



CATALOG, 1968/69

BOROUGH OF MANHATTAN
COMMUNITY COLLEGE
OF THE CITY OF NEW YORK

CATALOG, 1968/69

"The urban community college is an island of innovation, a beacon illuminating the concrete forests which make up our city. The community college ignites, for young men and women, that bright spark which Einstein called 'the holy curiosity of inquiry.'

"We will successfully complete our mission if we serve as an end from which our students can begin their life's journey toward self-fulfillment and personal happiness."

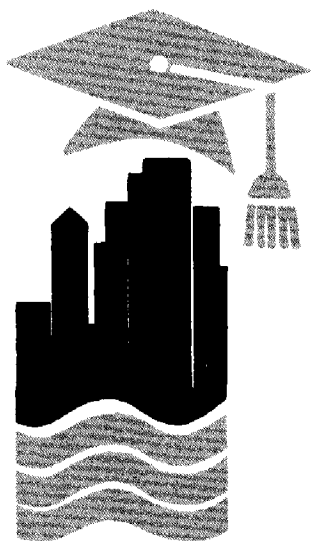
Murray H. Block
President
Borough of Manhattan
Community College
"In Concrete Forests."
May, 1966.

MR. WIST

BOROUGH OF MANHATTAN
COMMUNITY COLLEGE
OF THE CITY OF NEW YORK

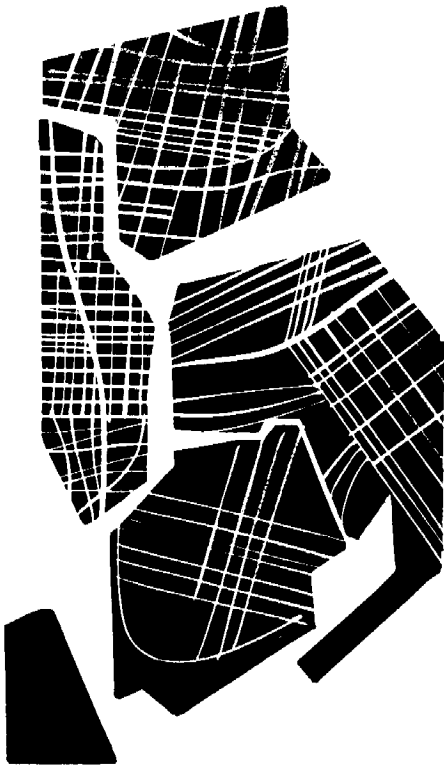
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THE CITY UNIVERSITY OF NEW YORK



is a public institution comprising senior colleges, community colleges, and an affiliated medical school. The university-wide doctoral program is supervised from a Graduate Center in mid-Manhattan. The Board of Higher Education is the board of trustees for the university.

The university dates from 1847, when the needs of the city for free higher education were first met by the establishment of The Free Academy—now City College—as the result of a public referendum. In 1961 the seven municipal colleges, then operated by the Board of Higher Education, became The City University of New York through state legislation. The continuing growth of the university encompasses new institutions, expansion of facilities to serve more students, new programs and research geared to current urban needs. The 1975 Master Plan goal is to offer every high school graduate post-secondary education through the senior colleges, the community colleges, and skills centers.

The City University of New York has developed the largest university-sponsored program in the nation to aid disadvantaged high school youth enter and stay in college through the College Discovery Program and Operation SEEK (Search for Education, Elevation, and Knowledge). Urban centers, offering short-term vocational training and college-adaptor courses, are operated by the City University under contract with the State University of New York. The University Doctoral Program offers the Ph.D. in nineteen academic disciplines. The doctoral faculty is composed of scholars on the faculties of the senior colleges and those holding university appointments. Courses are provided on the senior college campuses and at the university Graduate Center. The colleges of the university continue the tradition of free tuition for undergraduate matriculants who are bona fide residents of New York City.

City University Office of Admissions Services

This office, staffed with professional counselors, was established to supply information about college and university programs, admissions requirements, and how to apply. Information may be obtained from the Information Center, 101 W. 31st Street, New York, N.Y. 10001, Telephone 790-4580. Counselors answer questions and may invite students for an interview or refer them to one of the colleges or

an appropriate agency for more intensive educational and vocational counseling. One of the special services is Operation Bridgeheads which takes the story of the community colleges and new careers into the high schools. Counselors speak at assembly programs and counsel students individually.

City University Program of Study Abroad

This program permits selected matriculated students to spend one academic year in a foreign country and to earn up to 32 credits towards the baccalaureate degree or 30 credits towards the master's. Admission to the City University Program of Study Abroad is based on academic achievement and language proficiency, rather than on ability to pay. Partial scholarships and loan funds are available. A number of summer programs granting six credits for a six-week program of study in a foreign country are also offered. Inquiries for specific information on academic-year or summer programs should be addressed to the Office of the Program of Study Abroad, located at Queens College.

University of the Air

This is a program of college courses presented on television in a cooperative effort by The City University of New York, the State University of New York, and the five independent educational TV stations throughout the state. For additional information regarding the program, write The University of the Air Office, Queens College, Flushing, N.Y. 11367, or telephone 445-7880. For information regarding transfer of credits to Borough of Manhattan Community College, consult the Admissions Office.

OFFICERS OF THE CITY UNIVERSITY

Chancellor: Albert H. Bowker

Acting Vice-Chancellor for the Executive Office: Robert Birnbaum

Dean, Master Plan: T. Edward Hollander

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

Vice-Chancellor for Business Affairs: Bernard Mintz

Provost, University Graduate Division: Mina Rees

Dean of Teacher Education: Benjamin Rosner

Acting Dean for Community College Affairs: Joseph Shenker

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Arleigh B. Williamson
Rose Shapiro (Ex Officio)
N. Michael Carfora, Secretary
Arthur H. Kahn, General Counsel

**MEMBERS OF THE
CITY UNIVERSITY**

The Presidents of the University Colleges
comprise the Administrative Council of which
the Chancellor of the University is chairman. The
institutions, presidents, and dates of forming are:

Senior Colleges

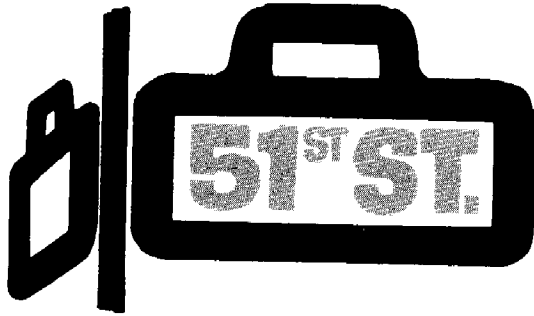
THE CITY COLLEGE, founded in 1847
President: Buell G. Gallagher
HUNTER COLLEGE, founded in 1870
President: Robert D. Cross
BROOKLYN COLLEGE, founded in 1930
President: Harold C. Syrett
QUEENS COLLEGE, founded in 1937
President: Joseph P. McMurray
JOHN JAY COLLEGE OF CRIMINAL JUSTICE, founded in 1964
President: Donald H. Riddle
RICHMOND COLLEGE, founded in 1965
President: Herbert Schueler
YORK COLLEGE, founded in 1966
President: Dumont F. Kenny
BERNARD M. BARUCH COLLEGE, founded in 1968
President: Robert C. Weaver
HERBERT H. LEHMAN COLLEGE, founded in 1968
President: Leonard Lief

Community Colleges

STATEN ISLAND COMMUNITY COLLEGE, founded in 1955
President: William M. Birenbaum
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

Affiliated Institution

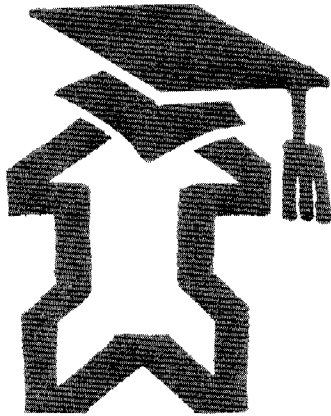
MOUNT SINAI SCHOOL OF MEDICINE, founded in 1967
Dean: George James, M.D.



THE BOROUGH OF MANHATTAN COMMUNITY COLLEGE

is the only comprehensive community college in Manhattan. The primary goals of this coeducational college are to help its students gain intellectual development and academic success so that they will become active and responsible citizens and to provide the community with well-trained graduates ready to successfully take their places in the business world. Courses of instruction and training are offered to high school 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. Students who wish to transfer to an institution of higher education upon their graduation in order to earn a baccalaureate degree may enroll in Business Administration-Transfer, Liberal Arts, Recreation Leadership, Social Service, or Urban Planning courses. The Evening Division of the College offers courses to matriculated and non-matriculated students. Adult and continuing non-degree programs are available (see page 41) and summer sessions are held as well (see page 42).

One of the unique college features is the Cooperative Education Program. An integral part of the educational offering, the program is coordinated with specific needs of local business, industry, and government, and provides field experiences *directly* related to the student's course of study. Students field experiences or internships are given concurrent with classroom instruction so that work and study is an on-going, value-packed situation (see page 44). Admission to the Borough of Manhattan Community College is based on availability of space and qualifications of applicants without regard to race, color, creed, or national origin.



EDUCATIONAL OBJECTIVES

The educational goals for the Borough of Manhattan Community College students are achieved through participation in curricular, co-curricular, and extra-curricular activities. Toward these goals, the College has included, with all academic studies, efforts to develop within each student an appreciation of the values inherent in:

- understanding and appreciating the American heritage and ideals
- comprehending other civilizations and other cultures
- using the tools essential for critical, analytical thought and effective self-expression
- developing proficiency in the areas of specialization
- providing the necessary skills to 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 every other human being
- fostering the potential for individuals and society to exist in a harmonious relationship
- participating 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 student desires and community needs. 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 rented 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. These two facilities permit the College to serve a student body of over 2,200 day students and an equal or slightly larger number of evening students during the 1968-69 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 and in recreation leadership were started in September 1967. Transfer programs in social service and urban planning were included in September 1968.

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*

Ruth S. Shoup, *Vice-Chairman*

Henry E. Schultz

Joseph Shenker

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 implement the needs, further the purposes of the College, and assist the 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. 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

Member, 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. Ida Dworkis Sperber

Administrative Officer, Office of Economic Opportunity, Demonstration Rehabilitation Program

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, New York Board of Trade, Past President, American Institute of Architects (New York Chapter)

OFFICERS OF ADMINISTRATION

Murray H. Block, Ed.D.President
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 Evening and Continuing Education Division
R. Dan Lyles, M.A.Associate Dean of the College
Michael D. Shmidman, Ph.D.Director, Summer Session
Gerard L. Côté, M.A.Director of Records & Admissions
Donald Ryder, B.S.Campus & Facilities Officer
Doris-Jeanne Gourévitch, Ph.D.Head, Liberal Arts Division
Leo J. Margolin, J.D.Head, Business Administration Division
Blanche R. Ried, Ph.D.Head, Health Service Technologies Division
Maurice H. Purcell, Docteur de l'Université de Paris Coordinator of Admissions
Max B. Franc, Ph.D.Coordinator of Academic Advisement
Francis W. Heinkele, M.A.Coordinator of Records
Irving Cohen, M.A.Director, Office of Institutional Research
Norman Riback, B.B.A.Fiscal Officer
Bernice Douglas, Certificate in Journalism.	Assistant to the President
Ernest M. Sobel, M.S.Assistant to the Dean of the College
Anna J. O'Connor, B.A.Assistant to the Dean of the College
Philip Gaynor, B.A.Assistant to the Dean of Administration
Ernest Charrier, M.A.Assistant to the Dean of Evening and Continuing Education Division
Emanuel Targum, Ph.D.Assistant to Director of Summer Session
Arthur Chisholm, Jr., B.A.Assistant Registrar
Frances Fascetta, B.A.Assistant Registrar
James Lum, M.B.A.Assistant Registrar
Gustave Manasse, Ph.D.Director, Counseling Services
Joseph S. Winters, Ph.D.Director, Work-Study and Financial Aid
Sidney King, M.A.Director, Student Activities
William King, M.A.Director of Athletics
Mary BarbaSecretary to the President
Elvira Kirkland, R.N.College Nurse
John W. Work, M.S.Director, Urban Center
Lloyd F. Hope, B.S.E.E.Assistant Director, Urban Center

FACULTY

- Geoffrey R. Akst** Instructor, Mathematics
A.B., Columbia University; M.S., New York University
- Sam Alalouf** Assistant Professor, Modern Languages
B.A., The City College
- Edward J. Alexay** Assistant Professor, Banking
B.S., M.B.A., New York University
- David R. Allen** Instructor, Social Science
B.A., Drew University; M.A., Université Libre de Bruxelles
- Leonard Allison** Instructor, English
B.A., M.A., New York University; M.S., Yeshiva University
- Marisol B. Amar** Assistant Professor, Modern Languages
B.A., Université d'Algiers; M.A., St. John's University
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- Sylvia L. Christie** Instructor, Science
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- Gerard L. Côté** Professor, Director, Records and Admissions
B.A., University of Connecticut; M.A., Columbia University
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B.A., M.A., University of Toronto
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*B.A., University of Budapest, Hungary; M.A., University of Chicago;
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B.A., Howard University; M.A., Ph.D., New York University
- John P. Eggers** Instructor, English
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- Daniel M. Ekstein** Professor, Science; Chairman of Science Department
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- Natalie M. Farbman** Instructor, English
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A.A., Santa Ana College; B.A., St. Francis College; M.A., New York University
- Margarita J. Fazzolari** Instructor, Modern Languages
B.A., Havana University; M.A., Hunter College

- Leonard B. Feldman** Assistant Professor, English
B.S., The City College; M.A., Columbia University
- Rivkah Feldman** Instructor, English
B.A., Hunter College; M.A., Columbia University
- Helen Feuer** Assistant Professor, Nursing
B.S., M.S., Hunter College
- Esther Fingerhut** Instructor, Mathematics
B.S., M.A., Brooklyn College
- Myrna L. Fischman** Instructor, Accounting
B.S., M.S., The City College
- Franklin R. Fitz** Assistant Professor, Medical Emergency Technology
- Max B. Franc** Associate Professor, Student Life; Director, Academic Advisement
*B.A., St. Norbert College; M.A., University of Wisconsin;
M.P.A., Ph.D., New York University*
- William P. Friedheim** Instructor, Social Science
A.B., Princeton University; M.A., University of Wisconsin
- Frank S. Galassi** Instructor, English
B.A., St. Joseph's College; M.A., Fordham University
- Catherine T. Gallagher** Instructor, Nursing
B.S.N., Boston College
- Susan Gardner** Instructor, Music and Art
B.A., Antioch College; M.A., Ohio State University
- Verdelle Garnett** Instructor, Student Life
B.A., Boston University; M.A., Seton Hall University
- Kenneth Gentile** Assistant Professor, Inhalation Therapy
A.R.I.T.
- Martin W. Gitstein** Instructor, Mathematics
B.C.E., The City College; M.S., New York University
- Charles Goldberg** Instructor, Science
B.S., Brooklyn College; M.S., Long Island University
- Douglas E. Gosnell** Assistant Professor, Social Science
B.S., Rutgers University; M.A., New York University
- Doris-Jeanne Gourévitch** Professor, and Chairman, Modern Language
Department; Head, Division of Liberal Arts
B.A., M.A., Hunter College; Ph.D., Columbia University
- Emil Greenberg** Professor, Library (On Leave)
*A.B., New York University; B.L.S., Columbia University;
M. A., New York University*
- Beatrice Greenfield** Instructor, Secretarial Science
B.A., Hunter College
- Adelaida L. Guernelli** Associate Professor, Modern Languages
*B.A., M.A., University of Puerto Rico;
Ph.D., New York University*
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J.D., Brooklyn Law School*
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B.A., M.A., Hunter College

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B.A., Iona College; M.A., New York University
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B.S., Brooklyn College
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*B.S., Rensselaer Polytechnic Institute;
M.S., Adelphi University*
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B.B.A., Pace College
- Louis Horowitz** Assistant Professor, Accounting
B.S., M.B.A., The City College; C.P.A., State of New York
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B.S., Hofstra University; LL.B., LL.M., J.D., New York University
- Lewis H. Hughes, Jr.** Associate Professor, Accounting
B.B.A., M.S., The City College
- Beryl E. Hunte** Associate Professor, Mathematics
*B.A., Hunter College; M.A., Columbia University;
Ph.D., New York University*
- Basil A. Ince** Assistant Professor, Social Science
B.A., Tufts University; M.A., Ph.D., New York University
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Health, and Recreation Department
*B.S., Fisk University; M.A., Columbia University;
Ed.D., New York University*
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B.A., McGill University; M.P.A., Ph.D., New York University
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of Michigan; Ph.D., University of London*
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- Ursula M. Karau** Assistant Professor, Nursing
B.S., Wagner College; M.A., New York University
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B.S., The City College; M.A., University of California
- Robert L. Kaufman** Instructor, Mathematics
B.A., Brooklyn College; M.S., Ohio State University
- Sidney King** Assistant Professor, Student Life; Director, Student Activities
B.S., The City College; M.A., Columbia University
- William "Dolly" King** Associate Professor, Student Life; Director, Athletics
B.S., Long Island University; M.A., New York University
- Sheila S. Klass** Instructor, English
B.A., Brooklyn College; M.A., M.F.A., State University of Iowa
- Charles A. Kosky** Assistant Professor, Science
B.S., College of William and Mary; M.S., New York University
- Rebecca Kurtz** Instructor, Modern Languages
B.A., Hunter College; M.A., University of Pittsburgh
- Marvin I. Kushner** Associate Professor, and Chairman, Data Processing Department
*B.A., M.B.A., Rutgers University; Certificate in Data
Processing, Issued by D.P.M.A.*
- Lorna Lable** Instructor, Physical Education, Health, and Recreation
B.S., Brooklyn College; M.A., Teachers College, Columbia University
- Paula A. Langsam** Assistant Professor, English
*B.A., Brooklyn College; M.S., Yeshiva University;
Ph.D., New York University*

- Matthew Lanna** Associate Professor, Student Life
B.A., Brooklyn College; M.A., Ed.D., Teachers College, Columbia University
- Flora E. Lawrence** Instructor, Secretarial Science
B.S., M.A., New York University
- Vivian R. Leopold** Assistant Professor, English
B.A., M.A., New York University
- Stuart Leventhal** Instructor, Science
B.S., University of Vermont
- Martin P. Levine** Instructor, Science
B.S., The City College; M.A., Hunter College
- Samuel J. Levine** Assistant Professor, Science
B.S., M.A., Ph.D., New York University
- Edward S. Lewis** Professor, and Director, Department of Cooperative Education
*Ph.B., University of Chicago; A.M., University of Pennsylvania;
Ph.D., New York University*
- Pearl J. Lief** Assistant Professor, Social Science
B.A., M.A., McGill University
- Estelle Lloyd** Instructor, Nursing
R.N., Howard University Hospital; B.S., M.S., St. John's University
- James Lum** Instructor, and Assistant Registrar
B.A., M.B.A., Syracuse University
- R. Dan Lyles** Professor, and Associate Dean of the College
B.A., M.A., Colorado State University
- Gustave Manasse** Associate Professor, Student Life; Director, Counseling Services
B.A., The City College; M.A., Ph.D., Columbia University
- Mildred R. Marcus** Associate Professor, Social Science
B.S., M.B.A., New York University; Ph.D., Radcliffe College
- Leo J. Margolin** Professor, and Chairman, Business Technology Department;
Head, Division of Business Administration
B.S., Long Island University; LL.B., J.D., Brooklyn Law School
- Leigh Marlowe** Associate Professor, Social Science
B.A., Brooklyn College; M.A., Hofstra University; Ph.D., Columbia University
- Eduardo J. Marti** Instructor, Science
B.A., M.S., New York University
- Alfred E. Martin** Instructor, Science
B.S., The City College; M.S., University of Michigan
- Alfred R. Mascolo** Professor, Business Administration; Dean of Administration
B.S., M.A., New York University
- Ruth V. Matheny** Professor, and Chairman, Nursing Department
B.S., Vanderbilt University; M.A., Ed.D., New York University
- Kathleen C. Miller** Instructor, English
B.A., Carleton College; M.A., Boston University
- Anthony T. Millili** Instructor, English
A.B., M.A., University of Pennsylvania
- Isabel Morandeira** Associate Professor, Modern Languages
B.A., Ph.D., Ed.D., University of Havana
- Margaret E. Moreland** Assistant Professor, Student Life; Counseling Psychologist
B.A., Brooklyn College; M.A., Fordham University
- Sandra E. Motz** Instructor, English
*B.S., The Agricultural and Technical College of North Carolina; M.A., New York
University; Certificate of Advanced Study in Education, New York University*
- Gertrude Nathanson** Instructor, Medical Emergency Technology
R.N., Kings County Hospital School of Nursing
- Yvette Nazaire** Assistant Professor, Nursing
B.S., Hunter College; M.A., Columbia University

- Francis Neuwirth** Assistant Professor, Business Technology
B.A., Lehigh University
- Doris Newburger** Assistant Professor, English
B.S., M.A., Ph.D., New York University
- Jorge Nossa** Assistant Professor, Data Processing
B.S., C.P.A., Escolombias City College (Colombia)
- Anna J. O'Connor** Assistant Professor, and Assistant to the Dean of the College
B.A., College of Mount Saint Vincent
- Rose Palmer** Professor, and Chairman, Secretarial Science Department
B.A., Hunter College; M.P.A., The City College; Ph.D., New York University
- Jesse A. Pavis** Assistant Professor, Social Science
B.A., George Washington University; M.A., Howard University
- Gladiola C. Peerman** Assistant Professor, Secretarial Science
B.S., Virginia State College; M.A., New York University
- James N. Perlstein** Assistant Professor, Social Science
B.A., Harvard University; M.A., Columbia University
- Bernard G. Picard** Instructor, Modern Languages
*B. es L., University of Paris; License-es-Lettres, University of Bordeaux;
M.A., New York University*
- Carl I. Pirkle** Instructor, Student Life
A.B., College of William and Mary; M.S., West Virginia University
- Philip Plant** Assistant Professor, Social Science
B.A., M.A., University of Nevada; LL.B., St. John's University
- Chester C. Platt** Instructor, Cooperative Education
B.A., Fordham University; M.A., New York University
- Max Polisar** Instructor, English
B.A., M.A., Brooklyn College
- Anna E. Porter** Assistant Professor, Secretarial Science
B.S., Salem State College; M.A., Teachers College, Columbia University
- Maurice H. Purcell** Assistant Professor, Modern Languages;
Coordinator of Admissions
*B.A., Muhlenberg College; M.A., Lehigh University;
Doctorat d'Université, University of Paris*
- Martin T. Rebhun** Associate Professor, Social Science
B.A., M.A., Ph.D., New York University; M.S., The City College
- Maria A. Reid** Instructor, Mathematics
*Licentiate Degree, University of Panama; Grado de Profesorado de Matematicas
y Fisicas, University of Panama; M.A., University of Minnesota*
- Blanche R. Ried** Professor, and Chairman, Medical Emergency Technology
Department; Head, Division Health Service Technologies
B.S., Brooklyn College; M.A., Ph.D., New York University
- Louis J. Romeo** Instructor, Library
B.A., Western Reserve University; M.L.S., Rutgers University
- Marilyn Rosen** Assistant Professor, English
B.S., Columbia University; M.A., New York University
- Myron S. Rosenbaum** Instructor, Mathematics
B.A., M.S., Rutgers University
- Mayer Rossabi** Assistant Professor, Physical Education, Health, and Recreation
B.S., M.A., New York University
- Ronald I. Rubin** Assistant Professor, Social Science
B.A., Ph.D., New York University; M.A., Brown University
- Herbert Ruckes, Jr.** Assistant Professor, Science
B.S., M.S., New York State College of Forestry; Ph.D., Cornell University

- Arnold H. Scolnick** Professor, Business Technology; Dean, Evening and Continuing Education Division
B.B.A., The City College; M.S., Ed.D., New York University
- George Senyk** Assistant Professor, Physical Education, Health, and Recreation
B.S., University of Minnesota
- Howard H. Serlin** Associate Professor, Accounting
B.B.A., M.B.A., The City College; C.P.A., State of New York
- Lawrence A. Sher** Assistant Professor, Mathematics
B.S., Queens College; M.S., Yeshiva University
- Michael D. Shmidman** Associate Professor, and Chairman, Social Science Department
Director, Summer Session
B.A., Brooklyn College; Ph.D., Columbia University
- Alan L. Siegel** Instructor, Physical Education, Health, and Recreation
B.S., M.S., The City College
- James A. Slavin** Instructor, Data Processing
B.A., The City College
- Irwin Sloan** Assistant Professor, Data Processing
B.A., Brooklyn College
- Martha A. Small** Instructor, Nursing
B.S., Western Reserve University; M.A., New York University
- Soren T. Smith** Assistant Professor, Data Processing
B.B.A., Hofstra University
- Ernest M. Sobel** Instructor, and Assistant to the Dean of the College
B.A., The City College; M.S., Yeshiva University
- Barbara A. Solomon** Instructor, Physical Education, Health, and Recreation
B.S., Morgan State College
- Stanley H. Solomon** Assistant Professor, Accounting
B.B.A., M.B.A., The City College; C.P.A., State of New York
- Lawrence B. Spector** Instructor, Mathematics
B.S., Columbia University; M.S., New York University
- Harold M. Spevack** Instructor, Science
B.S., Brooklyn College
- Rebecca R. Strunsky** Instructor, Student Life
B.S., The City College
- Rita J. Strutzel** Instructor, Nursing
B.S., Marquette University; M.Ed., Columbia University
- Milton T. Stubbs** Instructor, Student Life
B.S., State University at Buffalo; M.S., State University at New Paltz
- Charles Sutton** Instructor, Mathematics
B.A., Brooklyn College; M.S., Yeshiva University
- Emanuel Targum** Associate Professor, Business Technology
*B.S., M.S., The City College; Ph.D., New York University;
LL.B., J.S.D., J.D., Brooklyn Law School*
- Gloria C. Taylor** Assistant Professor, Secretarial Science
B.S., The City College; M.A., New York University
- Herbert Tishfield** Associate Professor, and Chairman, Accounting Department
B.S., M.B.A., New York University; C.P.A., New York State
- Jack Traub** Assistant Professor, Accounting
B.B.A., M.B.A., The City College; C.P.A., New York State
- Sara Trefman** Assistant Professor, English
B.A., Hunter College; M.A., New York University
- Herbert Treibman** Assistant Professor, Accounting
*B.B.A., The City College; LL.B., J.D., Brooklyn Law School;
LL.M., New York University; C.P.A., New York State*

- Michele D. Trudel** Instructor, Modern Languages
B.A., Swarthmore College; M.A., Rutgers University
- Carol Shaffer Twersky** Assistant Professor, Social Science
B.A., Brandeis University; M.A., The City College
- Ronita R. Vann** Instructor, Secretarial Science
B.S., East Carolina College; M.A., Hunter College
- Harriet P. Van Sickle** Assistant Professor, Cooperative Education
A.B., University of Nebraska; M.A., Teachers College, Columbia University
- Opal F. Vodery** Instructor, Nursing
B.S., M.A., Teachers College, Columbia University
- David R. Waldman** Assistant Professor, Science
B.S., M.A., The City College
- Frank Walker** Instructor, Library
A.B., St. Peters College; M.L.S., Pratt Institute
- Irving Wechsler** Associate Professor, Business Technology
B.S., M.B.A., New York University
- Leona R. Wegert** Instructor, Physical Education, Health, and Recreation
B.S., Seattle Pacific College; M.A., New York University
- Lester Weinberger** Associate Professor, Business Technology
*B.S., The City College; M.L.S., Columbia University;
M.A., Ph.D., New School for Social Research*
- Marcia Weinstein** Instructor, Nursing
*B.S., Russell Sage College; M.S., Graduate School of Nursing,
Russell Sage College*
- Rochelle Weinstein** Assistant Professor, Music and Art
B.A., M.A., The City College; M.A., New York University
- Judith Westing** Instructor, Nursing
B.S., University of Maryland; M.A., New York University
- Patricia R. Wilkinson** Instructor, Mathematics
B.S., Good Counsel College; M.A., The City College
- Joseph S. Winters** Associate Professor, Student Life
B.B.A., St. John's University; M.A., Ed.D., New York University
- Emily D. Wolff** Instructor, Library
*B.A., Bryn Mawr College; A.B.L.S., University of Michigan;
M.A., Ph.D., Columbia University*
- Naomi A. Woronov** Instructor, English
A.B., Syracuse University; M.A., University of Chicago
- Jane J. Young** Instructor, English
B.A., The City College; M.A., Harvard University
- Paul D. Zahn** Assistant Professor, and Chairman, Mathematics Department
B.S., Columbia University; M.S., University of Chicago
- Cynthia Zucker** Assistant Professor, Data Processing
B.S., Brooklyn College

ADJUNCT PROFESSORS

- Bel Kaufman** English
B.A., Hunter College; M.A., Columbia University
- Mark A. McCloskey** Student Life
B.A., Columbia University

LECTURERS

- Lois Adler** Lecturer, English
B.A., M.A., New York University
- Sidney W. Blitz** Lecturer, Secretarial Science
B.B.A., The City College; M.S., New York University
- Patricia Campbell** Lecturer, Student Life
A.B., North Carolina University; M.S.W., New York University
- Edith S. Cohen** Lecturer, Modern Languages
A.B., Barnard College
- Mary Connors** Lecturer, Data Processing
- Harry H. Curtin** Lecturer, Business Technology
B.S., New York University
- Arthur Deitel** Lecturer, Accounting
B.S., New York University; LL.B., Brooklyn Law School
- Anthony R. Drago** Lecturer, English
B.A., Queens College; M.A., University of Michigan
- Susan L. Grabina** Lecturer, English
B.A., Paterson State College; M.A., Wayne State University
- Onwuchekwa Jemie** Lecturer, English
B.A., Columbia University; M.A., Harvard University
- David L. Joel** Lecturer, English
B.A., M.A., University of Illinois
- Fredlee A. Kaplan** Lecturer, Social Science
B.A., Boston University; M.A., Columbia University; Ph.D., Philathea College
- Paul Kessler** Lecturer, English
B.A., M.A., New York University
- Elliot Kleinman** Lecturer, Accounting
B.S., New York University; LL.B., Brooklyn Law School
- Abraham Kupersmith** Lecturer, English
B.A., The City College
- Miriam F. Lefcourt** Lecturer, Secretarial Science
B.S., M.A., New York University
- Solomon Lerner** Lecturer, Accounting
B.B.A., The City College; M.A., New York University
- Roger D. Lewis** Lecturer, Accounting
B.S., New York University; C.P.A., New York State
- Arthur L. Liberman** Lecturer, Mathematics
A.B., Columbia University
- Jules Litt** Lecturer, Data Processing
B.S., Brooklyn College; M.B.A., The City College
- Abraham Login** Lecturer, Accounting
B.B.A., The City College; M.A., New York University; C.P.A., New York State
- Harry W. Lutrin** Lecturer, English
B.A., M.A., New York University
- Hugh McDougall** Lecturer, Secretarial Science
B.A., Adelphi University; M.S., Queens College
- Juan P. Maguna** Lecturer, Social Science
B.S., Seminario Victorio; M.A., Fordham University
- Barry S. Michaels** Lecturer, Mathematics
B.S., M.A., The City College
- Ruth Miller** Lecturer, Modern Languages
A.B., Barnard College; M.A., Hunter College
- Constantine Petrides** Lecturer, Business Technology
B.S., New York University; M.B.A., The City College

- Sandra S. Poster** Lecturer, English
B.A., University of Maryland; M.A., University of Pennsylvania
- Janet Robbins** Lecturer, Social Science
B.S., Brooklyn College
- Fay Rogg** Lecturer, Modern Languages
B.A., McGill University; M.A., Yale University
- Sandra J. Schachter** Lecturer, English
B.A., Oberlin College
- Jerry P. Solk** Lecturer, Student Life
B.A., Los Angeles State College; M.A., Teachers College, Columbia University
- Marvin I. Surkin** Lecturer, Social Science
B.A., University of Florida; M.A., New York University
- Harry B. Wolfe** Lecturer, Accounting
B.B.A., The City College; LL.B., Brooklyn Law School

COLLEGE SCIENCE TECHNICIANS

- Robert J. Bauer** Science
- Cynthia Brickman** Office of the President
B.S., State University College of Education at Albany
- Mary A. Denson** Secretarial Science
A.A.S., New York City Community College
- Geraldine Dingle** Secretarial Science
- Peter H. Fritz** Data Processing
A.A.S., Borough of Manhattan Community College
- Sonia Grostein** Modern Languages
- Lawrence M. Halper** Supervisor, Administrative Services
- Charles E. Hammonds** Accounting
A.A.S., Borough of Manhattan Community College
- Richard I. King** Head, Audio-Visual Services
B.S., New York University
- Harvey P. Korman** Data Processing
A.A.S., Borough of Manhattan Community College
- Harold Landau** Accounting
B.B.A., The City College
- Abraham Lieberman** Modern Languages
- Douglas R. Machovic** Physical Education, Health, and Recreation
A.A.S., Borough of Manhattan Community College
- Roberta E. Mandel** Secretarial Science
A.A.S., New York City Community College
- Raul Muentes** Evening Division
A.A., Borough of Manhattan Community College
- Frank Navas** Accounting
A.A.S., Borough of Manhattan Community College
- Eugene H. Negri** Data Processing
- Rose M. Perez** Secretarial Science
A.A.S., Borough of Manhattan Community College
- Alba N. Rivera** Science
A.A.S., Bronx Community College
- Isaac Velez** Office of the Dean of Evening Division
A.A.S., Borough of Manhattan Community College

RECORDS AND ADMISSIONS

Information about the College may be obtained through the Admissions Office 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 Registrar's Office.

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

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 Business Administration-Transfer, Liberal Arts, Recreation Leadership, Social Service, and Urban Planning 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 the 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. Application should be made directly to the College Entrance Examination Board, Box 592, Princeton, N.J. 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 been recommended by their high school counselor or principal, and who feel highly motivated are encouraged to apply for admission. The College evaluates all 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 should 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.

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 have previously attended college should write directly to the Borough of Manhattan Community College, 134 West 51st Street, New York, N.Y. 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,

General Educational Development Test scores, and transcript of any high school or college study.

Each student who is a resident of a New York State county outside of New York City must present, with his application for admission to the College, a certificate of residence from the Chief Fiscal Officer of his county.

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.

Readmission to the College

Students who have withdrawn or been academically dismissed and who wish to be readmitted must apply for readmission through the Admissions Office. Applications for readmission should be filed at least one month prior to the semester for which readmission is desired. If the student attended another institution since leaving the College, an official transcript must be submitted before the application will be considered. (In the case of students who have been academically dismissed, at least one semester must elapse before they will be considered for readmission to the day session.) A student who has been academically dismissed twice is *not* eligible for readmission.

Applications for readmission submitted by students on academic dismissal will be reviewed by the Committee on Academic Standing. Applications for readmission submitted by students who have withdrawn twice will be reviewed by the Committee on Admissions.

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 ARTS SOCIAL SERVICE URBAN PLANNING	BUSINESS TRANSFER	CAREER	**HEALTH SERVICES	***RECREA- TION LEADERSHIP
English	4	4	4	4	4
Social Science	3	3	2	2	3
*Mathematics	2	3 (including Inter. Algebra)	1 (for Data Processing 2 Elemen- tary Algebra and Geometry)	1 (Elementary Algebra)	2
Foreign Language	3	2	0	0	0
Science	2	1	1	2 (including Biology)	2

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

**In the Health Services programs, ten academic units are required. Applicants whose previous experiences indicate 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 have authority to grant deferments to full-time students. To be considered for a deferment, students must file a request for deferment with their Local Board. Selective Service Form 104 is available from the Registrar's Office for this purpose. This form 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 regarding his student status. He may request that the Registrar's Office file Selective Service Form 109 for this purpose at the beginning of each academic year for which deferment is requested.

Since the law as well as the regulations regarding deferment may be changed from time to time, each student must maintain contact with his Local Board. To assist students, a Selective Service Counselor is available in the Student Lounge Office (A229).

Veterans Benefits

Veterans filing for benefits under Public Laws 634 or 89-358 are required to pay all fees at the time of registration. Veterans must file a Certificate of Eligibility with the Registrar's Office at their initial registration. All questions pertaining to veterans benefits should be referred to the appropriate V.A. Regional Office at either 252 Seventh Avenue, New York, N.Y. 10001, or 250 Livingston Street, Brooklyn, N.Y. 11201. The Veterans Counselor will be available in the Student Lounge Office (A229) to assist veterans expedite the necessary papers. All veterans enrolled in the College are requested to see him as soon after the beginning of the term as possible.

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.

Applicants for admission to any program in the Health Services Division will be required to meet the health standards set forth by the National League for Nursing.

Payment of fees is an essential and unconditional step in the registration process. Registration is not complete 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 34 and 35)

FEES



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 received one Associate degree from any college of the City University either wholly or partially tuition free\$200.
- †2. A student who commenced work on an Associate degree and changed the degree objective more than once\$200.
The first change, if made as the result of the College guidance procedures, permits the student to take the remaining credits required for the new college degree on a tuition free basis.
3. A student who exceeds 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.

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 City*

Tuition free
up to 3
credits
above the
degree
requirement

except for:

1. A student who 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 commenced work on an Associate degree and changed the degree objective more than once **\$10.**
per contact hour

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

3. A student who exceeds 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.

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 to students requesting 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 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 students permitted to change the schedule of courses after they have 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.

**A bona fide resident is a person who has resided in the State of New York for a period of at least one year and in the county, city, town or intermediate school district or school district, as the case may be, for a period of at least six months, both immediately preceding the date of such person's registration in a community college or of his application for a certificate of residence from the Chief Fiscal Officer of his county.*

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

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	Evening Session	Summer Session
Before scheduled opening date of session	100%	100%	100%
Within one week after scheduled opening	75%	75%	50%
During second week after scheduled opening	50%	50%	25%
During third week after scheduled opening (None thereafter)	25%	25%	None

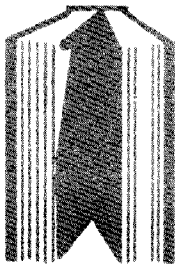
NOTE: The number of refunds allowed individual students will be limited under conditions imposed by each college.

**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. No refund will be made to a student who has been assigned a grade, regardless of whether the grade is passing or failing. In order to obtain a grade, a student must attend approximately thirteen (13) weeks (five weeks for summer session).
- C. Students who do not attend for a sufficient time to qualify for a grade, but continue in attendance to within two (2) weeks of induction, will receive refund of tuition and all other fees except application fee 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%



BOOKS AND SUPPLIES

Damage to College Equipment

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

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 (Room B500).

ACADEMIC REGULATIONS AND PROCEDURES

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.

Registration

A prerequisite to class attendance is the completion of registration, each semester, in accordance with instructions issued by the Registrar's Office. Although the Registrar's Office will attempt to send individual instructions to every eligible student in advance of each registration period, changes in status and addresses make it impossible to guarantee that every student will automatically receive these instructions. Eligible students who fail to receive these instructions by the start of the announced registration period should contact the Registrar's Office without delay.

Registration after the close of the announced Registration Period entails the payment of a \$5. late registration fee. Registration is not permitted after the end of the first week of classes. A student is not considered registered until the appropriate forms have been filed with the Registrar's Office and arrangements regarding tuition and fees have been made with the Business Office.

Change of Registration

Registration may be changed only during the first two weeks of classes. To do so, students must first complete the appropriate request form which requires the signature of each instructor whose course is being added or dropped and the approval of the Academic Advisement Office for the proposed change. Forms for this purpose are available from the Registrar's Office.

No course may be added after the first two weeks of classes. A student may drop a course with the grade of "W" through the first six weeks of classes provided the Academic Advisement Office has granted approval. Students will be assigned either "WP" (withdrawal passing) or "WF" (withdrawal failing) for courses dropped during the seventh through tenth class weeks. After the tenth class week, no course may be dropped.

Course Selection

Courses are to be chosen in accordance with the regulations of an established degree program. It is the student's responsibility to plan his program to meet all degree requirements.

Course Load

Each semester, students are expected to carry a credit load sufficient to complete degree requirements within two academic years. The minimum load a student may carry each semester is 12 credit hours.

Normally, students register for a course load of 15 to 17 credit hours. Requests to carry less than 12 hours or more than 17 hours (unless curriculum requires an 18 hour load) must be approved by the Academic Advisement Office.

Repeating Courses

No student may repeat a course for which a passing grade has been received.

Assignment of Grades

Final grades are given at the end of the semester for each course. Grades assigned at the completion of a course are as follows: A (Superior), B (Good), C (Satisfactory), D (Minimum Passing), F (Failing). In addition, the following grades may be assigned at the end of the semester:

I (Incomplete) may be given at the discretion of the instructor when a student fails to complete all course requirements due to circumstances beyond his control. Students assigned an "Incomplete" for reasons other than missing the final examination must contact the instructor immediately to make suitable arrangements to remove the "Incomplete" grade. Students assigned an "Incomplete" for missing the final examination must request a make-up examination through the Registrar's Office. A fee of \$5. per examination (\$15. maximum for three or more examinations) will be charged for all special make-up examinations. All "Incomplete" grades must be removed before the next semester begins.

F (Failure) will be recorded for each "Incomplete" grade unresolved after the above deadlines. Appropriate academic action will be taken as a result of the recomputed cumulative Grade-Point Average.

W (Voluntary Withdrawal) without academic penalty before termination of the sixth week of classes. This grade is not included in the computation of the Grade-Point Average.

WP (Withdrawal Passing) withdrawal from a course while a student was doing passing work in a course dropped between the seventh and tenth weeks of the semester. This grade is not included in the computation of the Grade-Point Average.

WF (Withdrawal Failing) withdrawal from a course while a student was doing failing work in a course dropped between the seventh and tenth weeks of the semester. "WF" is treated as an "F" in the computation of a student's Grade-Point Average.

FA (Failure for Absences) given at the discretion of the instructor to a student whose class absences totaled one more than the number of times a class meets in a regular class week.

S (Satisfactory) work for a remedial, non-credit course.

U (Unsatisfactory) work for a remedial, non-credit course.

Grade-Point Average

The Grade-Point Average is the numerical average of academic achievement based upon Grade-Point value of the final mark for each course. For the purpose of determining Grade-Point Averages, letter grades have the following values: A-4 points, B-3 points, C-2 points,

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Grade-Point Average

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D-1 point, and F, FA and WF—no points. Grades of I, W, WP, S and U are not included in the Grade-Point Average. To compute Grade-Point Average, multiply the number of points equivalent to the letter grade earned in a given course by the number of semester hours for that course; then divide the total number of points earned in all courses by the total number of semester hours for which the student has registered. Only courses taken at Borough of Manhattan Community College are included in a student's Grade-Point Average.

Academic Standing

Any student whose cumulative Grade-Point Average falls below 2.00 will be placed on academic probation.

Students will be academically dismissed if their cumulative Grade-Point Average falls below the following minimum standards:

Credits Attempted	Cumulative Average
0-17	1.3
18-34	1.5
35-51	1.7
Over 51	1.9

Dean's List

Students registered for 12 or more semester hours who achieve a Grade-Point Average of at least 3.30 during the semester (calculated after any grade of "I" has been made up), and who have not failed a course, will be placed on the Dean's List.

Grade Reports

Grade reports are prepared as quickly as possible after the conclusion of each semester. Grade reports are mailed directly to each student at his home address, usually within one week of the end of the final examination period.

Scholarship Warning Reports

Students whose class work is unsatisfactory at the end of the fifth week of classes will receive a Scholarship Warning Report from each instructor in whose class unsatisfactory work is being done. Students who receive two or more Scholarship Warning Reports must review their academic progress with an Academic Advisor.

Academic Advisement

Whenever a problem of an academic nature arises, students should arrange to meet with an advisor in the academic advisement program. This centralized service was established to help students with course selection, change of curriculum, withdrawal from courses, academic standing, academic probation, classroom performance, and to review the student's progress toward a degree. The Academic Advisement Office is in room A335.

Class Attendance

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

Excessive Absences

The maximum number of absences will be limited to one more than the number of times a class meets in one week. The instructor may, at his discretion, give the failing grade of "FA" for excessive absences.

Transcripts

Students who desire transcripts of their academic record at Borough of Manhattan Community College, either for their own use or to forward to some other institution or agency, should submit their request in writing to the Registrar's Office at least two weeks before the transcript is needed. Official transcripts bear the College seal and signature of the Registrar. They are not issued to students or alumni. Transcripts sent to other units of the City University or to any unit of the State University are issued without charge. A fee of \$2. is charged for all other transcripts. Payment should be made directly to the Business Office and the receipt submitted to the Registrar with the transcript request. Partial transcripts of a student's work are not issued. The College reserves the right to withhold all information on the record of any student who has not fulfilled financial and other responsibilities to the College, including repayment of student loans.

Official transcripts of work taken at other institutions which were presented for admission or evaluation of credit become the property of the College and cannot be copied or reissued. If a transcript of this work is needed, it should be obtained directly from the institution concerned.

Withdrawal from the College

Withdrawal from the College, for any reason, will be recorded only after "Withdrawal from the College" form is completed and submitted to the Registrar's Office. These forms may be obtained from the Registrar's Office. The date that this form is filed, and not the date of the last class attendance, is considered the official date of withdrawal. Non-attendance or notification to instructors does not constitute formal withdrawal.

Students who officially withdraw between the seventh and last weeks of classes prior to final examinations receive a "WP" or "WF" grade for each course in which they are registered. Students who terminate their attendance at the College without filing formal notification of withdrawal on the appropriate form will be automatically assigned the "FA" grade in each course for which they are registered.

Withdrawal from the College is not allowed during the last week of classes.

Changes in Regulations and Offerings

The College reserves the right to change academic regulations or to cancel any course for whatever reason it deems appropriate.

DEPARTMENT OF STUDENT LIFE

The Department of Student Life is dedicated to assisting students expand 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 services offered through this Department are: orientation, student activities, financial aid and work-study, health services, personal counseling, educational and vocational counseling.

Orientation Program

The first term a student is registered at Manhattan Community College, attendance at a special pre-registration orientation session is required. This is followed by a non-credit course entitled **Introduction to Human Relations (IHR101)**. The program and the course were specifically designed to assist students to successfully adjust to college life, and learn to utilize the various college resources for maximum personal development and benefit.

Specialized Counseling Program

Professional counselors are available to students who need intensive help with personal, social, career-decision, or other problems. Such specialized counseling is given on an individual or group basis. Communication between students and counselors are kept strictly confidential and are never included in the students official school record.

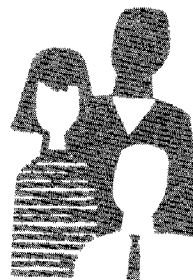
Students may be referred to this program by their faculty advisor, other staff members, or as self-referrals. Where more protracted help is needed, off-campus referrals are made to appropriate community resources and agencies.

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. An Occupational Library is maintained by the Counseling Service to provide students with occupational and educational information as well as present employment trends in different occupations.

Transfer Counseling

Transfer counselors assist students with plans for further education. Transfer concepts and opportunities are discussed. An extensive library of information is available to help in the formulation of future educational 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 this College as possible.



Withdrawal Counseling

All students who decide to leave the College are 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.

Placement Services

The College maintains a Placement Office in the Cooperative Education Department where information concerning full-time, part-time, and summer jobs for students and graduates may be obtained. The Placement Service coordinates on-campus recruitment by employers from private industry and civil service as well as information concerning federal summer civil service appointments.

Health Services

The Medical Office staffed by a Registered Nurse is in the main building and provides 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.

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. Students who apply for such assistance must submit a confidential statement of the family financial situation. Students should consult their high school guidance counselors about financial aid opportunities before coming to the College.

Two major sources of financial aid are **long-term loans** and **part-time placements** through the Work-Study Program. Details of the New York Higher Education Assistance Corporation Loan, the National Defense Student Loan and the Nurse Student Loan programs are available in the Financial Aid Office. Repayment of such long-term, low-interest loans begins after a student has graduated or withdrawn from 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 to cover immediate expenses of an emergency nature, ordinarily not exceeding \$10. on any one occasion, are available from the BMCC Association through the Financial Aid Office. There is no interest charge on these loans.

A limited number of Educational Opportunity Grants from Federal sources are available to students with pronounced financial need who would be unable to enter or remain in college without receipt of this award. 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.

Scholarships

The College does not have large endowments, but there are a limited number of donated scholarships. These are awarded on the basis of financial need. Since they are donated only on a renewable basis from the grantors, the College cannot warrant their availability.

The Jack I. Poses Scholarship—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, provides varying amounts of financial assistance to worthy students.

Martin B. Dworkis Memorial Fund—endowed through voluntary contributions in memory of the first president of the Borough of Manhattan Community College.

B.P.O.E. (Elks) Book Fund (New York Lodge No. 1)—a \$500. annual scholarship is used to enable students in need of financial assistance to purchase textbooks.

David Schwartz Foundation—three scholarships in the amount of \$360. each to be awarded to deserving students of the College.

Scholar Incentive awards from the Regents Examination and Scholarship Center in Albany can be used at BMCC *only* if the student pays tuition, not including college fees, and is a degree candidate carrying a *minimum* of 12 hours.

Work-Study Program

A large and essential part of the financial aid program of the College is the College Work-Study Program. The purpose of this Federal Program is to provide educationally-meaningful, part-time employment for eligible students. Eligibility is based upon financial need as defined in the Economic Opportunity Act of 1963 and the Higher Education Act of 1965.

Students who have been accepted as full matriculants are eligible to work on a full-time basis on-or off-campus immediately after graduation from secondary school and before the commencement of their term of entry. Work hours are limited to 15 hours per week when school is in session. Information and assistance concerning work-study opportunities are available from the Work-Study Coordinator in the Department of Student Life.

Information and assistance concerning loans, scholarships, work-study opportunities, 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, stimulating programs are offered throughout the academic year. These activities 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 Student Activities Office 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.

A Lost and Found Department is maintained in the Activities Office in the main building.

A limited number of student lockers are available through the Director of Student Activities.

Extra- and Co-Curricular Organizations

Students at Manhattan Community College have established many organizations which serve their educational, vocational, and avocational interests and needs. Student Government Association, Accounting Society, Advertising Club, Circulo Hispanico, Newman Club, Phi Theta Kappa (community college honorary scholastic society), Performing Arts Club, fraternities and sororities, and "Prometheus" (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.

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, to notify students of appointments and meetings with faculty members, to announce student organization meetings, and for general College communications. Smoking is permitted in the Lounges.

Drugs and Narcotics

As a unit of the City University of New York, Manhattan Community College is governed by University regulations which specifically prohibit the sale, purchase, use, or possession of drugs on the campus or wherever University chartered functions and activities take place.

Alcoholic Beverages

The possession or use of intoxicants is strictly forbidden in all College facilities. Student Government Association funds may not be used to purchase alcoholic beverages.

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.



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 they expend to benefit 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 the 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.

EDUCATIONAL RESOURCES

Data Processing Laboratories

There are two data processing laboratories in the College. One unit contains the record equipment and ten keypunch machines for the exclusive use of students when preparing their programs for the computer. The other laboratory is devoted to an IBM 360 Model 30 computer which has both disc and tape drives. Students use this equipment throughout the day and early evening. Both laboratories are run on an open-door policy. After their first term, data processing students are permitted to operate the machines whenever there are no classes using the equipment for formal class sessions.

Health Science Laboratory

The health science laboratory is completely equipped as a hospital room. Its purpose is to teach students the basic techniques essential in the Nursing, Medical Emergency Technology and Inhalation Therapy sciences. The laboratory provides the facility for skill development and practice.

Library

The library is a teaching instrument designed to achieve the College's purposes. The staff is available to instruct students in the proper use of the library facilities and to offer assistance. Students have direct access to books in open stacks, in an attractive physical setting, with materials invitingly arranged. More than half of the seating is in individual carrels. Here, students find the optimum setting within which they can develop intellectual initiative, self-reliance, and the ability to solve problems by working independently with the carriers of knowledge which include the new educational media as well as printed materials.

The carefully selected and rapidly growing collection consists of over 19,000 volumes; over 300 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 is on the second floor of the main building and is open Monday through Thursday from 8:00 a.m. to 8:30 p.m., and Friday from 8:00 a.m. to 5:00 p.m.

Modern Language Laboratories

The two modern language department laboratories serve language, speech and music students. Their purpose is to give students practice in the oral-aural skills of language study. To supplement the classroom work with teachers, students work with recorded tapes and are able to compare their recorded voices with those of taped lessons, thereby noting their progress and the areas in which more work is needed.

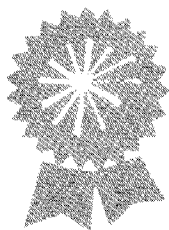
The labs in one building have positions for 23 students and 37 students in the other. Lessons can be conducted for an entire class or as individual programs for students in attendance. In addition to regularly scheduled hours, the labs are open for practice, extra or review work during the week.

Science Laboratories

There are four fully-equipped science laboratories in the Seventh Avenue building. Two laboratories are for use in the life sciences such as biology, anatomy and physiology and microbiology. They are fully equipped with all necessary utilities, exhaust-hoods, microscopes, refrigerator, sterilizers and demonstration apparatus. Students are provided with biological materials for dissection, analysis and experimentation.

The fully-equipped chemistry laboratory contains all utilities, two fume hoods, sinks, various balances and electronic instrumentation such as colorimeters, and spectrophotometers. This equipment for student use backs up the instrumental approach to the laboratory work.

The physics laboratory is fully-equipped with all utilities and electronic power supplies to provide proper current and voltage for student experiments. This laboratory is equipped with classical instruments such as meters, etc., and also contains student instruments such as optical interferometers, oscilloscopes, and radioactivity measuring equipment.



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.

The Dean of Student's 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.

The President's Council Award

A Liberal Arts Curriculum student will be given an award for outstanding achievement. This annual award is made available by the President's Council of the Borough of Manhattan Community College.

PRIZES
AND
AWARDS

The Advisory Council on Cooperative Education

The Advisory Council presents an award each year to the Business Administration-Career student for outstanding performance in a cooperative education internship.

Knights of Pythias Award

An award is given annually to the student in Business Administration with the highest cumulative Grade-Point Average. The Grand Adirondack Lodge No. 426 of the Knights of Pythias made this award available.

The Martin B. Dworkis Memorial

A member of the President's Council donated an annual award to be presented to the College athlete with the highest academic average.

The Charles Glenn Memorial

Contributed by a former member of the BMCC faculty, this award is presented to the student who best exemplifies and fosters brotherhood. The late Charles Glenn was a student at the College.

The Jack I. Poses Award

The distinguished member of the Board of Higher Education and Chairman of the College Advisory Council has provided an annual award to be conferred upon an athlete who best exemplifies the BMCC spirit and tradition.

Phi Beta Kappa Award

A prize is awarded to the graduating student in the Division of Liberal Arts who has shown the highest standards of scholarship, character, and fellowship. The award is presented by the Borough of Manhattan Community College faculty who are members of Phi Beta Kappa.

The Student Government Association

The chartered organization that has contributed most to the College is cited each year.

B.P.O.E. (Elks) Awards

One outstanding liberal arts major and one outstanding business administration major is awarded a prize contributed by the New York Lodge No. 1 of the B.P.O.E.

Service Awards

Those students who have served the College in an outstanding manner receive an award upon graduation.

Departmental Achievement

Each instructional department honors its outstanding student with a citation. Organizations, business concerns, and individuals have contributed prizes and awards for achievement in various disciplines:

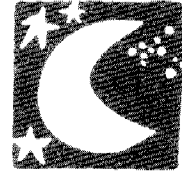
New York Times	Advertising
Italian Cultural Council	Italian
S. F. Vanni, Esq.	Italian
Kurt S. Stern Memorial	Science
Las Americas Publishing Co.	Spanish

EVENING DIVISION

Purpose

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

1. providing programs of study for persons interested in obtaining a college education who are unable to attend classes during the day-time. The programs lead to the Associate in Arts (A.A.) degree in liberal arts and business administration-transfer and the Associate in Applied Science (A.A.S.) degree in business specializations;
2. serving individuals who want to improve their vocational qualifications or widen their cultural horizons on a part-time basis;
3. providing advanced courses to eligible persons who wish to learn more specialized phases of their respective fields;
4. making individual courses in liberal arts, humanities, business, physical and social sciences available;
5. supplying special programs for public and private organizations as a community service;
6. giving special courses or certificate programs designed to meet the particular needs of civic, cultural, business, and professional groups;
7. enabling the College to present varied programs of cultural significance to the community.



Eligibility for Admission

Any person who feels he can profit from attending Evening Division courses is welcome. However, only high school graduates or holders of the New York State Equivalency Diploma may receive college credit for courses. The College reserves the right to deny admission to a course for which the applicant does not have the required background.

Admission to Non-Matriculated Status

Applicants not accepted to matriculated status and those applicants who do not wish to pursue a degree program will be considered for admission as non-matriculated students. Degree credit courses taken by non-matriculated students may be applied toward the Associate degree if the courses are appropriate at the time the student matriculates.

Requirements for Matriculation

Students enrolled in the Evening Division as non-matriculated students may apply for matriculated status after completing the following in appropriate courses at the College:

- 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 Evening Division recognizes the special problems and concerns of students who must divide their time and energies between employment and a college program. Therefore, the Evening Division is anxious that the academic load of each student be developed with relation to educational background and employment demands. Rules require that the maximum load a student may carry is 10 credits per semester. Under certain conditions, however, students who have consistently superior academic records may receive special permission to carry additional credits.

Degree Programs

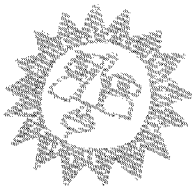
Students in the Evening Division may earn credits toward a two-year college degree by following a prescribed program of study. Degrees offered by the Evening Division plus all other rules and regulations of the College are the same as those which apply to Day Session students.

Tuition

Tuition is charged at the rate of \$15. per semester contact hour for residents of New York State and \$20. per semester contact hour for non-residents of New York State. The General Fee of \$13. must be paid regardless of the number of hours and credits taken. All New York State residents residing outside New York City must present a Certificate of Residency (Form B-81) at the time of registration or the rate of \$20. per semester contact hour will be charged. This form may be obtained from the Chief Fiscal Officer of the county of residency. Tuition and fees must be paid in full at the time of registration.

For Further Information

For further information, details, and the Evening Division Brochure, write or call the Evening Division Office (582-8090).



SUMMER SESSION

The College offers a summer session program which runs for six weeks. The purpose of this program is to make it possible for students who so desire, to make progress toward their degree during the summer months. It is also beneficial for students who may be taking a reduced load program. The summer session, which has both day and evening classes, provides a full range of courses for students in all degree programs.

URBAN CENTER

The College Urban Center is at 2090 Seventh Avenue (just off 125th Street). The Urban Center provides educational opportunities to high school graduates to help them acquire skills which will lead to gainful employment. In addition to vocational training and remedial instruction, the Center also conducts a College Adapter Program which prepares students, who have the ability and the desire, to continue their studies at the Community College.

THE COLLEGE ACADEMIC PROGRAM

Manhattan Community College offers a choice of three programs of study and awards three types of degrees. The Associate in Arts degree (A.S.) 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, Social Service Technology and Urban Planning Technology. The Associate in Applied Science degree (A.A.S.) is granted upon successful completion of approved programs for Accounting; Business Technology with options in Advertising, Banking, Marketing, Real Estate, Traffic and Shipping; Data Processing; Secretarial Science; and for Health Services with options in Inhalation Therapy, Medical Emergency Technology, Medical Record Technology, and Nursing.

To be certified for a degree, a student must have completed thirty-two credit hours in residence.

Transfer Program

Students who enter with definite plans to continue their studies after graduation at a four-year Colleges of Arts and Science, 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 Business Administration-Transfer, or any of the following programs.

Transfer or Career Curricula

Recreation Leadership	A.S.
Social Service	A.S.
Urban Planning	A.S.

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 the College include Accounting; Data Processing; Secretarial Science; Business Technology with options in Advertising, Banking, Marketing, Real Estate, Traffic and Shipping; Health Services with options in Inhalation Therapy, Medical Emergency Technology, Medical Record Technology, and Nursing.

Career Curricula

Business Administration-Career

Accounting	A.A.S.
Business Technology	A.A.S.
Advertising	
Banking	
Marketing	
Real Estate	
Traffic and Shipping	
Data Processing	A.A.S.
Secretarial Science	A.A.S.
Bilingual Secretary	
Executive Secretary	
Legal Secretary	
School Secretary	
Health Services	A.A.S.
Inhalation Therapy	
Medical Emergency Technology	
Medical Record Technology	
Nursing	

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 obtained 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 and practical work experience on a concurrent basis through its student Internship Program in industrial, business, financial, government or community service employment. Such internships permit students to accumulate a year and a half of business experience prior to their graduation from college, and gives them an opportunity to make a good impression on their employers which frequently leads to full-time career positions.

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 who have an academic average of 2.00 or over are eligible to participate in the Program.

Because adaptation to college level studies is difficult and demanding, no placements are made during a student's first semester. At the beginning of the second semester, students enroll for Cooperative Education I and are assigned to a faculty coordinator, knowledgeable about the job market in the student's specialty. After consultation with the coordinator, students are placed with a cooperating employer in industry, business, finance, or government.

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 75 hours worked up to 450 hours. No additional credit is awarded for over 450 hours.

Upon the successful completion of 150 working hours, submittal of a written term report by the student on his working experience, and receipt of the employer's evaluation form, two hours of academic credit are granted. Internships II and III follow in successive semesters.

All business career students are required to participate in the Cooperative Education Program unless excused jointly by the Cooperative Education Department and the Coordinator of Advisement Services. Those not eligible for placement because of low academic records are referred to the Academic Advisement Office and Cooperative Education Department for joint action. Action may range from deferral of placement pending raising of the index to recommendation of substitute courses approved by the Dean of the College.

All students who are in the Program must appear for internships and placement assignments dressed according to prevailing clothing patterns in business and government.

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, established by the Board of Higher Education, guides the President and Faculty of the 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 June 1968 are:

THE ADVISORY
COMMITTEE ON
COOPERATIVE
EDUCATION

Mrs. G. G. Michelson, *Chairman*

Vice President—Personnel, R. H. Macy & Company

Mrs. Joyce Phillips-Austin, *Chairman*, Government Careers Committee
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 Committee
Baron Advertising Agency

Irving Berezin

Vice President for Institutional Services, New York University

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

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

George H. Fuchs
Vice President—Personnel, National Broadcasting Company, Inc.

Charles E. Gillespie, *Chairman*, Banking Committee
Vice President, Harlem Savings Bank

William P. Grayson, *General Vice Chairman*
Vice President, Johnson Publishing Company

Herbert Heaton
Comptroller, The Rockefeller Foundation

Julius Hernandez
Secretary, Puerto Rican Merchants' Association

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

James L. Howard
Attorney and C.P.A., Coulthurst, Howard and Stukes

Mrs. Mary Kohler
Consultant, National Commission on Resources for Youth, Inc.

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

Hugo Lisi
Vice President, Banco de Ponce

Honorable Robert A. Low
New York City Council

Mrs. Virginia Mowry
Assistant to Founder, J. C. Penney Company, Inc.

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

Senator Manfred Ohrenstein
New York State Senate

Walter R. Oreamuno
Chairman of Board, 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 & 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

BUSINESS ADMINISTRATION DIVISION

The Division of Business Administration offers eight Business Career specializations and a Business-Transfer program. The career specializations prepare students for direct employment in a specific business area after successful completion of two years of study, including three semesters in a Cooperative Education job, required for graduation. In the Business-Transfer program, Cooperative Education is not required.

The Business Administration-Transfer program prepares students to enter colleges and universities which offer a four-year baccalaureate degree in business. Manhattan Community College Business-Transfer students are assisted to a smooth transition to the next step in their educational career. Various colleges set up different criteria, and each student must meet the requirements of the college of his choice. 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. In most instances, the Business Administration-Transfer program fulfills these requirements. Students who successfully complete the program receive an A.A. degree.

BUSINESS
ADMINISTRATION-
TRANSFER

BUSINESS ADMINISTRATION-TRANSFER PROGRAM

(Courses and Credits)

First Semester

English Composition I	3
Modern Foreign Language	3
American Government	3
Business Organization & Management	3
Health Education	1
Music or Art	2
	15

Second Semester

English Composition II	3
Modern Foreign Language	3
Math Foundations for Business Analysis	4
Accounting I	3
Business Law	3
Physical Education	1
	17

Third Semester

English Literature I	3
Science (Lab)	4
Accounting II	3
History of Western Civilization I	3
Speech	3
	16

Fourth Semester

Science (Lab)	4
Principles of Marketing	4
Economics	3
General Psychology	3
History of Western Civilization II	3
	17

TOTAL CREDITS 65

ACCOUNTING

Students are taught Accounting principles and theory and receive a sound foundation for advanced study for positions in business. Skills are developed through practice in the Accounting Laboratory. Students who successfully complete the program receive an A.A.S. degree.

ACCOUNTING (CAREER) PROGRAM

(Courses and Credits)

First Semester

Introduction to Business Administration	4
Accounting I	3
English Composition I	3
Contemporary Civilization	3
Speech	3
	<u>16</u>

Second Semester

Business Organization & Management	3
Accounting II	3
English Composition II	3
Music or Art	2
Fundamentals of Mathematics I	3
Physical Education	1
	<u>15</u>
Cooperative Education Internship I	2
	<u>17</u>

Third Semester

Accounting III (Intermediate Accounting, Part I)	3
Taxation	3
Economics	3
English Literature I	3
Business Law	3
	<u>15</u>
Cooperative Education Internship II	2
	<u>17</u>

Fourth Semester

Accounting IV (Intermediate Accounting, Part II)	3
Accounting V (Cost Accounting)	3
Accounting VI (Financial Statement Analysis)	2
Accounting Applications of Data Processing	3
General Science	3
Health Education	1
	<u>15</u>
Cooperative Education Internship III	2
	<u>17</u>

TOTAL CREDITS 67

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. Students who successfully complete the program receive an A.A.S. degree.

DATA PROCESSING (CAREER) PROGRAM

(Courses and Credits)

First Semester

Introduction to Business Administration	4
Introduction to Data Processing <i>OR</i> Introduction to Computers	3
English Composition I	3
Fundamentals of Mathematics	3
Contemporary Civilization	3
Health Education	1
	<u>17</u>

Second Semester

Basic 360 Operations <i>OR</i> (Basic 360 Cobol)	3
Basic RPG Programming	3
Accounting I	3
English Composition II	3
Speech	3
	<u>15</u>
Cooperative Education Internship I	2
	<u>17</u>

Third Semester

Advanced RPG Programming <i>OR</i> (Advanced 360 Cobol)	3
General 360 Cobol I <i>OR</i> (Systems & Procedures)	3
General Science	3
Accounting II	3
Business Organization & Management	3
	<u>15</u>
Cooperative Education Internship II	2
	<u>17</u>

Fourth Semester

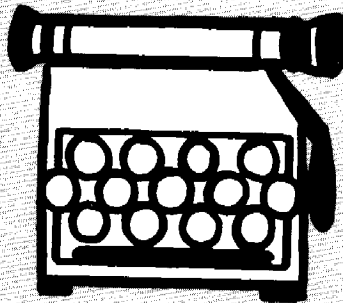
Advanced 360 Operations <i>OR</i> (Assembler Language <i>OR</i> Fortran <i>OR</i> PL 1)	3
General 360 Cobol II <i>OR</i> (Systems Implementation)	3
English Literature I	3
Elective Social Science	3
Physical Education	1
Music or Art	2
	<u>15</u>
Cooperative Education Internship III	2
	<u>17</u>

TOTAL CREDITS 68

NOTE: All courses enclosed in parenthesis () are part of the programming course track taken only by students with such aptitude.

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. By adding courses SEC350, SEC360, and SEC460 offered in the Evening Session, these students may also qualify for the New York City School Secretary license examination. Students who elect the legal or bilingual options are prepared as foreign language or law secretaries. Students without high school shorthand will be taught the Gregg system of stenography. Students who have studied Gregg or Pitman stenography in high school will continue in the system in which they began. They may be exempted from one semester of steno and typing upon successful completion of a qualifying examination. Students who successfully complete the program receive an A.A.S. degree.



SECRETARIAL SCIENCE (CAREER) PROGRAM
(Courses and Credits)

First Semester

Introduction to Business Administration	4	English Composition I	3
Stenography I*	3	Speech	3
Typing I*	2	Music or Art	2
			<u>17</u>

Second Semester

<i>Executive and Legal Options</i>		<i>Bilingual Option</i>	
Stenography II	3	Stenography II	3
Typewriting II	2	Typewriting II	2
English Composition II	3	English Composition II	3
Business Law	3	Business Law	3
Liberal Arts Option	3	Language	3
Fundamentals of Mathematics	3	Fundamentals of Mathematics	3
	<u>17</u>		<u>17</u>

THIRD SEMESTER

<i>Executive Option</i>		<i>Legal Option</i>		<i>Bilingual Option</i>	
Transcription III	4	Legal Stenography I	4	Bilingual Stenography I	4
Office and Personnel Management	3	Legal Vocabulary	3	Language	3
Office Practice and Machines I	1	Office Practice and Machines I	1	Office Practice and Machines I	1
Social and Intellectual History	2	Social and Intellectual History	2	Social and Intellectual History	2
English Literature I	3	English Literature I	3	English Literature I	3
Accounting I	3	Accounting I	3	Accounting I	3
	<u>16</u>		<u>16</u>		<u>16</u>
Co-op Ed. Internship I**	2	Co-op Ed. Internship I**	2	Co-op Ed. Internship I**	2
	<u>18</u>		<u>18</u>		<u>18</u>

FOURTH SEMESTER

Transcription IV	4	Legal Stenography II	4	Bilingual Stenography II	4
Office Practice and Machines II	1	Office Practice and Machines II	1	Office Practice and Machines II	1
Contemporary Civilization	4	Contemporary Civilization	4	Contemporary Civilization	4
General Science	3	General Science	3	General Science	3
Music or Art	2	Music or Art	2	Music or Art	2
	<u>14</u>		<u>14</u>		<u>14</u>
Co-op Ed. Internship II**	2	Co-op Ed. Internship II**	2	Co-op Ed. Internship II**	2
	<u>16</u>		<u>16</u>		<u>16</u>

TOTAL CREDITS 68

TOTAL CREDITS 68

TOTAL CREDITS 68

*Students presenting advanced high school stenography and typewriting may be exempted from Stenography I and Typewriting I and may substitute Stenography II and Typewriting II. Such students may make up these 5 credits by electing any additional courses in either Liberal Arts or Business offered in the day or evening sessions.

**Secretarial students have the option of completing part of the Cooperative Education requirements by means of full-time summer employment where feasible. Students may also register for Cooperative Education during their second semester with permission of the Department Chairman.

BUSINESS TECHNOLOGY

The Business Technology program includes five career curricula grouped as options under the single heading of "Business Technology." All Business Technology students are required to take a core program during the first semester. For the next three semesters, the specialization in Advertising, Banking, Marketing, Real Estate, or Traffic and Shipping is pursued. 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. Immediately after earning their degree, graduates are able to enter the profession of their choice, well-prepared for a successful future.

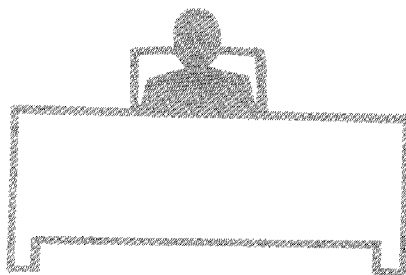
BUSINESS CAREER

(Courses and Credits)

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

First Semester

Introduction to Business	
Administration	4
Fundamentals of Mathematics	3
Speech	3
English Composition I	3
Contemporary Civilization	3
Physical Education	1
	<hr/>
	17



BUSINESS TECHNOLOGY (CAREER) PROGRAMS

ADVERTISING

This program qualifies students for employment and for advancement in the rapidly expanding advertising field. It presents a broad overview of many phases of advertising with emphasis placed on specific problems in media, copy writing, layout and production for print, radio, and television in national and retail advertising.

BANKING

This curriculum prepares the students enrolled in the course with a broad background of general business knowledge plus adequate specialized training which then qualifies them to accept employment as junior executives in banking and other such financial institutions which form the background of our economic system.

MARKETING

Students learn about business, the expanding role of the marketing process in our complex economy, and the social, economic, and political milieu in which they operate. Adequate training in the field qualifies graduates for junior executive positions. Those interested and motivated are prepared for small business ownership and operation.

REAL ESTATE

The 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; and provides eligibility, under the laws of the State of New York, for State licensing examinations for Real Estate Brokers.

TRAFFIC AND SHIPPING

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. They develop a comprehensive understanding of the importance of purchasing and scheduling transportation services.

Second Semester

Economics	3
Essentials of Advertising ...	3
English Composition II	3
Principles of Marketing	4
Health Education	1
	<u>14</u>
Co-op Ed. Internship I	2
	<u>16</u>

Third Semester

Advertising Copy and Layout	4
Advertising Production	3
English Literature I	3
Business Law	3
Music or Art	2
	<u>15</u>
Co-op Ed. Internship II	2
	<u>17</u>

Fourth Semester

General Science	3
Advertising Agency Opera- tion, Radio & TV	4
Retail & Sales Promotion Advertising	4
Accounting I	3
	<u>14</u>
Co-op Ed. Internship III ...	2
	<u>16</u>

TOTAL CREDITS
4 SEMESTERS.....66

Second Semester

Money & Banking	4
Commodity & Security Markets	4
Economics	3
English Composition II	3
Health Education	1
	<u>15</u>
Co-op Ed. Internship I	2
	<u>17</u>

Third Semester

Principles & Problems of Investment	3
Business Law	3
Banking Organization & Management	4
Accounting I	3
	<u>13</u>
Co-op Ed. Internship II	2
	<u>15</u>

Fourth Semester

Credit & Corporation Finance	4
Law of Negotiable Instruments	3
General Science	3
English Literature I	3
Music or Art	2
	<u>15</u>
Co-op Ed. Internship III ...	2
	<u>17</u>

TOTAL CREDITS
4 SEMESTERS.....66

Second Semester

Principles of Marketing	4
Essentials of Advertising ...	3
Economics	3
English Composition II	3
	<u>13</u>
Co-op Ed. Internship I	2
	<u>15</u>

Third Semester

Retail Organization Operation & Buying	4
Accounting I	3
English Literature I	3
Sales Practices & Principles	3
Health Education	1
	<u>14</u>
Co-op Ed. Internship II	2
	<u>16</u>

Fourth Semester

Essentials of Small Business	4
Business Law	3
General Science	3
Purchasing	3
Music or Art	2
	<u>15</u>
Co-op Ed. Internship III ...	2
	<u>17</u>

TOTAL CREDITS
4 SEMESTERS.....65

Second Semester

Essentials of Real Estate	3
Economics	3
English Composition II	3
Real Estate Brokerage & Problems	3
Music or Art	2
Health Education	1
	<u>15</u>
Co-op Ed. Internship I	2
	<u>17</u>

Third Semester

Real Estate Management & Property Maintenance ...	4
Business Law	3
Building Construction	4
English Literature I	3
	<u>14</u>
Co-op Ed. Internship II	2
	<u>16</u>

Fourth Semester

Real Estate Financing, Valuation & Appraisal ...	4
Law of Real Estate Transactions	3
General Science	3
Accounting I	3
	<u>13</u>
Co-op Ed. Internship III ...	2
	<u>15</u>

TOTAL CREDITS
4 SEMESTERS.....65

Second Semester

Essentials of Traffic Management	4
Economics	3
Principles of Marketing	4
English Composition II	3
Health Education	1
	<u>15</u>
Co-op Ed. Internship I	2
	<u>17</u>

Third Semester

International Transporta- tion & Financing	3
Business Law	3
Materials Handling	3
Accounting I	3
Music or Art	2
	<u>14</u>
Co-op Ed. Internship II	2
	<u>16</u>

Fourth Semester

Motor Carrier Management	3
Industrial Packaging	3
General Science	3
English Literature I	3
Fire & Marine Insurance	3
	<u>15</u>
Co-op Ed. Internship III ...	2
	<u>17</u>

TOTAL CREDITS
4 SEMESTERS.....67

ACCOUNTING

These courses teach students to understand accounting principles and theory, and to develop skills in applying them through practice in the accounting laboratory. They provide a sound foundation for advanced study and entry positions in business.

ACC120 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.

ACC220 Accounting II (Elementary Accounting, Part II) 4 hrs 3 cr

A continuation of Accounting I, 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

ACC330 Accounting III (Intermediate Accounting, Part I) 4 hrs 3 cr

The 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

ACC430 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

ACC450 Accounting V (Cost Accounting) 4 hrs 3 cr

Study involves 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, breakeven charts, comparative costs, non-manufacturing costs.

Prerequisite: Accounting II

ACC470 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 II

ACC340 Taxation: Federal **4 hrs 3cr**

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

Prerequisite: Accounting II

ACC490 Accounting Applications of Data Processing **4 hrs 3 cr**

A general introduction to Electronic Data Processing for accounting students which combines students' accounting knowledge with current practices in Data Processing. It also provides an understanding of the impact of computers on business, their use as an aid in meeting accounting requirements of management, and their value as a tool in accounting procedures and control. Actual demonstrations and laboratory work on machines used to assemble financial figures and facts for various accounting functions are included.

Prerequisite: Accounting II

ACC550 Business Machine Operation **2 hrs 1 cr**

The course enables students to develop and apply skills in business machines operation. Included in the course are the full bank adding machine, ten-key adding machine, rotary calculator, posting machines and key-driven calculator. All arithmetic functions are covered, and typical problems encountered in business are solved.

ADVERTISING

Broad surveys of all advertising areas are supplemented with detailed instruction and exercises with practical problems in media, copy, production and research for print and broadcast in a curriculum designed to prepare students for advanced employment in advertising.

ADV200 Essentials of Advertising **3 hrs 3 cr**

Involved is a well-rounded study of the role of advertising in modern marketing. Semester highlights include the selection of costs of all major media including newspapers, magazines, trade publications, radio, television and outdoor, exercises in writing copy and learning publicity concepts, and preparation and placement techniques.

Prerequisite: Introduction to Business Administration

ADV300 Advertising Copy and Layout **4 hrs 4 cr**

This workshop writing-sketching course stresses the unit copy-layout concept of modern advertising. In addition to class reviews and discussions of current print advertising, studies include appeals to basic human emotions through many styles of headlines and body text. Classroom and homework assignments cover a wide range of products and services in copy and layout.

Prerequisite: Essentials of Advertising

ADV310 Advertising Production **3 hrs 3 cr**

This technical course in print production develops an understanding of illustration techniques including: shading media, preparation of art for camera, letterpress, offset, lithography, gravure, monochrome and multi-color printing, photoengraving, electrotyping, mat-making and



stereotyping processes, and their costs. It is also an introduction to type recognition, specification and casting.

Corequisite: Advertising Copy and Layout

**ADV400 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 understanding and practical working experience in copy, production, media and research problems.

Prerequisite: Advertising Production

ADV401 Advertising Agency Operations

2 hrs 2 cr

This course is the Advertising Agency section of ADV400. Offered only during the Evening Session.

Prerequisite: Advertising Production

ADV402 Radio and Television Advertising

2 hrs 2 cr

This course is the Radio and Television Advertising section of ADV400. Offered only during the Evening Session.

Prerequisite: Advertising Production

ADV410 Retail and Sales Promotion Advertising

4 hrs 4 cr

The preparation, use, and cost of printed pieces are studied in this course. Included are: 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 study of the retail store's advertising includes: organization, responsibilities, duties, 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

ADV411 Retail Advertising

2 hrs 2 cr

This course is the Retail Advertising section of ADV410. Offered only during the Evening Session.

Prerequisite: Advertising Production

ADV412 Sales Promotion Advertising

2 hrs 2 cr

This course is the Sales Promotion Advertising section of ADV410. Offered only during the Evening Session.

Prerequisite: Advertising Production

BANKING

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

BKG200 Money and Banking

4 hrs 4 cr

In this course, students are given 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.

BKG210 Commodity and Security Markets

4 hrs 4 cr

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

BKG300 Principles and Problems of Investment

3 hrs 3 cr

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

BKG310 Banking Organization and Operation

4 hrs 4 cr

The operation of banking institutions with particular emphasis on commercial banks are surveyed as 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.

BKG400 Credit and Corporation Finance

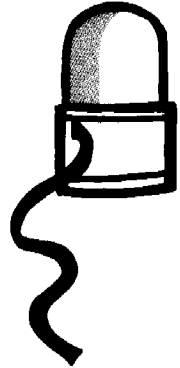
4 hrs 4 cr

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

BKG410 Law of Negotiable Instruments

3 hrs 3 cr

During this course, 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 are studied. 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.



BUSINESS ADMINISTRATION

These courses create student awareness of the roles business and industry play in our contemporary industrial society. The business environment, its historical background, methods of operation, and the new trends in business administration are emphasized.

- BUS100 Introduction to Business Administration** **4 hrs 4 cr**
Business and industry in the United States is broadly surveyed during this course. Emphasis is placed on historical development, objectives, methods of operation, and the interrelationships of management, labor and government. Included is the study of new developments and trends in business administration and the problems they engender in the total management process. Required of all candidates for an A.A.S. degree in the Division of Business Administration.
- BUS110 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.
- BUS200 Business Organization and Management** **3 hrs 3 cr**
In this course, the total structure and character of modern business, from initial organization through grouping of essential functions into operating departments is taught. Management and the decision-making process, financing and marketing considerations are studied with actual cases used to illustrate problems in small and big business.
- BUS300 Office and Personnel Management** **3 hrs 3 cr**
An introduction to the principles and practices of office management, during which the nature of office management, functions of the office, 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.
- BUS310 Law of Business Organization** **3 hrs 3 cr**
The law governing corporations and partnerships with particular reference to their formation, operation, internal relationships, and dissolution is surveyed in this course. To enable students to understand the more common business relationships and the legal implications of legislation affecting business organizations, the rules and doctrines governing principal and agent with particular reference to the law of New York are reviewed.
- BUS400 Essentials of Small Business** **4 hrs 4 cr**
Students are taught small business enterprises, as their organization, operation and management are surveyed. Emphasis is placed upon problem-solving in locating, organizing, operating and managing, and includes legal requirements, employee relations, and the relationships of government and small business.

COOPERATIVE EDUCATION INTERNSHIPS

Cooperative Education enables 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 completing their first semester; Internships II and III follow in successive 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:

- CED200 Accounting Internship I**
- CED300 Accounting Internship II**
- CED400 Accounting Internship III**

- CED210 Data Processing Internship I**
- CED310 Data Processing Internship II**
- CED410 Data Processing Internship III**

- CED220 Advertising Internship I**
- CED320 Advertising Internship II**
- CED420 Advertising Internship III**

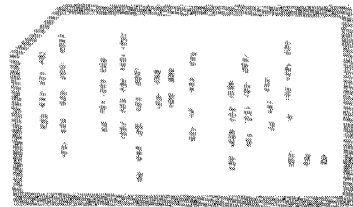
- CED230 Marketing Internship I**
- CED330 Marketing Internship II**
- CED430 Marketing Internship III**

- CED240 Banking Internship I**
- CED340 Banking Internship II**
- CED440 Banking Internship III**

- CED250 Secretarial Science Internship I**
- CED350 Secretarial Science Internship II**

- CED260 Traffic & Shipping Internship I**
- CED360 Traffic & Shipping Internship II**
- CED460 Traffic & Shipping Internship III**

- CED270 Real Estate Internship I**
- CED370 Real Estate Internship II**
- CED470 Real Estate Internship III**



DATA PROCESSING

Students are given an understanding of the basic principles of business data processing techniques along with practical experience in methods of handling equipment and functional competence in the applications of data processing systems and computer programming.

DAT100 Introduction to Data Processing **5 hrs 3 cr**

This course develops understanding and appreciation of commercial data processing. Instruction and practical training is given in the operation of punched card machines most commonly used, concepts and operation of an IBM 360 Model 30 Computer, and the fundamentals of Cobol programming. This course (or DAT110) is a prerequisite for all the other Data Processing courses.

DAT110 Introduction to Computers **3 hrs 3 cr**

The concepts and operations of the IBM 360 Computer are presented along with the fundamentals of Cobol programming in this course which (or DAT100) is a prerequisite for all the other Data Processing courses. In order to be allowed to take this course, a student must have experience in the field of data processing.

DAT200 Basic 360 Cobol Programming **4 hrs 3 cr**

Students in this course perform programming drills, exercises, and case studies to bridge the gap from the theoretical to the practical world of Cobol programming. Students utilize basic input and output devices including tape in their programming problems. This is a continuation of the Cobol presented in the introductory courses.

Prerequisite: Introduction to Data Processing; or Introduction to Computers; or Departmental approval

DAT210 Basic 360 Computer Operations **4 hrs 3 cr**

A detailed practical study of the operations of the IBM 360 Model 30 Computer during which students learn to run the IBM 360 Model 30 system, including the operator disc and tape drives, card reader and punch, and the printer, preparation of disc operating system control cards. Students also read and prepare operating procedures and basic utility control cards.

Prerequisite: Introduction to Data Processing; or Introduction to Computers; or Departmental approval

DAT220 Basic 360 R.P.G. Programming **4 hrs 3 cr**

Report Program Generator (R.P.G.) is the program language presented in this course. Students obtain practical experience by writing programs in this computer language, utilizing the card reader, card punch, printer and tape drives, and by use of advanced techniques in writing their programs.

Prerequisite: Introduction to Data Processing; or Introduction to Computers; or Departmental approval

DAT300 Advanced 360 Cobol Programming **4 hrs 3 cr**

An extension of the Basic 360 Cobol course, this course shows the different disc processing techniques and advanced program concepts

such as overlays and subroutings. Multiple input and output devices are used throughout the programs that students write for their practical training.

Prerequisite: Basic 360 Cobol Programming; or Departmental approval

DAT310 Advanced IBM 360 Computer Operation 4 hrs 3 cr

An extension of the Basic Operations for the IBM 360 Computer course, this course offers job set-up, logs and controls, conversion of a card system to tape and disc, and job scheduling in the laboratory.

Prerequisite: Basic 360 Computer Operation; or Departmental approval

DAT320 Systems Development and Procedures 3 hrs 3 cr

The tools and methods used by system analysts to develop systems for a computer application are taught in this course. After the concepts are presented, students follow up the theory by preparing procedures, documentation and operating instructions for the machines involved in the system.

Prerequisite: Basic 360 RPG Concepts; Basic 360 Cobol Programming; or Departmental approval

DAT350 Advanced 360 R.P.G. Programming 4 hrs 3 cr

A continuation of the Basic 360 RPG course during which students utilize advanced techniques including disc processing and multiple inputs and outputs to refine their skills using this language.

Prerequisite: Basic 360 RPG Programming

DAT360 General 360 Cobol I 4 hrs 3 cr

This course, for operators or beginners, starts from the beginning of Cobol and goes as far as the card reader, printer and punch device.

Prerequisite: Introduction to Data Processing; or Introduction to Computers

DAT400 Systems Implementation 5 hrs 3 cr

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

Prerequisite: Basic 360 Cobol Programming; or Departmental approval

**DAT430 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 students writing programs in this media. Open only to honor students in Data Processing who receive permission from the Department Chairman.

Prerequisite: Advanced 360 Cobol Programming

DAT440 Fortran for the IBM 360 Computer 4 hrs 3 cr

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

Prerequisite: Basic 360 Cobol Programming; or Departmental approval

**DAT450 Programming Language I (PL I)
for IBM 360 Computer**

4 hrs 3 cr

In this 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: Basic 360 Cobol Programming; or Departmental approval

DAT460 General 360 Cobol II

4 hrs 3 cr

A continuation from General 360 Cobol I, this course utilizes tape and some disc processing with more of the verbs in Cobol.

Prerequisite: General 360 Cobol I

DAT500 Survey of Data Processing

3 hrs 3 cr

Open to all non-Data Processing majors, this course follows the historical evolution of data processing from its inception to its present-day importance. Current data processing equipment and applications are discussed to make students aware of the multitude of applications.

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.

MAR200 Principles of Marketing

4 hrs 4 cr

An introductory course to the field of product distribution in which the current marketing system is described, analyzed, and evaluated. Included are the methods, policies, and institutions involved in the distribution of goods from producer to consumer. Emphasis is placed on the means used for improving efficiency and lowering distribution costs. Case studies of actual business problems are presented with selected text.

MAR210 Purchasing

3 hrs 3 cr

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

Prerequisite: Principles of Marketing

MAR300 Sales Principles and Practices

3 hrs 3 cr

The selling technique topics include analyzing a product, evaluating customer needs and buying motives, handling objections, closing sales, and developing salesman's personality. Organization and presentation of sales talks are emphasized.

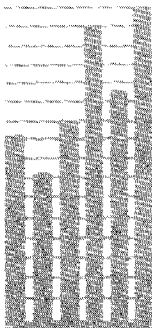
Prerequisite: Principles of Marketing

MAR310 Retail Organization, Operation and Buying

4 hrs 4 cr

In this study of the management operations of a 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 who are interested in the real estate field. The course of study provides eligibility, under New York State laws, for the licensing examination for Real Estate Brokers.

RLS200 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. Brokerage, mortgage financing, investments, management, and valuation are included. This course and RLS210 meet the educational requirements for the N.Y. State Real Estate Broker's License exam.

RLS210 Real Estate Brokerage and Problems **3 hrs 3 cr**

This course outlines the organization of a brokerage office and details the work of a 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, problems and techniques of negotiating and closing sales, leases or other real estate transactions. This course and RLS200 meet the educational requirements of the N.Y. State Real Estate Broker's License exam.

RLS300 Real Estate Management and Property Maintenance **4 hrs 4 cr**

Property management and maintenance are considered in this course. Property management topics include agency versus owner management, tenant and labor relations, record keeping and government regulations and how they affect 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

RLS310 Building Construction: Essentials and Problems **4 hrs 4 cr**

A practical course in the practices and problems of building, construction, and operation, which gives students a working knowledge of the physical and mechanical characteristics of building structures. Topics include 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

RLS400 Real Estate Financing, Valuation, and Appraisal **4 hrs 4 cr**

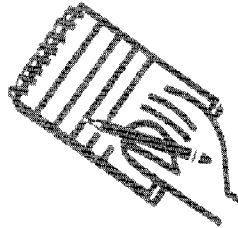
Involved in this course are the principles of real estate valuation including tools, techniques, and methods for determining value. The course also covers mortgage financing including mortgage sources, primary and secondary mortgages, mortgage brokerage, mortgage applications, and lenders' requirements.

Prerequisite: Essentials of Real Estate

RLS410 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



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.

SEC100 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.

SEC200 Gregg Stenography II

4-5 hrs 3 cr

SEC201 Pitman Stenography II

The theory of Gregg or Pitman shorthand, depending upon which system was previously studied, is reviewed during this course. Speed dictation is provided 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.

Prerequisites: Stenography I, Typewriting I; or equivalent

SEC110 Typewriting I

4-5 hrs 2 cr

In this basic typewriting course, the keyboard is presented and speed practice is developed to a speed of 35-40 words a minute. Students learn production of various styles of letters and simple business forms.

SEC210 Typewriting II

4-5 hrs 2 cr

Speed practice is continued to achieve a goal of 45-50 words a minute during the semester. 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 equivalent

SEC300 Gregg Transcription III

8 hrs 4 cr

SEC301 Pitman Transcription III

Stenographic and typewriting training are correlated in this course to produce stenographic dictation speed at 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.

Prerequisite: Stenography II; Typewriting II; or equivalent

SEC400 Gregg Transcription IV

8 hrs 4 cr

SEC401 Pitman Transcription IV

This final course in stenographic training brings students to a professional level of competence. Stenographic dictation at 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 as emphasis is placed on production of accurate, attractive, carefully proofread transcripts, ready for signature.

Prerequisite: Transcription III

SEC330 Office Practice and Machines I

2 hrs 1 cr

Course instruction is on 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 department, and development of discretion.

Prerequisite: Typewriting I; or equivalent

SEC430 Office Practice and Machines II

2 hrs 1 cr

Student training in the non-stenographic aspects of a secretary's work is continued in situations such as applying for employment. Use of a variety of office machines and devices is introduced, including use of the dictaphone transcription unit, duplicating, copying, and calculating machines.

Prerequisite: Typewriting I; or equivalent

SEC310 Gregg Legal Vocabulary

3 hrs 3 cr

SEC311 Pitman Legal Vocabulary

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 is included.

Prerequisites: Business Law; Stenography II; Typewriting II; or equivalent

SEC320 Gregg Legal Stenography I

8 hrs 4 cr

SEC321 Pitman Legal Stenography I

Training in this course includes preparation of legal letters and documents. Papers such as pleadings, affidavits and notices are prepared on forms or from dictation. Speed goal on legal dictation is 100 words a minute at the conclusion of the semester.

Prerequisites: Business Law; Stenography II; Typewriting II; or equivalent

SEC420 Gregg Legal Stenography II

8 hrs 4 cr

SEC421 Pitman Legal Stenography II

This continuation of Legal Stenography I during which more difficult legal letters, documents, and forms are prepared brings dictation speeds of both general and legal materials to 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

SEC340 Gregg Bilingual Stenography I

8 hrs 4 cr

SEC341 Pitman Bilingual Stenography I

In this course, the 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: Stenography II; 1 semester College Language; or equivalent

SEC440 Gregg Bilingual Stenography II

8 hrs 4 cr

SEC441 Pitman Bilingual Stenography II

In this continuation of dictation and transcription in both languages, emphasis is placed 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 Stenography I; 2 semesters College Language; or equivalent

SEC350 School Records and Accounts

2 hrs 2 cr

This course is 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 New York City elementary schools, and to present problems associated with administration of the elementary school. Offered only during the Evening Session.

SEC360 Educational Problems of the School Secretary I

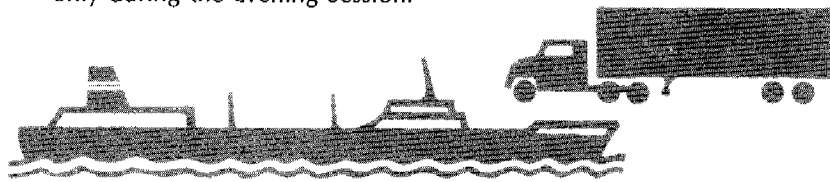
2 hrs 2 cr

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

SEC460 Educational Problems of the School Secretary II

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 only during the Evening Session.



TRAFFIC AND SHIPPING

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

TRA200 Traffic Management

4 hrs 4 cr

This course surveys rail, highway, water, air, pipeline, freight-forwarder, express, and the hybrid "piggyback" and "fishyback" services, as well as Interstate Commerce Commission regulations. It includes the study of

methods and techniques used 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.

TRA300 International Transportation and Financing **3 hrs 3 cr**

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

Prerequisite: Traffic Management

TRA310 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 in this course. 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

TRA400 Motor Carrier Management **3 hrs 3 cr**

This course analyzes the trucking industry 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

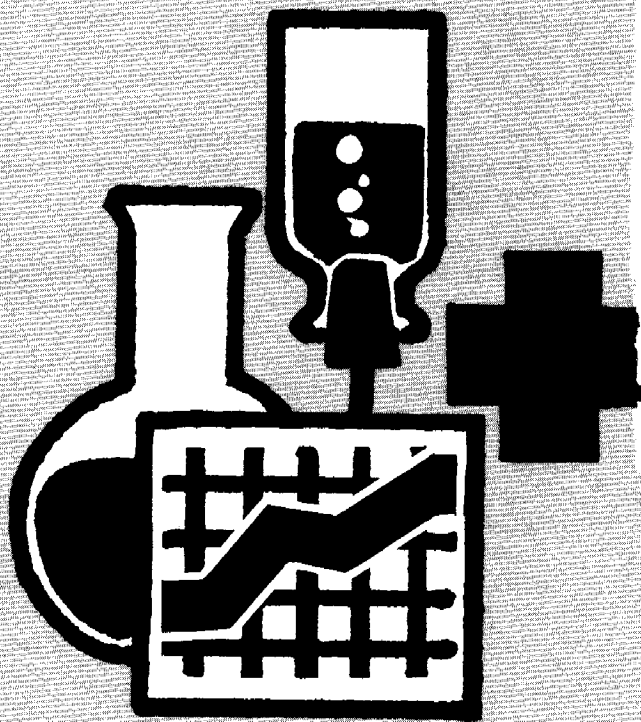
TRA410 Industrial Packaging **3 hrs 3 cr**

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 in relation to the nature of the commodity, method of shipping, protection against damage, carrier and government regulations.

Prerequisite: Materials Handling

TRA420 Fire and Marine Insurance **3 hrs 3 cr**

This course considers 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. Included is the organization and function of marine insurance bureaus and companies, basic indemnity and liability forms, and various kinds of loss adjustments.



HEALTH SERVICES DIVISION

Programs in the Health Services Division prepare students to fill a variety of careers in hospitals, clinics, and other health service agencies. These programs are designed to fill the critical manpower needs in the para-medical areas.

The Inhalation Therapy program provides specialized training in the techniques essential to the restoration and maintenance of respiration, adequate oxygenation and proper elimination of carbon dioxide. Knowledge and skills fundamental to the use and application of medical gases, preparation and care of patients, operation and maintenance of equipment, are taught in the classroom and in clinical settings. Successful completion of course work leads to the A.A.S. degree.

INHALATION THERAPY

INHALATION THERAPY PROGRAM

(Courses and Credits)

COURSE	CLASSROOM HOURS	LAB. HRS.	LAB. CREDIT	TOTAL CREDIT
First Semester				
English Composition I	3	—	—	3
Introduction to Sociology	3	—	—	3
Fundamentals of Mathematics I.....	3	—	—	3
Anatomy & Physiology	4	—	—	3
Fundamentals of Patient Care	2	6	2	4
				<u>16</u>
Second Semester				
English Composition II	3	—	—	3
General Psychology	3	—	—	3
Physical Education	2	—	—	1
General Biology	3	2	1	4
Inhalation Therapy I	4	9	3	7
				<u>18</u>
Third Semester				
Music or Art	2	—	—	2
General Chemistry	3	2	1	4
Microbiology	2	2	1	3
Inhalation Therapy II	3	12*	4	7
				<u>16</u>
Fourth Semester				
Speech	3	—	—	3
Spanish Conversation	2	—	—	2
English Literature I	3	—	—	3
Inhalation Therapy III	3	15**	4	7
Pathology	2	—	—	2
				<u>17</u>
TOTAL CREDITS 4 SEMESTERS				67

*Classroom laboratory and 6 hours clinical practice.

**Classroom laboratory and 12 hours clinical practice.

**MEDICAL
EMERGENCY
TECHNOLOGY**

The Medical Emergency Technology program prepares students for all basic patient-care procedures, with special emphasis on emergency medical and rescue techniques. Graduates of this program are qualified to render patient care and service in a hospital, on an ambulance, in industry, in disaster areas, and in agencies which provide emergency medical services to the public. Upon satisfactory completion of the course work, graduates receive the A.A.S. degree and will be eligible for New York State licensure in professional nursing.

MEDICAL EMERGENCY TECHNOLOGY PROGRAM

(Courses and Credits)

COURSE	CLASSROOM HOURS	LAB. HRS.	LAB. CREDIT	TOTAL CREDIT
First Semester				
English Composition I	3	—	—	3
Introduction to Sociology	3	—	—	3
Fundamentals of Mathematics I	3	—	—	3
Anatomy and Physiology	4	—	—	3
Fundamentals of Nursing Care I	2	6	2	4
Orientation to Medical Emergency Technology	2	—	—	—
				16
Second Semester				
English Composition II	3	—	—	3
Developmental Psychology	3	—	—	3
General Biology	3	2	1	4
Fundamentals of Nursing Care II	4	12	4	8
Physical Education	2	—	—	1
Medical Emergency Technology I.....	—	3	1	1
				20
SUMMER PRACTICUM—No credit				
Selected field experience: emergency room observation, ambulance attendance assistant, Fire and Police Department visits.				
Third Semester				
General Science	4	—	—	3
Medical Microbiology	2	2	1	3
Fundamentals of Nursing Care III	5	12	4	9
Medical Emergency Technology II	—	3	1	1
Music or Art	2	—	—	2
				18
Fourth Semester				
Speech	3	—	—	3
Spanish Conversation	2	—	—	2
Fundamentals of Nursing Care IV	5	12	4	9
English Literature I	3	—	—	3
Medical Emergency Seminar	—	3	1	1
				18
TOTAL CREDITS 4 SEMESTERS				72*

*The additional credits in the MET program are necessary for certification in medical emergency work.

The coordinating factor of all patient services is the medical record which makes the medical record technician one of the most important members of the health team. The program in Medical Record Technology prepares students to maintain records, compile information, analyze and prepare health information needed by physicians, hospitals, patients and public agencies. These records are used for research, insurance claims, legal actions, treatment evaluation and medication, and teaching health service personnel. Upon successful completion of the program, graduates receive the A.A.S. degree, and will be eligible to take the examination for accreditation by the American Association of Medical Record Librarians.

MEDICAL RECORD TECHNOLOGY PROGRAM

(Courses and Credits)

COURSE	CLASSROOM HOURS	LAB. HRS.	LAB. CREDIT	TOTAL CREDIT
First Semester				
English Composition I	3	—	—	3
Fundamentals of Mathematics I	3	—	—	3
Introduction to Sociology	3	—	—	3
Anatomy and Physiology	4	—	—	3
Secretarial Practice (Typing)	—	4	2	2
Medical Record Science I	2	—	—	2
				<u>16</u>
Second Semester				
English Composition II	3	—	—	3
General Biology	3	2	1	4
Medical Terminology I	3	—	—	3
Office Practice and Machines I	2	—	—	2
Medical Record Science II	2	3	1	3
Music or Art	2	—	—	2
				<u>17</u>
Third Semester				
English Literature I	3	—	—	3
Psychology	3	—	—	3
Medical Record Science III	2	3	1	3
Medical Record Clinical Practice I ...	2	6	2	4
Medical Terminology II	2	—	—	2
Office Practice and Machines II	2	—	—	1
Physical Education	2	—	—	1
				<u>17</u>
Fourth Semester				
Speech	3	—	—	3
Medical Record Science IV	2	3	1	3
Medical Record Clinical Practice II ..	—	12	4	4
Introduction to Data Processing	5	—	—	4
Elective (Social Science)	3	—	—	3
				<u>17</u>
TOTAL CREDITS 4 SEMESTERS				67

NURSING

The Nursing program prepares students to become a member of the "health team" qualified to render effective nursing care in health service agencies and hospitals. Classroom work is combined with observation and practice in a clinical-hospital setting. Upon completion of the course work, the A.A.S. degree is granted. Graduates are eligible to take the New York State licensure examination for professional nursing (R.N.).

NURSING PROGRAM

(Courses and Credits)

COURSE	CLASSROOM HOURS	LAB. HRS.	LAB. CREDIT	CREDIT TOTAL
First Semester				
English Composition I	3	—	—	3
Introduction to Sociology	3	—	—	3
Fundamentals of Mathematics I	3	—	—	3
Anatomy and Physiology	4	—	—	3
Fundamentals of Nursing Care I	2	6	2	4
				<u>16</u>
Second Semester				
English Composition II	3	—	—	3
Developmental Psychology	3	—	—	3
General Biology	3	2	1	4
Fundamentals of Nursing Care II	4	12	4	8
				<u>18</u>
Third Semester				
Microbiology	2	2	1	3
Fundamentals of Nursing Care III	5	12	4	9
Music or Art	2	—	—	2
Physical Education	2	—	—	1
				<u>15</u>
Fourth Semester				
Speech	3	—	—	3
Spanish Conversation	2	—	—	2
Fundamentals of Nursing Care IV	5	12	4	9
Social Problems	3	—	—	3
Nursing Seminar	1	—	—	1
				<u>18</u>
TOTAL CREDITS 4 SEMESTERS				67

INHALATION THERAPY

Students are taught the life-saving techniques of Inhalation Therapy. Skilled and swift application of the various devices used to maintain proper breathing can make the difference between life and death for a critically ill or seriously wounded individual.

IHT100 Fundamentals of Patient Care **2 cl hrs 6 lab hrs 4 cr**
 Students are given the knowledge, skills and attitudes basic to all patient care with special emphasis on the needs of a patient requiring inhala-

tion therapy services. The basic science principles applicable to the course are included.

IHT200 Inhalation Therapy I 4 cl hrs 9 lab hrs 7 cr
This course continues the applied science principles fundamental to inhalation therapy. Classes involve the study and operation of inhalation therapy equipment.

IHT300 Inhalation Therapy II 3 cl hrs 12 lab hrs 7 cr
Skills are developed in the operation of complex inhalation therapy equipment in this course. The cardiopulmonary system, the ethical and legal responsibilities relating to inhalation therapy service are discussed and laboratory and clinical experience is given.
Prerequisite: Inhalation Therapy I

IHT400 Inhalation Therapy III 3 cl hrs 15 lab hrs 7 cr
This continuation of Inhalation Therapy II places emphasis on clinical experience and observation. Under supervision, students administer therapy to patients and observe departmental operations including record keeping, reporting, and charting.
Prerequisite: Inhalation Therapy II

IHT410 Pathology 2 cl hrs 2 cr
This study of those diseases which are related to the respiratory and cardio-vascular systems includes the diagnosis, pathology, and treatment as they involve inhalation therapy.

MEDICAL EMERGENCY TECHNOLOGY (MET)

Students who complete the MET courses are given an opportunity to fill one of the most serious gaps in our current health services pattern. Medical emergency technicians are trained to give life-saving services required before a patient can be placed in the hands of a qualified physician or treated in a hospital.

**MET110 Orientation to Medical
Emergency Technology** 2 cl hrs 0 lab hrs 0 cr
Students in this course receive an overview of existing medical emergency services, of the agencies which are involved in these services, how the public reacts to emergency situations, and what legislation is pertinent to the field.

MET210 Medical Emergency Technology I 3 lab hrs 1 cr
In this course emphasis is placed on the emergency problems encountered in rescue work, and on developing an understanding of the principles and methods employed in caring for an emergency patient. Student experiences include observation of the rescue facilities which are available in the community.

MET310 Medical Emergency Technology II 3 lab hrs 1 cr
Students are taught the use of the rescue vehicle and learn about 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.

- MET410 Medical Emergency Seminar** **3 lab hrs 1 cr**
This course involves integrating and coordinating knowledge and clinical experience in the medical emergency field. Stress is placed on applicability and meaningfulness of theory to practice.

MEDICAL RECORD TECHNOLOGY

The supply of personnel trained in medical record technology has not kept pace with the demand for this service. The Medical Record Technology program prepares technicians so that they can ably function as assistants to medical record librarians in maintaining records, preparing and analyzing health information needed by health practitioners, hospitals, patients and the public.

- MRT100 Medical Record Science I** **2 cl hrs 2 cr**
The history of medical records is described in this course. It also includes an introduction to their development, an analysis and the use of medical records. Professional ethics for a medical record technician is explained.
- MRT101 Medical Terminology I** **3 cl hrs 3 cr**
Students are instructed in the basic medical prefixes and suffixes in this course. They learn the terminology of disease, operations, symptomatology and pharmacology.
- MRT200 Medical Record Science II** **2 cl hrs 3 lab hrs 3 cr**
This course includes quantitative analysis, coding and indexing procedures, the collection of statistical data from records, and the methods used for securing and preserving medical records. Laboratory practice is required to increase proficiency.
Prerequisite: Medical Record Science I
- MRT201 Medical Terminology II** **2 cl hrs 2 cr**
This advanced study of the professional language includes abbreviations, general hospital and community health terminology.
Prerequisite: Medical Terminology I
- MRT300 Medical Record Science III** **2 cl hrs 3 lab hrs 3 cr**
Medical record practices and procedures in specialty areas such as radiology, pathology, out-patient and social service departments is continued in this course. Students are introduced to the daily operations of a medical record department through visits to health service agencies.
Prerequisite: Medical Record Science II
- MRT310 Medical Record Clinical Practice I** **2 cl hrs 6 lab hrs 4 cr**
Supervised learning experiences in a clinical setting helps students in this course to develop insight, understanding and skill in medical record procedures. They learn to accept responsibilities and to recognize the need for preserving the confidential nature of medical records. Class seminars on clinical experiences are included.
Prerequisite: Medical Record Science III
- MRT400 Medical Record Science IV** **2 cl hrs 3 lab hrs 3 cr**
This study of organization patterns in hospitals, clinics and community

health agencies includes medical staff organization and professional relationships. The legal aspects of medical record technology is discussed and laboratory practice in classrooms and clinical settings is included.

Prerequisite: Medical Record Science III

MRT410 Medical Record Clinical Practice II 12 lab hrs 4 cr

This continuation of Clinical Practice I emphasizes interpersonal and interdepartmental relationships. Conferences utilizing the case method approach are held in the clinical area on problem situations which may be encountered.

Prerequisite: Medical Record Clinical Practice I

NURSING



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.

HLT100 Fundamentals of Nursing Care I 2 cl hrs 6 lab hrs 4 cr

Students in this course are oriented to various types of health service agencies. Knowledge, skills and attitudes basic to patient care, safety, and comfort are studied as the foundation for subsequent learning in Medical Emergency Technology or Nursing practice is set.

HLT200 Fundamentals of Nursing Care II 4 cl hrs 12 lab hrs 8 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 nursing care.

Prerequisite: Fundamentals of Nursing Care I

HLT300 Fundamentals of Nursing Care III 5 cl hrs 12 lab hrs 9 cr

Nursing is approached with an understanding of patient stress and adaptation. Clinical experience includes physical and mental illness in children and adults as well as the care of patients during the maternity cycle.

Prerequisite: Fundamentals of Nursing Care II

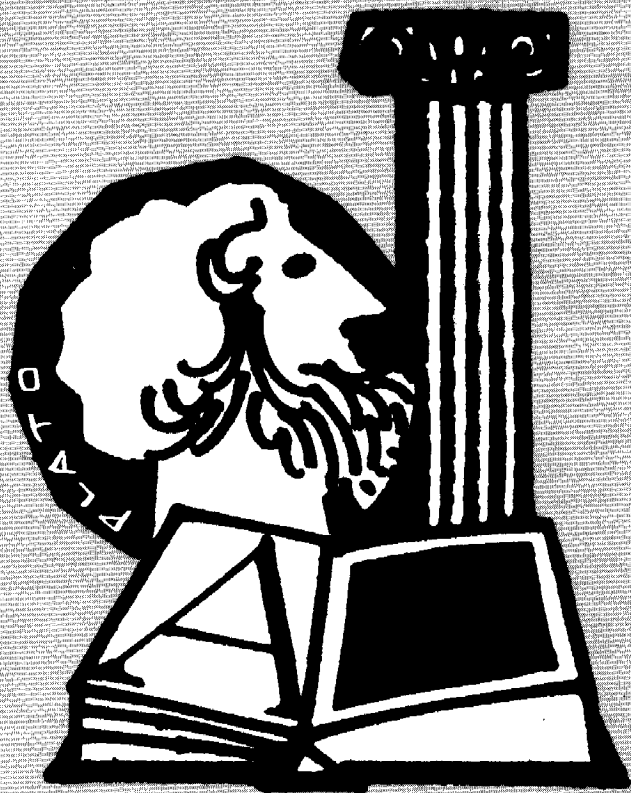
HLT400 Fundamentals of Nursing Care IV 5 cl hrs 12 lab hrs 9 cr

This continuation of Fundamentals of Nursing Care III places emphasis on selected nursing problems. Additional stress is on the nursing care plan for patients and on community resources. Clinical experience is provided in general and psychiatric hospital settings (including maternity, pediatrics, psychiatry and medicine-surgery) and in related community agencies.

Prerequisite: Fundamentals of Nursing Care III

HLT420 Nursing Seminar 1 cl hr 1 cr

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



LIBERAL ARTS DIVISION

The Liberal Arts curriculum is so designed that it serves to enrich the student's background, encourage the formulation of original ideas and independent thinking, and develop 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 English language and literature, speech and foreign languages, mathematics, music and art, physical education, health education and recreation, science and social science. In addition, students enrolled in the Liberal Arts-Transfer program may elect courses that are of special interest to them.

Liberal Arts: Curriculum Requirements

All students accepted for matriculation in the Division of Liberal Arts must satisfactorily complete a minimum of 66 credits in order to attain the degree of Associate in Arts. Forty-five (45) credits must be completed in the Liberal Arts areas as outlined. The remaining twenty-one (21) credits are "electives" and may be chosen as indicated in fine print.

ENGLISH		12^a
Composition	6 credits	
Literature	3 credits	
Speech	3 credits	
MODERN LANGUAGES		6
One of the following: French, German, Italian or Spanish		6 credits
MATHEMATICS		3^a
SCIENCE		8
Two of the following: General Biology		4 credits
	General Chemistry	4 credits
	General Physics	4 credits
	OR	
One of the following: Biology I-II		8 credits
	Chemistry I-II	8 credits
	Physics I-II	8 credits
SOCIAL SCIENCE		12
Choice among: Anthropology, Economics, History, Political Science, Psychology, Sociology		12 credits
MUSIC AND ART		2
Music	2 credits	
OR		
Art	2 credits	
PHYSICAL EDUCATION, HEALTH, AND RECREATION		2
Physical Education	1 credit	
Health Education	1 credit	
ELECTIVES		21^b

^aAn additional three credits of English Literature II and an additional three credits of Mathematics are recommended for students intending to pursue a baccalaureate degree.

^bA minimum of 12 credits must be elected from the areas listed. The remaining credits may be chosen from any of the Liberal Arts areas or from any of the curricula leading to the A. A. degree, or from a combination of these two. All electives require the approval of an academic advisor.

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 A.S. degree is granted upon satisfactory completion of required credits in the program. This program is administered by the Department of Physical Education, Health, and Recreation.

RECREATION LEADERSHIP PROGRAM

(Courses and Credits)



First Semester

Introduction to Sociology	3
English Composition I	3
Fundamentals of Mathematics	3
Philosophy of Recreation	2
Recreational Sports I	2
Modern Language	3
	16

Second Semester

English Composition II	3
General Chemistry	4
General Psychology	3
Modern Language	3
Physical Education Elective	1
Recreational Sports II	2
Social Recreation	2
	18

Third Semester

English Literature I	3
General Biology	4
Social Psychology	3
Organization of Recreation Programs	2
Recreational Crafts	2
Recreational Dance	2
Leadership in Recreation	2
	18

Fourth Semester

Camp Leadership and Outdoor Recreation	2
Health Education	1
Recreational Music	2
Social Science Elective	3
Speech	3
Supervised Field Experience	4
First Aid and Safety	2
	17

TOTAL CREDITS 69

SOCIAL SERVICE

The Social Service curriculum is an inter-disciplinary program designed to prepare students for careers as Assistant Social Workers and also for transfer into a senior college program to pursue further study for careers in social service. The curriculum includes course work and field experiences designed to develop knowledge and skill in sociological areas related to individual behavior and growth and to community organization and development. The program is administered by the Department of Social Service and graduates are awarded the A.S. degree.

SOCIAL SERVICE PROGRAM

(Courses and Credits)

First Semester

American Government	3
English Composition	3
Speech	3
Language (Spanish)	3
Health Education	1
Music or Art	2
	15

Second Semester

Language (Spanish)	3
Mathematics	3
English Composition	3
Introduction to Sociology	3
General Psychology	3
Planned Visits and Observations of Private and Public Social Service Organizations	2
	17

SUMMER PLACEMENT

Field Experience on Community Problems	2
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Third Semester

Science (Biology, Chemistry, Physics)	4
English	3
Urban Sociology	3
Elective in Psychology	3
Spanish Conversation	2
Physical Education	1
	16

Fourth Semester

Science (Biology, Chemistry, Physics)	4
Spanish Conversation	2
Social Welfare Programs and Policies	3
Marriage and the Family	3
Seminar on Social Welfare	2
Elective in Social Science (Anthropology, Ethnic Groups, Political Processes)	3
	17

TOTAL CREDITS67

URBAN PLANNING

The Urban Planning curriculum is an inter-disciplinary program structured to prepare students for employment as planning technologists or interns in government or private planning agencies. It is concerned with the forces that influence growth and development of cities and regions, formulation and implementation of plans and policies which will meet the needs of an urban society. The program also prepares students to transfer into a senior college for advanced training in urban planning. It is administered by the Department of Social Science and graduates are awarded the A.S. degree.

URBAN PLANNING PROGRAM

(Courses and Credits)

First Semester

English Composition I	3
Spanish	3
American Government	3
Sociology	3
Health Education	1
Music or Art	2
	15

Second Semester

English Composition II	3
Spanish	3
Fundamentals of Mathematics I	3
Economics	3
Urban Sociology	3
Physical Education	1
	16

Third Semester

Science (Lab)	4
Metropolitan Government and Urban Institutions	3
Speech	3
Social Problems	3
Field Work in Community Service	2
Spanish Conversation	2
	17

Fourth Semester

English Literature I	3
Science (Lab)	4
Urban Planning	3
Social Science Research Methods	3
Graphic Presentation	2
Spanish Conversation	2
	17

TOTAL CREDITS65

ENGLISH LANGUAGE AND LITERATURE

The English courses teach students 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 courses, by preparation, delivery, and criticism of speeches, and by use of the language laboratory. Free tutoring to students with special needs or deficiencies is provided on the recommendation of the instructor.

EGL005 English as a Second Language **3 hrs 0 cr**

Students whose background is in a foreign language and who therefore have special problems with English are recommended for this course in order to bring them up to college level in their writing and reading skills.

EGL010 English Composition IA **3 hrs 0 cr**

The aim of this course is to bring entering freshmen who failed the English Placement Examination up to college level in their writing and reading skills. Programmed materials in grammar and usage and in 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.

EGL100 English Composition I **3 hrs 3 cr**

Students in this course are given practice and facility in writing objective expository essays. The approach is threefold: frequent themes and short exercises are analyzed at individual student conferences; the fundamentals of grammar, punctuation, sentence and paragraph construction are reviewed; assigned essays and short stories are discussed. Required of all students.

EGL110 English Composition II **3 hrs 3 cr**

The object of this course is to give students 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

EGL200 English Literature I: Anglo-Saxon to Neo-Classical Period **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*, Shakespeare's plays, Milton's poems, the Metaphysical poets, and 18th century writers. Required of all students.

Prerequisite: English Composition II



- EGL210 English Literature II: Romantic to Modern** **3 hrs 3 cr**
A survey course which involves 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, especially those intending to transfer to a four-year college.
Prerequisite: English Literature I
- EGL250 Introduction to Drama** **3 hrs 3 cr**
The forms of drama (tragedy, comedy, melodrama, farce, tragicomedy, problem play, etc.) are studied as they developed from classicism in ancient Athens, through romanticism in Elizabethan England, neo-classicism in 17th-century France, and through the rise of realism in 19th-century Europe. Playwrights read include Sophocles, Shakespeare, Racine, and Ibsen.
Prerequisites: English Literature I and II; or English Literature I and permission of the Department
- EGL251 Modern American Drama** **3 hrs 3 cr**
The development of the American theatre since the rise of realism in the 1920's is surveyed in this course. 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
- EGL252 Introduction to Shakespeare** **3 hrs 3 cr**
In this course 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

EGL253 The American Novel

3 hrs 3 cr

The gradual emergence of the novel in America is studied in this course. Starting with Hawthorne and Melville, the class includes the growth of realism (Howells, Crane, Dreiser), continues with the development in the 1920's (Lewis, Cather, Fitzgerald), and finishes with a study of Hemingway, Faulkner, Steinbeck and other mid-twentieth century writers. Prerequisites: English Literature I and II; or English Literature I and permission of the Department

EGL254 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 during the semester.

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

EGL255 World Literature I: Homer to Dante

3 hrs 3 cr

This first part of a survey of world literature emphasizes the origins of Western Culture. Special study is devoted to the Greek epics, the Hebrew Bible, the New Testament, Vergil's *Aeneid*, writers of the early Middle Ages, and Dante's *Commedia*.

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

**EGL256 World Literature II: The Renaissance
to the Present**

3 hrs 3 cr

This continuation of the world literature survey begins with such writers as Rabelais, Shakespeare, and Cervantes; goes on to study the works of Rousseau, Voltaire, and Goethe; and concludes with a consideration of the basic themes and concepts of such moderns as Nietzsche, Eliot, and Camus.

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

EGL257 Modern European Novel

3 hrs 3 cr

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

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

EGL280 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. Admission subject to departmental approval.

Prerequisite: English Composition II

EGL400 Fundamentals of 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. Students with articulation problems will be recommended to the speech correction workshop. Required of all students.

EGL410 Oral Interpretation

3 hrs 3 cr

The course will be devoted to the reading aloud of various works of literature, such as poetry, prose, drama, in order to develop an awareness of the voice and body as an instrument of communication, and to instill an appreciation of the beauty and sensitivity of the English language. Prerequisite: Speech I

MATHEMATICS

The mathematics courses help students appreciate the logical structure of mathematics and the vast scope of the application of mathematics in a modern technological society. Procedures rather than application and 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 five sequences:*

1. Liberal Arts students who are not planning to major in science or mathematics take MAT101.
2. Liberal Arts students who are planning to major in science or mathematics take MAT301, MAT302, MAT303.
3. Business Administration-Transfer students take MAT401.
4. Business Administration-Career students take MAT101.
5. Health Services-Career students take MAT101.

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

MAT101 Fundamentals of Mathematics I

3 hrs 3 cr

This course on the nature and structure of mathematics, 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 whose mathematics placement examination shows a lack of proficiency in arithmetical computation will be required to attend a class which meets four hours a week.)

MAT202 Fundamentals of Mathematics II

3 hrs 3 cr

This course is a continuation on the nature and structure of mathematics during which a more thorough presentation of real and complex numbers is given. Also included are studies on equations, inequalities, coordinate geometry, linear programming, relations and functions, the binominal theorem, permutations and combinations, probability and simple statistical methods, mathematical induction, vectors and matrices. Prerequisites: Intermediate Algebra; Fundamentals of Mathematics I

- MAT301 Analytic Geometry and Calculus I** 4 hrs 4 cr
 This integrated course in analytic geometry and differential calculus stresses algebraic functions of a single variable. It includes 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
- MAT302 Analytic Geometry and Calculus II** 4 hrs 4 cr
 Students are introduced to the concepts of formal integration including the differentiation and integration of algebraic, trigonometric, and transcendental functions during this course. Topics include the definite integral, the antiderivative, areas, volumes, and the improper integral.
 Prerequisites: Trigonometry; Analytic Geometry and Calculus I
- MAT303 Analytic Geometry and Calculus III** 4 hrs 4 cr
 This course involves an extension of the concepts of differentiation and integration to functions of two variables, and is 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
- MAT401 Mathematical Foundations for Business Analysis** 4 hrs 4 cr
 Topics in calculus and modern mathematics are taught 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
- MAT501 Ordinary Differential Equations** 3 hrs 3 cr
 This is a first course in the theoretical and applied aspects of ordinary differential equations. Topics include first order equations, exact equations, linear equations, series solutions, Laplace transforms, Fourier series, and boundary value problems.
 Prerequisite: Analytic Geometry and Calculus II
- MAT000 Refresher Mathematics** 3 hrs 0 cr
 This course reviews basic operations and concepts in arithmetic, algebra, and plane geometry. Verbal problems involving algebraic solutions and development of basic computational skills are stressed.
 (The course is for students with two years of high school mathematics who require a refresher course in basic computational mathematics.)
- MAT001 Elementary Algebra** 4 hrs 0 cr
 This course covers the same material as the standard ninth year mathematics course. Emphasis is placed on the fundamental algebraic operations, graphic representations, and solutions of equations up to quadratics.
- MAT002 Plane Geometry** 4 hrs 0 cr
 This course covers the same material as the standard tenth year mathematics course.
 Prerequisite: Elementary Algebra to quadratics

MAT003 Intermediate Algebra and Trigonometry 4 hrs 0 cr

This course covers the same material as the standard eleventh year mathematics course. It includes such topics as exponents and roots, special products and factoring, graphs of the straight line and the parabola, definition of the trigonometric functions, trigonometric identities, and the Pythagorean identities.

Prerequisite: Elementary Algebra; or permission of the Department

MODERN LANGUAGES AND LITERATURE

The modern language courses are an integral part of the Liberal Arts curriculum. Its two principal objectives are to develop fluency in the written and spoken language, and 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 are conducted in French.

FRN100 French I 3 hrs 3 cr

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

FRN110 French II 3 hrs 3 cr

In this continuation of French I, grammar, composition, conversation, reading and analysis of simple literary texts are covered. One hour in the Language Laboratory is required each week.

Prerequisite: French I; or the equivalent

FRN200 French III 3 hrs 3 cr

Study in this course includes a review of grammar plus the study of French civilization and selected readings in French literature. One hour in the Language Laboratory is required each week.

Prerequisite: French II; or the equivalent

FRN210 French IV 3 hrs 3 cr

This intensive review of grammar also includes practice in the written and spoken language. Students are trained in literary analysis through the works of modern authors. One hour in the Language Laboratory is required each week.

Prerequisite: French III; or the equivalent

FRN430 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. Major works by representative authors from the Middle Ages to the end of the classical period are read and discussed. Included are selections from La Chanson de Roland, Rabelais, Montaigne, Pascal, Corneille, Molière, Racine. Written and oral reports are required.

Prerequisite: French IV; or the equivalent

FRN435 French VI: Survey of French Literature II 3 hrs 3 cr

This course concentrates 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

FRN440 French VII: 20th-Century French Literature 3 hrs 3 cr

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

Prerequisite: French VI; or the equivalent

FRN310 Advanced French Conversation 3 hrs 3 cr

This course involves 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

FRN455 Advanced French Grammar and Composition 3 hrs 3 cr

This course reviews grammar and syntax, and includes advanced translation and composition.

Prerequisite: French VI; or written permission of the Department

German

GER100 German I 3 hrs 3 cr

All classes are conducted in German.

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

GER110 German II 3 hrs 3 cr

In this continuation of German I, grammar, composition, conversation and readings from German authors and texts are covered. One hour in the Language Laboratory is required each week.

Prerequisite: German I; or the equivalent

GER200 German III 3 hrs 3 cr

Study in this course includes a review of grammar with special attention given to writing original German themes. Drill in oral work is included through reading and discussing modern German prose. One hour in the Language Laboratory is required each week.

Prerequisite: German II; or the equivalent

GER210 German IV 3 hrs 3 cr

This intensive review of grammar also includes practice in the written and spoken language. Emphasis is placed on reading prose and poetry in the original language. One hour in the Language Laboratory is required each week.

Prerequisite: German III; or the equivalent

GER430 German V: Survey of German Literature I **3 hrs 3 cr**

In this course the historical development of German literature from its beginning through the 18th century is studied. Texts representing various epochs and movements including selections from the great epics, Luther, Goethe, and others are read and discussed. Written and oral reports are required.

Prerequisite: German IV

GER435 German VI: Survey of German Literature II **3 hrs 3 cr**

This course concentrates 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 are conducted in Italian.

ITL100 Italian I **3 hrs 3 cr**

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

ITL110 Italian II **3 hrs 3 cr**

In this continuation of Italian I, grammar, composition, conversation and reading Italian texts are covered. One hour in the Language Laboratory is required each week.

Prerequisite: Italian I; or the equivalent

ITL200 Italian III **3 hrs 3 cr**

Study in this course includes a review of grammar and of composition. Modern prose is read, discussed and analyzed. One hour in the Language Laboratory is required each week.

Prerequisite: Italian II; or the equivalent

ITL210 Italian IV **3 hrs 3 cr**

Advanced grammar is taught and includes 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 in the Language Laboratory is required each week.

Prerequisite: Italian III; or the equivalent

ITL430 Italian V: Survey of Italian Literature I **3 hrs 3 cr**

This historical study of Italian culture, through its literary expression, includes the fundamentals of literary analysis, readings, interpretation, and discussion of major authors from the 13th century to the end of the Renaissance. Selections read are from the works of da Vinci, Poliziano, Machiavelli, Ariosto, Michelangelo, Castiglione and Cellini. Written and oral reports are required.

Prerequisite: Italian IV; or the equivalent

ITL435 Italian VI: Survey of Italian Literature II **3 hrs 3 cr**

In this course, students study Italian literature from the 16th to the present century. Major authors such as Galilei, Metastasio, Goldoni, Alfieri, Foscolo, Parini, Manzoni, Leopardi, Carducci, Verga, D'Annunzio, Pirandello, Quasimodo and Moravia are studied. Written and oral reports are required.

Prerequisite: Italian V; or the equivalent

Spanish

All classes are conducted in Spanish.

SPN100 Spanish I **3 hrs 3 cr**

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

SPN110 Spanish II **3 hrs 3 cr**

In this continuation of Spanish I, grammar, composition, conversation, and reading Spanish texts are covered. One hour in the Language Laboratory is required each week.

Prerequisite: Spanish I; or the equivalent

SPN200 Spanish III **3 hrs 3 cr**

Study in this course includes a review of grammar and reading plus discussion of selected works by modern authors. Self-expression through oral and written reports is emphasized. One hour in the Language Laboratory is required each week.

Prerequisite: Spanish II; or the equivalent

SPN210 Spanish IV **3 hrs 3 cr**

This intensive review of grammar includes emphasis on oral and written expressions based on reading and analyzing works by Spanish writers. One hour in the Language Laboratory is required each week.

Prerequisite: Spanish III; or the equivalent

SPN430 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 Mio 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

SPN435 Spanish VI: Survey of Spanish Literature II **3 hrs 3 cr**

This course concentrates on literature of the Neoclassical period and the 19th century. 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

SPN440 Spanish VII: Introductory Survey of Spanish-American Literature

3 hrs 3 cr

This course involves 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 include 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

SPN445 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 others are analyzed. Written and oral reports are required.

Prerequisite: Spanish VII; or the equivalent

SPN450 Spanish IX: Survey of Epic and Lyric Poetry in Spain

3 hrs 3 cr

The chronological development of Spanish poetry is studied and includes major authors and trends. During the course students study the Poema de Mio 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

SPN455 Advanced Spanish Composition and Grammar

3 hrs 3 cr

This course, which was 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

SPN310 Advanced Spanish Conversation

3 hrs 3 cr

Students in this course are given an opportunity to develop fluency in conversational Spanish, and to perfect their Spanish pronunciation through the study of phonetics. Intensive use is made of the Language Laboratory.

Prerequisite: Spanish IV; or the equivalent

SPN465 Introduction to Hispanic Civilization

3 hrs 3 cr

The main aspects of Spanish life and culture, as expressed in social, intellectual and philosophical history, is studied in this course.

Prerequisite: Spanish IV; or the equivalent

SPN300 Spanish Conversation (MET and Nursing Options)

3 hrs 2 cr

Designed primarily for Health Service Technology students, this course, emphasizes the practice of conversation based on medical terminology, useful expressions and idioms. Classes will be assigned according to the student's background in Spanish. Intensive use is made of the Language Laboratory.

MUSIC AND ART

These courses were designed to develop an awareness of the beauty and of the meaning which exists in music and in art. This universal language is a vital aspect of all cultured adults and, should the examples be of the past or the present, is of interest and value to all individuals who may enjoy and participate as spectators and viewers, or as trained amateurs or professionals.

ART110 Art Survey I **2 hrs 2 cr**

This introduction to art principles and terms includes the study of the plastic arts; their nature, content and form. The meaning of illusion and abstraction, style and the changing concept of reality in art throughout history is explored. Selected paintings, sculpture and architecture are examined.

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

ART210 Art II: Backgrounds and Trends in Contemporary Art **1 hr 1 cr**

In this art survey styles and content from the late eighteenth century to the present is studied. Aesthetic motivation is analyzed in relation to the socio-historical influences of the times.

ART310 Drawing and Painting **2 hrs 1 cr**

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

ART410 Sculpture **2 hrs 1 cr**

During this course, 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.

MUS110 Music I: Introduction to Music **2 hrs 2 cr**

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

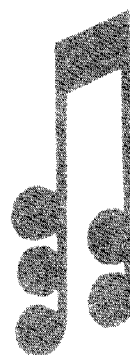
Introduction to Music or Art Survey I is required of all students.

MUS210 Music II: Music of the Twentieth Century **1 hr 1 cr**

In this course, the divergent styles of Twentieth Century music are explored. The major musical trends and developments in Europe and the United States are studied and current significant works are examined.

MUS310 Music III: Fundamentals of Music **2 hrs 1 cr**

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



MUS410 Chorus IV

and

MUS420 Chorus V (1 credit each semester, maximum of 2 credits)

2 hrs 1 cr

Standard and contemporary literature for mixed voices is studied and presented. Choral training and performances at concerts, college ceremonies and functions are offered.

PHILOSOPHY

The study of Philosophy gives students knowledge of the literary and philosophical heritage of the world, teaches them to relate this heritage to similar concerns in other great cultural traditions, and to understand man in the present day within the large framework of values.

PHI100 Philosophy

3 hrs 3 cr

During this course fundamental philosophical problems are examined through the study of major philosophical writers including Plato, Aristotle, Descartes, Kant, and philosophers of the 19th and 20th centuries.

PHYSICAL EDUCATION, HEALTH, AND RECREATION

This program complements the other segments of the transfer or career curricula in the development of the whole person. The physical education courses create an appreciation of the value of physical activity and provide an opportunity for learning skills which help enrich the lives of the participants. The health education survey course creates an awareness of the components of well-being.

PED100 Physical Education

2 hrs 1 cr

This basic course provides information and develops skills in physical activities in which students may engage and participate during and after college life. Course content will be selected from team sports, dual or individual activities including dance.

PED105 Fundamentals of Swimming

2 hrs 1 cr

This aquatics course aims to develop swimming skills, diving, and water safety. All students who cannot swim, or are classified as non-swimmers because of failure to pass the departmental swim test, must take this course to satisfy the Physical Education requirements.

PED110 Adapted Activities

2 hrs 1 cr

To satisfy the Physical Education requirements, this course was designed to meet the individual needs of those students who cannot participate in the regular physical education course.

PED115 Tennis

2 hrs 1 cr

The fundamental tennis skills, rules, and strategy are developed in this course. Offered during Spring Semester only.

Prerequisite: Physical Education; or Fundamentals of Swimming

PED120 Self-Defense for Men and Women **2 hrs 1 cr**

This introductory course in self-defense techniques places emphasis on escaping from various holds and chokes, and on practicing counter attacks. Offered during the Spring Semester only.

Prerequisite: Physical Education

PED125 Elementary Modern Dance **2 hrs 1 cr**

During this course, students are introduced to modern dance techniques including creative improvisation. Offered during the Spring Semester only.

Prerequisite: Physical Education; or Fundamentals of Swimming

HED200 Health Education **2 hrs 1 cr**

In this course, an inquiry into the nature of physical and mental health, the various concepts and approaches relating to the physical, mental, and social well-being of an individual are studied and examined.



RECREATION LEADERSHIP

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

- REC100 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.
- REC110 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.
- REC115 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.
- REC120 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.
- REC130 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.
- REC140 Recreational Music** **2 hrs 2 cr**
Music and its relationship to recreation programs is studied in this course which emphasizes materials and activities appropriate for various age levels such as group singing, listening activities, musical games, and musico-dramatic productions.
- REC150 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.
- REC160 Recreational Sports I** **3 hrs 2 cr**
Lead-up games, skills, strategy, rules, care of equipment, safety pro-

cedures, and leadership methods as they relate to team sports are presented during this course.

REC170 Recreational Sports II **3 hrs 2 cr**

This course involves the presentation of skills, strategy, rules, care of equipment, safety procedures, and leadership methods as they relate to individual and dual sports.

REC180 Organization of Recreation Programs **3 hrs 2 cr**

Program planning for recreation service organizations is taught in this course which includes the 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.

REC190 Camp Leadership and Outdoor Recreation **2 hrs 2 cr**

This course instruction includes imparting knowledge and techniques necessary for organized camping and outdoor recreation with special attention given to nature and woods lore, camp craft, informal activities, and safe outdoor living.

REC200 First Aid and Safety Education **2 hrs 2 cr**

Students in this course acquire knowledge essential for safe living including the causes and prevention of accidents, first aid instruction, and practice of first aid techniques.

REC210 Supervised Field Experience **12 hrs 4 cr**

In this course, 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.

SCIENCE

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

SCI100 General Science **4 cl hrs 3 cr**

This study of science and scientific methods is accomplished through an analysis of selected problems in the physical and life sciences. Emphasis is placed upon the interrelations of the natural sciences and other branches of knowledge through discussions, field trips, lectures, and demonstrations. Required of all non-transfer career students.

BIO110 General Biology **3 cl hrs 2 lab hrs 4 cr**

The basic cellular structure, tissue organization, physiological processes, reproduction, and genetics are studied. Special attention is given to selected zoological specimens with particular emphasis upon man.



- CHE110 General Chemistry** **3 cl hrs 2 lab hrs 4 cr**
 This introduction to the basic theories of atomic and molecular structure of matter and to the principles of chemical reactions involves the study of the periodicity of elements. Emphasis is placed upon non-metals and their inorganic compounds.
- PHY110 General Physics** **3 cl hrs 2 lab hrs 4 cr**
 In this course, the basic principles of mechanics, heat and light, electricity and atomic physics are studied. Classroom demonstration and laboratory exercises illustrate and develop an understanding of the principles involved.
- BIO210 Biology I**
and
BIO220 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. Two terms required.
- BIO415 Anatomy and Physiology** **4 cl hrs 3 cr**
 In this course, students study the human body as an integrated, functional, complex of systems. The structure and function of each organ-system with emphasis on their interrelationships are explained. Required for all Inhalation Therapy, Medical Emergency Technology, and Nursing students.
- BIO420 Microbiology** **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. Required for all Inhalation Therapy, Medical Emergency Technology, and Nursing students.
- CHE210 Chemistry I**
and
CHE220 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. Two terms required.
- PHY210 Physics I**
and
PHY220 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. Two terms required.

SOCIAL SCIENCE

The Social Science program aims to broaden and deepen understanding of the complex social, economic, technical, and political issues which face modern man. To achieve these aims, students are trained in the rational analysis of pertinent phases of contemporary life through concentration on an objective study of man, his culture, society, and history.



Anthropology

ANT100 Introduction to Anthropology 3 hrs 3 cr

The evolution and behavior of man as the cultural animal is one focus of this course. Students are introduced to the basic concepts and methods of the major divisions of anthropology; physical, cultural, archaeological, linguistic. Emphasis is placed on preliterate societies to facilitate the study of the interrelation of various aspects of culture.

Prerequisite: Two terms of Social Science; or the approval of the Department Chairman

Contemporary Civilization

SSC100 Contemporary Civilization 3 hrs 3 cr

This course concentrates on the 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. Open only to students in the Business Administration-Career Programs.

Economics

ECO100 Introduction to Economics 3 hrs 3 cr

In this course, the basic economic principles of production, consumption, and price determination under different market conditions are investigated. The American economic system is described and analyzed and the impact of various institutions on the economy, banking system, organized labor, social security, and federal budget are given.

ECO200 Labor Relations 3 hrs 3 cr

This course explores and studies 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, the role of government in labor and industrial relations. Limited to students in their final two terms.

Prerequisite: Introduction to Economics

History

HIS100 History of Western Civilization I 3 hrs 3 cr

This course is an analysis of the societies of Western civilization from their origin through the end of the Reformation. The major social, economic, political, religious, and intellectual developments are examined and their impact on the development of modern Western civilization is traced.

HIS110 History of Western Civilization II 3 hrs 3 cr

This continuation of History of Western Civilization I traces the growth of the modern world to the present, surveying the political, economic,

and social ideas and institutions that are fundamental to contemporary civilization.

Prerequisite: History of Western Civilization I

HIS200 American History I **3 hrs 3 cr**

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

HIS210 American History II **3 hrs 3 cr**

This continued study of American History I emphasizes the emergence of an industrial economy, an urban society, world responsibility, and the expanded Federal Government.

HIS300 Europe Since 1815 **3 hrs 3 cr**

This course investigates the chief social, economic, and political developments of Europe from the Congress of Vienna to the present. Particular attention is focused on the interplay between social, economic, and intellectual forces in the historical process.

HIS400 Afro-American History **3 hrs 3 cr**

Afro-American History from the colonial period to the present is surveyed in this course. Particular attention is given to consideration of slavery, black nationalism, and civil rights in their historical perspective.

HIS500 Social and Intellectual History of the United States **3 hrs 3 cr**

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

Prerequisite: American History I; or American History II

Political Science

POL100 American Government **3 hrs 3 cr**

The history, development, and intellectual origin of the American government is 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.

POL200 American Political Parties and Interest Groups **3 hrs 3 cr**

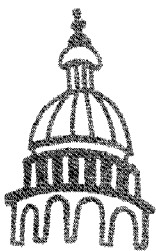
This course involves discussion concerning the nature and usage of political parties, lobbies, special interest and pressure groups, and their effect on decision-making in the formal and informal environment of government. The use of communications media in the political process, and the methods of persuasion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

Prerequisite: American Government

POL300 Comparative Government **3 hrs 3 cr**

The structure of contemporary political systems and institutions are surveyed in this course. 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



POL400 World Politics **3 hrs 3 cr**

This course considers the basic factors involved in international relations. The factors which are discussed and examined include the components of nationalism, the state system, and the concept of politics as the crucial form of interstate relationships; a systematic study of the capabilities, goals and methods of interstate relations, considering the underlying principles, forces, patterns, and problems which historically characterize international society and organizations.

Prerequisite: American Government

Psychology

PSY100 General Psychology **3 hrs 3 cr**

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

PSY200 Social Psychology **3 hrs 3 cr**

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

Prerequisite: General Psychology

PSY300 Psychology of Personality **3 hrs 3 cr**

In this course, emphasis is placed on an 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.

Prerequisite: General Psychology

PSY400 Developmental Psychology **3 hrs 3 cr**

During this course, a systematic examination is made of the behavioral changes which occur during principal stages of the life span, their flexibility and stability. With the focus on contemporary Western society, attention is given to genetic, physiological and social forces affecting human development.

Prerequisite: General Psychology; except for students in any of the Health Services programs

PSY500 Child Psychology **3 hrs 3 cr**

In this study of physiological, motivational, emotional and intellectual aspects of behavior from birth to adolescence, students are taught how individual, social and cultural factors affect children's development.

Prerequisite: General Psychology



SOCIAL SERVICE

SSR100 Planned Visits and Observations of Public and Private Social Welfare Institutions **2 hrs 2 cr**

Recognizing that there is no substitute for personal visits to private and public social welfare agencies to learn how these institutions function, this course involves carefully-planned, first-hand experiences in such

organizations. Written reports are required. Open only to students enrolled in the Social Service Program.

SSR200 Field Experience in Community Problems 2 hrs 2 cr

This course is a carefully structured series of field experiences which take place in a public welfare setting. Open only to students enrolled in the Social Service Program.

SSR300 Social Welfare Programs and Policies 3 hrs 3 cr

Private and public social welfare programs are studied in this course. Attention is given to the roles that government organization, social welfare leaders, organized labor, and the business community play in the determination of welfare programs and policies. Open only to students enrolled in the Social Service Program.

SSR400 Marriage and the Family 3 hrs 3 cr

In this course, students examine the basic functions of the family in contemporary American society. The social processes and control involved in courtship, marriage and parenthood, roles of the family members, family organization and disorganization, interdependence of family and community are considered.

Prerequisite: Introduction to Sociology

SSR500 Seminar on Social Welfare 2 hrs 2 cr

In depth studies will be made of selected aspects of social welfare programs and policies. Open only to students enrolled in the Social Service Program.

Sociology

SOC100 Introduction to Sociology 3 hrs 3 cr

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

SOC200 Social Problems 3 hrs 3 cr

A close relationship exists between the social problems and the values and structures regarded by society as normal and stable. In this course, students apply sociological principles, theory, methods, and research toward understanding social problems.

Prerequisite: Introduction to Sociology

SOC300 Ethnic Groups in American Life 3 hrs 3 cr

In this course, the 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. Affects of interracial tension on personality and social organization are explored, and comparative analysis with selected countries are made.

Prerequisite: Introduction to Sociology

URBAN PLANNING

- URB100 Urban Sociology** **3 hrs 3 cr**
This course involves a sociological analysis of the modern city and the urban ways of life. Among the topics discussed are the growth and decline of urban neighborhoods, social forces responsible for the modern urban community, urban ecology, urban blight and shifts in the residential distribution of racial, ethnic and income groups, planning and policies for urban development, the future of the central city.
Prerequisite: Introduction to Sociology
- URB200 Metropolitan Government and Urban Institutions** **3 hrs 3 cr**
An examination of the structure of municipal government and the impact of changing economic, political, and social patterns is conducted in this course. Consideration is given to federal, state, and local relationships with special reference to the New York City metropolitan area. In analyzing the problems of metropolitan government, the City is studied in historical perspective, with emphasis on the rise and role of cities in an industrial and urban society.
Prerequisite: American Government
- URB300 Field Work in Community Service** **2 hrs 2 cr**
This course involves student participation in an urban planning agency for part-time administrative and research duties. All internship assignments and activities are under the joint supervision of a cooperating agency and a faculty advisor. Interns also participate in community service colloquia, scheduled by their agency supervisors and faculty representatives. Open only to students enrolled in the Urban Planning Program.
- URB400 Urban Planning** **3 hrs 3 cr**
Planning principles and processes are analyzed and explained in this course. Issues of concern to planners and planning agencies and the methods employed to evaluate them are examined and the historic development of urban cultures and the role of urban planners is considered.
Prerequisite: Metropolitan Government and Urban Institutions
- URB500 Social Science Research Methods** **3 hrs 3 cr**
In this course, the latest trends in methodology are discussed to evaluate the source of data, the techniques, procedures, methods of inquiry including ordering, presentation and interpretation of quantitative data. Interplay between theory and research is shown. Open only to students enrolled in the Urban Planning Program.
- URB600 Graphic Presentation** **2 hrs 2 cr**
This course emphasizes elementary skills in graphic presentation and visual perception of urban design, and includes the application of graphic techniques to planning problems and processes. Open only to students enrolled in the Urban Planning Program.

ACADEMIC CALENDAR—1968-1969

Fall Semester—1968

SEPTEMBER	3-5	Tues-Thurs.	Evening Session Registration
	6	Friday	Day Session Registration
	7	Saturday	Evening Session Registration
	9	Monday	Freshman Orientation
			Last Day for Removal of Incomplete Grades for Spring and Summer Sessions, 1968
	10-11	Tues.-Wed.	New Faculty Orientation
	10-13	Tues.-Fri.	Day Session Registration
	16	Monday	Classes Begin
	17-27	Tues.-Fri.	Late Registration and Program Changes
	23-24	Mon.-Tues.	Rosh Hoshanna—No Classes
	27	Friday	Last Day to Add Courses
OCTOBER	1-2	Tues.-Wed.	Yom Kippur—No Classes
	4	Friday	Last Day for Withdrawal with Partial Refund of Tuition
	12	Saturday	Columbus Day—No Classes
	15	Tuesday	Applications for Admission in February 1969 Due in Admissions Office
	14-18	Mon.-Fri.	Scholarship Warning Reports Issued
	25	Friday	Last Day to Drop Courses with a "W" Grade
	28-	Monday-	Midterm Examinations
NOVEMBER	1	Friday	" "
	5	Tuesday	Election Day—No Classes
	11	Monday	Veterans Day—No Classes
	21	Thursday	Last Day to Drop Courses with a Grade of "WP" or "WF". No Courses May Be Dropped After This Date
	28-30	Thurs.-Sat.	Thanksgiving Recess
DECEMBER	6	Friday	Last Day for Filing Requests for Matriculation
	14	Saturday	Placement Exams for Incoming Freshmen
	24	Tuesday	No Classes After 4:00 P.M.
	25-	Wednesday-	Winter Recess
JANUARY	4	Saturday	" "
	6	Monday	Classes Resume
	11	Saturday	Last Day of Classes
	13-20	Mon.-Mon.	Final Examinations
	15	Wednesday	Applications for September 1969 Admission Due

Spring Semester—1969

JANUARY	27-31	Mon.-Fri.	Day Session Registration
	27-28	Mon.-Tues.	Make-up Final Examinations

FEBRUARY	3-	Monday-	Freshmen Orientation
	4	Tuesday	New Faculty Orientation
	3	Monday	Last Day for Removal of Incomplete Grades for Fall Semester, 1968
	5	Wednesday	Classes Begin
	6-19	Thurs.-Wed.	Late Registration and Program Changes
	12	Wednesday	Lincoln's Birthday—No Classes
	19	Wednesday	Last Day to Add Courses
	22	Saturday	Washington's Birthday—No Classes
MARCH	28	Friday	Last Day for Withdrawal with Partial Refund of Tuition Last Day for Filing Request for June Graduation
	10-14	Mon.-Fri.	Scholarship Warning Reports Issued
	21	Friday	Last Day to Drop Courses with "W" Grade
	24-29	Mon.-Sat.	Midterm Examinations
APRIL	2-	Wednesday-	
	11	Friday	Spring Recess—No Classes
	18	Friday	Last Day to Drop Courses with Grade of "WP" or "WF". No Courses May Be Dropped After This Date
MAY	2	Friday	Last Day for Filing Requests for Matriculation
	17	Saturday	Placement Exams for Incoming Freshmen
	23	Friday	Last Day of Classes
	26-29	Mon.-Thurs.	Final Examinations
	30	Friday	Memorial Day—No Classes
JUNE	31-	Saturday-	Final Examinations
	3	Tuesday	" "
	9-10	Mon.-Tues.	Make-up Final Examinations
	11	Wednesday	Senior Convocation
	12	Thursday	Commencement

Summer Session--1969

JUNE	9-10	Mon.-Tues.	Registration
	16	Monday	Classes Begin
	26	Thursday	Last Day for Withdrawal with Partial Refund of Tuition
JULY	3	Thursday	Last Day for Withdrawal without Academic Penalty
	4	Friday	Independence Day—No Classes
	24	Thursday	Last Day of Classes
	28	Monday	Final Examinations

TRANSFER STUDENTS AND CREDITS

Students may be granted transfer credit for courses which they have completed at other accredited institutions of higher learning which give comparable courses to those offered at Borough of Manhattan Community College. *Transfer credit* will not be allowed for courses completed at another college if the grade received was less than "C". Students must complete a minimum of 32 credits in residence at this College to be certified for a degree. Students presenting credits beyond the number that can be credited to them may be exempted from appropriate subjects.

However, credits must be made up with subjects which are selected with permission from the Academic Advisor.

Students who wish to apply for transfer credit should report to the Registrar's Office (Room A307) after they receive notification of their acceptance to this College. All requests for transfer credit must be supported by properly certified transcripts of courses completed at other colleges. These should be sent directly to the Registrar at BMCC by the college awarding those credits.



For the purpose of interpreting academic regulations, transfer students will be placed on a semester level according to the following schedule of semester hours completed elsewhere and accepted for credit at Borough of Manhattan Community College:

- Lower Freshman 0-17
- Upper Freshman 18-34
- Lower Sophomore 35-51
- Upper Sophomore Over 51

MEMORANDA



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THE STATE UNIVERSITY OF NEW YORK...

was established by the State Legislature in 1948. It now comprises 68 colleges and centers: four University Centers, two Medical Centers, ten Colleges of Arts and Science, seven Specialized Colleges, six two-year Agricultural and Technical Colleges, thirty-one locally-sponsored, two-year Community Colleges, plus three additional Colleges of Arts and Science, two four-year campuses, and five Community Colleges which are in varying stages of development.

The University further comprises the Ranger School, a division of the College of Forestry for technical forestry programs; the Center for International Studies and World Affairs which serves as a University-wide conference and seminar facility and as the site for programs in international education; University-wide research programs; and four Urban Centers administered by Community Colleges.

State University continues to broaden and expand over-all opportunities for advanced degree study and now offers graduate study at the doctoral level at 12 of its campuses, and graduate work at the master's level at 22.

Graduate study areas include agriculture, business administration, criminal justice, dentistry, education, engineering, forestry, law, liberal arts and science, library science, medicine, nursing, pharmacy, social work and veterinary medicine.

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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**

