative Education	220-8055	220-1286	N765
COPE	346-8486	346-8484	M1216B
Counseling Center	220-8140	220-1283	S330
CUNY Language Immersion Program	665-2740	665-2743	125th St, 6th Fl.
Developmental Skills	220-1396	748-7477	N420
Disabilities, Services For Students With	220-8180	220-1264	N326
Early Childhood Center	220-8250	748-7462	N210
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Financial Aid	220-1430	220-2368	N340
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Health Education	220-1453	748-7450	N757A
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