

BOROUGH OF MANHATTAN COMMUNITY COLLEGE

BOROUGH OF MANHATTAN COMMUNITY COLLEGE - 1960

134 WEST 51ST STREET

... of The City University of New York

**BOROUGH OF MANHATTAN
COMMUNITY COLLEGE
OF THE CITY OF NEW YORK
CATALOG
1967**

**A Community College of The City University of New York
under the program of State University of New York
134 West 51st Street, New York, New York 10020 • 582-9300**

ACADEMIC CALENDAR

FALL SEMESTER—1967

SEPTEMBER	6	Wednesday	Orientation for freshmen
	7-12	Thursday-Tuesday	Registration
	13	Wednesday	Orientation for new faculty
	14	Thursday	Classes begin
OCTOBER	4	Wednesday	Last day for withdrawal with partial refund of tuition
	5	Thursday	No classes
	6	Friday	No classes
	9	Monday	Make-up examinations from Spring and Summer 1967 semesters
	11	Wednesday	Last day for removal of incomplete grades for Spring and Summer 1967 terms
	12	Thursday	Columbus Day—No classes
	27	Friday	Last day for withdrawal without academic penalty
NOVEMBER	30 to 3	Monday to Friday	Midterm examination period
	6	Monday	Scholarship warning reports due
	7	Tuesday	Election Day—No classes
	23-24	Thursday-Friday	Thanksgiving recess—No classes
DECEMBER	27 to 22	Monday to Friday	Pre-registration advisement
	1	Friday	Last day for filing requests for matriculation
JANUARY	23 to 1	Saturday to Monday	Winter recess
	11	Thursday	Last day of classes
	12	Friday	Placement examinations for incoming freshmen
	12-19	Friday-Friday	Final examinations

SPRING SEMESTER—1968

JANUARY	26-31	Friday-Wednesday	Registration
FEBRUARY	1	Thursday	Orientation for freshmen
	5	Monday	Classes begin
	12	Monday	Lincoln's Birthday—No classes
	22	Thursday	Washington's Birthday — No classes
	23	Friday	Last day for withdrawal with partial refund of tuition
	27	Tuesday	Last day for filing request for June graduation Make-up final examinations (Fall Semester)
MARCH	1	Friday	Last day for removal of incomplete grades for Fall 1967 semester
	18	Monday	Last day for withdrawal without academic penalty
	21-27	Thursday-Wednesday	Midterm examination period
APRIL	12-21	Friday-Sunday	Spring recess—No classes
MAY	22 to 17	Monday to Friday	Pre-registration advisement
	1	Wednesday	Last day for filing requests for matriculation
	18	Saturday	Placement examinations for incoming freshmen
	24	Friday	Last day of classes
JUNE	27 to 4	Monday to Tuesday	Final examinations
MAY	30	Thursday	Memorial Day—No classes
JUNE	13	Thursday	Senior Convocation
	14	Friday	Commencement

SUMMER SESSION—1968

JUNE	10-11	Monday-Tuesday	Registration
	17	Monday	Classes begin
JULY	4	Thursday	Independence Day—No classes
	26	Friday	Last day of classes
	29	Monday	Final examinations

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THE CITY UNIVERSITY OF NEW YORK . . .

started in 1847 when the first municipal college was established by a referendum of the people of New York City. This Free Academy, which came to be known as the College of the City of New York, then as City College, met the city needs for free higher education. For one hundred years, the city of New York was the sole support of this college and of the three other municipal colleges which were subsequently created. The unique tradition of free tuition to undergraduates was established from the beginning.

In 1961 the municipal system of colleges grew to seven, was given University status and legally titled the City University of New York. There are now 13 colleges and 17 doctoral programs being given through the City University, thus meeting the increasing need for advanced training to be made available to a greater number of students. City, Hunter, Brooklyn, and Queens Colleges offer liberal arts and science curriculums leading to the baccalaureate degree, which are tuition-free to bona fide residents of the city. Masters programs are offered in a wide variety of fields, and the Graduate Center, which opened in midtown Manhattan in 1963, supervises the doctoral programs centrally and in the several colleges.

John Jay College of Criminal Justice, formerly the College of Police Science, which opened in 1965, offers baccalaureate and associate degrees to members of the police force and to correction officers. Richmond College, an upper-division institution for undergraduate juniors and seniors and graduate students, as well as a new senior liberal arts college, York College, will be opened in 1967.

There are also six tuition-free community colleges administered by the Board of Higher Education under the program of the State University of New York. These colleges—Borough of Manhattan, Bronx, Kingsborough, New York City, Queensborough, and Staten Island Community Colleges—offer two-year career programs in business, health science and engineering technologies, as well as liberal arts transfer programs that prepare students to enter a four-year college at the junior year.

As of September 1966, the City University had a total enrollment of about 147,000 students—meaning that about one of every 55 persons in the city was enrolled at one of its colleges. There were 57,000 full-time day-session undergraduates, 23,000 graduate students, and more than 56,000 students in evening sessions. In the evening schools, about 6,000 persons who work during the day matriculate in the degree programs and others take undergraduate courses without applying the work toward a degree. There are also some 8,000 students taking adult-education courses. All graduate students, except those preparing to teach, and all non-matriculated students pay moderate tuition fees.

The City University is financed by the City of New York, and the State of New York, and by fees and gifts. Some funds for research, buildings, and special projects are provided by the Federal Government.

The increasing support for public higher education in the city and state should enable the university to maintain its high academic standing. The faculty is one of the highest-paid in the country, according to the annual surveys of the American Association of University Professors. As measured by the number of Woodrow Wilson Fellows and the number of grants received from the American Council of Learned Societies, the City University faculty ranks among the top five faculties in the nation.

The students also rate highly. Of those persons earning doctorates each year, the largest number and percentage receive their undergraduate training at units of the City University. The university also ranks in the top five among institutions whose students receive Woodrow Wilson Fellowships and awards from the National Science Foundation.

The university's supervising Board of Higher Education has a membership of 21 persons, appointed by the Mayor for nine-year terms, and one ex-officio member, the president of the Board of Education. They serve without salary.

OFFICERS OF THE CITY UNIVERSITY

Chancellor: Albert H. Bowker

Vice-Chancellor of the University: Harry L. Levy

Vice-Chancellor for Campus Planning and Development: Seymour C. Hyman

Vice-Chancellor for Business Affairs: Bernard Mintz

Dean for Academic Development: Elbert K. Fretwell, Jr.

Dean of Graduate Studies: Mina Rees

Acting Dean of Teacher Education: Harold H. Abelson

MEMBERS OF THE CITY UNIVERSITY

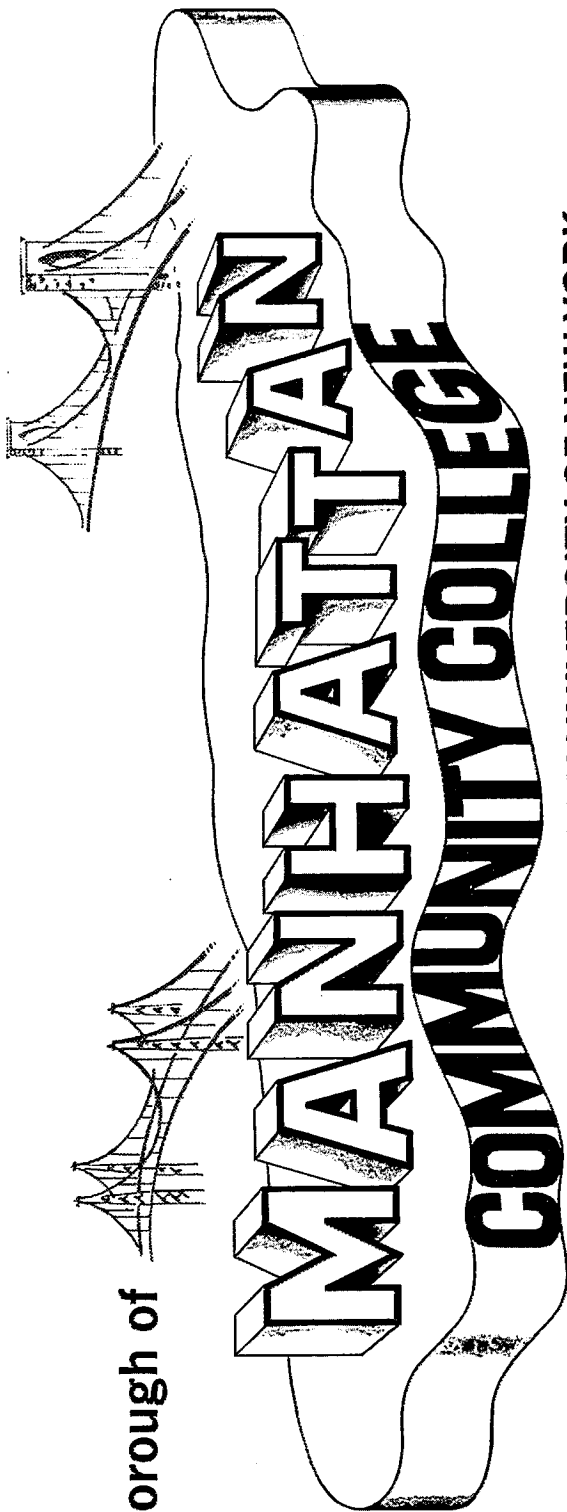
- THE CITY COLLEGE, founded in 1847
President: Buell G. Gallagher
- HUNTER COLLEGE, founded in 1870
President: Robert D. Cross
- BROOKLYN COLLEGE, founded in 1930
Acting President: Francis P. Kilcoyne
- QUEENS COLLEGE, founded in 1937
President: Joseph P. McMurray
- JOHN JAY COLLEGE OF CRIMINAL JUSTICE, founded in 1964
President: Leonard E. Reisman
- RICHMOND COLLEGE, founded in 1965
President: Herbert Schueler
- YORK COLLEGE, founded in 1966
President: Dumont F. Kenny
- STATEN ISLAND COMMUNITY COLLEGE, founded in 1955
President: Walter L. Willig
- BRONX COMMUNITY COLLEGE, founded in 1957
President: James A. Colston
- QUEENSBOROUGH COMMUNITY COLLEGE, founded in 1958
President: Kurt R. Schmeller
- KINGSBOROUGH COMMUNITY COLLEGE, founded in 1963
President: Jacob I. Hartstein
- BOROUGH OF MANHATTAN COMMUNITY COLLEGE, founded in 1963
President: Murray H. Block
- NEW YORK CITY COMMUNITY COLLEGE, founded in 1946; became
part of The City University in 1964
President: Milton G. Bassin

BOARD OF HIGHER EDUCATION OF THE CITY OF NEW YORK

Porter R. Chandler, Chairman
Jack I. Poses, Vice-Chairman
David I. Ashe
Renato J. Azzari
Lloyd H. Bailer
George D. Brown
Frederick H. Burkhardt
John E. Conboy
Gladys M. Dorman
Mary S. Ingraham
Francis H. Keppel
Benjamin F. McLaurin

Louis Nunez
Luis Quero-Chiesa
Edward D. Re
Arthur Rosencrans
Henry E. Schultz
Ruth S. Shoup
Ella S. Streater
David Sullivan
Arleigh B. Williamson
Lloyd K. Garrison (Ex Officio)
N. Michael Carfora, Secretary
Arthur H. Kahn, General Counsel

Borough of



of THE CITY UNIVERSITY OF NEW YORK

THE BOROUGH OF MANHATTAN COMMUNITY COLLEGE...

is the only comprehensive community college in Manhattan. The primary goals are the intellectual development and academic success of its students, so that they may become active and responsible citizens. This two-year coeducational college offers courses of instruction and training for high school graduates. The College provides the community with well-trained graduates. The Associate Degree may be earned after two years of study, during which students are prepared to find self-fulfilling work as a result of their career training. For students who wish to transfer to an institution of higher education upon their graduation in order to earn a baccalaureate degree, the College offers both Business Administration-Transfer and Liberal Arts courses as well as the new Recreation Leadership course. The Evening Division of the College offers courses to matriculated and non-matriculated students. Adult and continuing non-degree programs are also available. (See page 42 for details.)

One of the College's unique features is the Cooperative Education Program which is an integral part of its educational offerings. Coordinated with the specific needs of local business, industry, and government, this program provides field experiences **directly** related to the students' courses of study. This program has been so planned that students' field experiences or internships are concurrent with their classroom instruction rather than alternated with the academic schedule. (See page 44 for details.)

Admission to the Borough of Manhattan Community College is based on availability of space and qualifications of the applicants without regard to race, color, creed, or national origin.

Educational Objectives

The educational goals of the Borough of Manhattan Community College are achieved through curricular, co-curricular, and extra-curricular participation. Toward this goal, the College included with all academic studies, attempts to develop in each student appreciation of the values inherent in:

- understanding and appreciating the American heritage and ideals
- comprehending other civilizations and other cultures
- training in the use of the tools which are essential for critical, analytical thought and effective self-expression
- developing proficiency in the areas of specialization
- providing the skills necessary for the selected business career or health service most needed in the community
- acquiring comprehensive knowledge of the liberal arts to adequately prepare for future advanced study
- recognizing the dignity of each individual
- realizing the potential for individuals and society to exist in a harmonious relationship
- developing a desire to participate in community activities as an interested, aware citizen functioning in a democratic society
- striving for maximum excellence in all programs of study and in personal relationships.

The Future

The future plans of the Borough of Manhattan Community College include curriculum expansion in business career and health service programs plus increased enrollments in all of the curriculums which may be required to meet the desires of the students and the needs of the community. These increases will coincide with the College's long-range plans for the development of a permanent campus in the Borough of Manhattan. The future also holds an expanded Urban Center where young men and women who wish, or need, less than two years of college are trained for semi-professional careers.

Location

At present, the College occupies leased quarters in the heart of Manhattan's commercial, industrial, business, shopping, entertainment, and tourist center. Classrooms, laboratory, and library facilities now fill a floor and a half in the modern, air-conditioned American Management Association building at 134 West 51st Street in Manhattan. This is one block from Rockefeller Center, near busses and all subway lines. In addition, the College leased a six-story building at 799 Seventh Avenue, one block away, between 51st and 52nd Streets. Facilities in this building will permit the College to serve a student body of over 2,000 day students and an equal number of evening students during the 1967-68 academic year.

History

The Borough of Manhattan Community College is sponsored by the Board of Higher Education of the City of New York under the program of the State University of New York established under the Community College Law of New York State. Chartered in 1963, it is the tenth unit of the City University of New York and the twenty-eighth two-year college of the statewide educational complex.

Classes began on September 24, 1964, with courses offered in business career programs and in the liberal arts. Over 1,500 applications were received for the first class from which 467 students were selected. A business transfer program was added in September 1966. Career programs in the health services are planned for inclusion in September 1967.

Accreditation

The Borough of Manhattan Community College is an accredited member of the Middle States Association of Colleges and Secondary Schools. It has also been accredited by the Board of Regents of the University of the State of New York, and is a member of the American Association of Junior Colleges.

BOROUGH OF MANHATTAN COMMUNITY COLLEGE COMMITTEE

Jack I. Poses, Chairman

Benjamin F. McLaurin, Vice-Chairman

David I. Ashe

Louis Nunez

Henry E. Schultz

Porter R. Chandler (Ex Officio)

PRESIDENT'S COUNCIL

A group of civic-minded individuals interested in the College and its students serve on the President's Council. Professionals and laymen, they volunteer their time and assistance to the President to further the needs and the purposes of the College and to assist students and their parents. Prominent in their own communities, the members of the President's Council come from various walks of life and diverse backgrounds, but are solidly united in their efforts in behalf of the Borough of Manhattan Community College. They include:

Joseph Marks, Committee Chairman, Publishing Consultant, Former Vice-President, Doubleday and Co., Inc.

Ernest R. Chanes, President, Consolidated Water Conditioners Corp., Executive Committee, Emergency Civil Liberties Committee

Mrs. Martin B. Dworkis, Administrative Officer, Office of Economic Opportunity, Demonstration Rehabilitation Program

Mrs. Charles Goldman, President's Council, Brandeis University

Mrs. William Greenburg, New York City Youth Board, Urban Studies, City University of New York

Aaron Jarvis, Former President, Garay and Co., Inc.

Mrs. Morris Joffe, Chairman of the Board, Vacation Camp for the Blind

Mrs. Theodore W. Kheel, Board of Directors, Urban League of Greater New York

Dr. Arthur C. Logan, Trustee, Public Education Association, President, Advisory Council, Downstate Medical Center

Lyle A. Marshall, Attorney, Co-Chairman, Interracial Council for Business Opportunity

Godfrey Murrain, Attorney, Commission of Religion and Race, New York Presbytery

Mrs. Richard C. Pollard, President, Media Advisors International, Inc.

Honorable Jack I. Poses, Vice-Chairman, Board of Higher Education of New York City, Trustee, Brandeis University

Samuel Press, Attorney, Queens Community Planning Board

Arthur J. Rogers, Commissioner, Narcotics Addiction, Former Executive Director, New York City Youth Board

Mrs. Maurice L. Stone, Co-Chairman, Board of Trustees, New York Studio School

Max O. Urbahn, FAIA, Principal, The Office of Max O. Urbahn Architects, President, American Institute of Architects (New York Chapter)

OFFICERS OF ADMINISTRATION

Murray H. Block, Ed.D.....	President
Eric James, Ph.D.....	Dean of the College (on leave 1967-1968)
Edgar D. Draper, Ph.D.....	Dean of the College
Alfred R. Mascolo, M.A.....	Dean of Administration
Leon Cohen, Ph.D.....	Dean of Students
Arnold H. Scolnick, Ed.D.....	Dean of the Evening Division
Doris-Jeanne Gourevitch, Ph.D.....	Head, Liberal Arts Division
Leo J. Margolin, LL.B.....	Head, Business Administration Division
Blanche Ried, Ph.D.....	Head, Health Services Division
Michael Shmidman, Ph.D.....	Director of the Summer Session
Maurice H. Purcell, Docteur de l'Universite de Paris.....	Director of Admissions
Francis W. Heinkele, M.A.....	Registrar
Emil Greenberg, M.A.	Librarian
Max Franc, Ph.D.....	Director, Advisement Service
Bernice Douglas, Certificate in Journalism.....	Assistant to the President
Nancy Steintal, B.S.....	Assistant to the Dean (Administrative)
Carol Shaffer Twersky, M.A.....	Assistant to the Dean (Academic)
Jane Young, M.A.....	Assistant to the Dean
Norman Riback, B.B.A.....	Fiscal Officer
Gustave Manasse, Ph.D.....	Director of Counseling Services
Joseph Winters, Ed.D.....	Director of Work Study
William King, M.A.....	Director of Athletics
Sidney King, M.A.....	Director of Student Activities
Harriet Carter, M.A.	Assistant Registrar
Frances Fascetta, B.A.	Assistant Registrar
Julia Radford, M.S.W.	Assistant Registrar
Mary Barba.....	Secretary to the President
Elvira Kirkland, R.N.....	College Nurse
Lucius Watson, B.S.....	Director, Urban Center
Naomi Richmond, M.A.....	Assistant Director, Urban Center

FACULTY

- Samuel AlaloufInstructor, Modern Languages
B.A., The City College
- Edward J. AlexayAssistant Professor, Banking
B.S., M.B.A., New York University
- Leonard AllisonInstructor, English
B.A., M.A., New York University; M.S., Yeshiva University
- Marisol AmarInstructor, Modern Languages
B.A., Universire d'Algiers; M.A., St. John's University
- Billie AstorAssistant Professor, English
B.A., Brooklyn College; M.A., New York University
- Barbara BaileyInstructor, Social Science
B.A., Mt. Holyoke; M.A., New York University
- Joseph BeermanInstructor, Health and Physical Education
B.A., Hunter College; M.A., New York University
- Julius Berger Instructor, Accounting
B.B.A., The City College
- Tamara BlissInstructor, Music
A.B., Barnard College; M.A., Manhattan School of Music
- John BodgerInstructor, Library
B.A., Pomona College; M.A., Columbia University; M.L.S., University of California;
Ph.D., Columbia University
- Alan W. BoydInstructor, Student Life
B.A., College of Wooster; B.D., Union Theological Seminary
- Reuben BraxtonInstructor, Social Science
B.A., Brooklyn College; M.A., New York University
- Anthony J. BriaInstructor, Health and Physical Education
B.S., M.A., New York University
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B.A., M.A., Columbia University
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B.S., Fisk University; M.A., Columbia University; Ph.D., New York University
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B. Mus., Howard University; M. Mus., University of Michigan; Ph.D., University of
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- Charles KoskyInstructor, Science
B.S., William and Mary College; M.S., New York University
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- Edward LewisAssociate Professor, Cooperative Education;
Chairman of Cooperative Education Department
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- Mildred R. MarcusAssociate Professor, Social Science
B.S., M.B.A., New York University; Ph.D., Radcliffe University
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B.A., Brooklyn College; M.A., Hofstra College; Ph.D., Columbia University
- Alfred E. MartinInstructor, Science
B.S., The City College; M.S., University of Michigan
- Monice McDanielInstructor, Student Life; Coordinator of College Discovery Program
B.A., Fisk University; M.Ed., University of Illinois
- Kathleen MillerInstructor, English
B.A., Carleton College; M.A., Boston University

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 B.A., Ph.D., Ed.D., Post Doctoral Certificate, University of Havana

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 B.A., Lehigh University

Jorge NossaAssistant Professor, Data Processing
 C.P.A. Escolombias City College (Colombia)

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 Chairman of Social Science Department
 B.A., Brooklyn College; Ph.D., Columbia University

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 A.A., Bronx Community College; B.S., M.S., The City College

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 B.A., The City College

Soren SmithAssistant Professor, Data Processing
 B.B.A., Hofstra College

Stanley H. SolomonInstructor, Accounting
 B.B.A., M.B.A., The City College; C.P.A., State of New York

Lawrence B. SpectorInstructor, Mathematics
 B.S., Columbia University; M.S., New York University

Eva Maria StadlerAssociate Professor, Modern Languages;
 Director of Language Laboratory
 B.A., Barnard College; M.A., University of Wisconsin; Certificates, Sorbonne; Ph.D.,
 Columbia University

Rebecca StrunskyInstructor, Student Life
 B.S., The City College

Milton StubbsInstructor, Student Life
 B.S., State University at Buffalo; M.S., State University at New Paltz

Emanuel TargumAssociate Professor, Business Administration
 B.S., M.S., The City College; Ph.D., New York University; LL.B., J.S.D., Brooklyn Law
 School

Gloria TaylorInstructor, Secretarial Science
 B.S., The City College; M.A., New York University

Herbert TishfieldAssistant Professor, Accounting
 B.A., M.B.A., New York University; C.P.A., State of New York

Sara TrefmanAssistant Professor, English
 B.A., Hunter College; M.A., New York University

Herbert TreibmanAssistant Professor, Accounting
 B.B.A., The City College; LL.B., Brooklyn Law School; LL.M., New York University;
 B.S., Brooklyn College

Harriet Van SickleInstructor, Cooperative Education
 B.A., Nebraska University; M.A., Columbia University

Irving WechslerAssistant Professor, Business Administration
 B.S., M.B.A., New York University

Leona WegertInstructor, Health and Physical Education
 B.S., Seattle Pacific College; M.A., New York University

Lester WeinbergerAssociate Professor, Business Administration
 B.S., The City College; M.S., Columbia University; Ph.D., New School of Social Research

Rochelle WeinsteinAssistant Professor, Art
 B.A., M.A., The City College; M.A., New York University

Paul D. ZahnAssistant Professor, Mathematics
 B.S., Columbia University; M.S., University of Chicago

Cynthia ZuckerAssistant Professor, Data Processing
 B.S., Brooklyn College

ADJUNCT PROFESSORS

Mark A. McCloskeyStudent Life
 B.A., Columbia University

Bel KaufmanEnglish
 B.A., Hunter College; M.A., Columbia University

Robert SorensonSocial Science
 A.B., M.A., Ph.D., University of Chicago

LECTURERS

David R. Allen	Social Science
B.A., Drew University; M.A., Free University of Brussels	
Maria Arratia	Secretarial Science
B.A., M.S., The City College	
Rose Bernal	Library
B.A., Hunter College	
Sheila Bohun	Science
B.S., The City College; M.S., University of Maryland	
Frank Bowes	Library
B.S., Fordham University; B.S., Columbia University	
Sylvia Christie	Science
B.S., M.S., New York University	
Gloria P. Clyne	Student Life
B.S., Cornell University; M.A., Syracuse University	
Stephen Cogan	English
B.A., M.A., Columbia University	
Edith Cohen	Modern Languages
A.B., Barnard College	
Lester Crabtree	Mathematics
B.S., M.A., University of Toronto	
Deborah Devine	Philosophy
B.A., University of Pennsylvania	
Richard F. Devine	Data Processing
B.S., St. John's University	
Natalie Farbman	English
B.A., Western Reserve University; M.A., New York University	
Margarita Fazzolari	Modern Languages
B.A., University of Havana; M.A., Hunter College	
Hedwig Heilbrun	English
B.A., M.A., Hunter College	
Lawrence Kabat	Modern Languages
B.A., Dartmouth College	
Antonia Kasper	Mathematics
B.S., The City College; M.A., University of California	
Diane Levy	Modern Languages
B.A., Barnard College	
Eduardo Marti	Science
B.A., M.S., New York University	
Sandra Bowen-Motz	English
B.S., Agricultural and Technical College; M.A., University of Pennsylvania	
Chester C. Platt	Cooperative Education
B.A., Fordham University	

Max Polisar	Speech
B.A., Brooklyn College; M.A., New York University	
Leonard Quart	Social Science
B.A., The City College; M.A., University of Connecticut	
Maria Reid	Mathematics
Licentiate Degree, Grado de Profesorado de Matematicas y Fisicas, University of Panama; M.A., University of Minnesota	
Lester Rubenstein	Chemistry
B.S., The City College; M.A., Princeton University	
Jerry P. Solk	Student Life
B.A., Los Angeles State College	
Harold Spevack	Science
B.S., Brooklyn College	
Howard Stillman	Social Science
B.A., Brooklyn College; M.A., New York University	
Naomi Woronov	English
B.A., Syracuse University; M.A., University of Chicago	

COLLEGE SCIENCE TECHNICIANS

Cynthia Brickman	Business Administration
Mary Denson	Secretarial Science
J. Michael Fried	Student Life
Alexander Glassman	Science
Sonia Grostein	Modern Languages
Lawrence Halper	Business Administration
James Hoston	Accounting
Jeannette Johnson	Student Life
Richard I. King	Library
Abraham Lieberman	Modern Languages
Douglas Machovic	Health and Physical Education
Frank Navas	Accounting
Eugene Negri	Data Processing
Ruth Offner	Office of the Dean
Morris Rauch	Accounting
Roberta Ritter	Secretarial Science
Alba Rivera	Science

Individual names and offices held,—as of 3/31/67

OFFICE OF ADMISSIONS AND REGISTRATION

Information about the College may be obtained through the Office of Admissions which is also responsible for interviewing prospective students and for processing applications.

Information concerning registration and transcripts including final grades, absence records, overcuts, withdrawals, probation, academic dismissal, may be obtained from the Office of the Registrar.

United States Selective Service, Veterans' Administration, Immigration Department forms, are also processed in the Office of the Registrar.

ADMISSIONS

Admission Requirements

Applicants for admission to the College must be high school graduates, or hold a high school equivalency diploma. High school records or General Educational Development Test scores must indicate potential for college work. In addition to an applicant's scholastic record, the College considers those personal characteristics which demonstrate strong potential and future promise. Applicants who meet entrance requirements may be invited to the College for an interview.

Students applying for the Liberal Arts, Business Administration-Transfer and Recreation Leadership are required to submit their Senior Scholastic Aptitude Test Scores (SAT Verbal and Quantitative). The SAT scores must be sent to the University Application Processing Center (described under Application for Admission) if the student has filed with Center, or directly to the College if the application has been sent to the College. Applicants who have never taken the Scholastic Aptitude Tests should arrange to do so at the earliest possible date. Information and test dates may be obtained from the Educational Testing Service, Princeton, N. J. Business and Health Services Career curricula applicants are also urged to submit SAT scores.

Students who show signs of academic potential, who have their high school counselor's or principal's recommendation, and who feel highly motivated are encouraged to apply for admission. The College evaluates all of these factors in formulating a decision on admission.

Application for Admission

A single application for any college of The City University of New York is available to New York City residents at their high schools. This application is to be used by those seeking admission as matriculated students in the freshman class of the Borough of Manhattan Community College, who are either still attending high school, or have graduated from high school but have not yet attended college, and who are under 21 years of age.

This completed application form, plus high school records and SAT scores, should be sent to the University Application Processing Center, Box 148, Vanderveer Station, Brooklyn, New York 11210.

High school graduates who are 21 years of age or over, or who have previously attended college, should write directly to the Borough of Manhattan Community College, 134 West 51st Street, New York, New York 10020. Application blanks will be sent directly to those making such requests.

Prospective students with an equivalency diploma should write directly to the College for an admission application. They must submit: completed application form, notarized copy of equivalency diploma and General Educational Development Test scores, and transcript of any high school or college study.

The last day for receipt of admissions applications for the Fall Semester is January 15th. The last day for receipt of admissions applications for the Spring Semester is October 15th.

Admission Criteria

Applicants for matriculation should be prepared to meet the following minimum academic high school unit requirements.** Students who plan to begin their studies as non-matriculants and later apply for matriculation to this College must also meet these requirements.

	LIBERAL	BUSINESS		**HEALTH	***RECREA-
	ARTS	TRANSFER	CAREER	SERVICES	TION LEADERSHIP
English	4	4	4	4	4
Social Science	3	3	2	2	3
*Mathematics	2	3	1	1	2
		(including Inter. Algebra)	(for Data Processing 2½ including Inter. Algebra)	(Elemen- tary Algebra)	
Foreign Language	3	2	0	0	0
Science	2	1	1	0	2

* Academic Mathematics — Elementary Algebra, Geometry, Intermediate Algebra, Trigonometry, etc. (Courses in General Mathematics, Business Arithmetic, Bookkeeping, and Accounting are not acceptable.)

** In the Health Services programs, ten academic units are required. In addition to the seven (7) academic units listed above, applicants must have three (3) elective units. It is strongly recommended that at least one of the elective units be in Science. Applicants whose previous experience indicates a strong possibility of success, but who do NOT meet the entrance requirements, may be considered for admission under special circumstances. The criteria for admission will be recommended after study by a committee composed of the Head of the Program, the Admissions Director, and a member of the Admissions Committee.

*** It is recommended that students also have two units of a language.

For each of these programs, electives will be required to complete the number of high school units necessary for admission.

Selective Service

Local Selective Service Boards may consider full-time students for deferment. Students requesting deferment should submit Selective Service Form 109 to their Local Boards through the Office of the Registrar at the College. This form, executed by the College, is the official statement of the student's status for consideration by his Local Board. It is **NOT** a request for deferment on the part of the College.

It is the student's responsibility to keep his Local Board informed of his student status. He must request the Registrar of the College to submit the appropriate Selective Service form at the beginning of each academic year for which deferment is requested.

Since the law as well as the regulations regarding deferment may be modified from time to time, it is suggested that each student maintain contact with his Local Board.

Veterans Benefits

Veterans who wish benefits under Public Law 634 and Public Law 89-358 are required to pay all their fees at the time of registration. Veterans must file a Certificate of Eligibility at their initial registration, and an Enrollment Certificate at the time of all re-registrations. All questions pertaining to veterans benefits (monetary allowances) should be referred to the proper V. A. Regional Office at either 252 Seventh Avenue, New York, New York 10001, or 250 Livingston Street, Brooklyn, New York 11201.

Foreign Students

Qualified foreign students who wish to attend the College are welcome. However, because of limited space and facilities, applications can be accepted only from foreign students who now reside in the United States, can submit English copies of their school records, secondary school diplomas or certificates, and fill language and SAT requirements.

Medical Examination

At the time of registration, each student admitted to the College is required to submit a completed medical examination report including results of a chest x-ray or tuberculin patch test. A standard form made available by the College is to be filled out and signed by the examining physician.

BOOKS AND SUPPLIES

Students are required to purchase their own books and supplies. Costs vary depending upon the curriculum. Savings may be effected by purchasing used books if they are available. The College operates a cooperative bookstore for student convenience and economy.

FEES

Payment of fees is an essential and unconditional step in the registration process. Registration is not complete and class admission cards cannot be issued or "reserved" until payment in full is rendered. Regulations prohibit extension of credit, installment payments, or acceptance of partial scholarship grants or other financial assistance which do not fully cover any applicable tuition and fees; students will be required to pay any differential at the time of registering.

Students with financial problems are advised to consult the section of this catalog describing available scholarships and loan funds. (page 36)

TUITION AND FEES (per semester)

Matriculated Students — Full-time (12 credits or more)

A. Bona fide residents of New York City Tuition free up to 3 credits above the degree requirement.

except for:

*1. A student who has received one Associate Degree from any college of the City University either wholly or partially tuition free\$150.

*2. A student who has commenced work on an Associate Degree and has changed his degree objective more than once\$150.

The first change, if made as the result of the College guidance procedures, will permit the student to take the remaining credits required for the new college degree on a tuition free basis.

3. A student exceeding by more than 3 credits the number of credits required for a degree\$15. per contact hour for those credits in excess of 3 above the degree requirement.

* Refer to the Board of Higher Education Minutes of November 16, 1964, Calendar No. C5.

B. Nonresidents of New York City

1. Residents of New York State:

a) With a Certificate of Residency\$200.

b) Without a Certificate of Residency\$400.

2. Non-residents of New York State:\$400.

Applies also to foreign students, unless fees are waived by the President in accordance with a Board of Higher Education resolution of March 19, 1962, which provides for the admission of a limited number of fully-qualified students from foreign countries at the same tuition as is charged for students who are residents of New York City and New York State; a further resolution stipulates that at no time shall the number of foreign students attending the college under such tuition exceed one per cent of the full-time enrollment of the college.

Matriculated Students — Part-time (less than 12 credits)
(Subject to available finances)

A. Bona fide residents of New York CityTuition free up to 3 credits
above the degree require-
ment.

except for:

1. A student who has received one Associate Degree
from any college of the City University either wholly or
partially tuition free\$10. per contact hour.

*2. A student who has commenced work on an Associate
Degree and has changed his degree objective more
than once\$10. per contact hour.

The first change, if made as the result of the College
guidance procedures, will permit the student to take
the remaining credits required for the new college
degree on a tuition free basis.

3. A student exceeding by more than 3 credits the number
of credits required for a degree\$15. per contact hour for
those credits in excess of 3
above the degree require-
ment.

B. Nonresidents of New York City

1. Residents of New York State:

a) With a Certificate of Residency\$15. per contact hour.
b) Without a Certificate of Residency\$20. per contact hour.

2. Nonresidents of New York State\$20. per contact hour.

Non-matriculated Students

A. Bona fide residents of New York State\$15. per contact hour.

B. Nonresidents of New York State\$20. per contact hour.

SPECIAL AND PENALTY FEES (for all students)

- A. Application Fee (nonrefundable)\$4.
(payable to University Application Processing Center for applications processed by the Center, or to the College for applications processed by the College.)
- B. Transcript and Duplicate Record Fee\$2.
Transcripts requested to be forwarded to other units of the City University of New York and to units of the State University will be prepared without charge.
- C. Special Examination Fee\$5.
(Must be charged when a student requests an examination at a time other than the scheduled time and permission is granted by the College.) Maximum fee of \$15. for three or more examinations.
- D. Penalty Fees
1. Late Registration Fee\$5.
(Must be charged to students who are permitted to enroll on or after the opening date of the session. Enrollment is not complete until all fees have been paid.)
2. Program Change Fee\$5.
(Must be charged to any student who is permitted to change his schedule of courses after it has been approved and registered.)

GENERAL FEE (per semester)

- A. Full-time Student (12 credits or more)\$37.
- B. Part-time Student (less than 12 credits)\$13.
The General Fees enumerated will be charged in lieu of separate fees for library, laboratory, registration, entrance examination, physical education, breakage insurance, student activities, graduation and accident insurance.

REFUNDS

In general, no refunds of fees can be made in the event of a student's withdrawal during the school term.

REFUND REGULATIONS OF THE BOARD OF HIGHER EDUCATION

A full (100%) refund of tuition, non-instructional and General Fees will be made in the event that: (1) courses are cancelled by the College; (2) a student's registration is cancelled by the College.

Upon approval* of a written application, refund of **tuition fees** may be made as follows:

Date of Formal Withdrawal from Course (s)	Regular Session	Summer Session	Evening Session
Before scheduled opening date of session	100%	100%	100%
Within one week after scheduled opening	75%	50%	75%
During second week after scheduled opening	50%	25%	50%
During third week after scheduled opening	25%	None	25%
(None thereafter)			

NOTE: The number of refunds which an individual student is allowed will be limited under conditions imposed by each college.

*In general, applications for refund will not be approved by the Borough of Manhattan Community College in the event of a student's withdrawal after the scheduled opening date of the session except in the case of serious illness or other unusual circumstance which can be satisfactorily documented to be beyond the control of the student and not existent at the time of registration. The Change of Program Fee will be waived in the event that a tuition fee-paying student received less than 100% refund of tuition.

MILITARY REFUNDS

The following principles govern refunds made on applications claiming military service:

- A. Military service must be documented with a copy of induction notice or military orders.
- B. In order to obtain a grade, a student must attend approximately thirteen (13) weeks (five weeks for Summer Session). No refund will be made to a student who has been assigned a grade, regardless of whether the grade is passing or failing.
- C. In instances where students do not attend for a sufficient time to qualify for a grade, but continue in attendance to within two (2) weeks of induction, refund of tuition and all other fees except application fee will be made in accordance with the following principles:
 1. Withdrawal before beginning of the 5th calendar week (3rd calendar week for Summer Session) after scheduled opening date of session 100%
 2. Withdrawal thereafter 50%

DAMAGE TO COLLEGE EQUIPMENT

Every student who damages any school equipment is required to pay cost of repair or replacement.

SCHOLASTIC REQUIREMENTS

Introduction

It is the students' responsibility to be familiar with graduation requirements; admission requirements for specific courses; regulations in the official College announcements. Any information regarding academic standing should be directed to the Registrar's Office. (An appeal may be made to the Dean of Faculty.) Students who wish their academic standing to be sent to their local Selective Service Office should make this request at the Registrar's Office.

Grades

All students receive final grade transcripts from the Registrar's Office after final examinations. Final grades are indicated by the following ratings:

Grade	Equivalent	Achievement	Grade-Point Value
A	90-100	Excellent; Outstanding	4
B	80-89	Good	3
C	70-79	Satisfactory	2
D	60-69	Passing	1
F	50-59	Failure	0

Students who receive an INCOMPLETE grade because they missed a final examination due to an extreme emergency, or did not complete assignments by the final week of the term, must write to their instructors within two weeks after the terms' end requesting a makeup examination. The Dean of Faculty, in consultation with the instructors, will review each such request. Special consideration will be given in exceptional cases. A fee of \$5. per examination (\$15. maximum for three or more examinations) will be charged for all special makeup examinations. All INCOMPLETE grades must be removed within six weeks after the following term begins. An "F" grade will be recorded for all students receiving INCOMPLETE grades who do not comply with these regulations.

Other reports and special grades at the end of the term will be indicated as follows:

SPECIAL GRADES

Grade	Academic Situation	Resolved Grade May Be
INC	Makeup examination or extension of time to complete course requirements may be requested for legitimate reasons.	A to F

No plus or minus entries will be made on any final grade report.

W	Voluntary withdrawal without academic penalty before termination of the sixth week of classes.
WP	Official withdrawal with passing grade and no academic penalty after termination of the sixth week of classes.
WF	Official withdrawal with failing grade after termination of the sixth week of classes.
FA	Failing grade because of excess absences.
S	Satisfactory grade for remedial, non-credit course.
U	Unsatisfactory grade for remedial, non-credit course.

Scholastic Index

"Scholastic Index" is the numerical average of academic achievement based upon grade-point value of the final mark for each course. This gives the level of scholastic achievement, and indicates whether a student is maintaining the average required for matriculated status, graduation and honors. To compute this, the following example is presented:

Grade-Point Value

Course	Final Grade	Value	×	Credits	=	Quality Points
English (I)	B	3	×	3	=	9
Accounting (I)	A	4	×	3	=	12
Business Adm. (Core)	B	3	×	4	=	12
TOTALS:				10	=	33

$$33 \div 10 = 3.3 \text{ Scholastic Index}$$

Scholarship Warning Reports

The Registrar's Office will issue Scholarship Warning Reports to students doing unsatisfactory classwork at the end of the sixth week.

Academic Standing

The College requires a cumulative C average (2.0 index) for graduation. Dean's List and other scholastic honors require a B+ average (3.3 index). Students who fail to maintain the required term averages may be placed on probation, or asked to withdraw from the College.

Academic Advisement

Students are advised to meet with a faculty advisor in the Academic Advisement Unit to discuss any problem of an academic nature which may arise. The Academic Advisement program provides services and assistance for students seeking information concerning course selection, curriculum changes, the College tutorial and remedial services, withdrawal from courses, academic standing, academic probation, classroom performance.

Class Attendance

Students are required to attend all scheduled classes. Instructors keep an official record of class attendance.

Excess Absences

The maximum number of absences will be limited to one more than the number of times a class meets in one week.

Transcript of Record

An official transcript bears the College seal and the Registrar's signature. Official transcripts are not given to students or to alumni, but are mailed directly to institutions or persons considering the applicant for admission or employment.

Students requesting transcripts in order to transfer from the College to another institution or for some other purpose, should apply two weeks before the date the transcript is needed. A fee of \$2. for each transcript will be charged.

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 repayment of student loans.

DEPARTMENT OF STUDENT LIFE

Introduction

The Department of Student Life assists students in their personal development and social growth outside the classroom. Organized activities were designed to aid students, collectively and individually, to make maximum use of their educational opportunities.

Among the Department's services are: orientation, student activities, financial aid and work-study, health services, personal counseling, and educational and vocational counseling.

Specialized Counseling Program

Professional counselors are available for students who need intensive help with personal, social, career-decision, or other problems. Such specialized counseling is available on an individual or group basis.

Students may be referred to this program by their faculty advisor, other staff members, or as self-referrals. Where more protracted help is needed, off-campus referrals are made to appropriate community resources and agencies.

Students with career-planning or other problems may be referred to the voluntary testing program of the counseling service for measures of ability, interest, etc.

Transfer Counseling

The Transfer Counselor assists students to plan further education. Transfer concepts and opportunities are discussed. An extensive library of information is available to help in the formulation of future goals. Four-year college catalogs, college reference guides, financial aid information, and some admissions applications are available for student use.

Many four-year colleges request that completed admissions and financial aid applications, including official high school and college transcripts, be submitted as long as ten months before enrollment date. Students seeking transfer are therefore urged to confer with the Transfer Counselor as early in their stay at BMCC as possible.

Withdrawal Counseling

All students who decide to withdraw are routinely seen by counselors to insure that valid reason or sufficient judgment for such action exists. In many cases, decisions to withdraw are modified when other means are found to resolve student problems.

Financial Aid Program

A financial aid counselor is available to discuss economic problems.

Most financial aid is available on the basis of successful scholarship or economic need, or both. Organizations to which students apply for such assistance generally require a confidential statement of the financial situation of an applicant's family. Students should consult their high school guidance counselors about financial aid opportunities before coming to the College.

The two major sources of financial aid are **long-term loans** and **part-time placements** through the Work-Study Program. Details of both the New York Higher Education Assistance Corporation Loan and the National Defense Student Loan Program are available in the Financial Aid Office. Repayment of such long-term, low-interest loans begins after a student has graduated or withdrawn from the College, and may be spread out over a specified number of years. Application for these loans may be made upon acceptance or while a student is in actual attendance at the College.

Short-term loans are also available from the BMCC Association through the Financial Aid Office to cover immediate expenses of an emergency nature and ordinarily may not exceed \$10, on any one occasion. Repayment schedules will be negotiated on an individual basis. There is no interest charge on these loans.

Scholar Incentive awards from the Regents Examination and Scholarship Center in Albany can be used at BMCC **only** if the student pays out-of-area tuition and is a degree candidate carrying a **minimum** of 12 hours.

A limited number of Educational Opportunity Grants from Federal sources are available to students with pronounced financial need who, without receipt of this award, would be unable to enter or remain in College. The majority of these awards are earmarked for entering freshmen. Another condition for receipt of this award is that the applicant hold a **matching grant** from an acceptable source defined by EOG program guidelines.

An important part of the financial aid program is the College Work-Study Program, which provides educationally-meaningful, part-time employment for eligible students. Eligibility is based upon financial need as defined in the Economic Opportunity Act of 1964 and the Higher Education Act of 1965. Students accepted as full matriculants are eligible to work on a full-time basis on- or off-campus immediately after graduation from high school and before entering college. Work hours are limited to 15 hours per week while school is in session. Write or call the Director of Work-Study for detailed information.

Information and assistance concerning loans, work-study opportunities, scholarships, etc., are available from the Financial Aid Officer at the College.

Student Activities Program

Designed to enrich students' lives, intellectual, cultural, and social activities are made available outside the classroom. In cooperation with various departments of the College, vital programs are offered throughout the academic year. These activities may include student-faculty discussions, films, guest speakers, recitals, poetry readings, etc. Information about these events is published in the weekly bulletin, "This Week at BMCC."

The Office of Student Activities serves both campus buildings and is open throughout the school day to assist students with extra-curricular and co-curricular activities, programs, and projects. Student personnel counselors and the Director of Student Activities attempt to serve the diverse interests of all students attending the College by coordinating such affairs as concerts, recitals, and intercollegiate events, obtaining free or discount tickets to the opera, ballet, theatre, athletic events, etc., and assisting College organizations, clubs, and special interest groups.

Lost and Found Departments are maintained in the Activities Offices at both the main building and the Seventh Avenue campus.

Student Lounge

The Student Lounges, where students gather for quiet conversation and relaxation, offer recreational and social activities. The bulletin boards there are used to display information of interest to students, notify students of appointments and meetings with faculty members, announce student organization meetings, and for general College communications. Smoking is permitted in the Lounges.

Alumni Association

The Alumni Association, formed by the first graduating class in the Fall of 1966, is dedicated to furthering the interests of the College, students, and graduates. The purpose of the Alumni Association is to aid the alumni in all efforts expended for the benefit of the membership, the College, the students, and the community.

The Alumni Association acts as a clearing house for alumni sentiment and ideas, and serves as liaison with Administration. It evaluates and communicates alumni suggestions for improving curriculum, and enhances opportunities for graduates in their fields of specialization.

An Alumni newspaper, issued periodically, plus meetings, social activities, and Home-Coming Days keep all graduates informed and together.

Election of officers are held annually.

Voluntary contributions are welcome and will be used to support the operation of the Alumni Office, to grant scholarships to deserving students, to help the College further enrich its resources, and to provide additional alumni activity.

Extra- and Co-Curricular Organizations

BMCC students have established many organizations which serve their educational, vocational, and avocational interests and needs. Student Government Association, Library Club, Accounting Society, Marketing Club, Advertising Club, Newman Club, Phi Theta Kappa (community college honorary scholastic society), Performing Arts Club, and the College newspaper indicate some of the various interest activities available to students.

Varsity Athletic and Intra-Mural Program

The varsity athletic and intra-mural program is incorporated in the Department of Student Life. Under competent coaching and supervision, basketball, baseball, bowling, soccer, and cross-country teams participate in scheduled league events, and intra-mural contests are sponsored. Non-athletic intra-mural activities such as debating, chess and checker tournaments, booster activity, etc., are encouraged. Special programs for men and women include bowling, swimming, and self-defense classes.

Health Services

Medical Offices staffed by Registered Nurses in both buildings provide health services including temporary and emergency medical care needed by anyone in the College. The Medical Service also offers educational materials, provides health counseling, and, if recommended by the student's physician, effects therapeutic measures.

Attire

BMCC is, in a very real sense, a "Community College." The community in which it is situated, in the heart of New York, is a prime business, industrial, entertainment and tourist area. To maintain the proper relationship with the community and in the best interest of the students when they join the community after graduation, it is required that appropriate business attire be worn at the College at all times. This requirement also enables students to be properly dressed for their Cooperative Education assignments off-campus. It is the earnest wish of the College that each time neighbors and passers-by see any Borough of Manhattan Community College students, they will look upon them with pride and respect. Here, "High Fashion" and "Campus Attire" do not belong. Female students' skirts must be of suitable length, dresses and sweaters of decorous fit, makeup and hairstyles restrained and proper for classrooms. Male students must wear shirts and ties, suits or "business-cut" slacks or trousers with jackets, and have neatly-trimmed hair and finger nails. Faculty members are instructed not to permit improperly-dressed students into class. Any absences caused by such breach of clothing etiquette will not be excused.

STUDENT RESPONSIBILITIES

Each student accepted by the College is required to recognize and accept his obligations as a citizen and as a student. In becoming a student, he, in effect, subscribes to the following pledge:

"As some small recognition of the gift of education which, in the American spirit of freedom and self-government, is now offered me by the Borough of Manhattan Community College of the City University of New York:

1. I pledge allegiance to the Constitution of the United States and of the State of New York.
2. I shall conform with the discipline, regulations and order of the Borough of Manhattan Community College of The City University of New York and with the by-laws and resolutions of the Board of Higher Education of the City of New York.
3. I pledge myself to preserve all public property now or hereafter entrusted to my care and to protect its value."

The College additionally assumes that in all matters of conduct, dress, behavior, and honesty, its students are mature and responsible individuals. Courtesy to fellow students, instructors, and the public is expected of all students. Such matters as disregard for school property and dishonesty in assignments and in examinations are considered serious offenses by the faculty, the administration, and the student body.

THE LIBRARY

The BMCC Library is a teaching instrument designed to achieve the College's purposes. Students have direct access to books in open stacks, in an attractive physical setting, with materials invitingly arranged. The library staff offers instruction on the use of the library.

The library provides the optimum setting within which students can develop intellectual initiative, self-reliance, and the ability to solve problems by working independently with the carriers of knowledge which, today, include the new educational media as well as printed materials.

The carefully selected and rapidly growing collection consists of over 12,000 volumes; over 222 newspapers and periodicals, extensive pamphlets, encyclopedias, bibliographies, periodical indexes, research aids, film strips, slides, recordings, tapes, and programmed instructional materials.

Students are invited to participate in the Student Book Selection Committee, which advises the library on the development of its collection.

The library sponsors lectures, readings, film showings and TV courses in many fields as a means of broadening students' intellectual horizons.

Forty-five per cent of the library seating is in individual carrels, and ten per cent of the seating is in lounges.

The Main Library is open Monday through Thursday from 8:00 a.m. to 9:30 p.m., and Friday from 8:00 a.m. to 7:30 p.m.

PRIZES AND AWARDS

The Dean's Prize

Donated by the Dean of the College, this prize is awarded to the full-time student graduating with the highest academic record.

Phi Beta Kappa Award

A prize to the graduating student in the Division of Liberal Arts with the highest cumulative academic average. The award is presented by the Borough of Manhattan Community College faculty who are members of Phi Beta Kappa.

The Leadership Award

The Leadership Award is made available by the Dean of Students. It is presented to the student in the graduating class who has, in the estimation of the faculty, demonstrated the highest level of leadership at the College.

Awards in the French Language

Each year, two awards will be given to the graduating students with the first and second highest cumulative scholarship in French. The awards are made available by the Representative of French Universities in the United States and will be donated on a continuous basis.

Award in the Spanish Language

An award will be made annually to the graduating student with the highest scholarship in Spanish. This award is made available by the Las Americas Publishing Company of New York City.

Award in the Italian Language

An award will be made annually to the graduating student with the highest scholarship in Italian. This award is made available by the S. F. Vanni Company of New York City.

English Honors Award

The English Department offers the English Honors Award to be given by the English faculty to the outstanding student in English.

Bel Kaufman Creative Writing Award

This award is to be presented annually to the most outstanding student in Creative Writing.

Accounting Awards

The Accounting Department will award two prizes to the graduating students with the first and second highest scholarship in Accounting.

Social Science Award

An award to the student with the highest scholarship in Social Sciences will be presented by the Social Science Department.

Kurt G. Stern Science Award

In memory of Professor Kurt G. Stern of the Polytechnic Institute of Brooklyn, this award is presented to the graduating student with the highest scholarship in Science, who is selected by a Committee of the Science Department. It will be given on a continuous basis and financed by Professor Daniel Ekstein, the present Chairman of the Science Department.

The President's Council Award

An award will be made annually for outstanding achievement to the College student in the Liberal Arts Curriculum. This award is made available by the President's Council of the Borough of Manhattan Community College.

The Jack I. Poses Scholarship

This scholarship has been named in honor of the distinguished member of the Board of Higher Education who serves as Chairman of The Borough of Manhattan Community College Committee. The Jack I. Poses Scholarship Fund provides varying amounts of financial assistance to worthy students.

EVENING DIVISION

Purpose

The Evening Division is operated as an integral and important part of the College. The specific purposes of the Evening Program are:

1. To provide opportunities for students in the community who aim to matriculate for the community college degree but who are not able to attend classes during the day.
2. To provide opportunities for continuing education on a non-matriculated basis to students who may matriculate in the future.
3. To provide adults with further education and the opportunity for improving or acquiring skills.
4. To administer less than degree programs for persons and groups who desire short-term certificate programs, particularly for business and industry.
5. To enable the College to present varied programs of cultural significance to the community.

Eligibility for Admission

Evening Division courses are open to all interested individuals. However, the College reserves the right to deny admission to a course for which the applicant does not have the required background. Those wishing to earn college credit for courses taken must be high school graduates or holders of the New York State Equivalency Diploma.

Non-Matriculated Students

Students enter initially on a non-matriculated basis. They may take courses for college credit, but are not yet official degree candidates. Completed successfully, courses taken under these conditions may be applied to an appropriate degree, if and when the student becomes matriculated. Students who do not pursue a degree program, but wish to take selected degree courses, must meet the same scholastic standards and other requirements as students who seek a degree.

Matriculating Through Work in Residence

Students may apply for matriculated status after completing at BMCC the following in appropriate courses:

- (a) 12 credits with a 3.0 (B) cumulative average; or
- (b) 18 credits with a 2.5 (C+) cumulative average; or
- (c) 24 credits with a 2.0 (C) cumulative average.

English Composition I and Fundamentals of Mathematics I must be included in these credits.

Maximum Credit Load

The maximum load a student may carry is 10 credits per semester. The academic load of each student should be developed with relation to educational background and employment demands. The Evening Division recognizes the special problems and concerns of students who must divide their time and energies between employment and a college program.

Degree Programs

Students in the Evening Division may earn credits toward a two-year college degree by following a prescribed program of study. Degrees offered by the Evening Division plus all other rules and regulations of the College; tuition, fees, withdrawal, refunds, veteran's benefits, attendance, counseling, etc., are the same as those which apply to Day Session students.

THE COOPERATIVE EDUCATION PROGRAM

Experience has shown that certain facets of a student's preparation for a career in the "work world" cannot be taught in the classroom. These can be learned only through direct on-the-job training; working with persons already successful in the field. The basic idea of Cooperative Education is to integrate classroom experience and practical work experience in industrial, business, financial, government or community service employment.

The Cooperative Education Program involves: (1) cooperation with business, industrial, and government organizations in the metropolitan area; and (2) part-time field experience for qualified students who are employed in internships directly related to, and concurrent with, full-time class work.

Only students enrolled in the College's business career curricula are eligible to participate in the Program. Students from the career curricula are placed in jobs related to their courses of study for approximately 15 hours per week in a joint venture between the College and cooperating organizations.

Employment obtained through the Program is compensated by the employer at a rate of not less than \$1.50 per hour. One credit hour is awarded for every 100 hours worked, up to 600 hours. No additional credit is awarded for over 600 hours. Before four credit hours are awarded, it is necessary for students to accumulate a minimum of 400 internship hours.

Students are discouraged from working during their first semester at the College because adaptation to college level studies is difficult and demanding. Cooperative Education Program participation begins in the second semester of the first year at the College. Students who complete the first semester with a scholastic index of at least 2.0 are eligible for placement with a cooperating company or government agency.

All business career students are encouraged to participate in the Cooperative Education Program, unless excused jointly by the Cooperative Education Department and the Coordinator of Advisement Services.

The Cooperative Education Program is within the College's Division of Business Administration and is administered by the Department of Cooperative Education.

THE ADVISORY COMMITTEE ON COOPERATIVE EDUCATION

The Advisory Committee on Cooperative Education, established by the Board of Higher Education, guides the President and Faculty of the Borough of Manhattan Community College in developing the most effective Cooperative Education Program possible and suggesting new or revised curricula. The Committee is composed of prominent individuals in representative New York City industrial, business, financial, and government organizations. Members of the Committee as of March 1967 are:

- George H. Fuchs, **General Chairman**
Vice President—Personnel, National Broadcasting Company, Inc.
- Mrs. Joyce Phillips-Austin, Chairman, Government Careers Committee
Executive Assistant, Office of Economic Opportunity
- Lawrence H. Baer
Regional Director, U. S. Civil Service Commission
- Mrs. Enid Baird, Chairman, Secretarial Science Committee
Assistant to Executive Director, National Urban League
- Irwin Baron, Chairman, Real Estate Committee
President, James Felt and Company, Inc.
- Leo Baron, Chairman, Advertising
Baron Advertising Agency
- Irving Berezin
Deputy Administrator for Management, Human Resources Administration of the City of New York
- Herbert Bienstock
Regional Director, Bureau of Labor Statistics, U. S. Department of Labor
- Honorable Albert H. Blumenthal
New York State Assembly
- Charles Bowen
Manager—Editorial Products
International Business Machines
- Cortland Burckhardt
Vice President, Bowery Savings Bank
- Joseph Davis
President, Carver Federal Savings and Loan Association
- Max Delson
Attorney, Delson and Gordon
- William Driscoll, Chairman, Marketing Committee
Executive Director, Sales and Marketing Executives International
- Honorable Edward R. Dudley
New York State Supreme Court Justice
- Charles E. Gillespie, Chairman, Banking Committee
Vice President, Harlem Savings Bank
- William P. Grayson, **General Vice Chairman**
Vice President, Johnson Publishing Company
- Julius Hernandez
Secretary, Puerto Rican Merchants' Association

Dr. Fred Horn, Chairman, Accounting Committee
Resident Partner, Arthur Young and Company

James L. Howard
Vice President, Carver Federal Savings and Loan Association

Mrs. Mary Kohler
Consultant, Problems of Youth Employment
Office of Economic Opportunity

Robert E. Kushell
President, Dunhill Personnel System, Inc.

Hugo Lisi
Vice President, Banco de Ponce

Honorable Robert A. Low
New York City Council

Mrs. G. G. Michelson, Chairman, Career Placement Conference 1967
Vice President—Personnel, R. H. Macy and Company

Mrs. Virginia Mowry
Assistant to President, J. C. Penney and Company

S. L. Noschese, Chairman, Data Processing Committee
Manager, Research Division, Port of New York Authority

Senator Manfred Ohrenstein
New York State Senate

Walter R. Oreamuno
President, Management Assistance, Inc.

George Plant
Manager, Personnel Group, National Retail Merchants Association

Honorable William Fitts Ryan
U. S. House of Representatives

Douglas Schwartz
Regional Manager of Personnel, United Air Lines

Raymond Scruggs
Public Relations Manager, American Telephone and Telegraph Company

Paul Shaw
Vice President—Personnel, Chase Manhattan Bank

Mrs. Evelyn B. Silver, Chairman, Traffic and Shipping Committee
President, E. J. Scannell, Inc.

Louis Simon
Manager, Amalgamated Laundry Workers Joint Board

Jules B. Singer, Chairman, Youth Education Committee
Sales Executive Club

Honorable Felipe N. Torres
Family Court of the City of New York

Honorable James L. Watson
U. S. Customs Court

Jack West
Assistant Engineer, Sales, International Business Machines

Charles Young
Vice President and Director of Personnel, Ted Bates and Company

Dr. Theodore Zaner
Professor, Industrial Relations, Newark College of Engineering

THE COLLEGE ACADEMIC PROGRAM

The Borough of Manhattan Community College offers a choice of three programs of study and awards three types of degrees. The Associate in Arts degree (A.A.) is granted upon satisfactory completion of required credits in approved programs for Liberal Arts or Business Administration-Transfer. The Associate in Science degree (A.S.) is granted upon successful completion of the required credits in the curriculum for Recreation Leadership. The Associate in Applied Science degree (A.A.S.) is granted upon successful completion of approved programs for Accounting; Data Processing; Secretarial Science; Business Technology with options in Advertising, Banking, Marketing, Real Estate, Traffic and Shipping; and for Health Services with options in Medical Emergency Technology and Nursing.

Transfer Program

Students who enter with definite plans to continue their studies after graduation at a four-year college of arts and sciences, enroll in either a Liberal Arts or Business Administration-Transfer curriculum. They should confer with the Transfer Counselor early in their academic careers and should communicate directly with the four-year college of their choice to investigate standards and procedures for admission.

Transfer Curricula

Business Administration-Transfer	A.A.
Liberal Arts	A.A.

Transfer or Career Program

Students who are uncertain of their plans and are not sure whether they wish to or will be able to continue at a four-year college, or students who wish to go directly into the "work-world" at graduation, may enroll in the Business Administration-Transfer, the Health Services, or the Recreation Leadership programs.

Transfer or Career Curriculum

Recreation Leadership	A.S.
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Career Program

Students who wish to enter a career on a semi-professional level immediately upon graduation should register in a career program. Career programs offered at BMCC include Accounting; Data Processing; Secretarial Science; Business Technology with options in Advertising, Banking, Marketing, Real Estate, Traffic and Shipping; Health Services with options in Medical Emergency Technology and Nursing.

Career Curricula

Business Administration-Career

AccountingA.A.S.

Business TechnologyA.A.S.

Advertising

Banking

Marketing

Real Estate

Traffic and Shipping

Data ProcessingA.A.S.

Secretarial ScienceA.A.S.

Legal Secretary

Bilingual Secretary

Executive Secretary

School Secretary

Health ServicesA.A.S.

Medical Emergency Technology

Nursing

LIBERAL ARTS

The Liberal Arts curriculum enriches the student's background, encourages the formulation of original ideas and independent thinking, and develops an understanding of contemporary social, political and cultural problems. Basic Liberal Arts courses are essential to all other studies and vocations in life. The required Liberal Arts courses include languages; mathematics; music and art; physical education, health and recreation; science; social science. In addition, students enrolled in the Liberal Arts Transfer program may pursue elective courses in areas that are of special interest to them.

Division of Liberal Arts: Curriculum Requirements

All students applying to the Division of Liberal Arts and seeking the Associate in Arts degree (A.A.) must satisfactorily complete the course requirements of a minimum of 66 credits. The number of required credits in each of the Liberal Arts areas is as follows:

Area	Credits
English	12 ^a
Composition	6 credits
Literature	3 credits
Speech	3 credits
Modern Language	6
French, German, Italian or Spanish	
Mathematics	3 ^a
Science	8
Two of the following:	
General Biology	4 credits
General Chemistry	4 credits
General Physics	4 credits
or ^b	
Biology I-II	8 credits
Chemistry I-II	8 credits
Physics I-II	8 credits
Social Science	12
Contemporary Civilization	4 credits
Choice among: Anthropology, Economics, History, Political Science, Psychology, Sociology	8 credits
Music and Art	2
Music	2 credits
or	
Art	2 credits
Physical Education, Health, and Recreation	2 credits
Electives	21 ^c
TOTAL CREDITS	66

^bTwo semesters of one science are required for science-oriented students (e.g., Biology I-II).

^cA minimum of 12 credits must be elected from the area listed above. The remaining 9 electives may be chosen from among the above listed Liberal Arts areas, from any of the curricula leading to an A.A.S. degree, or from a combination of these two. All electives are subject to approval of the advisor.

ACCOUNTING

Students are taught Accounting principles and theory and receive a sound foundation for advanced study or positions in business. Skills are developed through practice in the Accounting Laboratory.

ACCOUNTING (CAREER) PROGRAM (Courses and Credits)

First Semester	Third Semester
Introduction to Business Administration.. 4	Accounting III (Intermediate Accounting, Part I) 3
Accounting I (Elementary Accounting, Part I) 3	Taxation: Federal 3
English Composition I 3	Social and Intellectual History of the U. S. 2
Contemporary Civilization 4	English Literature I: Anglo-Saxon to Restoration 3
Speech 3	Business Law 3
<u>17</u>	<u>14</u>
	Cooperative Education Internship II 2
	<u>16</u>
Second Semester	Fourth Semester
Business Organization and Management 3	Accounting IV (Intermediate Accounting, Part II) 3
Accounting II (Elementary Accounting, Part II) 3	Accounting V (Cost Accounting) 3
English Composition II 3	Accounting VI (Financial Statement Analysis) 2
Music or Art 2	Accounting Applications of Data Processing 3
Fundamentals of Mathematics I 3	General Science 3
Physical Education 1	Health Education 1
<u>15</u>	<u>15</u>
Cooperative Education Internship I 2	Cooperative Education Internship III..... 2
<u>17</u>	<u>17</u>
	TOTAL CREDITS..... 67

BUSINESS ADMINISTRATION-TRANSFER

The Business Administration-Transfer program prepares students for entrance into colleges and universities which offer a four-year baccalaureate degree in business. The program aims to assist business transfer students to a smooth transition from the Borough of Manhattan Community College to the next step in their educational career. However, various colleges set up different criteria, and each student must meet the requirements of the college of his choice. In most instances, the Business Administration-Transfer program fulfills these requirements. Many colleges insist that transfer students have the high school courses and credits which that college would normally require of students entering directly from high school.

BUSINESS ADMINISTRATION-TRANSFER PROGRAM

(Courses and Credits)

First Semester	Third Semester
English Composition I 3	English Literature I: Anglo-Saxon to Restoration 3
Modern Foreign Language 3	Science (Lab) 4
Contemporary Civilization 4	Accounting II (Elementary Accounting, Part II) 3
Business Organization and Management 3	General Psychology 3
Health Education 1	Speech 3
Music or Art 2	<u>16</u>
<u>16</u>	
Second Semester	Fourth Semester
Physical Education 1	Science (Lab) 4
English Composition II 3	Principles of Marketing 4
Modern Foreign Language 3	Economics 3
Mathematical Foundations for Business Analysis 4	Sociology 3
Accounting I (Elementary Accounting, Part I) 3	American Government 3
Business Law 3	<u>17</u>
<u>17</u>	TOTAL CREDITS..... 66

BUSINESS TECHNOLOGY

Business Technology offers five career curricula grouped as options under the heading of Business Technology. During the first semester, all Business Technology students are required to take a core program. During the next three semesters, they pursue their specialization in Advertising, Banking, Marketing, Real Estate, or Traffic and Shipping. In accordance with the requirements on the following pages, students who successfully complete any one of five curricula receive an Associate in Applied Science (A.A.S.) degree. Course requirements for each of the curricula follow.

Business Technology (Career) Programs

ADVERTISING	BANKING	MARKETING	REAL ESTATE	TRAFFIC AND SHIPPING
<p>This program qualifies students for employment and advancement in the advertising field. It presents a broad overview of advertising with emphasis on specific problems in media, copy writing, layout and production for print, radio, and television in national and retail advertising.</p>	<p>This curriculum gives students a broad background in general business knowledge and adequate specialized training to qualify them as junior executives in banking and other financial institutions which form the background of our economic system.</p>	<p>The Marketing curriculum gives students a broad knowledge of business, of the expanding role of the marketing process in our complex economy, and of the social, economic, and political milieu in which they operate. Students are equipped with adequate specialized training in the field to qualify them for junior executive positions. Students who might be particularly interested and motivated are prepared to engage in small business ownership and operation.</p>	<p>This curriculum prepares students for management positions in the operation of apartment, office, and industrial buildings; positions with City, State, and Federal agencies which manage and maintain publicly-owned real property; provide eligibility, under the laws of the State of New York, for State licensing examinations for Real Estate Brokers.</p>	<p>Students in this curriculum are prepared for positions in traffic and shipping where procedures and techniques involved in the movement of freight by motor carrier, rail, air, and water require specialized knowledge and training. It was designed to develop a comprehensive understanding of the importance of purchasing and scheduling of transportation services.</p>

BUSINESS CAREER

(Courses and Credits)

First Semester: Core program required of all students in a Business Technology option program.

Introduction to Business Administration	4
Fundamentals of Mathematics	3
Speech	3
English Composition I	3
Social and Intellectual History of the U.S.	2
Physical Education	1
Health Education	1
TOTAL CREDITS	17

ADVERTISING

Second Semester

Essentials of Advertising... 3
 English Composition II... 3
 Principles of Marketing... 4
 Contemporary Civilization... 4
 English Composition II... 4
 Cooperative Education Internship I... 2
 TOTAL... 16

Third Semester

Advertising Copy and Layout... 4
 Advertising Production... 3
 English Literature I... 3
 Business Law... 3
 Music or Art... 2
 Cooperative Education Internship II... 2
 TOTAL... 17

Fourth Semester

General Science... 3
 Advertising Agency Operations, and Radio and Television... 4
 Retail and Sales... 4
 Promotion Advertising... 4
 Survey of Accounting... 4
 Music or Art... 2
 Cooperative Education Internship III... 2
 TOTAL... 17

TOTAL CREDITS

4 SEMESTERS... 67

BANKING

Second Semester

Money and Banking... 4
 Commodity and Security Markets... 4
 Contemporary Civilization... 4
 English Composition II... 3
 Cooperative Education Internship I... 2
 TOTAL... 16

Third Semester

Principles and Problems of Investment... 3
 Business Law... 3
 Banking Organization and Operation... 4
 Survey of Accounting... 4
 Cooperative Education Internship II... 2
 TOTAL... 16

Fourth Semester

Credit and Corporation Finance... 4
 Law of Negotiable Instruments... 3
 General Science... 3
 English Literature I... 3
 Music or Art... 2
 Cooperative Education Internship III... 2
 TOTAL... 17

TOTAL CREDITS

4 SEMESTERS... 67

MARKETING

Second Semester

Principles of Marketing... 4
 Essentials of Advertising... 3
 Contemporary Civilization... 4
 English Composition II... 3
 Real Estate Brokerage and Problems... 2
 Music or Art... 2
 Cooperative Education Internship I... 2
 TOTAL... 16

Third Semester

Retail Organization, Operation, and Buying... 4
 Survey of Accounting... 4
 English Literature I... 3
 Sales Practices and Principles... 3
 Cooperative Education Internship II... 2
 TOTAL... 16

Fourth Semester

Essentials of Small Business... 4
 Business Law... 3
 General Science... 3
 Purchasing for Industry and Government... 3
 Music or Art... 2
 Cooperative Education Internship III... 2
 TOTAL... 17

TOTAL CREDITS

4 SEMESTERS... 66

REAL ESTATE

Second Semester

Essentials of Real Estate... 3
 Contemporary Civilization... 4
 English Composition II... 3
 Real Estate Brokerage and Problems... 3
 Music or Art... 2
 Cooperative Education Internship I... 2
 TOTAL... 17

Third Semester

Real Estate Management and Property... 4
 Maintenance... 4
 Business Law... 3
 Building Construction... 4
 English Literature I... 3
 Cooperative Education Internship II... 2
 TOTAL... 16

Fourth Semester

Real Estate Financing, Valuation, and Appraisal... 4
 Law of Real Estate Transactions... 3
 General Science... 3
 Survey of Accounting... 4
 Cooperative Education Internship III... 2
 TOTAL... 16

TOTAL CREDITS

4 SEMESTERS... 66

TRAFFIC AND SHIPPING

Second Semester

Traffic Management... 4
 Contemporary Civilization... 4
 Principles of Marketing... 4
 English Composition II... 3
 Cooperative Education Internship I... 2
 TOTAL... 17

Third Semester

International Transportation and Financing... 3
 Business Law... 3
 Materials Handling... 3
 Survey of Accounting... 4
 Music or Art... 2
 Cooperative Education Internship II... 2
 TOTAL... 17

Fourth Semester

Motor Carrier Management... 3
 Industrial Packaging... 3
 General Science... 3
 English Literature I... 3
 Fire and Marine Insurance... 3
 Cooperative Education Internship III... 2
 TOTAL... 17

TOTAL CREDITS

4 SEMESTERS... 68

DATA PROCESSING

These courses give students an understanding of the basic principles of business data processing, practical experience with the techniques and methods of handling data processing equipment, functional competence in the applications of data processing systems, and experience in commercial computer programming. Students have the option of specializing in the operation or the programming areas, depending on their capabilities. Graduates of this program should be able to qualify for positions in data processing installations.

DATA PROCESSING (CAREER) PROGRAM (Courses and Credits)

First Semester		Third Semester	
Introduction to Business Administration.. 4		R.P.G. and D.O.S. Concepts for the	
Introduction to Data Processing 4		IBM 360 Computer 3	
English Composition I 3		General Science 3	
Fundamentals of Mathematics 3		Accounting II (Elementary Accounting,	
Social and Intellectual		Part II) 3	
History of the U. S. 2		Data Processing Machines and	
Physical Education 1		Applications 2	
	17	Business Organization and Management 3	
		Health Education 1	
		15	
		Cooperative Education Internship II..... 2	
		17	
		Fourth Semester	
		Assembly Language Programming for	
		IBM 360 Computer, or	
		Fortran for the	
		IBM 360 Computer, or	
		Programming Language I for 3	
		IBM 360 Computer, or	
		Cobol Programming for the	
		IBM 360 Computer	
		Systems Implementation, or	
		Advanced IBM 360 Computer 3	
		Operations	
		English Literature I:	
		Anglo-Saxon to Restoration 3	
		Contemporary Civilization 4	
		Music or Art 2	
		15	
		Cooperative Education Internship III..... 2	
		17	
		TOTAL CREDITS68	

HEALTH SERVICES

Medical Emergency Technology

The Medical Emergency Technology program trains qualified medical personnel in the field of rescue and emergency work and prepares students for employment in various health service agencies. Medical emergency technicians are trained to work with existing agencies which provide emergency services to the public. These services include first aid procedures, operations of communication systems, and emergency equipment. In order to fulfill the requirements for an Associate in Applied Science degree, graduates of the program must satisfactorily complete credits required in the approved Medical Emergency Technology program. The first year course requirements are identical with those given for the course in Nursing and will be found on pages 58-59.

Nursing

The Nursing curriculum prepares students for employment in the nursing fields, and if they wish, to take the Registered Nurse License examination given by the State of New York. In order to fulfill the requirements for an Associate in Applied Science degree, graduates of the program must satisfactorily complete the required credits in the approved Nursing curriculum. The first year course requirements are identical with those given for the course in Medical Emergency Technology and will be found on pages 58-59.

HEALTH SERVICES

Medical Emergency Technology and Nursing (Career) Programs (Courses and Credits)

FIRST YEAR: Core program required of all students in the Medical Emergency Technology or Nursing Program.

First Semester

	Classroom Hours	Laboratory Hours	Laboratory Credits	TOTAL CREDITS
English Composition I	3	—	—	3
Introduction to Sociology	3	—	—	3
Fundamentals of Mathematics I	3	—	—	3
General Biology	3	2	1	4
Fundamentals of Patient Care I	3	3	1	4
				17

Second Semester

English Composition II	3	—	—	3
General Psychology	3	—	—	3
Anatomy and Physiology	4	—	—	3
Fundamentals of Patient Care II	4	9	3	7
Physical Education	2	—	—	1
*Introduction to Medical Emergency Technology	(—)	(3)	(1)	(1)
				17
				or
				(18)

* Required of all students in the Medical Emergency Technology Program.

Medical Emergency Technology (continued)

ELECTIVE: SUMMER PRACTICUM—no credit

Selected field experience: emergency room observation, ambulance attendance assistant.

	Classroom Hours	Laboratory Hours	Laboratory Credits	TOTAL CREDITS
Third Semester				
General Science	4	—	—	3
Medical Microbiology	2	2	1	3
Fundamentals of Patient Care III	5	12	4	9
Medical Emergency Vehicle Safety and Operation	—	3	1	1
Music or Art	2	—	—	2
				<hr/> 18

Fourth Semester

Speech	3	—	—	3
Spanish Conversation..	2	—	—	2
Fundamentals of Patient Care IV	5	12	4	9
English Literature I	3	—	—	3
Medical Emergency Seminar	—	3	1	1
				<hr/> 18

TOTAL CREDITS 4 SEMESTERS...71

Nursing (continued)

	Classroom Hours	Laboratory Hours	Laboratory Credits	TOTAL CREDITS
Third Semester				
Music or Art	2	—	—	2
General Science	4	—	—	3
Medical Microbiology	2	2	1	3
Fundamentals of Patient Care II	5	12	4	9
				<hr/> 17

Fourth Semester

Speech	3	—	—	3
English Literature I	3	—	—	3
Spanish Conversation..	2	—	—	2
Fundamentals of Patient Care IV	5	12	4	9
Nursing Seminar	1	—	—	1
				<hr/> 18

TOTAL CREDITS 4 SEMESTERS...69

RECREATION LEADERSHIP

The Recreation Leadership program prepares students for employment as recreational leaders at the end of two years of study. However, it is essentially conceived as a Transfer program. The Associate in Science degree is granted upon satisfactory completion of required credits in the program.

RECREATION LEADERSHIP PROGRAM (Courses and Credits)

First Semester	Third Semester
Contemporary Civilization 4	English Literature I: Anglo-Saxon to Restoration 3
English Composition I 3	General Biology 4
Fundamentals of Mathematics 3	General Psychology 3
Philosophy of Recreation 2	Organization of Recreation Programs 2
Recreational Dance 2	Recreational Crafts 2
Modern Language 3	Recreational Sports II 2
—	Leadership in Recreation 2
17	—
	18
Second Semester	Fourth Semester
English Composition II 3	Camp Leadership and Outdoor Recreation 2
General Chemistry 4	Health Education 1
Introduction to Sociology 3	Recreational Music 2
Modern Language 3	Social Psychology 3
Physical Education Elective 1	Speech 3
Recreational Sports I 2	Supervised Field Experience 4
Social Recreation 2	First Aid and Safety 2
—	—
18	17
	TOTAL CREDITS.....70

SECRETARIAL SCIENCE

This curriculum prepares students for secretarial positions in three major areas. Those who pursue the executive secretarial program qualify for employment as executive or supervising secretaries, or as administrative secretaries in government and private industry. Such students may also qualify for the New York City School Secretary license examination by adding courses SE510, SE520, and SE530, offered in the Evening Session. Students electing the legal or bilingual options are prepared as foreign language, or law secretaries. Students who have had no previous high school shorthand will be taught the Gregg system of stenography. Students who have studied stenography in high school will continue in the system in which they began—Gregg or Pitman. These may be exempted from one semester of steno and typing upon successful completion of a qualifying examination.

SECRETARIAL SCIENCE (CAREER) PROGRAM

(Courses and Credits)

First Semester	Third Semester
Introduction to Business Administration 4	Bilingual Stenography I, or Transcription III, or 4
Stenography I 3	Legal Stenography I 1
Typewriting I 2	Office Practice and Machines I 1
English Composition I 3	Social and Intellectual History of the U. S. 2
Speech 3	English Literature I: Anglo-Saxon to Restoration 3
Physical Education 1	Language (Bilingual Secretary Option), or Legal Vocabulary (Legal Secretary Option), or 3
Health Education 1	Office and Personnel Management 2
17	Music or Art 2
Second Semester	15
Stenography II 3	Cooperative Education Internship I..... 2
Typewriting II 2	17
English Composition II 3	Fourth Semester
Business Law 3	Bilingual Stenography II, or Transcription IV, or 4
Language (Bilingual Secretary Option), or Liberal Arts Option 3	Legal Stenography II 1
Fundamentals of Mathematics I 3	Office Practice and Machines II 1
17	Contemporary Civilization 4
	Survey of Accounting 4
	General Science 3
	16
	Cooperative Education Internship II..... 2
	18
	TOTAL CREDITS.....69

LIBERAL ARTS

The opportunity of attaining a general cultural education and of participating in the enjoyment of knowledge, understanding, and appreciation of the intellectual life is available to all students who are enrolled in the Liberal Arts Transfer curriculum or who take the required Liberal Arts courses in the Business Administration-Transfer, Business Technology, Health Services, or Recreation Leadership programs.

Competent writing and reading are vital for communication to be effective; science and mathematics are essential parts of modern civilization; the social sciences identify and analyze social issues and problems relating to the contemporary scene.

The Liberal Arts program helps prepare college students who are enrolled in any of the College curricula to more effectively recognize personal and community problems that are inherent in a complex society. They also prepare students more adequately for their professional vocations and to reach their goals through higher educational and employment attainments.

ENGLISH LANGUAGE AND LITERATURE

The English courses teach students how to write and speak clearly and effectively. In the composition courses, these ends are furthered by frequent themes, the reading laboratory, and individual conferences; in the speech course, by preparation, delivery, and criticism of speeches, and by use of the language laboratory.

EN010 — English Composition IA

3 hrs 0 cr

This course aims to bring entering freshmen who fail the English Placement Examination up to college level in their writing and reading skills. Programmed materials in grammar and usage and organizational techniques are offered to help develop writing potential. In addition, a Reading Laboratory is available to aid students who are deficient in reading skills.

EN100 — English Composition I

3 hrs 3 cr

The course gives students practice and facility in writing objective expository essays. The approach is three-fold: frequent themes and short exercises are analyzed at individual student conferences; the fundamentals of grammar, punctuation, sentence and paragraph construction are reviewed; assigned short stories are discussed. ✓

Required of all students.

EN110 — English Composition II

3 hrs 3 cr

The object of this course is for additional student practice in writing prose. Attention is also given to reading short stories, poetry, and drama. Instruction is given in methods and techniques of research, with emphasis placed on preparing well-documented papers. ✓

Required of all students.
Prerequisite: English Composition I.

EN600 — English as a Second Language

3 hrs 0 cr

Students with special language problems are recommended for this course in order to bring them up to college level in their writing and reading skills.

EN200 — English Literature I: Anglo-Saxon to Restoration 3 hrs 3 cr

This course introduces students to representative works of English Literature, from the Anglo-Saxon period through the 18th Century. These include selections from Beowulf, Chaucer's Canterbury Tales, the plays of Shakespeare, the poems of Milton and the Metaphysical poets, and 18th century writers. ✓

Required of all students.

Prerequisite: English Composition II.

EN210 — English Literature II: Romantic to Modern 3 hrs 3 cr

This course surveys the principal figures, styles, themes, and philosophies represented during three literary periods: the Romantic Era, the Victorian Age, and the Twentieth Century. This course is strongly recommended for all Liberal Arts students. ✓

Prerequisite: English Literature I.

EN250 — Introduction to Drama 3 hrs 3 cr

The forms of drama (tragedy, comedy, melodrama, farce, tragicomedy, problem play, etc.) as they developed from classicism in ancient Athens, through romanticism in Elizabethan England, neoclassicism in 17th-century France, through the rise of realism in 19th-century Europe are studied. Playwrights read include Sophocles, Shakespeare, Racine, and Ibsen.

Prerequisites: English Literature I and II, or English Literature I and permission of the Department.

EN251 — Modern American Drama 3 hrs 3 cr

The development of the American theatre since the rise of realism in the 1920's is surveyed. Dramas by O'Neill, Howard, and Rice; comedies of manners by Barry and Behrman; plays of social consciousness by Odets, Williams, Miller, and Albee are studied.

Prerequisites: English Literature I and II, or English Literature I and permission of the Department.

EN252 — Introduction to Shakespeare 3 hrs 3 cr

Selections from Shakespearean tragedies, comedies, and histories are studied. Some attention is devoted to the author's life and times, as well as to the stage history of his plays.

Prerequisites: English Literature I and II, or English Literature I and permission of the Department.

EN253 — The American Novel

3 hrs 3 cr

In this course, students study the gradual emergence of the novel in America, starting with Hawthorne and Melville, to the growth of realism (Howells, Crane, Dreiser), continuing with the development in the 1920's (Lewis, Cather, Fitzgerald), and a study of Hemingway, Faulkner, Steinbeck, and others.

Prerequisites: English Literature I and II, or English Literature I and permission of the Department.

EN254 — American Literature of the 19th Century

3 hrs 3 cr

The leading American writers of the 19th century including Poe, Twain, Whitman, Emerson, Melville, Thoreau, and others are read and studied.

Prerequisites: English Literature I and II, or English Literature I and permission of the Department.

EN255 — Modern European Novel

3 hrs 3 cr

European social and political ideas as they are reflected in the works of Gide, Silone, Koestler, Camus, Sartre, Mann, Kafka, and others are examined and studied.

Prerequisites: English Literature I and II, or English Literature I and permission of the Department.

EN280 — Creative Writing Workshop

3 hrs 3 cr

The techniques and skills of creative writing, based on individual student's inclinations and talents in the fields of short story, poetry, essay, or drama are developed in this workshop.

Subject to the approval of the Department.

Prerequisite: English Composition II.

EN400 — Speech

3 hrs 3 cr

Principles of effective oral communication in various forms of public address are studied: narrative, descriptive, expository, argumentative, and persuasive speaking. Oral reading is included for the study of delivery based on the analysis and presentation of selections from outstanding authors. Voice, articulation, and pronunciation are treated as a means of communication. A speech correction workshop is recommended for students with articulation problems. ✓

Required of all students.

MATHEMATICS

The courses in mathematics give students an appreciation of the logical structure of mathematics and the vast scope of the application of mathematics in a modern technological society. Procedures rather than application; ideas rather than skills are stressed. The program attempts to strengthen and enrich the student's basic understanding of mathematics. The Department of Mathematics offers four sequences:*

1. Liberal Arts students who are not planning to enter science or mathematics take MA100 and possibly MA110.
2. Liberal Arts students who are planning to enter science or mathematics take MA100, MA200, MA210, and MA220.
3. Business Administration-Transfer students take MA250.
4. Business Administration-Career students take MA100.

*NOTE: Students who have taken Mathematics 12X in high school, or who have taken the Advanced Placement Examination in Mathematics, should confer with the Department Chairman before pursuing any of the previously mentioned sequences.

MA100 — Fundamentals of Mathematics I**3 hrs 3 cr**

A course in the nature and structure of mathematics, it includes the study of several mathematical systems. The role of mathematics in modern culture, the role of postulational thinking in all 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, groups, fields, and simple statistical methods. ✓

(Any student who shows from the mathematics placement examination a lack of proficiency in arithmetical computation will be required to attend a class which meets four times a week.)

MA110 — Fundamentals of Mathematics II**3 hrs 3 cr**

A continuation of the nature and structure of mathematics during which more thorough presentation of real and complex numbers is given. Also studied are: equations, inequalities, coordinate geometry, linear programming, relations and functions, the binomial theorem, permutations and combinations, probability and simple statistical methods, mathematical induction, vectors and matrices.

Prerequisites: Intermediate Algebra; Fundamentals of Mathematics I.

MA200 — Analytic Geometry and Calculus I**3 hrs 3 cr**

An integrated course in analytic geometry and differential calculus which stresses algebraic functions of a single variable. A study of rectangular coordinates in the plane, equations of conic sections, functions, limits, continuity, rates, formal differentiation, maxima, minima, Rolle's Theorem, and the Mean Value Theorem.

Prerequisites: Advanced Algebra or Permission of the Department; Fundamentals of Mathematics I.

(Students take a qualifying examination in the basic concepts and skills of algebra. Anyone who does not perform satisfactorily will be assigned to a section which meets four times a week.)

MA210 — Analytic Geometry and Calculus II**3 hrs 3 cr**

An introduction to the concepts of formal integration including the differentiation and integration of algebraic, trigonometric, and transcendental functions. Topics include the definite integral, the antiderivative, areas, volumes, and the improper integral.

Prerequisites: Trigonometry; Analytic Geometry and Calculus I.

MA220 — Analytic Geometry and Calculus III **4 hrs 4 cr**

An extension of the concepts of differentiation and integration to functions of two variables; also an introduction to infinite series and the calculus of vectors. Topics include: polar coordinates, parametric equations, partial differentiation, Maclaurin series, Taylor series, and multiple integrals.

Prerequisite: Analytic Geometry and Calculus II.

MA250 — Mathematical Foundations for Business Analysis **4 hrs 4 cr**

Topics in calculus and modern mathematics including: functions, inequalities, rate of change, limits, differentiation, higher-order derivatives, differentials, maxima and minima, related rates, integration, areas, probability, linear systems and matrices, and linear programming.

Prerequisite: 3 units in Mathematics including Intermediate Algebra.

The Department of Mathematics also offers the following non-credit courses covering the contents of high school courses:

MA010 — Intermediate Algebra **3 hrs 0 cr**

A course in complex algebraic operations. Topics include sets of equations, inequalities, factoring, exponents and radicals, imaginary and complex numbers, logarithms, progressions, and graphs.

Prerequisite: Elementary Algebra or Refresher Mathematics.

MA020 — Trigonometry **3 hrs 0 cr**

A basic course in circular functions. Topics include angle measure, functions, graphs of functions, identities, inverse trigonometric functions, polar coordinates, graphical representation of complex number systems.

Prerequisite: Intermediate Algebra.

MA030 — Refresher Mathematics **3 hrs 0 cr**

A review of the fundamental ideas of arithmetic with extension to the language of algebra. Emphasis will be placed on fundamental algebraic operations, graphic representations, and the solution of equations up to quadratics.

MODERN LANGUAGES AND LITERATURE

Courses in modern languages are an integral part of the Liberal Arts curriculum with two principal objectives: to develop fluency in the written and spoken language; to familiarize students with the main aspects of foreign literature and culture. All courses are given in the foreign language. A Language Laboratory equipped with the latest electronic features serves the Modern Language and Speech Departments. Intensive practice in the Language Laboratory is an essential part of all language classes.

FRENCH

All classes conducted in French.

ML110 — French I

3 hrs 3 cr

A course for students who have had no previous background in French. Grammar is taught inductively. Simple literary texts are read. Skills in comprehension, speaking, reading, and writing are developed. One hour in Language Laboratory required per week.

ML115 — French II

3 hrs 3 cr

A continuation of French I covering grammar, graded-free composition, conversation, reading and analysis of simple literary texts. One hour in Language Laboratory required per week.
Prerequisite: French I or the equivalent.

ML120 — French III

3 hrs 3 cr

This course includes a review of grammar. Selected readings in French literature and civilization are studied. One hour in Language Laboratory required per week.
Prerequisite: French II or the equivalent.

ML125 — French IV

3 hrs 3 cr

An intensive review of grammar with practice in the written and spoken language. Students are trained in literary analysis through the works of modern authors. One hour in Language Laboratory required per week.
Prerequisite: French III or the equivalent.

ML130 — French V: Survey of French Literature I **3 hrs 3 cr**

The chronological evolution of French literature and its relation to French culture and ideas is studied through discussion and reading of major works by representative authors from the Middle Ages to the end of the classical period. Readings include selections from: La Chanson de Roland, Rabelais, Montaigne, Pascal, Corneille, Molière, Racine. Written and oral reports are required.

Prerequisite: French IV or the equivalent.

ML135 — French VI: Survey of French Literature II **3 hrs 3 cr**

A course on the literature of the Enlightenment and the 19th century as reflected in the works of Voltaire, Rousseau, Montesquieu, Balzac, Flaubert, and the Romantic and Symbolist poets. Written and oral reports are required.

Prerequisite: French V or the equivalent.

ML140 — French VII: 20th-Century French Literature **3 hrs 3 cr**

The major writers and literary movements of the 20th century are studied with emphasis on novelists such as Proust, Gide, Mauriac, and Camus; playwrights such as Claudel, Giraudoux, and Sartre; poets Valéry, Eluard, Aragon, and St. John Perse. Written and oral reports are required.

Prerequisite: French VI or the equivalent.

ML145 — Advanced French Conversation **3 hrs 3 cr**

Intensive oral work consisting of discussions in French based on literary texts of the 20th century with drill in pronunciation, intonation, and rhythm. Intensive use is made of the Language Laboratory.

Prerequisite: French IV or the equivalent.

GERMAN

All classes conducted in German.

ML210 — German I **3 hrs 3 cr**

A course for students who have had no previous background in German. Grammar is taught inductively. Simple texts are read. Skills in comprehension, speaking, reading, writing are developed. One hour in Language Laboratory required per week.

ML215 — German II **3 hrs 3 cr**

A continuation of German I covering grammar, composition, graded readings from German authors and conversation based on reading texts. One hour in Language Laboratory required per week.

Prerequisite: German I or the equivalent.

ML220 — German III

3 hrs 3 cr

This course includes a review of grammar. Attention is given to writing of original German themes. Drill in oral work is included through reading and discussion of modern German prose. One hour in Language Laboratory required per week.

Prerequisite: German II or the equivalent.

ML225 — German IV

3 hrs 3 cr

An intensive review of grammar with practice in the written and spoken language. Emphasis is placed on reading prose and poetry in the original language. One hour in Language Laboratory required per week.

Prerequisite: German III or the equivalent.

ML230 — German V: Survey of German Literature I

3 hrs 3 cr

A study of the historical development of German literature from its beginning through the 18th century. Texts representing various epochs and movements will be read including selections from the great epics, Luther, Goethe, and others. Written and oral reports are required.

Prerequisite: German IV.

ML235 — German VI: Survey of German Literature II

3 hrs 3 cr

A course on the literature of the 19th and 20th centuries including selections from Schiller, Heine, Kafka, Mann, and others. Written and oral reports are required.

Prerequisite: German V.

ITALIAN

All classes conducted in Italian.

ML310 — Italian I

3 hrs 3 cr

A course for students who have had no previous background in Italian. Grammar is taught inductively. Simple texts are read. Skills in comprehension, speaking, and writing are developed. One hour in Language Laboratory required per week.

ML315 — Italian II

3 hrs 3 cr

A continuation of Italian I covering grammar, graded-free composition, and conversation based on reading texts. One hour in Language Laboratory required per week.

Prerequisite: Italian I or the equivalent.

ML320 — Italian III **3 hrs 3 cr**

Review of the essentials of grammar. The course includes rapid reading of modern prose, free composition, discussion and analysis of the texts read. One hour in Language Laboratory required per week.
Prerequisite: Italian II or the equivalent.

ML325 — Italian IV **3 hrs 3 cr**

Advanced grammar with practice in idioms, colloquial and literary vocabulary. An intensive analysis of syntactical and lexical peculiarities of written and spoken Italian is given through composition, conversation, selected readings and translation. One hour of Language Laboratory required per week.
Prerequisite: Italian III or the equivalent.

ML330 — Italian V: Introduction to Italian Literature **3 hrs 3 cr**

Italian culture is studied through its literary expression. Included are the fundamentals of literary analysis, readings, interpretation, and discussion of major prose authors from the 14th century to the present. Selections from Boccaccio, Machiavelli, Alfieri, Manzoni, Verga, and Moravia are studied. Written and oral reports are required.
Prerequisite: Italian IV or the equivalent.

ML335 — Italian VI: Survey of Italian Poetry and Theatre **3 hrs 3 cr**

This course includes reading, interpretation, and discussion of major Italian poets and dramatists from the 13th century to the present. Poetry selections from Dante, Petrarca, Poliziano, Ariosto, Tasso, Leopardi, D'Annunzio, Quasimodo; and theatre selections from *Commedia dell'Arte*, Goldoni, Pirandello are studied. Written and oral reports are required.
Prerequisite: Italian V or the equivalent.

SPANISH

All classes conducted in Spanish.

ML400 — Spanish Conversation (MET and Nursing Options) **2 hrs 2 cr**

This course includes practice in conversation and technical terms essential to a medical vocabulary. Classes will be assigned according to the student's background in Spanish.

ML410 — Spanish I **3 hrs 3 cr**

A course for students who have had no previous background in Spanish. Grammar is taught inductively. Simple texts are read. Skills in comprehension, speaking, reading, and writing are developed. One hour in Language Laboratory required per week. ✓

ML415 — Spanish II **3 hrs 3 cr**

A continuation of Spanish I covering grammar, free composition, conversation, and graded readings. One hour in Language Laboratory required per week.

Prerequisite: Spanish I or the equivalent.

ML420 — Spanish III **3 hrs 3 cr**

This course includes a review of grammar. Selected works of modern authors are read and discussed. Self-expression through oral and written reports is emphasized. One hour in Language Laboratory required per week.

Prerequisite: Spanish II or the equivalent.

ML425 — Spanish IV **3 hrs 3 cr**

A review of grammar with emphasis on oral and written expression based on reading and analysis of works of Spanish writers. One hour in Language Laboratory required per week.

Prerequisite: Spanish III or the equivalent.

ML430 — Spanish V: Survey of Spanish Literature I **3 hrs 3 cr**

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 Mío Cid, Alfonso X, don Juan Manuel, Jorge Manrique, Fernando de Rojas, Cervantes, Quevedo, Calderón de la Barca. Written and oral reports are required.

Prerequisite: Spanish IV or the equivalent.

ML435 — Spanish VI: Survey of Spanish Literature II **3 hrs 3 cr**

The Neoclassical period and the 19th century are studied. The works of Feijoo, Moratín, Cadalso, el duque de Rivas, Zorrilla, Larra, Bécquer, Alarcón, Galdós, and other important Romantic and Realistic authors are read and analyzed. Written and oral reports are required.

Prerequisite: Spanish V or the equivalent.

ML440 — Spanish VII: Introductory Survey of Spanish-American Literature

3 hrs 3 cr

A chronological history of Spanish-American Literature and its cultural interpretation. Major works by representative writers mainly from the Colonial period to modern times are read and discussed. Readings comprise selections from: Sor Juana Inés de la Cruz, el Inca Garcilaso de la Vega, Jorge Isaacs, Domingo F. Sarmiento, Rubén Darío, and other important figures of the "Modernismo" and "Post-Modernismo." Written and oral reports are required.
Prerequisite: Spanish VI or the equivalent.

ML445 — Spanish VIII: 20th-Century Hispanic Literature

3 hrs 3 cr

The major authors and literary movements of the 20th century in Spain and Spanish-America are studied with emphasis on representative genres. Works of Azorín, Unamuno, Alfonso Reyes, José E. Rodó, Horacio Quiroga, Pedro Salinas, Florencio Sánchez, Camilo J. Cela, and a few others are analyzed. Written and oral reports are required.
Prerequisite: Spanish VII or the equivalent.

ML450 — Spanish IX: Survey of Epic and Lyric Poetry in Spain

3 hrs 3 cr

A study of the chronological development of Spanish poetry. Major authors and trends are covered including a study of the Poema de Mío Cid, Manrique, the Romancero, Garcilaso de la Vega, San Juan de la Cruz, mystic and ascetic poets, Bécquer, Espronceda, Zorrilla, Juan R. Jiménez, Rubén Darío, García-Lorca, and other representative poets. Written and oral reports are required.
Prerequisite: Spanish VIII or the equivalent.

ML455 — Advanced Spanish Composition and Grammar

3 hrs 3 cr

This course, designed especially for Secretarial Science students and others who have a previous knowledge of Spanish, develops linguistic skills, especially those related to writing letters, business and legal documents. Stress is placed on technical vocabulary.
Prerequisite: Spanish IV or the equivalent.

ML460 — Advanced Spanish Conversation

3 hrs 3 cr

This course gives students the opportunity to develop fluency in conversational Spanish, and through the study of phonetics, to perfect pronunciation of the language. Intensive use is made of the Language Laboratory.
Prerequisite: Spanish IV or the equivalent.

MUSIC AND ART

These courses, designed to develop an awareness of the beauty and the meaning in music and in art of the past and of the present, are of interest and value to all individuals as one vital aspect of the cultured adult, whether they enjoy and participate as spectators and viewers, or as trained amateurs or professionals.

ART

MUI10 — Art Survey I

2 hrs 2 cr

An introduction to art principles and terms via study of the nature of content and form in the plastic arts. The meaning of illusion and abstraction; style and the changing concept of reality in art throughout history will be explored. Selected paintings, sculpture, and architecture will be examined.

Art Survey I or Introduction to Music is required of all students.

MUI20 — Art II: Backgrounds and Trends in Contemporary Art 1 hr 1 cr

A survey of styles and content in art from the late eighteenth century to the present. Aesthetic motivation will be analyzed in relation to the socio-historical influences of the times.

MUI30 — Art III: Introduction to Materials and Techniques 2 hrs 1 cr

The study of how to use line, tone, color, texture, pattern, and perspective in two-dimensional design. Work is done in pencil, ink, water-color, oils, acrylics, charcoal, and mixed media including photography. Production of art work for exhibition is included. Outside work is related to classroom activities.

MUI40 — Art IV: Exploration in Three-Dimensional Design 2 hrs 1 cr

The special relationships in sculptural and architectural forms is developed. Clay, wire, paper, plaster, stone, metals, plastics, and mixed media are used in construction. Production of work for exhibition is included. Outside work is related to classroom activities.

MUSIC

MU210 — Music I: Introduction to Music **2 hrs 2 cr**

Development of the ability to listen to music intelligently and to recognize specific styles, forms, and idioms. Consideration is given to aspects of the historical eras from the Early Christian Period to the present. Required reading; required listening.

Introduction to Music or Art Survey I is required of all students.

MU220 — Music II: Music of the Twentieth Century **1 hr 1 cr**

An exploration into the divergent styles of Twentieth Century music. The major musical trends and developments in Europe and the United States will be studied with an examination of current significant works.

MU230 — Music III: Music Theory and Practice **2 hrs 1 cr**

A beginning course in the rudiments of music and basic skills as applied to music reading and performance. Elementary study of melodies, rhythm, meter, keys, scales, chords, and intervals are included with simple creative work and improvisation. No previous musical experience or skill is required, but access to a piano will be helpful.

MU240 — Chorus IV
and

MU250 — Chorus V (1 credit each semester, maximum of 2 credits)

2 hrs 1 cr

The study and presentation of standard and contemporary literature for mixed voices. Choral training and performance at concerts, college ceremonies and functions are offered.

PHILOSOPHY

The study of Philosophy gives students a knowledge of the literary and philosophical heritage of the world, teaches them to relate this heritage to similar concerns in other great cultural traditions of the world, and to understand man in the present day within the large framework of values. This course will also develop maturity so that students can become functioning members of a democratic and individualistic society.

PH100 — Philosophy **3 hrs 3 cr**

An examination of fundamental philosophical problems through the study of major philosophical writers including Plato, Aristotle, and representative modern philosophers such as Descartes, Kant, and Hume.

PHYSICAL EDUCATION, HEALTH, AND RECREATION

The total program, directed toward learning and developing desired knowledge, attitudes and skills, should bring about an out-growth of interests, ideals, and habits necessary for a healthy, purposeful adulthood.

PE100 — Physical Education

2 hrs 1 cr

A basic course designed to provide information and develop skills in physical activities in which students may participate during and after college life. Course instruction will be selected from team sports, dual or individual activities, and dance techniques.

PE105 — Fundamentals of Swimming

2 hrs 1 cr

A basic course in aquatics to develop swimming skills, diving, and water safety. Required of all students classified as non-swimmers; substitute course for PE100.

PE110 — Adapted Physical Education

2 hrs 1 cr

Program of activities which are designed to meet individual needs. Open only to students on a restricted activity program; substitute course for PE100.

PE115 — Tennis

2 hrs 1 cr

The development of the fundamental skills to play tennis. A basic understanding of rules, terminology, strategy, court etiquette, and competitive play is included.

Offered during the Spring Semester only.

Prerequisite: Physical Education.

PE120 — Self-Defense for Men and Women

2 hrs 1 cr

An introductory course in self-defense techniques with emphasis on escaping from various holds and chokes. Counter attacks are practiced. Offered during the Spring Semester only.

Prerequisite: Physical Education.

PE125 — Elementary Modern Dance

2 hrs 1 cr

An introduction to modern dance techniques including creative improvisation.

PE200 — Health Education

2 hrs 1 cr

A study of modern health concepts, especially as they relate to student life. Topics include mental health, disease and disease prevention, education for family living, nutrition, and personal health practices.

SCIENCE

Study of fundamental scientific laws and theories, with the object of giving students an appreciation of science as a human enterprise.

SC100 — General Science **4 cl hrs 3 cr**

A study of science and scientific methods through an analysis of selected problems in the physical and life sciences, with emphasis upon the interrelations among the natural sciences and other branches of knowledge. The problems are studied through discussions, field trips, lectures, and demonstrations.

Required of all non-transfer career students.

SC110 — General Biology **3 cl hrs 2 lab hrs 4 cr**

A study of basic cellular structure, tissue organization, physiological processes, reproduction, and genetics. Special attention is given to selected zoological specimens with particular emphasis upon man. For non-science oriented transfer students.

SC120 — General Chemistry **3 cl hrs 2 lab hrs 4 cr**

An introduction to the basic theories of atomic and molecular structure of matter and to the principles of chemical reactions. The study of the periodicity of elements, with emphasis upon the non-metals and their inorganic compounds is included.

For non-science oriented transfer students.

SC130 — General Physics **3 cl hrs 2 lab hrs 4 cr**

The basic principles of mechanics, heat and light, electricity and atomic physics are studied. Classroom demonstration and laboratory exercises serve to illustrate and help to develop understanding of the principles.

For non-science oriented transfer students.

SC210 — Biology I
and

SC220 — Biology II **3 cl hrs 3 lab hrs 4 cr (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.

For science oriented transfer students. Two terms required.

SC310— Chemistry I

and

SC320 — Chemistry II

3 cl hrs 3 lab hrs 4 cr (per term)

This two-semester course involves the study of the central concepts and basic principles of chemistry, including atomic and molecular theories, the relation of structure to chemical behavior, and the chemistry of the important elements and their compounds. Laboratory work includes some qualitative measurements, qualitative inorganic analysis, and the solution of simple laboratory problems.

For science oriented transfer students. Two terms required.

SC410 — Physics I

and

SC420 — Physics II

4 cl hrs 2 lab hrs 4 cr (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, atomic physics plus an introduction to quantum physics and relativity theory.

For science oriented transfer students. Two terms required.

SOCIAL SCIENCE

The Social Science Program, designed to train students in the rational analysis of pertinent phases of contemporary life, concentrates on an objective study of man, his culture, society, and history. Essentially, the program aims to broaden and deepen understanding of the complex social, economic, technical, and political issues which face modern man.

ANTHROPOLOGY

SS100 — Introduction to Anthropology

3 hrs 3 cr

The evolution and behavior of man as the cultural animal is one focus of this course. Students will be introduced to the basic concepts and methods of the major divisions of anthropology: physical, cultural, archaeology, linguistics. Emphasis is on preliterate societies to facilitate study of how aspects of culture are interrelated.

Not open to freshmen.

CONTEMPORARY CIVILIZATION

SS200 — Contemporary Civilization **4 hrs 4 cr**

This course concentrates on important issues confronting modern man, and shows how knowledge broadens and clarifies self-understanding and the surrounding world. The way concepts and data from the social sciences can be used to explain these issues are taught. Readings, lectures, and discussions are cross-cultural and inter-disciplinary.

Required of all students in the Liberal Arts and Business Divisions.

Prerequisite for all elective courses in social science.

ECONOMICS

SS300 — Introduction to Economics **3 hrs 3 cr**

Basic economic principles of production, consumption, and price determination under different market conditions are investigated. A description and analysis of the American economic system; the impact of various institutions on the economy, banking system, organized labor, social security, and federal budget are given.

SS310 — Labor Relations **3 hrs 3 cr**

The labor movement in the United States and the basic economic problems in the labor field such as the labor force, the evolution of trade unionism, collective bargaining and arbitration, and the role of government in labor and industrial relations are explored and studied.

Limited to students in their final two terms.

Prerequisite: Introduction to Economics.

HISTORY

SS400 — Social and Intellectual History of the United States **2 hrs 2 cr**

The basic themes of American social and intellectual history are examined. The historical context of the ideas and of the political and cultural values which characterize the "American Experience" are placed in proper perspective.

SS410 — American History I **3 hrs 3 cr**

The history of the United States from the colonial period to the Civil War is studied. The major political, economic, and social problems of the new nation are analyzed.

SS420 — American History II **3 hrs 3 cr**

Continued study of American History with emphasis on the emergence of an industrial economy, an urban society, world responsibility, and expanded Federal Government.

SS430 — Europe Since 1815 **3 hrs 3 cr**

The chief social, economic, and political developments of Europe, from the Congress of Vienna to the present, are investigated with particular attention focused on the interplay between social, economic, and intellectual forces in the historical process.

POLITICAL SCIENCE

SS500 — American Government **3 hrs 3 cr**

The American Government, its historical and intellectual origin and development are studied and analyzed. Special consideration is given to the structure and operation of the Executive, Legislative, and Judiciary, and to the role of government and politics in a modern industrial society.

SS510 — The Political Process and Decision Making **3 hrs 3 cr**

The nature and usage of political parties, lobbies, special interest and pressure groups, and their effect on decision-making in the formal and informal environment of government are discussed. The use of communications media in the political process, and the methods of persuasion with emphasis on power relationships is considered.

Prerequisite: American Government.

SS520 — Comparative Government **3 hrs 3 cr**

The structure of contemporary political systems and institutions are surveyed. Comparative analysis is made of the decision-making process, the formal and informal aspects of political parties, the interest groups, the bureaucracy; the effects of political ideas and institutions of one political system upon another.

Prerequisite: American Government.

PSYCHOLOGY

SS600 — General Psychology **3 hrs 3 cr**

This course stresses adaptive human behavior in relation to the environment. Topics include origins and methods of psychology, neurophysiological bases of behavior, maturation, motivation, emotion, learning, frustration, and conflict.

SS610 — Social Psychology

3 hrs 3 cr

How individual behavior is shaped by the processes of social interaction is studied. Data around which the fundamental topics are presented will be drawn from experimental and case studies dealing with the events of the social environment; socialization, communication and persuasion, attitudes and beliefs, group behavior and leadership.

Prerequisite: General Psychology.

SS620 — Psychology of Personality

3 hrs 3 cr

In this course, emphasis is placed on the individual's psychological structure. Theoretical foundations and empirical approaches to the study of personality are considered. The "normal" adult in relation to constitutional factors, childhood experiences, and behavioral changes which occur during adulthood is the focal point of this course.

SOCIOLOGY

SS700 — Introduction to Sociology

3 hrs 3 cr

The structures, processes, and products associated with group living are analyzed. Attention is focused on the concepts of social organization, culture, groupings, stratification, major social institutions, and significant trends in group living.

SS710 — Social Problems

3 hrs 3 cr

Sociological principles, theory, methods, and research are applied toward understanding social problems. A close relationship exists between the social problems and the values and structures regarded by society as normal and stable.

Prerequisite: Introduction to Sociology.

SS720 — Ethnic Groups in American Life

3 hrs 3 cr

Various ethnic groups which comprise the population of the United States, their accommodation and assimilation, their changing attitudes and impact on one another are studied. Effects of interracial tension on personality and social organization are explored, and comparative analysis with selected countries are made.

Prerequisite: Introduction to Sociology.

BUSINESS ADMINISTRATION

These courses make students aware of the role of business and industry in our contemporary industrial society. The courses emphasize the business environment, its historical background, methods of operation, and the new trends in business administration.

BU100 — Introduction to Business Administration **4 hrs 4 cr**

A broad survey of business and industry in the United States, with emphasis on historical development, objectives, methods of operation, and the interrelationships of management, labor and government. Includes the study of new developments and trends in business administration, and the problems these engender in the total management process. Required of all candidates for an A.A.S. degree in the Division of Business Administration.

BU110 — Business Law **3 hrs 3 cr**

This course briefly surveys 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 applies to them.

BU120 — Business Organization and Management **3 hrs 3 cr**

Surveys 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 and marketing considerations are studied with actual cases used to illustrate problems in small and big business.

BU130 — Essentials of Small Business **4 hrs 4 cr**

Small business enterprises, their organization, operation and management are surveyed. Emphasis is placed upon problem-solving in locating, organizing, operating and managing, including legal requirements, employee relations, and the relationship of government and small business.

BU140 — Office and Personnel Management **3 hrs 3 cr**

Introduction to the principles and practices of office management. The nature of office management, the functions of the office, the problems of procuring and arranging a proper work area and equipping it with modern, functional, and efficient office equipment for more effective work flow are discussed. Selection, training, and supervision processes, understanding the psychology of business management and human relations are reviewed. Scientific analysis and control of office procedures and office operating costs are considered.

ACCOUNTING

These courses present students with an understanding of accounting principles and theory, and attempt to develop skills in applying them through practice in the accounting laboratory. They provide a sound foundation for both advanced study and entry positions in business.

AC100 — Survey of Accounting

4 hrs 4 cr

This course, intended only for students NOT majoring in accounting, surveys the following: scope of accounting; accounting records and processes; proprietorship accounting for the major forms of business enterprise, including sole proprietorship, partnerships and corporations. Accounting problems incident to insurance and real estate, manufacturing accounting, cost accounting, budgeting, and tax aspects of accounting are studied.

AC210 — Accounting I (Elementary Accounting, Part I)

4 hrs 3 cr

Fundamental principles of accounting and the practical use of accounting tools and techniques are covered. The entire accounting and book-keeping cycle is studied, including journalizing, posting, trial balance preparation, use of worksheets, adjusting and closing entries, special journals and controlling accounts, cash accounting, and accounting for negotiable instruments.

AC220 — Accounting II (Elementary Accounting, Part II)

4 hrs 3 cr

A continuation of Accounting I, the course topics cover the voucher system, partnership accounting, organization of the corporate books of account, accounting for stock, corporate bonds, retained earnings, and manufacturing accounts. Study also includes accounting involved in the sale of a business, budgeting, asset valuation and insurance, tax aspects of accounting, and a summary of accounting theory.

Prerequisite: Accounting I.

AC230 — Accounting III (Intermediate Accounting, Part I)

4 hrs 3 cr

Course of study includes balance sheet classification, determination of assets and liabilities, income statement and statement of retained earnings, errors and their correction, accounting for cash and temporary investments, receivables, inventories, current and long-term liabilities.

Prerequisite: Accounting II.

AC240 — Accounting IV (Intermediate Accounting, Part II) 4 hrs 3 cr

Continuation of Accounting III. Study encompasses investments in stocks, bonds, and funds; plant and equipment accounting including acquisition, use, retirement and valuation; intangible assets; capital stock, additional paid-in-capital, retained earnings, statement of application of funds, and cash flow.

Prerequisite: Accounting III.

AC250 — Accounting V (Cost Accounting) 4 hrs 3 cr

Involves the study of cost accounting principles applicable to job order procedures, process costs and standard costs; ledgers, journals and statements for manufacturing organizations; materials, labor and manufacturing overhead control accounting, analysis and disposition of variances, managerial control through direct costing, profit analysis, break-even charts, comparative costs, non-manufacturing costs.

Prerequisite: Accounting IV.

AC260 — Accounting VI (Financial Statement Analysis) 3 hrs 2 cr

Students are taught the basic techniques and processes of analyzing financial statements. Topics covered include development of statement analysis; nature and limitations of analysis, trends in accounting principles, comparison of statements, trend analysis, financial structure, and interpretation of measurements.

Prerequisite: Accounting V.

AC300 — Taxation: Federal 4 hrs 3 cr

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.

AC350 — Accounting Applications of Data Processing 4 hrs 3 cr

A general introduction to Electronic Data Processing for accounting students intended to combine students' accounting knowledge with current practices in Data Processing. Understanding the impact of computers on business, their use as an aid in meeting the accounting requirements of management, and as a tool in accounting procedures and control is provided. Actual demonstrations and laboratory work on the various machines used in the assembling of financial figures-facts for various accounting functions is included.

Prerequisites: Accounting I; Accounting II.

DATA PROCESSING

Students receive understanding of the basic principles of business data processing, experience with techniques and methods of handling equipment, functional competence in the applications of data processing systems, and experience in computer programming.

DPI00 — Introduction to Data Processing **5 hrs 4 cr**

This course develops an understanding and appreciation of commercial data processing. Instruction and practical training is given in the operation of punched card machines most commonly used, basic control panel wiring principles, concepts and operation of an IBM 360 Computer.

DPI10 — Introduction to the IBM 360 Computer **3 hrs 3 cr**

This course, a prerequisite for all IBM 360 Programming courses, is open only to students with experience in the field of Data Processing. The concepts and operations of the IBM 360 Computer are presented.

DPI50 — Systems Development and Procedures **3 hrs 3 cr**

The tools and methods used by systems designers to develop systems for a computer application are taught. After the applications are developed, students follow through and prepare procedures, documentary and operating, for the machines involved.

DPI55 — Data Processing Machines and Applications **2 hrs 2 cr**

An awareness of the variety of applications being automated in modern society and the methods of automation is developed. Students are exposed to data processing machines and computers from representatives of several manufacturers, as well as to applications being performed in industry. Representatives of major companies in the metropolitan area lecture to the students.

X DPI51 — Data Processing Systems and Applications **5 hrs 5 cr**

This course is a combination of Systems Development and Procedures, and Data Processing Machines and Applications. Offered during the Evening Session only.

DP210 — Cobol Programming for the IBM 360 Computer 4 hrs 3 cr

The function and capabilities of the IBM 360 Computer are studied to familiarize students with the tools and raw materials necessary for programming. Students perform programming drills, exercises, and case studies to bridge the gap from the theoretical to the practical world of data processing. The fundamentals of random access as well as magnetic tape are presented.

Prerequisite: Introduction to Data Processing, or Introduction to the IBM 360 Computer.

DP220 — Operations for the IBM 360 Computer 4 hrs 3 cr

A detailed practical study of the operations of the IBM 360 Computer is presented. Students learn to operate disc and tape drives, set up forms in the printer, run the total IBM 360 system, prepare basic control cards, read and prepare operating procedures, make emergency repairs.

Prerequisite: Introduction to Data Processing, or Introduction to the IBM 360 Computer.

DP310 — R.P.G. and D.O.S. Concepts for the IBM 360 Computer 5 hrs 3 cr

This course is divided into two parts. First, Report Program Generator (R.P.G.) is presented and students obtain practical experience by writing programs in this computer language. Second, the concepts of Disc Operating Systems (D.O.S.) and preparation of D.O.S. Control Cards are covered.

Prerequisite: Introduction to Data Processing, or Introduction to the IBM 360 Computer.

DP410 — Systems Implementation 5 hrs 3 cr

Students are taken from the realm of theory taught in the Systems Development and Procedures course to the realities of practical application. The class works in a joint effort, analyzing, systematizing, programming, and writing procedures for practical problems.

Prerequisite: Cobol Programming for the IBM 360 Computer.

DP420 — Assembly Language Programming (A.L.P.) for IBM 360 Computer

5 hrs 3 cr

The actual programming language of the IBM 360 Computer is presented with the students writing programs in this media.

Open only to honor students in Data Processing who receive permission from the Department Chairman.

Prerequisite: Cobol Programming for the IBM 360 Computer.

DP430 — Fortran for the IBM 360 Computer

4 hrs 3 cr

Students are given a scientific programming background utilizing Fortran programming language. Commercial and scientific problems are presented and programmed to give students practical experience.

Prerequisite: Cobol Programming for the IBM 360 Computer.

DP440 — Programming Language I (PL I) for IBM 360 Computer

4 hrs 3 cr

This is a new high-level language developed for the IBM 360 Computer. The best attributes of Cobol and Fortran are combined in the preparation of this new language. Commercial problems are programmed to give students practical experience.

Prerequisite: Cobol Programming for the IBM 360 Computer.

DP450 — Advanced IBM 360 Computer Operations

4 hrs 3 cr

This is an extension of the basic Operations for the IBM 360 Computer course where students are taught job set-up, logs and controls, conversion of a card system to tape and disk, and job scheduling in the laboratory.

Prerequisite: Operations for the IBM 360 Computer.

SECRETARIAL SCIENCE

Students are prepared for positions in business offices as secretaries to executives, supervising secretaries in charge of office operations, and administrative secretaries to professionals in medicine, law, accounting, and in a variety of government jobs.

SE110 — Stenography I

4-5 hrs 3 cr

Students who have not previously studied shorthand are given an intensive presentation of the basic theory of Gregg shorthand (Diamond Jubilee). At the conclusion of the semester, they are expected to take dictation at the rate of 50-60 words a minute.

SE120 — Stenography II

4-5 hrs 3 cr

The theory of Gregg or Pitman, depending upon which system was studied previously, is reviewed. Speed dictation is given to bring students to a speed of 80 words a minute. Transcription from textbook plates, homework notes, and classroom dictation is begun. Emphasis is on spelling, punctuation, and other pre-transcription factors.
Prerequisite: Stenography I or the equivalent.

SE130 — Typewriting I

4-5 hrs 2 cr

Presentation of the keyboard and speed practice to develop a speed of 35-40 words a minute. Production of various styles of letters and simple business forms.

SE140 — Typewriting II

4-5 hrs 2 cr

Speed practice is continued to achieve a goal of 45-50 words a minute. Emphasis is placed on letter forms, tabulations, more advanced business forms, stencils and other duplicating masters. Where possible, typing is correlated with shorthand.
Prerequisite: Typewriting I or the equivalent.

SE210 — Transcription III (Executive Secretary Option)

8 hrs 4 cr

Stenographic and typewriting training are correlated to produce a stenographic dictation speed of 100 words a minute, typewriting speed of 55-60 words a minute, and transcription rate of 15-25 words a minute. Use of carbon copies, proofreading, collating, correcting, grammar, punctuation, and spelling are emphasized.
Prerequisites: Stenography II; Typewriting II; or the equivalent.

- SE220 — Transcription IV (Executive Secretary Option) 8 hrs 4 cr**
 This final course in stenographic training brings students to a professional level of competence. Stenographic dictation at 110-120 words a minute, typewriting speed of 65 words a minute, and transcription rates of 25-35 words a minute are the end goals for this semester. Office style dictation is included. Emphasis is on production of accurate, attractive, carefully proof-read transcripts, ready for signature.
 Prerequisite: Transcription III.
- SE250 — Office Practice and Machines I 2 hrs 1 cr**
 Instruction in the non-stenographic aspects of a secretary's work such as proper handling of business calls, receiving callers, filing, and indexing. Also discussed are matters of dress, speech, personality, office deportment, and development of discretion.
- SE260 — Office Practice and Machines II 2 hrs 1 cr**
 Training in non-stenographic aspects of a secretary's position is continued in situations such as applying for employment. Use of a variety of office machines and devices are introduced including proper use of a dictaphone and various duplicating machines.
- SE310 — Legal Vocabulary (Legal Secretary Option) 3 hrs 3 cr**
 Designed to introduce students to the language of the law, this course stresses English, spelling, definition of terms, shorthand rendition, and most common legal Latin terms. Dictation of legal materials and transcription of prepared legal forms is included.
 Prerequisites: Business Law; Steno II; Typing II; or equivalent.
- SE320 — Legal Stenography I (Legal Stenography Option) 8 hrs 4 cr**
 Training from dictation and by the use of legal forms is provided in the preparation of legal letters and simpler legal documents such as pleadings, affidavits, and notices. Legal stenographic material is dictated at speeds of 90-100 words a minute. General matter dictation is included and brought to a speed of 100 words a minute.
 Prerequisites: Business Law; Steno II; Typing II; or equivalent.
- SE330 — Legal Stenography II (Legal Secretary Option) 8 hrs 4 cr**
 Continuation of Legal Stenography I during which more difficult legal letters, documents, and forms are prepared. Dictation speeds of both general and legal materials are brought to 110-120 words a minute. Emphasis is placed on rapid, accurate production; attractive and accurate form; facility in handling forms and documents such as wills, leases, briefs, and memoranda on appeal.
 Prerequisite: Legal Stenography I.

SE410 — Bilingual Stenography I (Bilingual Secretary Option) 8 hrs 4 cr

Principles of the stenographic system of foreign language stenography are taught. (Language to be used will depend on student requests; at present the course is offered in Spanish and English.) Dictation in both languages is stressed with the goal for English dictation at 90-100 words a minute, and for Spanish at 60 words a minute at the conclusion of the semester.

Prerequisites: Steno II; 1 semester College language; or equivalent.

SE420 — Bilingual Stenography II (Bilingual Secretary Option) 8 hrs 4 cr

Continuation of dictation and transcription in both languages. Emphasis will be on accuracy, attractiveness, and speed of production of transcripts. Final goal is English dictation at 110 words a minute, and Spanish at 80-90 words a minute.

Prerequisites: Bilingual Steno I; 2 semesters College language; or equivalent.

SE510 — School Records and Accounts (School Secretary Option) 2 hrs 2cr

Required for the examination for School Secretary, Board of Education, City of New York. The objectives of the course are to develop a functional understanding of school records and accounts in common practice in the NYC Elementary Schools, and to present problems associated with administration of the elementary school.

Offered during Evening Session only.

SE520 — Educational Problems of the School Secretary I (School Secretary Option) 2 hrs 2 cr

Required for School Secretary License, this course includes study of educational developments in the United States, and basic educational organization and supervision.

Offered during Evening Session only.

SE530 — Educational Problems of the School Secretary II (School Secretary Option) 2 hrs 2 cr

Required for School Secretary License, this course includes study of basic educational principles and practices, basic educational methods and materials, basic educational research and experimentation.

Offered during Evening Session only.

BUSINESS TECHNOLOGY

The Business Technology program includes five career curricula, grouped as options under the single heading of "Business Technology." During the first semester, all Business Technology students are required to take a core program. During the next three semesters, they pursue their specialization in Advertising, Banking, Marketing, Real Estate, or Traffic and Shipping. In accordance with the requirements on the following pages, students who successfully complete any one of the career curricula receive an Associate in Applied Science (A.A.S.) degree. Completion of the course enables students to enter the profession of their choice immediately after graduation, well-prepared for a successful future.

ADVERTISING

Students receive a broad overview of the field of advertising, its history, and its role in the business community. Skills are developed in media selection, production techniques, and effective copywriting.

BU200 — Essentials of Advertising **3 hrs 3 cr**

The function and operation of advertising in the business picture is explored. Topics include company, agency, and media organization; job responsibilities; tools; techniques; major media (newspapers, magazines, trade publications, radio, television, and outdoor). Students are given preliminary copy exercises, taught publicity concepts, preparation and placement techniques.

Corequisite: Introduction to Business Administration.

BU210 — Advertising Copy and Layout **4 hrs 4 cr**

This workshop writing-sketching course is devoted to surveying contemporary examples and products. Practice is given in writing for print media, and includes layout techniques. The unit copy-layout concept is stressed. Skills are developed through exercises, critiques, comparisons.

Prerequisite: Essentials of Advertising.

BU220 — Advertising Production **3 hrs 3 cr**

This technical course in print media production develops an understanding of a gamut of illustration techniques, and various printing processes including their costs. It is an introduction to type recognition, specification, and casting.

Corequisite: Advertising Copy and Layout.

BU230 — Advertising Agency Operations and Radio and Television Advertising **4 hrs 4 cr**

This study of the internal workings of the contemporary advertising agency deals with the responsibilities, duties, and functions of the several departments and their interrelations; procedures; forms; client relations; media and suppliers; agency commissions and fees. Themes, techniques and storyboards for television commercials, radio and television spot and network advertising markets, costs, and audience measurement are studied in a comprehensive course designed to give both understanding and practical working experience in copy, production, and media problems.

Prerequisite: Advertising Production.

BU231 — Advertising Agency Operations **2 hrs 2 cr**

This course is the Advertising Agency section of Advertising Agency Operations and Radio and Television Advertising.

Offered during the Evening Session only.

Prerequisite: Advertising Production.

BU232 — Radio and Television Advertising **2 hrs 2 cr**

This course is the Radio and Television Advertising section of Advertising Agency Operations and Radio and Television Advertising.

Offered during the Evening Session only.

Prerequisite: Advertising Production.

BU240 — Retail and Sales Promotion Advertising **4 hrs 4 cr**

The preparation, use, and cost of printed pieces are studied in this course. Included are items such as folders, booklets, price lists, color cards, catalogs, processed letters, exhibits and displays, signs and dealer helps. Copy, layout, and production exercises are given. Paper grades, weights, sizes, colors, and uses are explored. Lists and postal laws are covered. This is a study of the retail store's advertising. It includes organization, responsibilities, duties, and functions; research, budgeting, planning, copy, layout, art, production, approvals, release, and checking. Special promotional efforts including display, seasonal and special events, timing, tie-in with suppliers, vendors' allowances, and newspaper contracts are explored in depth. Students write copy and prepare layouts. Prerequisites: Advertising Production; Principles of Marketing.

BU241 — Retail Advertising **2 hrs 2 cr**

This course is the Retail Advertising section of Retail and Sales Promotion Advertising.

Offered during the Evening Session only.

Prerequisite: Advertising Production.

MARKETING

This curriculum presents a broad picture of the structure and function of marketing, and provides students with a comprehensive understanding of the management approach to retail operations.

BU400 — Principles of Marketing **4 hrs 4 cr**

An introductory course to the field of product distribution. The current marketing system is described, analyzed, and evaluated. Methods, policies, and institutions involved in the distribution of goods from producer to consumer are dealt with. Means used for improving efficiency and lowering distribution costs are emphasized. Case studies of actual business problems are presented together with selected text readings.

BU410 — Purchasing for Industry and Government **3 hrs 3 cr**

The course covers the basic elements of management as they affect purchasing functions. The many specifics of purchasing are analyzed including pricing, trade relations, techniques of negotiation, value analysis, materials management, inventory control and vendor relations.
Prerequisite: Principles of Marketing.

BU420 — Sales Principles and Practices **3 hrs 3 cr**

Selling techniques are analyzed and evaluated. Topics include analyzing the product; evaluating customer needs and buying motives, handling objections, closing sales, and developing the salesman's personality. Organization and presentation of sales talks are emphasized.
Prerequisite: Principles of Marketing.

BU430 — Retail Organization, Operation and Buying **4 hrs 4 cr**

A study of management operations of the large retail store. Current practices in store layout, organization, personnel management, services 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 other phases of the buying job are discussed.
Prerequisite: Principles of Marketing.

BANKING

Students are taught necessary skills for positions in the various operations and types of banks and other financial organizations.

BU300 — Money and Banking **4 hrs 4 cr**

An analysis of the organization and operation of our financial system. Included in the study are the 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 are shown.

BU310 — Banking Organization and Operation **4 hrs 4 cr**

Surveys the operation of banking institutions with particular emphasis on commercial banks. The relationship between banks, the Federal Reserve System, and the money market are emphasized. Problems of capital adequacy, reserves, loans, investment policy and liquidity are considered.

BU320 — Commodity and Security Markets **4 hrs 4 cr**

Presents the technique and operation of securities markets and their role in the process of capital formation. Activities of security specialists, commission brokers, floor brokers, and odd-lot dealers are discussed. Legislation affecting securities markets and activities are treated.

BU330 — Principles and Problems of Investment **3 hrs 3 cr**

The principles and practices of investments are analyzed. Recognized quantitative and qualitative tests used in judging security values are discussed. 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.

BU340 — Credit and Corporation Finance **4 hrs 4 cr**

Surveys principles and practices followed in the financial organization and operation of a corporation; financing new and growing business, sources of capital, banking and credit accommodations, and the handling of other financial matters.

BU350 — Law of Negotiable Instruments **3 hrs 3 cr**

Studies the basic legal aspects of transactions involving checks, notes, drafts, and acceptance and the effect of the new Uniform Commercial Code on these negotiable instruments. Consideration is given to prevailing business and banking practices affecting the use of negotiable instruments, as well as to the legal relationships between bank and depositor; between lender and borrower.

MARKETING

This curriculum presents a broad picture of the structure and function of marketing, and provides students with a comprehensive understanding of the management approach to retail operations.

BU400 — Principles of Marketing

4 hrs 4 cr

An introductory course to the field of product distribution. The current marketing system is described, analyzed, and evaluated. Methods, policies, and institutions involved in the distribution of goods from producer to consumer are dealt with. Means used for improving efficiency and lowering distribution costs are emphasized. Case studies of actual business problems are presented together with selected text readings.

BU410 — Purchasing for Industry and Government

3 hrs 3 cr

The course covers the basic elements of management as they affect purchasing functions. The many specifics of purchasing are analyzed including pricing, trade relations, techniques of negotiation, value analysis, materials management, inventory control and vendor relations.

Prerequisite: Principles of Marketing.

BU420 — Sales Principles and Practices

3 hrs 3 cr

Selling techniques are analyzed and evaluated. Topics include analyzing the product; evaluating customer needs and buying motives, handling objections, closing sales, and developing the salesman's personality. Organization and presentation of sales talks are emphasized.

Prerequisite: Principles of Marketing.

BU430 — Retail Organization, Operation and Buying

4 hrs 4 cr

A study of management operations of the large retail store. Current practices in store layout, organization, personnel management, services 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 other phases of the buying job are discussed.

Prerequisite: Principles of Marketing.

REAL ESTATE

This curriculum prepares students interested in the real estate field. The course of study also provides eligibility, under New York State laws, to take the licensing examination for real estate brokers.

BU500 — Essentials of Real Estate 3 hrs 3 cr

This intensive survey course acquaints students with the fundamentals of real estate practice and the essentials of the real estate business including brokerage, mortgage financing, investments, management, and valuation. This course and Real Estate Brokerage and Problems meet the educational requirements for the New York State Real Estate Broker's License examination.

BU510 — Building Construction: Essentials and Problems 4 hrs 4 cr

A practical course in the practices and problems of building, construction, and operation, to give students a working knowledge of the physical and mechanical characteristics of building structures. Topics include the elements of plan reading, planning and design, utilization of materials and equipment, measurement and estimation of quantities and costs, and compliance with governmental regulations.

Prerequisite: Essentials of Real Estate.

BU520 — Real Estate Brokerage and Problems 3 hrs 3 cr

This course outlines the organization of a brokerage office and details the work of the real estate broker, including procedures, practices, and ethics. Topics include obtaining prospects, filing listings, preparing mortgage applications and sales or rental offerings, methods of advertising and business promotion, the problems and techniques of negotiating and closing sales, leases or other real estate transactions. This course and the Essentials of Real Estate meet the educational requirements of the New York State Real Estate Broker's License examination.

Prerequisite: Essentials of Real Estate.

BU530 — Real Estate Management and Property Maintenance 4 hrs 4 cr

The practices and problems in property management and maintenance are considered. Property management topics include agency versus owner management, tenant and labor relationships, record keeping and government regulations and their effect on management practices. Property maintenance topics include selection and supervision of personnel, general servicing and maintenance of buildings, maintenance and replacement of equipment, handling contracts, contractors and suppliers.

Prerequisite: Essentials of Real Estate.

BU540 — Real Estate Financing, Valuation, and Appraisal 4 hrs 4 cr

Involved are the principles of real estate valuation including tools, techniques, and methods for determining value. The course also covers mortgage financing including mortgage sources, primary and secondary mortgages, mortgage brokerage, mortgage applications, and lenders' requirements.

Prerequisite: Essentials of Real Estate.

BU550 — Law of Real Estate Transactions 3 hrs 3 cr

Students view the legal questions that arise in leasing, selling, and mortgaging real estate in New York City. Topics include the legal rights, duties, and responsibilities of real estate brokers, relationship of landlord to tenant, various steps required in connection with a contract to sell or mortgage real estate, examination and transfer of title, and the frequently-used real estate instruments.

Prerequisite: Business Law.

TRAFFIC AND SHIPPING

This curriculum develops a comprehensive understanding of the importance of purchasing and scheduling of transportation services.

BU610 — Traffic Management 4 hrs 4 cr

A survey of rail, highway, water, air, pipeline, freight-forwarder, express, and the hybrid "piggyback" and "fishyback" services, as well as Interstate Commerce Commission regulations. The course includes a study of methods and techniques in the purchase of transportation as part of the distribution process. Among the subjects studied are rates, routing, demurrage, and other accessorial charges; bills of lading, packing and loading, loss and damage claims, expediting, tracing, transit privileges, and special agreements between shipper and carrier.

BU620 — International Transportation and Financing 3 hrs 3 cr

The advantages and limitations of each form of international transportation are reviewed and the basic factors affecting routes are analyzed. Topics include U. S. export licenses and regulations, customs regulations, marine insurance, and exercises in handling and preparing all of the papers used in the import and export of goods. The course considers the handling of import documentation, letters of credit, drafts, foreign collections, credit inquiries, export and import factoring.

Prerequisite: Traffic Management.

BU630 — Materials Handling**3 hrs 3 cr**

The principles and problems of materials handling and warehousing as related to the distribution of the manufacturer's and wholesaler's products are presented. The topics include a survey of available materials, handling equipment and facilities, classification of public and private warehouses, plant and warehouse locations, planning and control in terms of the economics of plant operation.

Prerequisite: Traffic Management.

BU640 — Motor Carrier Management**3 hrs 3 cr**

The trucking industry is analyzed in its relation to highway systems, governmental regulations, conflicts with railroad industry, national organizations, the Interstate Commerce Commission and trucking regulations, classification of carriers, operating rights and insurance. The relationship of the trucking industry to competing carriers and shipments by a combination of trucks, water, rail, and air transportation are considered. The services of motor freight forwarders are also covered.

Prerequisite: Traffic Management.

BU650 — Industrial Packaging**3 hrs 3 cr**

The course deals with industrial packing of goods for shipment by various carriers considering economical costs and proper protection, as well as preparation of materials for shipment. Types of containers are analyzed with relation to nature of the commodity, method of shipping, protection against damage, carrier and government regulations.

Prerequisite: Materials Handling.

BU660 — Fire and Marine Insurance**3 hrs 3 cr**

This course deals with the means of reducing fire hazards and rates, public and private means of fire protection, sprinkler leakage and water damage insurance, policy contracts, adjustment of fire losses, rating, underwriting and collateral topics. It also includes the organization and function of marine insurance bureaus and companies, basic indemnity and liability forms, and various kinds of loss adjustments.

COOPERATIVE EDUCATION INTERNSHIPS

Cooperative Education Internships enable students to integrate practical work experience in business, industry, government, or service organizations with classroom learning. Students spend one-half day in classes and the other half-day on jobs related to their majors, for which they receive compensation. Students must register for Internship I after completion of the first semester; Internships II and III follow in successive semesters. In order to assure continuity of experience, the same internship may extend over the three semesters. Each student is required to prepare a term report. This report, as well as demonstrated job accomplishment and attitude evaluated by the employer, form the basis for rating the student.

Open only to students with an academic index of 2.0 or above.

15 hrs 2 cr

The following is a list of the Cooperative Education Internships offered to date:

- ✓ CE200 — Cooperative Education Internship I — Accounting
- ✓ CE210 — Cooperative Education Internship II — Accounting
- ✓ CE220 — Cooperative Education Internship III — Accounting
- ✓ CE300 — Cooperative Education Internship I — Data Processing
- ✓ CE310 — Cooperative Education Internship II — Data Processing
- ✓ CE320 — Cooperative Education Internship III — Data Processing
- ✓ CE400 — Cooperative Education Internship I — Advertising
- ✓ CE410 — Cooperative Education Internship II — Advertising
- ✓ CE420 — Cooperative Education Internship III — Advertising
- CE500 — Cooperative Education Internship I — Marketing
- CE510 — Cooperative Education Internship II — Marketing
- CE520 — Cooperative Education Internship III — Marketing
- CE600 — Cooperative Education Internship I — Banking
- CE610 — Cooperative Education Internship II — Banking
- CE620 — Cooperative Education Internship III — Banking
- CE700 — Cooperative Education Internship I — Secretarial Science
- CE710 — Cooperative Education Internship II — Secretarial Science
- CE720 — Cooperative Education Internship III — Secretarial Science
- CE820 — Cooperative Education Internship III — Small Business

HEALTH SERVICES

Medical Emergency Technology (MET)

These courses give students an opportunity to fill one of the most serious gaps in our present medical setup. Medical emergency technicians are trained to give the life-saving services required before the patient can be put into the hands of a trained physician or placed in a hospital.

Nursing (N)

These courses make it possible for male and female students to best serve humanity and themselves. There are many opportunities in various facets of the nursing field, plus an opportunity for those who successfully complete the course to take the licensing examination given by the State of New York and earn the title of Registered Nurse.

HS100 — Fundamentals of Patient Care I (MET and Nursing Options)

3 cl hrs 3 lab hrs 4 cr

Orientation to the various types of health service agencies including knowledge, skills, and attitudes basic to patient care, safety, and comfort are studied. The foundation for subsequent learning in emergency services (MET), or nursing practice (N).

HS110 — Anatomy and Physiology (MET and Nursing Options)

4 cl hrs 3 cr

The human body as an integrated, functional, complex of systems is studied. The structure and function of each organ-system with emphasis on their interrelationships are explained.

Prerequisite: General Biology.

HS200 — Fundamentals of Patient Care II (MET and Nursing Options)

4 cl hrs 9 lab hrs 7 cr

This course involves a patient-centered approach to medical, surgical, and mental problems. Emphasis is placed on the development of skills essential to good patient care.

Prerequisite: Fundamentals of Patient Care I.

HS210 — Introduction to Medical Emergency Technology (MET Option)

3 lab hrs 1 cr

Emphasis is placed on the emergency problems encountered in rescue work, and the development of an understanding of the principles and methods employed in caring for an emergency patient. Experience includes student observation of rescue facilities available in the community.

HS220 — Medical Microbiology (MET and Nursing Options)

2 cl hrs 2 lab hrs 3 cr

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.

HS300 — Fundamentals of Patient Care III (MET and Nursing Options)

5 cl hrs 12 lab hrs 9 cr

Knowledge and skills essential to good patient care are developed with selected learning experiences in emergency obstetrics and child health (MET), or maternal and child health (N).

Prerequisite: Fundamentals of Patient Care II.

HS310 — Medical Emergency Vehicle Safety and Operation (MET Option)

3 lab hrs 1 cr

Students are taught the use of the rescue vehicle and the problems which may be encountered in rescue work. Emphasis is placed on the interrelationships of all agencies involved in providing emergency and rescue services.

HS400 — Fundamentals of Patient Care IV (MET and Nursing Options)

5 cl hrs 12 lab hrs 9 cr

Continued study and skill development in medical and surgical aspects of patient care (MET), or medical and surgical nursing problems (N). Emphasis is placed on specific injuries and illnesses of the emotionally disturbed (MET), or on the emotionally disturbed and chronically ill patient (N).

Prerequisite: Fundamentals of Patient Care III.

HS410 — Medical Emergency Seminar (MET Option)

3 lab hrs 1 cr

This course involves the integration and coordination of knowledge and clinical experience in the medical emergency field. Stress is placed on applicability and meaningfulness of theory to practice.

HS420 — Nursing Seminar (Nursing Option)

1 cl hr 1 cr

During this course, knowledge and clinical experience in the nursing field are integrated and coordinated. Stress is placed on applicability and meaningfulness of theory to practice.

RECREATION LEADERSHIP

These courses, designed to develop appreciation, understanding, and skill in a variety of activities, train students to work with all age groups. Emphasis is placed on the ability to plan, organize, and promote activities.

RL100 — Philosophy of Recreation **2 hrs 2 cr**

Recreation, including its significance, historical background, various types of programs, current issues, and professional opportunities, is studied and interpreted.

RL110 — Social Recreation **3 hrs 2 cr**

Methods, materials, and techniques of planning and conducting recreational activities in social settings such as parties, special events, programs, and outings are taught. Included in the course are studies of games, mixers, story telling, skits, and relays.

RL120 — Leadership in Recreation **2 hrs 2 cr**

This course gives students an opportunity to study the objectives, problems and techniques of leadership for school, camp, and community recreational programs.

RL130 — Recreational Crafts **3 hrs 2 cr**

The development of practical skills in crafts are taught in this course which includes studio experiences basic to the recreational interests of varied age levels.

RL140 — Recreational Music **2 hrs 2 cr**

A study of music and its relationship to recreation programs. This course emphasizes materials and activities appropriate for various age levels such as group singing, listening activities, musical games, and musico-dramatic productions.

RL150 — Recreational Dance **3 hrs 2 cr**

The development of basic body movement and rhythmic skill including a survey of folk dances and their relationship to our cultural background are studied. Emphasis is placed on specific methods and materials for various age groups.

RL160 — Recreational Sports I **3 hrs 2 cr**
This course involves a presentation of skills, strategy, rules, care of equipment, safety procedures, and leadership methods as they relate to individual and dual sports.

RL170 — Recreational Sports II **3 hr 2 cr**
Lead-up games, skills, strategy, rules, care of equipment, safety procedures, and leadership methods as they relate to team sports are presented during this course.

Physical Education Elective **2 hrs 1 cr**
Students in this course may choose an activity from Fundamentals of Swimming, Self-Defense for Men and Women, or Elementary Modern Dance. (See Physical Education, Health, and Recreation section)
Subject to approval of Department Chairman.

RL180 — Organization of Recreation Programs **3 hrs 2 cr**
Program planning for recreation service organizations is taught. The course includes study of problems commonly encountered in organizing recreation programs, principles of program construction, facilities, equipment, and the needs, interests, and activities of various age groups.

RL190 — Camp Leadership and Outdoor Recreation **2 hrs 2 cr**
Instruction includes imparting knowledge and techniques necessary for organized camping and outdoor recreation. Special attention is given to nature and woods lore, to camp craft, to informal activities, and to safe outdoor living.

RL200 — First Aid and Safety Education **2 hrs 2 cr**
Students receive an acquisition of knowledge essential for safe living. The causes and prevention of accidents, first aid instruction, and practice of first aid techniques are included.

RL210 — Supervised Field Experience **12 hrs 4 cr**
Students are given guided observation of varied recreation programs. Weekly conferences and assignment to the staff of a recreation service organization for supervised practice is included.

THE STATE UNIVERSITY OF NEW YORK . . .

was established by the State Legislature in 1948. It now comprises all state-supported institutions of higher education (with the exception of the four-year colleges of the City University of New York). It is governed by a Board of Trustees appointed by the Governor; decentralized in concept, and integrated through its central administrative staff.

The University today comprises 67 colleges and centers with classes conducted on 57 campuses: four University Centers; two Medical Centers; ten Colleges of Arts and Sciences; seven Specialized Colleges; six two-year Agricultural and Technical Colleges; 28 locally-sponsored, two-year Community Colleges. Although separated geographically, all are united for the purpose of improving and extending opportunities for youth to continue their education beyond the high school level.

The State University offers four-year programs in agriculture, business administration, ceramics, dentistry, engineering, forestry, home economics, industrial and labor relations, law, liberal arts and sciences, maritime service, medicine, nursing, pharmacy, professional museum work, public administration, social work, teacher education, and veterinary medicine. The University's two-year programs include business and liberal arts transfer programs; recreation leadership; and a wide variety of technical courses in such areas as agriculture, business, health services, and industrial technologies.

Advanced graduate study at the doctoral level is offered by the University at 12 of its units including the University Centers and the Graduate School of Public Affairs. While graduate work can be pursued at 24 of the colleges, the programs at the majority of these units are now limited to the master's level.

The University is continuing to broaden and expand over-all opportunities for advanced degree study. Graduate study areas range from English, history and public administration, to medicine, forestry and ceramics. The State University of New York plans for the total development of state-sponsored higher education. Each college and center of the State University is locally administered.

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"Let each become all that he was created capable of being; expand, if possible, to his full growth; and show himself at length in his own shape and stature, be these what they may."

Motto of the State University of New York

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