

1970/72

BOROUGH OF MANHATTAN  
COMMUNITY COLLEGE  
OF THE CITY UNIVERSITY OF NEW YORK



# BOROUGH OF MANHATTAN COMMUNITY COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

A Community College of The City University of New York  
under the program of State University of New York  
134 West 51st Street New York, New York 10020 • 262-5460

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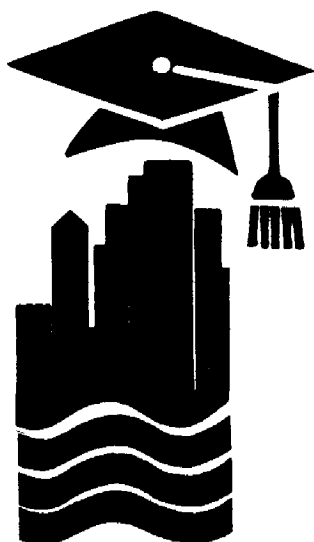
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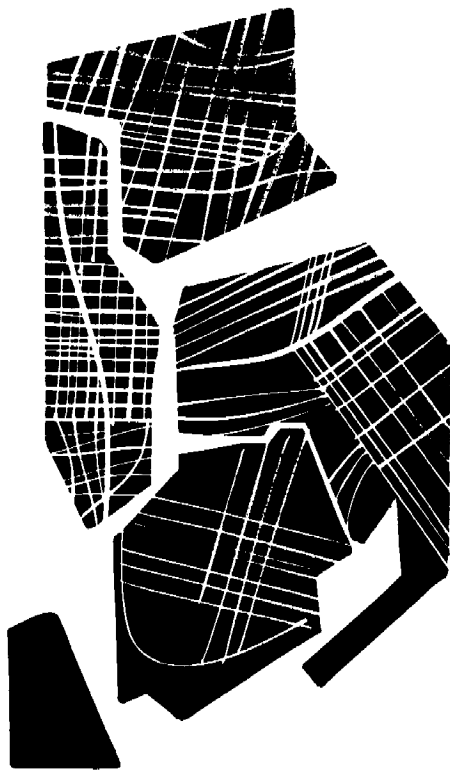
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## THE CITY UNIVERSITY OF NEW YORK



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 city's need for free higher education was 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 given 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, 875 Avenue of the Americas, New York, N. Y. 10001, Telephone 790-4581. 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, Flushing, N.Y. 11367.

#### **OFFICERS OF THE CITY UNIVERSITY**

*Chancellor:* Albert H. Bowker

*Deputy Chancellor:* Seymour C. Hyman

*Vice-Chancellor for Urban Affairs:* Julius C. C. Edelstein

*Vice-Chancellor for Academic Affairs:* Timothy S. Healy

*Vice-Chancellor for Budget and Planning:* T. Edward Hollander

*Vice-Chancellor for Administration:* Bernard Mintz

*University Dean for Academic Development:* Allen B. Ballard, Jr.

*University Dean for Libraries:* Richard H. Logsdon

*University Dean for Teacher Education:* Benjamin Rosner

*University Dean for Campus Planning:* Peter S. Spiridon

*Director, University Relations:* Henry D. Paley

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Ruth S. Shoup

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Arleigh B. Williamson

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:

### **Graduate Division**

UNIVERSITY GRADUATE DIVISION  
President: Mina Rees

### **Senior Colleges**

THE CITY COLLEGE, founded in 1847  
Acting President: Joseph J. Copeland  
HUNTER COLLEGE, founded in 1870  
President: Jacqueline G. Wexler  
BROOKLYN COLLEGE, founded in 1930  
President: John W. Kneller  
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  
COLLEGE IN BEDFORD-STUYVESANT, founded in 1968  
President: Richard D. Trent

### **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: Theodore Powell  
BOROUGH OF MANHATTAN COMMUNITY COLLEGE, founded in 1963  
Acting President: Edgar D. Draper  
NEW YORK CITY COMMUNITY COLLEGE, founded in 1946;  
became part of The City University in 1964  
President: Milton G. Bassin  
EUGENIO MARIA DE HOSTOS COMMUNITY COLLEGE, founded in 1968  
President: Nasry Michelen  
COMMUNITY COLLEGE NUMBER NINE, founded in 1968  
President: Joseph Shenker

### **Affiliated Institution**

MOUNT SINAI SCHOOL OF MEDICINE, founded in 1967  
President: George James





## **THE BOROUGH OF MANHATTAN COMMUNITY COLLEGE**

### **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. The following year, the Health Services Division was started with a variety of options. They were followed with additional options in the Liberal Arts Division including Library Technology, Recreation Leadership, Social Service, and Urban Planning. Specially designed courses in Black and Puerto Rican interests started September 1970.

### **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 now permit the College to serve a student body of over 2,200 day students and a larger number of evening students.



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 able to successfully assume 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 or Liberal Arts including all options within the Liberal Arts Division. The Evening Division of the College offers courses to matriculated and non-matriculated students. Summer sessions (see page 45) plus adult and continuing non-degree programs (see page 43) are available. The Cooperative Education Program, an integral part of the educational offering, is coordinated with the specific needs of local business, industry, and government, and provides field experiences *directly* related to the student's course of study. Field experiences or internships, given concurrent with classroom instruction, make work and study an on-going, value-packed situation (see page 47). 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 relevant, viable curriculum expansion in all interest areas 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.

### **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**

Ruth S. Shoup, *Chairman*  
 Louis Nunez, *Vice-Chairman*  
 Robert Ross Johnson  
 Francis Keppel  
 Benjamin Rosner  
 Frederick H. Burkhardt (*Ex- Officio*)

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

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New York City Youth Board, Urban Studies, City University of New York

**Aaron Jarvis**

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**Mrs. Theodore W. Kheel**

Board of Directors, Urban League of Greater New York

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Trustee, Public Education Association, President, Advisory Council, Downstate Medical Center

**Lyle A. Marshall**

Attorney, Co-Chairman, Interracial Council for Business Opportunity

**Mrs. Richard C. Pollard**

President, Media Advisors International, Inc.

**Honorable Jack I. Poses**

Member, Board of Higher Education of the City of New York, Trustee, Brandeis University

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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)

## OFFICE OF ADMINISTRATION

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**Arnold H. Scolnick, Ed.D.** ..... Dean of Evening and  
Continuing Education Division  
**Jairaj R. Solomon, Ph.D.** ..... Associate Dean of the College  
**Sample N. Pittman, M.A.** ..... Associate Dean of Students  
**Michael D. Shmidman, Ph.D.** ..... Dean of Summer Session  
**Gerard L. Côté, M.A.** ..... Registrar  
Donald P. Ryder, B.S. .... Campus & Facilities Officer  
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Leo J. Margolin, J.D. .... Head, Business Administration Division  
Blanche R. Ried, Ph.D. .... Head, Health Services Division  
Maurice H. Purcell, Docteur de l'Université de Paris  
Coordinator, Admissions  
Robert S. Fine, M.S. .... Coordinator, Academic Advisement  
Francis W. Heinkle, M.A. .... Coordinator, Records  
Irving Cohen, M.A. .... Director, Office of Institutional Research  
Norman Riback, B.B.A. .... Business Manager  
Bernice Douglas, Certificate in Journalism. Assistant to the President  
Mary K. Farinholt, M.A. .... Executive Assistant to Dean of College  
William Graizel, M.A. .... Assistant to Dean of College  
Philip Gaynor, M.A. .... Assistant to Dean of Administration  
Ernest Charrier, M.A. .... Assistant to Dean of Evening and  
Continuing Education Division  
Emanuel Targum, Ph.D. .... Assistant Dean, Summer Session  
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Frances Fascetta, M.A. .... Assistant Registrar  
James Lum, M.B.A. .... Assistant Registrar  
Gustave Manasse, Ph.D. .... Director, Counseling Services  
Joseph S. Winters, Ed.D. .... Director Work-Study and Financial Aid  
Sidney King, M.A. .... Director, Student Activities  
Peter P. Fazio, M.A. .... Director, Intercollegiate Athletics  
Howard L. Jones, M.A. .... Director, Intramurals  
Mary Barba ..... Secretary to the President  
Naomi D. Dicker, M.A. .... Secretary to Dean of the College  
Elvira Kirkland, R.N. .... College Nurse  
Otto Gutman ..... Purchasing Agent  
John W. Work, M.S. .... Director, Urban Center  
Lloyd F. Hope, B.S.E.E. .... Assistant Director, Urban Center

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## FACULTY

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- Marjory Abbott** .....Instructor, Nursing  
*R.N., Mary Immaculate Hospital*
- Geoffrey R. Akst** .....Instructor, Mathematics  
*A.B., Columbia University; M.S., New York University*
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- David M. Cahn**.....Instructor, Mathematics  
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*Dottore in Lettere, Università di Milano*
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*B.A., American University (Cairo); M.S., University of North Dakota*
- Gerald Cohen**.....Professor, English  
*B.A., Brooklyn College; Ph.D., University of Washington*
- Irving Cohen**.....Associate Professor, Business Management;  
Director, Institutional Research  
*A.B., The City College; M.A., Columbia University*
- Jules Cohen**.....Associate Professor, Social Science  
*A.B., A.M., Ph.D., Rutgers University*
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*B.S., M.A., Ph.D., New York University*
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**Solomon Feder**.....Instructor, Data Processing  
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<b>Alan B. Lee</b> .....	Evening Division
<b>James A. Lewis</b> .....	Library
<b>Abraham Lieberman</b> .....	Modern Languages
<b>Douglas R. Machovic</b> .....	Physical Education, Health, and Recreation
<i>A.A.S., Borough of Manhattan Community College</i>	
<b>Charlotte Malone</b> .....	Secretarial Science
<i>A.A.S., Borough of Manhattan Community College</i>	
<b>Roberta E. Mandel</b> .....	Secretarial Science
<i>A.A.S., New York City Community College</i>	
<b>Frank Navas</b> .....	Accounting
<i>A.A.S., Borough of Manhattan Community College</i>	
<b>Rose M. Perez</b> .....	Secretarial Science
<i>A.A.S., Borough of Manhattan Community College</i>	
<b>Miguel A. Ramos</b> .....	Accounting
<b>Alba N. Rivera</b> .....	Science
<i>A.A.S., Bronx Community College</i>	
<b>Richard L. Siewert</b> .....	Evening Division
<i>A.A., Borough of Manhattan Community College</i>	
<b>Arnold Tada</b> .....	Data Processing
<i>A.A.S., Borough of Manhattan Community College</i>	

## RECORDS AND ADMISSIONS

Information about the College is available from 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.

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

### **Admission Requirements**

The City University of New York will offer admission to one of its college programs to all applicants who are bona fide residents\* of New York City and who receive a high school diploma or equivalent in June 1970 or thereafter.

Every effort will be made to accommodate, within the limits of space and financial ability, other bona fide New York City residents who received a diploma before 1970 as well as those June 1970 graduates who are bona fide residents of New York State.

All applicants must meet the basic requirements: a high school diploma, residence, and health.

#### High School Diploma

A diploma from an accredited high school is required for admission to the City University. A high school certificate is not an acceptable substitute for a diploma.

A New York State Equivalency Diploma or General Education Development Examination may be substituted. USAFI diplomas must be converted to New York State Equivalency Diplomas.

#### Residence

All matriculated students (except those matriculated for the degree of Associate in Arts, Associate in Science or Associate in Applied Science) are required to be bona fide residents of New York State. Students matriculated for the degree of Associate in Arts or Associate in Applied Science who are not residents of New York City are required to pay tuition at the rates prescribed for non-matriculated students.

An undergraduate matriculated student who is a resident of New York City does not pay tuition. The residency of a student under 21 years of age is governed by the residence of his parents or legal guardian.

A full-time student matriculated for the baccalaureate degree who is not a resident of New York City is required to pay tuition. (see page 28)

*\*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.*

## Application Procedure

### A. The Application:

The University Application Processing Center will use two application forms for 1970.

1. Regular Application—permits students to apply to as many as six regular college programs on a single form. Even if the six programs are in six different CUNY colleges, only one application need be filed.
2. Special Programs Application—designed for students applying to SEEK and College Discovery, contains its own instruction manual. Applications from students who cannot be admitted to SEEK and College Discovery but who meet CUNY admissions requirements will be admitted automatically to a REGULAR community or senior college program.

Both applications are available from the high schools, branches of the City University, selected community agencies and the University Application Processing Center, SEEK and College Discovery offices and the Office of Admission Services. If you have any questions, phone 790-4581.

### B. Where to Apply:

The following applicants should apply to the University Application Processing Center (UAPC), Box 148, Vanderveer Station, Brooklyn, N.Y. 11210:

1. Students who are presently attending high school and who seek admission as matriculated students to the lower Freshman class of any college (senior or community) of The City University of New York. The student must have completed at least six semesters (11th year) of high school.
2. Students who earned an Equivalency Diploma or passed the General Education Development Examination.
3. Students who graduated from high school and never attended any institution of higher learning.
4. Students who had only one year of secondary schooling outside the United States.

All students who have had more than one year of secondary schooling outside the United States should file a **foreign** students application available at the Office of Admission Services, 875 Avenue of the Americas, New York, N.Y. 10001.

5. Students applying to "Special Programs"—SEEK and College Discovery.

### C. The following applicants should apply directly to the college of their choice:

1. Students who graduated from high school and have attended any institution of higher learning, or are presently attending an institution of higher learning.
2. Applicants who wish non-degree status (non-matriculated students). Each college will advise and supply an application to the above applicants.

## **Readmission to the College**

Students who withdraw or have been academically dismissed from Manhattan Community College and who wish to be readmitted must apply for readmission through the College 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.

## **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.

The law or the regulations regarding deferment may change occasionally, therefore each student must maintain contact with his Local Board. A Selective Service Counselor is available in the Student Lounge Office (A229) for advice and assistance.

## **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 to assist veterans expedite the necessary papers. All veterans enrolled in the College are requested to see him (A229) as soon after the beginning of the term as possible.

## **Foreign Students**

Qualified foreign students who wish to attend the College are welcome. They must file a foreign student application form, available at the Office of Admission Services, 875 Avenue of the Americas, New York, N.Y. 10001.

## 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 must 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.

## FEES

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.

All fees and tuition charges listed in the College Catalog and in any registration material issued by the College are subject to change by action of the Board of Higher Education without prior notice. In the event of any increase in the fees or tuition charges, payments already made to the College will be treated as a partial payment, and notification will be given of the additional amount due and the time and method for payment. Any student who has not paid the total fees and tuition by the time indicated will not be considered as registered and will not be admitted to classes. The consolidated fee or any part thereof is not refundable at any time.

Students with financial problems should consult the section of this catalog describing available scholarships and loan funds (see pages 37 and 38)

### 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 4 credits the number of credits required for a degree .....**\$18.**

per credit hour  
for those credits in excess of 4  
above the degree requirement.



**B. Non-residents 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 4 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 4 credits the number of credits required for a degree ..... **\$18.**  
per credit hour  
for those credits in excess of 4  
above the degree requirement.

**B. Non-residents of New York City**

- 1. Residents of New York State: per contact hour
  - a) With a Certificate of Residency ..... **\$15.**
  - b) Without a Certificate of Residency ..... **\$30.**
- 2. Non-residents of New York State ..... **\$30.**

**Non-matriculated Students**

- A. Bona fide residents of New York City ..... per contact hour **\$15.**
- B. Bona fide residents of New York State ..... **\$15.**
  - 1. With a Certificate of Residency ..... **\$15.**
  - 2. Without a Certificate of Residency ..... **\$30.**
- C. Non-residents of New York State ..... **\$30.**

**Special and Penalty Fees** (for all students)

- A. Application Fee** (nonrefundable) .....\$ 6.  
(payable to University Application Processing Center for applications processed by the Center, or to the College for applications processed by the College. This fee is paid only once by students who maintain their matriculated status without interruption. Students who lose their matriculated status pay the Application Fee when they reapply for admission.) (\$10 after 2/1/71)
  
- 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 for each change students are permitted to make in the schedule of courses after they have been approved and registered.)

**General Fee** (per semester)

- A. Full-time Student** (12 credits or more) .....\$47.
- B. Part-time Student** (less than 12 credits) .....\$17.  
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.

*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:

<b>Date of Formal Withdrawal from Course(s)</b>	<b>Regular Session</b>	<b>Evening Session</b>	<b>Summer Session</b>
Before scheduled opening date of session	100%	100%	100%
In order to register at another unit of CUNY during that semester	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.

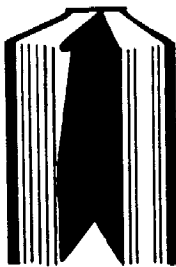
*\*In general, applications for refund will not be approved by the Borough of Manhattan Community College in the event of a student's withdrawal after the scheduled opening date of the session except in the case of serious illness or other unusual circumstance which can be satisfactorily documented to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



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## ACADEMIC REGULATIONS AND PROCEDURES

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It is the students' responsibility to be familiar with graduation requirements, admission requirements for specific courses and regulations in the official College announcements. The Registrar's Office handles all information concerning academic standing. Students who wish to have their academic standing sent to their local Selective Service Office should make this request to 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. The Registrar's Office attempts to send individual instructions to every eligible student in advance of each registration period, however, changes in status and addresses may make it impossible to guarantee that every student will automatically receive them. Eligible students who do not 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 requires 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 dropped. The signature of the appropriate department chairman is required for a course being added. All changes must be approved by the student's academic advisor. Change of Registration forms are available at 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 an academic advisor 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. (NOTE: There is a fee of \$5 for each program change.)

**Course  
Selection**

Courses are to be chosen in accordance with the regulations of an established degree program. The student is responsible for program planning which will 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. 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. The minimum load a student may carry each semester is 12 credit hours.

**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. No student will be permitted to graduate with the grade of "I" on his record. Under unusual circumstances an instructor may extend the period for completing the course requirements. In such cases the instructor must notify the Registrar's Office in writing before the "I" is changed to a grade of "F". The instructor must specify the date upon which an alternate final grade will be reported.

**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)** (1) 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.

(2) Instead of an earned "D" or "F" grade, a first-term freshman receives a "W". Such a student must still repeat a required course. (A first-term freshman has the option of accepting an earned "D" if that is his stated preference.) 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.

**S (Satisfactory)**  
and  
**U (Unsatisfactory)** } work in specific courses where no more precise evaluation can be made by the instructor.

**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,

D-1 point, and F, 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:

<b>Credits Attempted</b>	<b>Cumulative Average</b>
0-17	1.3
18-33	1.5
34-51	1.7
52-58	1.8
Over 58	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, and 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.

### **Class Attendance**

Instructors are required by New York State law to keep an official record of class attendance. However, attendance is compulsory for the following students only:

- 1) those who have accumulated less than 24 credits;
- 2) those who have an index below 2.0;
- 3) those enrolled in particular courses for which compulsory attendance is required by professional licensing and certification organizations (such as Health Service Division courses and Real Estate).

## **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.

## **Curriculum Change**

A student must complete one semester at Borough of Manhattan Community College before being eligible for a change in curriculum. Applications for such change are to be made to the Admissions Office (A308).

## **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 "F" grade in each course for which they are registered.

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

## **Transfer Students and Credits**

Students may be granted transfer credit for courses completed at other colleges. Credit will be given for passing grades from any unit of City University and for grades of "C" or better from any other accredited college. However, grades for courses taken at

other institutions are not transferable. That is, grades received for any courses outside of Borough of Manhattan Community College are not included in the Grade-Point Average.

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, transfer students must complete the total number of credits for their curriculum and may do so by choosing courses with the approval of their academic advisor.

Students who wish to apply for transfer credit must report to the Admissions Office (A308) 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 Admissions Office 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 BMCC:

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

### **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.

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## **DEPARTMENT OF STUDENT LIFE**

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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, academic advisement, student activities, financial aid, work-study, health services, personal, 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.

The program was specifically designed to help students successfully adjust to college life, and to utilize the various college resources for maximum personal development and benefit.



## **Academic Advisement**

The Academic Advisement Program was designed to help students move in an orderly way toward the successful completion of their degree programs. To do this effectively, each student is assigned a Faculty Advisor with whom he must consult periodically to develop firm understanding of his own program and its place in the full academic structure of the College.

Academic Advisement is concerned with such matters as appropriate course selection, withdrawal from courses, academic standing, classroom performance, probation, arrangement of supportive instruction and related scholastic matters.

By consulting with his advisor, each student has a continuing opportunity to discuss and ask questions about the degree program, the College, and effective participation in College life. In essence, the Academic Advisement program attempts to help each student gain the insight and comfort which come from a clear understanding of how an institution of higher education functions and how to proceed through it creatively and successfully.

## **Specialized Counseling Program**

For students who need intensive help with personal, social, career-decision, or other problems, professional counselors are available. 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 a 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 informational material 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.

## **Medical Services**

The Medical Office, staffed by a Registered Nurse, is in the main building. Medical services including temporary and emergency medical care needed by anyone in the College are provided. The medical service also offers health education 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.

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

Etta L. and Henry F. Wanger Foundation—students who show academic promise and who are in financial need are awarded scholarships which are made possible by funds granted from the Wanger Foundation.

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, Hillel, Newman Club, Student Christian Fellowship, Phi Theta Kappa (community college honorary scholastic society), Performing Arts Club, Society of the Golden Drums, 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 Lounges**

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. By 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 expects that its students will behave as mature and responsible individuals in all matters of conduct, dress, behavior, and honesty. Courtesy to fellow students, instructors, and the public is expected. 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 graduates 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.

**Data Processing Laboratories**

There are two data processing laboratories in the College. One contains the unit record equipment and 15 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 and an RCA Spectra 70-35 computer, with 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 Services Laboratories**

The health services laboratory is completely equipped as a hospital room. It is used to instruct students in the basic techniques essential in the various health technologies. This laboratory provides the facility for skill development and practice. A simulated Medical Records laboratory contains all the equipment essential for a hospital records unit.

**Library**

The library is a teaching instrument designed to support the College's educational program. The book collection contains over 30,000 volumes, more than 425 periodicals and newspapers, reference and research material, plus a wide range of Audio-Visual materials including films, tape and recordings.

Situated in the Main Building, the library is an attractive, large, well-lighted facility equipped with modern tables, chairs, and study carrels, it is open Monday through Thursday from 8:30 a.m. to 9:00 p.m., Friday from 8:30 a.m. to 5:00 p.m., and Saturday from 9:00 a.m. to 1:00 p.m. Summer hours on Monday through Thursday are from 9:00 a.m. to 9:00 p.m., and Friday from 9:00 a.m. to 4:00 p.m.

The library staff is available to assist students with class assignments and offers general and specialized library lectures and several library publications.

Students are invited to participate in the Library Committee.

**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.

There are labs in both buildings; one having positions for 23, the other for 37 students. 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.

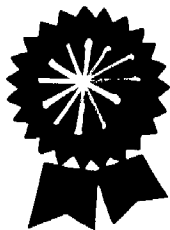
## Science Laboratories

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 stresses the use of instruments in the laboratory.

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.

## PRIZES AND AWARDS



### The Dean's Prize

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

### 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 is awarded for outstanding achievement. This annual award is made available by the President's Council of the Borough of Manhattan Community College.

### The Advisory Council on Cooperative Education Award

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

### The Martin B. Dworkis Memorial Award

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 Award**

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 Bertha Ried Memorial Award**

This annual award is provided through a private endowment to a student with outstanding achievement in Health Service Technologies.

### **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 Phi Beta Kappa faculty members.

### **The Student Government Association Award**

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

### **Service Awards**

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

### **Departmental Achievement Awards**

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

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## **EVENING DIVISION**

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### **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 daytime. 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.

Students who plan to matriculate in the Business Administration-Transfer program must take Mathematical Foundations for Business Analysis instead of Fundamentals of Mathematics I. Students who have taken comparable English or mathematics courses at another college should request the Admissions Office to determine acceptability for transfer credit.

### **Maximum Credit Load**

The Evening Division realizes that students who must divide their time and energies between employment and a college program have special problems and concerns. 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**

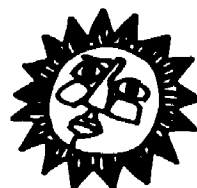
Tuition is charged at the rate of \$15. per semester contact hour for residents of New York State and \$30. per semester contact hour for non-residents of New York State. The General Fee of \$17. must be paid regardless of the number of hours and credits taken. All New York State residents residing outside New York City must present a Certificate of Residency (Form B-81) at the time of registration or the rate of \$30. 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).

The College offers a six-week summer session program. This makes it possible for students who so desire to 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.

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.



**SUMMER  
SESSION**

**URBAN  
CENTER**

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## THE COLLEGE ACADEMIC PROGRAM

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Manhattan Community College offers a choice of many programs of study and awards two types of degrees. The Associate in Arts (A.A.) degree is granted upon satisfactory completion of required credits in approved programs for Business Administration-Transfer, or for Liberal Arts including all options within the Division. The Associate in Applied Science (A.A.S.) degree is granted upon successful completion of approved programs for Accounting; Business Management with options in Advertising, Banking and Finance, and Marketing; Data Processing; Secretarial Science; and for Health Services with the various Division options.

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

### Transfer Program

Students who enter with definite plans to continue their studies after graduation at a four-year College of Arts and Science enroll in either a Liberal Arts or Business Administration-Transfer curriculum. They should confer with a 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

Library Technology .....	A.A.
Recreation Leadership .....	A.A.
Social Service .....	A.A.
Urban Planning .....	A.A.

### 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 Management with options in Advertising, Banking and Finance, and Marketing; Health Services with options in Community Mental Health Assistant, Inhalation Therapy, Medical Emergency Technology, Medical Record Technology, and Nursing.



## Career Curricula

### Business Administration-Career

Accounting .....	A.A.S.
Business Management .....	A.A.S.
Advertising	
Banking and Finance	
Marketing	
Data Processing .....	A.A.S.
Secretarial Science .....	A.A.S.
Bilingual Secretary	
Executive Secretary	
Legal Secretary	
School Secretary	
Health Services .....	A.A.S.
Community Mental Health Assistant	
Inhalation Therapy	
Medical Emergency Technology	
Medical Record Technology	
Nursing	

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## THE COOPERATIVE EDUCATION PROGRAM

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Experience has shown that certain facets of a student's preparation for a "work world" career cannot be taught in the classroom, but can, through direct on-the-job training, working with persons already successful in the field. The basic Cooperative Education philosophy is to integrate classroom and practical work experience through the student internship program. Such internships permit students to accumulate a year of business experience prior to graduation, and gives them an opportunity to make an 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 academic averages of 2.00 or above are eligible to participate in the Program.

Because adaptation to college level studies is demanding, no placements are made during the first year. In the second semester, a student enrolls for CED100, "Career Planning," a course designed to prepare for internship assignments. At the beginning of the third semester, the student is assigned to a Cooperative Education Coordinator, knowledgeable about the job market in the student's major area. After consultation, a student is placed on Internship with a cooperating employer. Employment obtained through the Program is compensated for by the employer at a rate not less than, and often above the legal minimum.

Each semester, students must successfully complete 150 working hours, submit a written report, and obtain their employer's evaluation to receive two hours of academic credit. No more than six hours of academic credit may be granted for Cooperative Education.

All business career students are required to participate in the Program unless excused by the Department Chairman and the Division Head. Those not eligible for placement because of low academic average are referred to the Department for special action. Action may range from deferral of placement pending raising of the index to recommendation of course substitutions approved by the Dean of the College.

Students in the Program must appear for internship assignments dressed according to prevailing clothing standards required in business and government.

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

### **THE ADVISORY COUNCIL ON COOPERATIVE EDUCATION**

The Advisory Council 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 Council is composed of prominent individuals in representative New York City industrial, business, financial, and government organizations. Members as of June 1970 are:

**Mrs. G. G. Michelson**, *Chairman*

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

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

Assistant Director, Sheltering Arms Children's Service

**Irwin Baron**, *Chairman*, Real Estate Committee

President, James Felt and Company, Inc.

**Leo Baron**, *Chairman*, Advertising Committee

President, 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

**Clifford Coles**, *Chairman*, Marketing Committee

Director, Operation Dialogue, American Management Association

**Max Delson**

Attorney, Delson and Gordon

**William Driscoll**

Executive Director, Sales and Marketing Executives International

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

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

**Herbert Heaton**, *Chairman*, Accounting Committee  
Comptroller, The Rockefeller Foundation

**Julius Hernandez**  
Executive Director, Co-op, Inc.

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

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

**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

**Paul Shaw**  
Vice President—Personnel, Chase Manhattan Bank

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

**Robert Silver**  
Director of Personnel, Bloomingdale's

**Louis Simon**  
Manager, Amalgamated Laundry Workers Joint Board

**Jules B. Singer**, *Chairman*, Youth Education Committee  
Marketing Consultant

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

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

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## BUSINESS ADMINISTRATION DIVISION

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The Division of Business Administration offers six 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 two semesters in a Cooperative Education job, required for graduation. In the Business-Transfer program, Cooperative Education is not required.

**BUSINESS  
ADMINISTRATION-  
TRANSFER**

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 PROGRAM**

*(Courses and Credits)*

**First Semester**

** English I .....	3
* Modern Foreign Language OR Elective .....	3
American Government .....	3
Business Organization & Management .....	3
Health Education .....	1
Music or Art .....	2
	<u>15</u>

**Second Semester**

** English II .....	3
* Modern Foreign Language OR (Finance I) .....	3 (or 4)
Math Foundations for Business Analysis .....	4
Accounting I .....	3
Business Law .....	3
	<u>16 (or 17)</u>

**Third Semester**

Introduction to Computer Concepts .....	3
Science (Lab) .....	4
Accounting II .....	3
History of Western Civilization I .....	3
Speech .....	3
Physical Education .....	1
	<u>17</u>

**Fourth Semester**

English III (Elective) .....	3
Principles of Marketing .....	4
Economics .....	3
General Psychology .....	3
History of Western Civilization II .....	3
	<u>16</u>

**TOTAL CREDITS** ..... 64 (or 65)

\* Students with 3 units of a modern foreign language in high school are excused from taking any foreign language at Baruch College.

\*\* BMCC students who transfer to Baruch College, which requires an English 9 (2 cr.) course, may take a qualifying exempting exam.

Students are taught accounting principles and theory to 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

### ACCOUNTING (CAREER) PROGRAM

*(Courses and Credits)*

#### First Semester

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

#### Second Semester

Business Organization & Management .....	3
Accounting II OR Managerial Accounting .....	3
English II .....	3
Music or Art .....	2
Fundamentals of Mathematics I .....	3
Physical Education .....	1
	<u>15</u>
Cooperative Education Internship I (Career Planning) .....	2
	<u>17</u>

#### Third Semester

Accounting III (Intermediate Accounting, Part I) .....	3
Taxation .....	3
Economics .....	3
English III (Elective) .....	3
Business Law .....	3
	<u>15</u>
Cooperative Education Internship II (Field Experience) .....	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 (Lab) .....	3
Health Education .....	1
	<u>15</u>
Cooperative Education Internship III (Field Experience) .....	2
	<u>17</u>
TOTAL CREDITS .....	67

**DATA  
PROCESSING**

These courses give students an understanding of the basic principles of business data processing, practical experience with the techniques and methods of handling data processing equipment, functional competence in the applications of data processing systems, and experience in commercial computer programming. Students have the option of specializing in the operation or the programming areas, depending on their capabilities. Graduates of this program should be able to qualify for positions in data processing installations. 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 .....	3
English I .....	3
Fundamentals of Mathematics I .....	3
Social Science Elective* .....	3
Health Education .....	1
	<u>17</u>

**Second Semester**

Basic Cobol .....	3
Basic RPG Programming .....	3
Accounting I .....	3
English II .....	3
Speech .....	3
	<u>15</u>
Cooperative Education Internship I (Career Planning) .....	2
	<u>17</u>

**Third Semester**

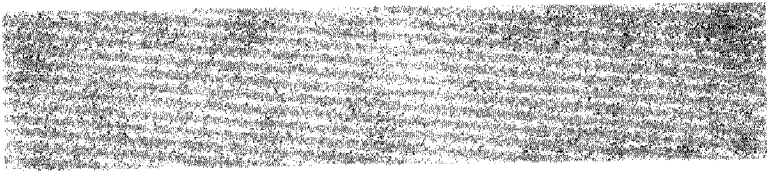
Advanced RPG OR (Advanced Cobol) .....	3
Basic 360 Operations OR (Programming Systems) .....	3
General Science (Lab) .....	3
Accounting II OR Managerial Accounting .....	3
Elective .....	3
	<u>15</u>
Cooperative Education Internship II (Field Experience) .....	2
	<u>17</u>

**Fourth Semester**

Advanced Operations OR (ALP OR Fortran OR PL/1) .....	3
Operations Management OR (Systems Implementation) .....	3
Liberal Arts Elective .....	3
Elective .....	3
Physical Education .....	1
Music or Art .....	2
	<u>15</u>
Cooperative Education Internship III (Field Experience) .....	2
	<u>17</u>
<b>TOTAL CREDITS</b> .....	<b>68</b>

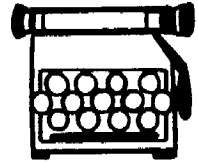
**NOTE:** All courses enclosed in parenthesis ( ) are part of the programming course track taken only by students with such aptitude.

\* For career-oriented students, Contemporary Civilization is recommended.



## 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	Contemporary Civilization or	
Stenography I* . . . . . 3	Social Science Elective** . . . . . 3	
Typewriting I* . . . . . 2	Music or Art . . . . . 2	
English I . . . . . 3		17

#### 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 II . . . . . 3	English II . . . . . 3	
Business Law . . . . . 3	Business Law . . . . . 3	
Liberal Arts Elective . . . . . 3	Language . . . . . 3	
Fundamentals of Mathematics I . . . . . 3	Fundamentals of Mathematics I . . . . . 3	
		17

#### 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 & Personnel Management . . . . . 3	Legal Vocabulary I . . . . . 3	Language . . . . . 3
Office Practice & Machines I . . . . . 1	Office Practice & Machines I . . . . . 1	Office Practice & Machines I . . . . . 1
English III (elective) . . . . . 3	English III (elective) . . . . . 3	English III (elective) . . . . . 3
Accounting I . . . . . 3	Accounting I . . . . . 3	Accounting I . . . . . 3
Physical Education . . . . . 1	Physical Education . . . . . 1	Physical Education . . . . . 1
		15
Co-op Ed. Internship I***. 2	Co-op Ed. Internship I***. 2	Co-op Ed. Internship I***. 2
		17

**SECRETARIAL SCIENCE (CAREER) PROGRAM**  
(Courses and Credits)

**FOURTH SEMESTER**

Transcription IV ..... 4	Legal Stenography II .... 4	Bilingual Stenography II . 4
Speech ..... 3	Legal Vocabulary II ..... 3	Speech ..... 3
Office Practice & Machines II ..... 1	Speech ..... 3	Office Practice & Machines II ..... 1
General Science ..... 3	Office Practice & Machines II ..... 1	General Science ..... 3
Health Education ..... 1	General Science ..... 3	Health Education ..... 1
Elective ..... 3	Health Education ..... 1	Elective ..... 3
<u>15</u>	<u>15</u>	<u>15</u>
Co-op Ed. Internship II*** 2	Co-op Ed. Internship II*** 2	Co-op Ed. Internship II*** 2
<u>17</u>	<u>17</u>	<u>17</u>
<b>TOTAL CREDITS ..... 68</b>	<b>TOTAL CREDITS ..... 68</b>	<b>TOTAL CREDITS ..... 68</b>

\*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.

\*\*Contemporary Civilization recommended for students not planning to transfer to a four-year college.

\*\*\* 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 MANAGEMENT (CAREER) PROGRAMS**

**BUSINESS MANAGEMENT**

The Business Management program includes three career curricula grouped as options under the single heading of "Business Management." All Business Management students are required to take a core program during the first semester. For the next three semesters, the specialization in Advertising, Banking and Finance, or Marketing is pursued, with electives available in Real Estate and Transportation. 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 Management option program.

**First Semester**

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





## 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.

### Second Semester

Economics	3
Essentials of Advertising	3
English II	3
Principles of Marketing	4
Health Education	1
	<u>14</u>

Co-op Ed. Internship I  
(Career Planning)

	2
	<u>16</u>

### Third Semester

Advertising Copy and Layout	4
Advertising Production	3
English III (Elective)	3
General Science (Lab)	3
Music or Art	2
	<u>15</u>

Co-op Ed. Internship II  
(Field Experience)

	2
	<u>17</u>

### Fourth Semester

Business Law	3
Advertising Agency Operation, Radio & TV	4
Retail & Sales Promotion Advertising	4
Accounting I	3
	<u>14</u>

Co-op Ed. Internship III  
(Field Experience)

	2
	<u>16</u>

TOTAL CREDITS

4 SEMESTERS .... 66

## BANKING AND FINANCE

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

### Second Semester

Money & Banking (Finance I)	4
Commodity & Security Markets	4
Economics	3
English II	3
Health Education	1
	<u>15</u>

Co-op Ed. Internship I

(Career Planning)	2
	<u>17</u>

### Third Semester

Principles & Problems of Investment	3
Business Law	3
Credit & Corporation Finance	4
Accounting I	3
	<u>13</u>

Co-op Ed. Internship II

(Field Experience)	2
	<u>15</u>

### Fourth Semester

Banking Organization & Management	4
Law of Negotiable Instruments	3
General Science (Lab)	3
English III (Elective)	3
Music or Art	2
	<u>15</u>

Co-op Ed. Internship III

(Field Experience)	2
	<u>17</u>

TOTAL CREDITS

4 SEMESTERS .... 66

## MARKETING

(With electives in Real Estate and Transportation

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.

### Second Semester

Principles of Marketing	4
Retail Organization Operation & Buying OR *Essentials of Transportation Management OR *Essentials of Real Estate	4
Economics	3
English II	3
	<u>14</u>

Co-op Ed. Internship I

(Career Planning)	2
	<u>16</u>

### Third Semester

Essentials of Advertising	3
Accounting I	3
General Science (Lab)	3
Business Law	3
Health Education	1
	<u>13</u>

Co-op Ed. Internship II

(Field Experience)	2
	<u>15</u>

### Fourth Semester

Essentials of Small Business OR Money and Banking (Finance I) (OR **Business Organization and Management)	4
Sales Practices and Principles	3
English III (Elective)	3
Purchasing OR *International Transportation OR *Law of Real Estate Transactions	3
Music or Art	2
	<u>15</u>

Co-op Ed. Internship III

(Field Experience)	2
	<u>17</u>

TOTAL CREDITS

4 SEMESTERS .... 65

\*Students may elect to take the two courses in Transportation or the two courses in Real Estate. (Essentials of Real Estate—4 cr.—is officially recognized by the State of New York as the educational requirement for a Real Estate Broker's License.)

\*\*Business Organization and Management—3 cr.—may be substituted by Evening Session students.

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## ACCOUNTING

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The course offerings cover accounting principles and theory. By developing skills in the practical use of accounting tools and techniques through practice in the laboratory, a sound foundation for advanced study and entry positions in business is provided.

**ACC120 Accounting I (Elementary Accounting, Part I) 4 hrs 3 cr**

A fundamental and practical course which includes such accounting topics as definition and scope, records and processes, original and subsequent entries, worksheets, payroll taxes, accounting for cash and for negotiable instruments. Included is accounting for service businesses, trading concerns, basic business papers and procedures, and classified financial statements.

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

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

Prerequisite: Accounting I

**ACC240 Managerial Accounting 4 hrs 3 cr**

This course, structured to provide a conceptual approach to the use of accounting in management planning, control and decision making, is a continuation of Accounting I. Coverage includes analysis and interpretation of accounting data via statement and ratio analysis and fund flow analysis, opportunity costing, variable costing, fixed and flexible budgeting, long-term financing and methods of evaluating alternative capital projects.

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

**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.

**ACC430 Accounting IV (Intermediate Accounting, Part II) 4 hrs 3 cr**

A 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 III

**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 of computer operations are given on the College's IBM 360 Model 30 and RCA Spectra 70 Model 35.

Prerequisite: Accounting II

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

The course enables students to develop and apply skills in business machines operations. Included in the course are the full-bank adding machine, ten-key adding machine, rotary calculator, printing calculator, key-driven calculator and posting machines. All arithmetic functions are covered, and fundamental operations are applied to various types of business problems.

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## ADVERTISING

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Broad surveys of all advertising areas are supplemented with detailed instruction and exercises including 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 such as 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 course, a writing-sketching workshop, 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
- ADV410 Retail and Sales Promotion Advertising** **4 hrs 4 cr**  
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

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## BANKING AND FINANCE

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

**BKG200 Money and Banking (Finance I)**

**4 hrs 4 cr**

An analysis of the organization and operation of our financial system is given students in this course. 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 is 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 Management**

**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**

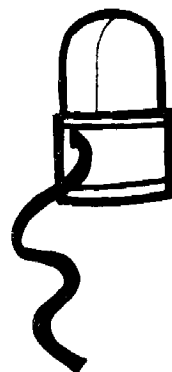
**4 hrs 4 cr**

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, acceptances, 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.



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## BUSINESS ADMINISTRATION

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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 Business Administration A.A.S. degree candidates.

**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. 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.

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## COOPERATIVE EDUCATION INTERNSHIPS

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Cooperative Education Internships enable students to integrate practical work experience in business, industry, government, or service organizations with classroom learning. Students spend one-half day in classes and the other half on jobs related to their majors for which they receive compensation. Each student is required to prepare a term report. This report plus demonstrated job accomplishment and attitude employer evaluation form the basis for student rating.

**CED100 Career Planning** **2 hrs 2 cr**

All students in business career curricula (except Secretarial Science majors) are required to take **Career Planning** in their second semester as preparation for internship placement.

**Cooperative Education Internships (Field Experience)** **15 hrs 2 cr**

The courses listed below fill the respective area internship requirements:

**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**

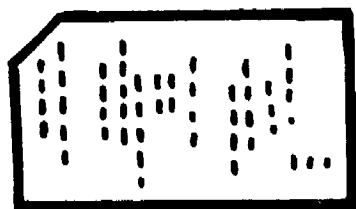
**CED330 Marketing Internship II**

**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**

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

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## DATA PROCESSING

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Students are given an understanding of the basic principles of business data processing techniques. Practical experience in methods of handling equipment and functional competence in the applications of data processing systems and computer programming are included. All programming and operations courses use either the IBM 360-30 or the RCA Spectra 70-35 computer which are on the College campus.

**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, concepts and operation of an IBM 360 Model 30 Computer, and the fundamentals needed to write Cobol programs. This course is a prerequisite for all the other Data Processing courses.

**DAT120 Introduction to Computer Concepts** **5 hrs 3 cr**

An understanding of the importance of computers in our current society is developed in this course. Through the use of one of the programming languages, practical experience is gained in many areas including accounting, business, economics, humanities, mathematics and science.

Required in the Business Transfer curriculum; an elective in other College areas.

**DAT125 Medical Records Applications in Data Processing** **4 hrs 3 cr**

This course develops an understanding of the importance of computers in the medical health area. Through the use of a programming language, practical experience will be given with a specialization in the area of Medical Records.

Required exclusively for students in the Medical Record Technology curriculum.

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

Students 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.

Prerequisite: Introduction to Data Processing; or Departmental approval

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

A detailed practical study of the operations of the IBM 360 Model 30 Computer. Students learn to run the computers including the operation of disc and tape drives, card reader and punch, console typewriter 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 Departmental approval



- DAT220 Basic RPG Programming** **4 hrs 3 cr**  
Report Program Generator (RPG) 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 drive.  
Prerequisite: Introduction to Data Processing; or Departmental approval
- DAT300 Advanced Cobol Programming** **4 hrs 3 cr**  
An extension of Basic Cobol Programming, during which students write programs utilizing the different disc processing techniques and advanced program concepts such as overlays, subroutines, and sub-scripting. Multiple input and output devices are used throughout the program. The concepts of operating systems and systems generations are discussed.  
Prerequisite: Basic Cobol Programming; or Departmental approval
- DAT310 Advanced IBM 360 Computer Operations** **4 hrs 3 cr**  
This is an extension of the Basic IBM 360 Computer Operations course where students are taught disc concepts and the related disc utility program, sorts and merges, and other software utility programs. The concepts of operating systems and systems generation are discussed.  
Prerequisite: Basic IBM 360 Computer Operations; or Departmental approval
- DAT325 Programming Systems** **3 hrs 3 cr**  
The tools and methods used by system analysts to develop systems for a computer application are taught. 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 Cobol; or RPG Programming; or Departmental approval
- DAT326 Management Systems** **3 hrs 3 cr**  
The tools and methods used by management to develop systems for computer applications are taught. Emphasis is placed on systems from a managerial point of view. Information systems and their ramifications in data processing are thoroughly discussed.  
Prerequisite: Programming Systems; or Departmental approval
- DAT350 Advanced RPG Programming** **4 hrs 3 cr**  
A continuation of the Basic RPG Programming Course during which students utilize advanced techniques including disc processing table lookups, matching records, and multiple inputs and outputs to refine their skills using this language.  
Prerequisite: Basic RPG Programming
- DAT360 General Cobol** **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. It is a terminal course in Cobol.  
Prerequisite: Introduction to Data Processing

- DAT400 Systems Implementation** **5 hrs 3 cr**  
 Students continue from the realm of theory taught in Programming Systems to the realities of practical applications. The class works in a joint effort, analyzing, systematizing, programming, and writing procedures for practical problems.  
 Prerequisites: Advanced Cobol Programming and Programming Systems; or Departmental approval
- DAT410 Operations Management** **4 hrs 3 cr**  
 Students examine the operations of a computer installation from management's viewpoint. Job set up, logs and controls, conversions, job scheduling, cataloging, installation set up, are among the topics considered. Terminals are discussed and used in the course.  
 Prerequisite: Advanced IBM 360 Computer Operations; or Departmental approval
- DAT430 Assembly Language Programming (ALP) for IBM 360 Computer** **5 hrs 3 cr**  
 The actual programming language of the IBM 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 Cobol Programming
- DAT440 Fortran IV** **4 hrs 3 cr**  
 Students are given a programming background utilizing Fortran programming language. Commercial and scientific problems are presented and programmed to give students practical experience.  
 Prerequisite: Basic Cobol Programming; or Departmental approval
- DAT450 Programming Language I (PL/I)** **5 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 Cobol Programming; or Departmental approval
- 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.

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## MARKETING

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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 distributive institutions.

**MAR200 Principles of Marketing****4 hrs 4 cr**

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

**MAR210 Purchasing****3 hrs 3 cr**

The basic elements of management as they affect purchasing functions for business, industry and government are covered in this course. 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.

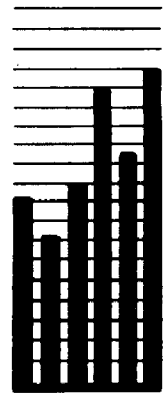
Prerequisite: Principles of Marketing

**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 for the N.Y. State Real Estate Broker's License exam.



**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

**TRA200 Essentials of Transportation 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: Essentials of Transportation Management

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**SECRETARIAL SCIENCE**

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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.

**SEC101 Touch Shorthand I** **5 hrs 3 cr**

An introductory course in the basic principles of touch shorthand (stenograph machine), emphasis is placed on brief forms, phrases, and the development of a shorthand vocabulary.

**SEC202 Touch Shorthand II** **5 hrs 3 cr**

A continuation of Touch Shorthand I, the course involves a continuing review of principles and speed building, and introduces students to developing their skills in transcription.

Prerequisite: Touch Shorthand I

**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.

Prerequisites: 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 I** **3 hrs 3 cr**
- SEC311 Pitman Legal Vocabulary I**  
 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
- SEC410 Gregg Legal Vocabulary II** **3 hrs 3 cr**
- SEC411 Pitman Legal Vocabulary II**  
 A continuation of Legal Vocabulary I, this course includes more advanced terminology, additional Latin terms, and shorthand rendition of more advanced legal documents.  
 Prerequisite: Legal Vocabulary I
- 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**

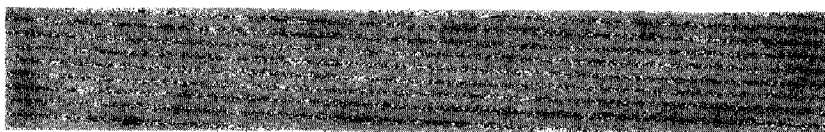
Required for School Secretary License, this course includes study of educational developments in the United States, and basic educational organization and supervision. Offered only during the Evening Session.

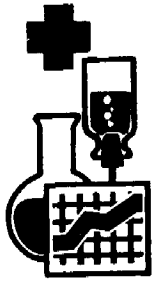
**SEC460 Educational Problems of the School Secretary II**

**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.





## 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 paramedical areas. Students assigned to a hospital for clinical experiences are required to abide by the regulations of that hospital and to maintain satisfactory professional behavior acceptable to the hospital administration. Disciplinary problems will be considered by the College and the hospital cooperatively.

### COMMUNITY MENTAL HEALTH ASSISTANT

This course was designed to prepare students to fill the manpower gap between the "aide" and the "professional" in the mental health field. They are taught to function as *assistants* to the professional and serve as the liaison link between the professional and the aide. Graduates of the program are able to work in hospitals, neighborhood "satellite" mental health facilities, rehabilitation centers, institutes and schools for the emotionally disturbed and/or mentally retarded. Upon successful completion of the program, students receive the A.A.S. degree.

### FIRST YEAR (Common Core)

#### COMMUNITY MENTAL HEALTH ASSISTANT PROGRAM

*(Courses and Credits)*

COURSE	CLASSROOM HOURS	LAB. HRS.	LAB. CREDIT	TOTAL CREDIT
<b>First Semester</b>				
English I .....	3	0	0	3
Fundamentals of Mathematics I ....	3	0	0	3
General Psychology .....	3	0	0	3
Anatomy & Physiology .....	3	2	0	4
Physical Education .....	2	0	0	1
Mental Health Technology I .....	3	0	0	3
				<u>17</u>
<b>Second Semester</b>				
English II .....	3	0	0	3
Speech .....	3	0	0	3
Abnormal Psychology .....	3	0	0	3
General Pathology .....	3	0	0	3
Music or Art .....	2	0	0	2
Mental Health Technology II .....	3	3	1	4
				<u>18</u>



SECOND YEAR (Option A or B)

**VOCATIONAL REHABILITATION OPTION A**

COURSE	CLASSROOM HOURS	LAB. HRS.	LAB. CREDIT	TOTAL CREDIT
<b>Third Semester</b>				
English III (Elective) .....	3	0	0	3
Introduction to Sociology .....	3	0	0	3
Statistics .....	3	0	0	3
Vocational Rehabilitation I .....	3	0	0	3
Counseling and Guidance Techniques	2	3	1	3
Mental Health Technology III .....	0	6	2	2
				<u>17</u>
<b>Fourth Semester</b>				
Social Problems .....	3	0	0	3
Measurement & Evaluation Techniques .....	3	3	1	4
Vocational Rehabilitation II .....	3	0	0	3
Mental Health Technology IV .....	2	12	4	6
Mental Health Seminar .....	0	2	1	1
				<u>17</u>
TOTAL CREDITS "4 SEMESTERS" (OPTION A) .....				69

**MENTAL RETARDATION OPTION B**

COURSE	CLASSROOM HOURS	LAB. HRS.	LAB. CREDIT	TOTAL CREDIT
<b>Third Semester</b>				
English III (Elective) .....	3	0	0	3
Introduction to Sociology .....	3	0	0	3
Methods of Teaching the Mentally Retarded .....	3	3	1	4
Child Psychology .....	3	0	0	3
Arts and Crafts I .....	1	3	1	2
Mental Health Technology III .....	0	6	2	2
				<u>17</u>
<b>Fourth Semester</b>				
Social Problems .....	3	0	0	3
Arts and Crafts II .....	0	3	1	1
Music Therapy .....	2	3	1	3
Contemporary Issues in Health .....	2	0	0	2
Mental Health Technology IV .....	2	12	4	6
Mental Health Seminar .....	0	2	1	1
				<u>16</u>
TOTAL CREDITS "4 SEMESTERS" (OPTION B) .....				68

**INHALATION THERAPY** 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 and eligibility to take the Registry examination.

**INHALATION THERAPY PROGRAM**  
(Courses and Credits)

COURSE	CLASSROOM HOURS	LAB. HRS.	LAB. CREDIT	TOTAL CREDIT
<b>First Semester</b>				
English I .....	3	0	0	3
Introduction to Sociology .....	3	0	0	3
Fundamentals of Mathematics I ....	3	0	0	3
Anatomy & Physiology I .....	3	2	0	4
Fundamentals of Inhalation Therapy .	2	6	2	4
				17
<b>Second Semester</b>				
English II .....	3	0	0	3
General Psychology .....	3	0	0	3
Physical Education .....	2	0	0	1
Anatomy & Physiology II .....	3	2	0	4
Inhalation Therapy I .....	4	9	3	7
				18
<b>Third Semester</b>				
Music or Art .....	2	0	0	2
General Chemistry .....	3	2	1	4
Microbiology .....	3	2	0	4
Inhalation Therapy II .....	3	12*	4	7
				17
<b>Fourth Semester</b>				
Speech .....	3	0	0	3
Spanish Conversation .....	2	0	0	2
English III (Elective) .....	3	0	0	3
Inhalation Therapy III .....	3	15**	4	7
Pathology .....	2	0	0	2
				17
<b>TOTAL CREDITS .....</b>				<b>69</b>

\*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.

**MEDICAL EMERGENCY TECHNOLOGY PROGRAM**

*(Courses and Credits)*

<b>COURSE</b>	<b>CLASSROOM HOURS</b>	<b>LAB. HRS.</b>	<b>LAB. CREDIT</b>	<b>TOTAL CREDIT</b>
<b>First Semester</b>				
English I .....	3	0	0	3
Introduction to Sociology .....	3	0	0	3
Fundamentals of Mathematics I .....	3	0	0	3
Anatomy and Physiology I .....	3	2	0	4
Medical Emergency Technology I ...	2	6	2	4
				17
<b>Second Semester</b>				
English II .....	3	0	0	3
Developmental Psychology .....	3	0	0	3
Anatomy and Physiology II .....	3	2	0	4
Medical Emergency Technology II ..	4	12	4	8
				18
<b>Third Semester</b>				
Microbiology .....	3	2	0	4
Medical Emergency Technology III ..	5	12	4	9
Music or Art .....	2	0	0	2
Physical Education .....	2	0	0	1
				16
<b>Fourth Semester</b>				
Speech .....	3	0	0	3
Spanish Conversation .....	2	0	0	2
Medical Emergency Technology IV ..	5	12	4	9
Social Problems .....	3	0	0	3
				17
<b>TOTAL CREDITS</b> .....				68

The coordinating factor in all patient services is the medical record which makes the medical record technician one of the more 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 medication evaluation, and teaching health service personnel. Upon successful completion of the program, graduates receive the A.A.S. degree, and are eligible to take the examination for accreditation by the American Association of Medical Record Librarians.

**MEDICAL  
RECORD  
TECHNOLOGY**

## MEDICAL RECORD TECHNOLOGY PROGRAM

(Courses and Credits)

COURSE	CLASSROOM HOURS	LAB. HRS.	LAB. CREDIT	TOTAL CREDIT
<b>First Semester</b>				
English I .....	3	0	0	3
Fundamentals of Mathematics I .....	3	0	0	3
Introduction to Sociology .....	3	0	0	3
Medical Terminology I .....	3	0	0	3
Secretarial Practice (Typing) .....	0	4	2	2
Medical Record Science I .....	2	0	0	2
				16
<b>Second Semester</b>				
English II .....	3	0	0	3
Anatomy and Physiology I .....	3	2	0	4
Medical Terminology II .....	2	0	0	2
Office Practice and Machines I .....	2	0	0	1
Medical Record Science II .....	2	3	1	3
Music or Art .....	2	0	0	2
				15
<b>Third Semester</b>				
English III (Elective) .....	3	0	0	3
General Psychology .....	3	0	0	3
Medical Record Science III .....	2	3	1	3
Medical Record Clinical Practice I ...	2	6	2	4
Anatomy and Physiology II .....	3	2	0	4
Office Practice and Machines II .....	2	0	0	1
Physical Education .....	2	0	0	1
				19
<b>Fourth Semester</b>				
Speech .....	3	0	0	3
Medical Record Science IV .....	2	3	1	3
Medical Record Clinical Practice II ..	0	12	4	4
Medical Record Applications				
in Data Processing .....	2	2	1	3
Elective (Social Science) .....	3	0	0	3
				16
TOTAL CREDITS .....				66

**NURSING** The Nursing program prepares students to become members 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.). The program is accredited by the National League for Nursing.

## NURSING PROGRAM

(Courses and Credits)

COURSE	CLASSROOM HOURS	LAB. HRS.	LAB. CREDIT	TOTAL CREDIT
<b>First Semester</b>				
English I .....	3	0	0	3
Introduction to Sociology .....	3	0	0	3
Fundamentals of Mathematics I .....	3	0	0	3
Anatomy and Physiology I .....	3	2	0	4
Fundamentals of Nursing Care I .....	2	6	2	4
				17
<b>Second Semester</b>				
English II .....	3	0	0	3
Developmental Psychology .....	3	0	0	3
Fundamentals of Nursing Care II .....	4	12	4	8
Anatomy and Physiology II .....	3	2	0	4
				18
<b>Third Semester</b>				
Microbiology .....	3	2	0	4
Fundamentals of Nursing Care III .....	5	12	4	9
Music or Art .....	2	0	0	2
Physical Education .....	2	0	0	1
				16
<b>Fourth Semester</b>				
Speech .....	3	0	0	3
Spanish Conversation .....	2	0	0	2
Fundamentals of Nursing Care IV .....	5	12	4	9
Social Problems .....	3	0	0	3
Nursing Seminar .....	1	0	0	1
				18
TOTAL CREDITS .....				69

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### COMMUNITY MENTAL HEALTH ASSISTANT

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Students who are prepared to become Community Mental Health Assistants are given an opportunity to serve in the mental health field as the vital link between professionals, aides, the community, and the mentally or emotionally ill client-patient.

**MHT100 Mental Health Technology I** **3 cl hrs 3 cr**

During this overview of the mental health field, emphasis is placed on recent developments in such areas as treatment programs, community resources, and mental health agencies. Additional discussion concerns basic patient care procedures.

**MHT200 Mental Health Technology II** **3 cl hrs 3 lab hrs 4 cr**

Students in this course are involved with learning about basic physical and mental defects including clinical manifestations and behavior patterns. Medical team relationships in the total treatment planning and rehabilitation of the patient are explored, and field visits to mental health agencies are made.

Prerequisite: Mental Health Technology I

- MHT300 Mental Health Technology III** **6 lab hrs 2 cr**  
 Students start to serve their clinical internships in selected community and resource agencies. The learning experiences in clinical settings involve relationships with agency personnel as well as with patient-clients.  
 Prerequisite: Mental Health Technology II
- MHT400 Mental Health Technology IV** **2 cl hrs 12 lab hrs 6 cr**  
 This course permits students to put into practice the clinical internships started during the previous semester. They are prepared to deal with a variety of problems that they will be required to handle in their clinical work situations.  
 Prerequisite: Mental Health Technology III
- MHT415 Mental Health Seminar** **2 lab hrs 1 cr**  
 The seminar discussions of students' clinical experiences use the problem solving techniques with a client-centered approach. This course must be taken in conjunction with Mental Health Technology IV.  
 Prerequisite: Mental Health Technology III
- MHT210 General Pathology** **3 cl hrs 3 cr**  
 This course involves the study of the abnormal patho-physiology of the human nervous system. Included are diagnostic procedures, etiology, methods of treatment and therapy, and the relationship of pathology to human behavior patterns.
- MHT310 Vocational Rehabilitation I** **3 cl hrs 3 cr**  
 Rehabilitation problems are reviewed as they relate to the chronically ill, the mentally ill, and the mentally retarded. Emphasis is placed on coordination of medical, social, psychological, and vocational treatment of a client.  
 Prerequisite: Mental Health Technology II; or Departmental approval
- MHT410 Vocational Rehabilitation II** **3 cl hrs 3 cr**  
 During this course, students are taught to handle an individual client's adjustment to and on a job, adjustment of the job to the client-worker, the client-worker and how he progresses socially, his school and community adjustment, and finally, how to assist the handicapped with job selection.  
 Prerequisite: Vocational Rehabilitation I
- MHT312 Counseling and Guidance Techniques** **2 cl hrs 3 lab hrs 3 cr**  
 Students are instructed in the basic essentials of general good counseling. They learn the necessity for establishing rapport with their clients, and the need for self and job analysis. Interview and job placement techniques are included.  
 Prerequisite: Mental Health Technology II; or Departmental approval
- MHT412 Measurement and Evaluation Techniques** **3 cl hrs 3 lab hrs 4 cr**  
 As aids to vocational and career selection counseling, students are instructed in the use of the tools of aptitude, skill, interest, and personality measurements.  
 Prerequisite: Statistics; or Departmental approval

**MHT320 Methods of Teaching****the Mentally Retarded****3 cl hrs 3 lab hrs 4 cr**

Specific teaching techniques essential to working with the mentally retarded are developed with emphasis placed on skill development and reading. Liberal use is made of audio-visual material as students become involved in role-playing techniques.

Prerequisite: Mental Health Technology II; or Departmental approval

**MHT420 Music Therapy****2 cl hrs 3 lab hrs 3 cr**

Students are instructed in the use of music as a teaching tool, specifically in WORD teaching. Therapeutic aspects of music are also stressed in the rehabilitation of the mentally and emotionally ill.

Prerequisite: Mental Health Technology II; or Departmental approval

**MHT322 Arts and Crafts I****1 cl hr 3 lab hrs 2 cr**

This course introduces students to the variety of materials which have been designed to help mentally retarded clients develop coordination, perception, and thought.

**MHT422 Arts and Crafts II****3 lab hrs 1 cr**

Students further increase their skills utilizing the materials which can be used to help the mentally retarded. The development of creative plans and techniques is stressed.

Prerequisite: Arts and Crafts I

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**INHALATION THERAPY**

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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 Inhalation Therapy** **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 inhalation therapy services. The basic science principles applicable to medical gases, pressure breathing devices, gas exchange, artificial ventilation and respiration are included.

**IHT200 Inhalation Therapy I****4 cl hrs 9 lab hrs 7 cr**

A continuation of applied science principles fundamental to inhalation therapy, classes involve the study and operation of inhalation therapy equipment such as oxygen catheters and cannulae, masks, tents, nebulizers, flowmeters and regulators, oxygen analyzers, and oxygen supply systems.

**IHT300 Inhalation Therapy II****3 cl hrs 12 lab hrs 7 cr**

Skills are further developed in the operation of complex inhalation therapy equipment such as ventilators, resuscitators, respirators, and aerosol apparatus. The physiology of the cardiopulmonary system, the ethical and legal implications and responsibilities relating to inhalation therapy service are discussed. Laboratory and clinical experiences are 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 diseases which are related to the respiratory and cardiovascular systems includes diagnosis, pathology, and treatment as they relate to inhalation therapy.

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**MEDICAL EMERGENCY TECHNOLOGY (MET)**

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Students who complete the MET courses have 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.

**MET210 Medical Emergency Technology I** 2 cl hrs 6 lab hrs 4 cr

The history and purposes of medical emergency services are explored in classroom discussions and during field trips to various emergency service agencies. Students examine the need for effective communication systems (verbal and network), properly conducted critiques, and become aware of the importance of safety and control during emergencies. Class sessions and laboratory practice concentrate on the physiological aspects of the nervous, circulatory, and respiratory systems as specifically related to the principles of resuscitation and external cardiac massage, and the techniques involved in the restoration of breathing.

**MET310 Medical Emergency Technology II** 4 cl hrs 12 lab hrs 8 cr

During this continuation of medical emergency studies, students are introduced to the general emergencies involving accidents resulting in injuries such as burns, open wounds, hemorrhages, convulsions, fractures, and the transportation of injured persons. Students also receive clinical experience working under supervision in affiliated hospitals.

Prerequisite: Medical Emergency Technology I

**MET400 Medical Emergency Technology III** 5 cl hrs 12 lab hrs 9 cr

This course includes in depth common household and industrial toxic materials, emergency treatment, antidotes, and the use of rescue equipment as it applies to medical emergencies resulting from accidents involving these items. The fundamental knowledge of conditions surrounding childbirth is expanded to involve necessary procedures in emergency situations. A comprehensive view of the major aspects of emergency psychiatric care is also presented.

Prerequisite: Medical Emergency Technology II



**MET500 Medical Emergency Technology IV 5 cl hrs 12 lab hrs 9 cr  
(hospital)**

The health hazards encountered in radiological emergencies and other unusual incidents are taught with an integrated study of radiation physics, radiation control, and protective measures. The duties of a Medical Emergency Technologist in a disaster area as well as in other phases of medical emergency are explored in depth. Emphasis is placed on the use of the latest technological knowledge to aid in fulfilling responsibilities to an injured patient. The practical application of rescue emergency equipment and techniques are thoroughly presented.

Prerequisite: Medical Emergency Technology III

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**MEDICAL RECORD TECHNOLOGY**

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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 to 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 given in this course and includes an introduction to the development and 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 during this course. They learn the terminology of disease, operations and symptomatology.

**MRT200 Medical Record Science II 2 cl hrs 3 lab hrs 3 cr**

This course includes quantitative analysis, patient and physician indexes, 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**

An advanced study of the "medical" language which includes abbreviations, general hospital and community health terminology and specialty terms used by professionals.

Prerequisite: Medical Terminology I

**MRT300 Medical Record Science III 2 cl hrs 3 lab hrs 3 cr**

The legal aspects of medical records 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.

Prerequisites: Medical Record Science II and Medical Terminology II

**MRT310 Medical Record Clinical Practice I**      **2 cl hrs 6 lab hrs 4 cr**

This course includes supervised learning experiences in a clinical setting during which students develop insight, understanding and skill in medical record procedures, accept responsibilities and 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**

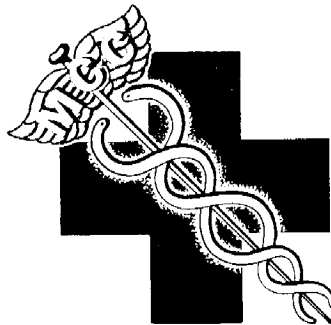
This study of organization patterns in hospitals, clinics and community health agencies includes medical staff organization and professional relationships. Laboratory practice in classrooms and clinical settings is given.

Prerequisite: Medical Record Science III

**MRT410 Medical Record Clinical Practice II**      **12 lab hrs 4 cr**

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

Prerequisite: Medical Record Clinical Practice I





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## NURSING

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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. The program is accredited by the National League for Nursing.

**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 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 experiences include physical and mental illness in children and adults as well as 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.



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### LIBERAL ARTS DIVISION

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The Liberal Arts curriculum, designed to enrich student's background, encourages the formulation of original ideas and independent thinking, and develops an understanding of contemporary social, political, and cultural problems. Basic liberal art 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.

Manhattan Community College now has a number of *concentrations* available. These include, within the Liberal Arts options of Social Science and the humanities, such courses as Educational Assistant, Library Technology, Recreation Leadership, Social Service, and Urban Planning. They are described on the following pages.

### Liberal Arts: Curriculum Requirements

All students accepted for matriculation in the Liberal Arts Division must satisfactorily complete a minimum of 64 credits in order to attain the degree of Associate in Arts. Forty-eight (48) semester credit hours must be completed in the Liberal Arts areas. The remaining credits are electives.

#### First Semester

English I .....	3
Social Science Elective .....	3
Modern Language .....	3
Fundamentals of Mathematics I .....	3
Music or Art .....	2
Physical Education .....	1
	<hr/>
	15

#### Second Semester

English II .....	3
Social Science Elective .....	3
Language .....	3
Health Education .....	1
Elective .....	3
Science .....	4
	<hr/>
	17

#### Third Semester

English III (Elective) .....	3
Speech .....	3
Elective .....	3
Social Science Elective .....	3
Science .....	4
Elective .....	1
	<hr/>
	17

#### Fourth Semester

Social Science Elective .....	3
Elective .....	3
Elective .....	3
Elective .....	3
Elective .....	3
	<hr/>
	15

TOTAL CREDITS .....64

### EDUCATIONAL ASSISTANT\*

The Paraprofessional Teacher Education Program, designed to offer teaching assistants an undergraduate two-year curriculum in teacher education, was developed to meet both career and transfer objectives. It prepares educational assistants (teacher aides) for competency at the level of Education Associate in the education career ladder of the New York City Board of Education. Graduates are awarded the A.A. degree and may be eligible for admission into a baccalaureate degree program in teacher education at the senior colleges of City University.

#### First Semester

English I .....	3
Fundamentals of Mathematics I .....	3
General Psychology .....	3
Introduction to Sociology ..	3
Supervised Field Work in Education OR Introduction to Teaching I: Music & Art	2
Physical Education .....	1
	<hr/>
	15

*\*NOTE: To qualify, a student must be presently employed as a paraprofessional in a Federal Title I participating school on an early childhood level, and must have been admitted to this program by the District Superintendent of Schools and the N.Y.C. Board of Education.*

### LIBRARY TECHNOLOGY

The Library Technology curriculum was designed to supply trained library assistants to the urban centers throughout the country. At the successful conclusion of two years of study, students are qualified for employment as library technical assistants in public, private, and industrial libraries. Graduates receive the A.A. degree. The Program is within the Liberal Arts Division.

#### First Semester

English I .....	3
History of Western Civilization I .....	3
Modern Language .....	3
Physical Education .....	1
Fundamentals of Mathematics I .....	3
Speech .....	3
	<hr/>
	16

### RECREATION LEADERSHIP

The Recreation Leadership program prepares students for employment as recreation leaders at the end of two years of study. However, it is essentially conceived as a Transfer program. The A.A. 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. It is strongly recommended that courses be taken in the sequence shown.

#### First Semester

Introduction to Sociology ..	3
English I .....	3
Fundamentals of Mathematics I .....	3
Modern Language .....	3
Introduction to Recreation.	2
Team Sports .....	2
	<hr/>
	16

### SOCIAL SERVICE

The Social Service curriculum is an interdisciplinary program designed to prepare students for careers in social work 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 Science and graduates are awarded the A.A. degree.

#### First Semester

American Government ....	3
English I .....	3
Speech .....	3
Spanish* .....	3
Health Education .....	1
Music or Art .....	2
	<hr/>
	15

*\*Specific Spanish course will be determined by placement examination or demonstrated ability.*

<b>Second Semester</b>	
English II .....	3
History of Western Civilization I .....	3
Science for Education I ....	4
Child Psychology* .....	3
Supervised Field Work in Education .....	2
Introduction to Teaching II: Language Arts* .....	2
	<u>17</u>
<i>*Required for New York City Certification.</i>	

<b>Third Semester</b>	
Speech .....	3
History of Western Civilization II .....	3
Science for Education II ....	4
Spanish .....	3
Psychological Foundations of Education* .....	3
Supervised Field Work in Education OR Introduction to Teaching III: Math & Science .....	2
	<u>18</u>
<i>*Required for New York City Certification.</i>	

<b>Fourth Semester</b>	
Black Literature OR Puerto Rican Literature* .....	3
Spanish .....	3
Education in Modern Society* .....	2
Health Education .....	1
Education (EAP130, EAP410, EAP111-411) OR Social Science Electives (ANT100, POL100, SSR400) .....	6
	<u>15</u>
TOTAL CREDITS	
4 SEMESTERS ....	65
<i>*Required for New York City Certification.</i>	

<b>Second Semester</b>	
English II .....	3
History of Western Civilization II .....	3
Science .....	4
Modern Language .....	3
Library Technology I: Introduction to Library Service .....	3
	<u>16</u>

<b>Third Semester</b>	
English III (Elective) .....	3
Field Experience in Library Service .....	2
Library Technology II: Technical Processes in Libraries .....	3
Library Technology III: New Media Materials & Organization in Libraries .....	3
Modern Language .....	3
Science .....	4
	<u>18</u>

<b>Fourth Semester</b>	
General Psychology .....	3
Field Experience in Library Service .....	2
Library Technology IV: Public Service in Libraries .....	3
Library Technology V: Applied Library Service ..	3
Introduction to Sociology ..	3
Health Education .....	1
Music or Art .....	2
	<u>17</u>
TOTAL CREDITS	
4 SEMESTERS ....	67

<b>Second Semester</b>	
English II .....	3
Biology I OR General Biology .....	4
General Psychology .....	3
Modern Language .....	3
Physical Education Elective ..	1
Individual and Dual Sports ..	2
Leadership in Recreation .....	2
	<u>18</u>

<b>Third Semester</b>	
English III (Elective) .....	3
Biology II OR General Chemistry .....	4
Social Psychology .....	3
Organization of Recreation Programs .....	2
Music in Recreation .....	2
Social Recreation .....	2
First Aid and Safety Education .....	2
	<u>18</u>

<b>Fourth Semester</b>	
Camp Leadership and Outdoor Recreation .....	2
Health Education .....	1
Dance in Recreation .....	2
Social Science Elective .....	3
Speech .....	3
Supervised Field Experience ..	4
Crafts in Recreation .....	2
	<u>17</u>
TOTAL CREDITS	
4 SEMESTERS ....	69

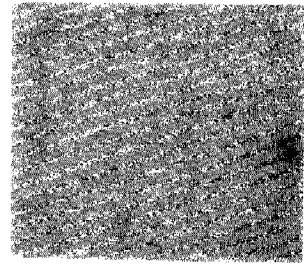
<b>Second Semester</b>	
Spanish* .....	3
Fundamentals of Mathematics I .....	3
English II .....	3
General Psychology .....	3
Introduction to Social Work ..	3
Field Experience in Social Work .....	3
	<u>18</u>
<i>*Specific Spanish course will be determined by placement examination or demonstrated ability.</i>	

<b>Third Semester</b>	
Science (Biology, Chemistry, Physics) .....	4
English III (Elective) .....	3
Introduction to Sociology ..	3
Social Welfare Programs and Policies .....	3
Spanish Conversation I ....	2
Physical Education .....	1
	<u>16</u>

<b>Fourth Semester</b>	
Science (Biology, Chemistry, Physics) .....	4
Spanish Conversation II ....	2
Marriage and the Family ...	3
Urban Sociology .....	3
Social Science Elective (Anthropology, Ethnic Groups, Political Parties, Psychology) .....	3
Seminar on Social Welfare ..	2
	<u>17</u>
TOTAL CREDITS	
4 SEMESTERS ....	66

## URBAN PLANNING

The Urban Planning curriculum is an interdisciplinary 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.A. degree.



### First Semester

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

*\*Specific Spanish course will be determined by placement examination or demonstrated ability.*

### Second Semester

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

*\*Specific Spanish course will be determined by placement examination or demonstrated ability.*

### Third Semester

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

### Fourth Semester

Science (Lab) .....	4
English III (Elective) .....	3
Urban Planning .....	3
Graphic Presentation .....	2
Social Science Research Methods .....	3
Spanish Conversation II ....	2
	17

TOTAL CREDITS  
4 SEMESTERS ... 65



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## EDUCATIONAL ASSISTANT

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Students in this program are given an opportunity to become part of the elementary school system and help young students from nursery school to the sixth grade.

**EAP111 Supervised Field Work in Education I**

**EAP211 Supervised Field Work in Education II**

**EAP311 Supervised Field Work in Education III**

**EAP411 Supervised Field Work in Education IV**

**1 cl hr 15 lab hrs (per term) 2 cr (per term)**

During each semester in this course, a student who works as an educational auxiliary will be assigned a staff supervisor who will visit in the classroom setting. Through individual conferences and participation in the educational seminar, supervisors will assist students gain insight into specific school problems which they may encounter with pupils, teachers, parents, and the community-at-large. Student knowledge of the behavioral sciences as they affect progress toward the professional goal of a teacher in early childhood and elementary education will be furthered.

**EAP110 Introduction to Teaching I: Music and Art** **2 hrs 2 cr**

Students who plan to teach art explore a variety of art forms, the nature and kinds of material which can be utilized, and creative activities for classroom use. They help in the preparation of displays and classroom art, assist pupils develop and improve special skills, supervise arts and crafts, and conduct library and museum programs. Students who plan to teach music explore the nature and kinds of activities which can enhance their musical knowledge, learn techniques to help children develop musical appreciation and skills, and develop interesting programs utilizing the classroom as well as the community-at-large.

**EAP120 Psychological Foundations of Education** **3 hrs 3 cr**

The psychological basis of behavior and personality development with particular emphasis on childhood and adolescence in an urban context is taught in this course. Included are pertinent research findings in psychology, sociology, anthropology, and other behavioral sciences as they relate to individual behavior and group dynamics. Readings, lectures, case studies, and guided observation will be used as the course focuses on the team-teaching approach in task-oriented and pupil-oriented activities.

Prerequisite: General Psychology

**EAP130 Foundations of Early Childhood and  
Elementary Education**

**2 hrs 2 cr**

Basic principles underlying present school theory and practices in early childhood and elementary education are reviewed and compared with past theories and trends in the context of a modern urban setting. Current educational issues are explored in relation to curriculum development learning theories, methods, materials, and classroom practice. Students investigate the role of teacher, auxiliary, school, and community as they affect the young child. Readings, lectures, case studies, and guided observation are included.

Prerequisite: Child Psychology

**EAP150 Education in Modern Society**

**2 hrs 2 cr**

Social, historical, and philosophical perspectives on problems of contemporary education are viewed from other periods and cultures. Topics to be considered include aims of education, the role of the teacher, the para-professional, the relationship of school to student, parents, agencies, community-at-large, and social control of schools. Readings, lectures, case studies, and guided observation are included.

Prerequisite: Introduction to Sociology

**EAP210 Introduction to Teaching II: Language Arts**

**2 hrs 2 cr**

The seminar is related to the academic content of courses in English and Speech. Students explore the nature and kinds of activities in relation to communication skills, assist in preparation of materials relating to communications skills, and help to develop special skills in story-telling, role-playing, acting, and puppetry. Where possible, students who work in a classroom situation will discuss specific problems they encounter.

Prerequisite: English III

**EAP310 Introduction to Teaching III:  
Mathematics and Science**

**2 hrs 2 cr**

Students who plan to teach mathematics receive laboratory experiences with mathematical materials and ideas which form the basis for discussion, demonstrations, and lectures. New experimental materials and techniques simplify arithmetic and geometric concepts for children.

Students who plan to teach science study basic concepts in modern science and translate into terms useful to children. Special emphasis will be placed on selection and use of simple materials for experimentation in such areas as earth-weather, magnetism-electricity, plants-animals. Where possible, specific relevant classroom situations will be the focus of discussion.

Prerequisites: Science for Education I & II; Fundamentals of Mathematics I

**EAP410 Introduction to Teaching IV: Social Science**

**2 hrs 2 cr**

This seminar is related in substance to the academic content of relevant social studies in conjunction with maximum use of multi-media materials in the various areas of history, government, sociology, and anthropology as they apply to early childhood and elementary education.

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## ENGLISH LANGUAGE AND LITERATURE

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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.



### **RDG100 Reading Laboratory**

**3 hrs 0 cr**

This program was designed as a reading aid for students to use with textbooks and other written materials. The course develops necessary word attack, vocabulary and comprehension skills. Students are given multi-level materials, films, and achistoscopic lessons and controlled-fixation reading exercises. Classes meet three times a week.

Open to students seeking to improve reading ability. Students who score below an eleventh grade level on the Reading Placement Exam will be notified to register for this course.

### **EGL005 English as a Second Language**

**3 hrs 0 cr**

Students who have foreign language backgrounds 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.

*Every Liberal Arts student is required to take three basic English courses in sequential order. The first is English I, the second is any elected course under English II, and the third is either another elected English II course with a different code number or a course from English III. Students required to take two basic English courses take English I and II. (Before making the third required course selection, students must consult their advisors to insure no repetition of course content. Courses under English III stress literature more heavily than writing skills. Students who need additional composition practice should make their third required course selection from English II.) Instructors of English II and III courses may work their syllabi around specific themes and focus on a particular approach to course readings. Interested students should consult the English bulletin board (A330) for all such announcements several weeks before registration.*

### **EGL100 English I**

**4 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. Instructors may also focus on current media for oral and written discussion.

Required of all students.

### **EGL110 English II**

**3 hrs 3 cr**

These courses introduce students to an in-depth study of a particular genre with relevant excursions into other literary forms and periods.

The composition element includes related interpretive, critical, and creative exercises with conference hours devoted to individual writing problems.

Any courses listed below may be selected to fill the English II course requirement:

EGL111 Fiction and Composition

EGL112 Drama and Composition

EGL113 Poetry and Composition

EGL114 Mixed Genre: Fiction, Drama, Poetry and Composition

Prerequisite: English I

**EGL199 English III** ✓ **3 hrs 3 cr**

These courses introduce students to great literature. Any of the following English literature courses may fulfill the English III course requirement and all desired electives\*. (If it is the student's preference, and it has approval of the advisor, another English II course with a different code number from that already completed may be selected.)

\*An elective may be taken concurrently with, but not before the third required course.

**EGL200 English Literature I: Anglo-Saxon to Neo-Classical Period** ✓ **3 hrs 3 cr**

Students in this course are instructed in 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.

Prerequisite: English II

**EGL210 English Literature II: Romantic to Modern** **3 hrs 3 cr**

This survey course 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 II

**BLK231 Black Literature I (see page 118)** **3 hrs 3 cr**

**EGL252 Introduction to Shakespeare** **3 hrs 3 cr**

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

Prerequisite: English II; or Departmental approval

**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.

Prerequisite: English II; or Departmental approval

- 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.  
 Prerequisite: English II; or Departmental approval
- 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*.  
 Prerequisite: English II; or Departmental approval
- 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 Hesse, Sartre, and Camus.  
 Prerequisite: World Literature I; or Departmental approval
- 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.  
 Prerequisite: English II; or Departmental approval
- EGL259 Modern Poetry** 3 hrs 3 cr  
 This course concentrates on poetry by Eliot, Thomas, Yeats, Hopkins, Frost, McLeish, Auden and others. Through examination of these and other contemporary poets, students explore questions of form and function in poetry and in art.  
 Prerequisite: English II
- EGL260 Comparative Literature I: Survey of Judaic Literature (In English)** 3 hrs 3 cr  
 This introductory course aims to acquaint students with representative Judaic work translated from Hebrew or written in English, ranging from Biblical times to the present. The selections concentrate on those writings which have been most influential in the development of Western literature and which best convey Jewish thought, feeling, and experiences, especially in their universal application. The readings will be supplemented with musical compositions, works of art, trips to museums and galleries, individual student projects, and guest lectures.  
 Prerequisite: English II; or Departmental approval
- EGL275 Film** 3 cl hrs 1 lab hr 3 cr  
 This course explores the parallels between the literary and visual arts. Visual symbols, metaphors and rhythms are discussed in relation to a variety of cinematic periods and subjects. One "lab" hour will follow

one of the lecture hours to facilitate full and uninterrupted film showings.

Prerequisite: English II

**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 II

**EGL401 Speech Workshop** **3 hrs 0 cr**

Speech Workshop, a supplement to Speech I, is a necessary part of the tutorial program which aims to help students with pronunciation, sounds, words, sentences, and everyday speech so that they can communicate and feel confident when so doing. It has been organized on a one-to-one basis so that students benefit from comprehensive, individual work. If necessary, students may continue in the workshop even after completing Speech I.

**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: Fundamentals of Speech

**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.

Prerequisite: English II; or Departmental approval

**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.

Prerequisite: English II; or Departmental Approval

**EGL440 Acting I** **3 hrs 3 cr**

This basic course was designed to aid students acquire the necessary skills that comprise the basics of acting. Students develop an appreciation of drama as theatrical performance rather than literature. Scenes and one act plays are studied.

Prerequisite: Fundamentals of Speech

**EGL445 Acting II** **3 hrs 3 cr**

This course aims to facilitate further technical control in acting as well as offering intensive work in characterization. Scenes and full length plays are performed.

Prerequisite: Acting I; or Departmental approval

**EGL450 Theatre History** **3 hrs 3 cr**

This is a conceptual rather than purely chronological approach to the origins and influences of significant movements from Classic Theatre to Contemporary European and American. A study of playwrights, production history, schools of acting, and theatre criticism, include discussion of such figures as Euripides, Shakespeare, Betterton, Molière, Gordon Craig, Stanislavski, Chekhov, Grotowski, Pinter, LeRoi Jones, Brustein. A minimum of two projects dealing with specific aspects of theatre history (e.g. construction of a miniature replica of a Roman theatre; research paper on the use of the film in contemporary drama productions) will be required.

Prerequisite: Fundamentals of Speech

**EGL451 Theatre of Confrontation** **3 hrs 3 cr**

This course is a study of social, political, and psychological awareness and response of modern playwrights and their audiences to the problems of living and surviving within their social structures. Some of the figures to be studied will be Hauptmann, Ibsen, Brecht, Shaw, Camus, Sartre, Weiss, Hochhuth, Bullins, Wesker, Yvoku, and Arrabal.

Prerequisite: English II

**EGL455 Theatre in Society** **3 hrs 3 cr**

This course is an inquiry into the utilization of theatre and dramatics in society today—how and where it is used. A minimum of six Broadway and off-Broadway productions will be seen and considered by the class during each semester.

Prerequisite: Fundamentals of Speech; or Departmental approval

**EGL460 Community Dramatics** **3 hrs 3 cr**

This course aims to train students in leadership of creative dramatics in the school and community. In addition to regular classroom attendance, and in order to link theory with practice, students will be assigned to work in community organizations where they will be expected to devote one hour weekly to teaching children.

Prerequisites: Fundamentals of Speech and Departmental approval

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## LIBRARY TECHNOLOGY

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These courses were designed to supply libraries and librarians with qualified professional supporting staff members who can serve as subprofessional personnel, well trained in library technology.

**LEC100 Library Technology I: Introduction to Library Service** **3 hrs 3 cr**

During this introduction to modern library organization and administration, students review the history of printing and are involved in a survey of modern publishing.

**LEC110 Library Technology II: Technical Processes in Libraries** **3 hrs 3 cr**

The organization of general work involved in technical service is taught as students learn the necessary procedures for the acquisition of library materials and how to prepare them for use. An introduction is given to the principles and practices of cataloguing and classification.

Prerequisite: Library Technology I; or Departmental approval

**LEC200 Library Technology III: New Media Materials and Organization in Libraries** **3 hrs 3 cr**

Students are taught the organization and administration of new media services used in libraries. Instruction is given in the simple production of a variety of audio-visual materials as students learn about modern audio-visual equipment and materials for effective instructional use.

Prerequisite: Library Technology II; or Departmental approval

**LEC210 Library Technology IV: Public Service in Libraries** **3 hrs 3 cr**

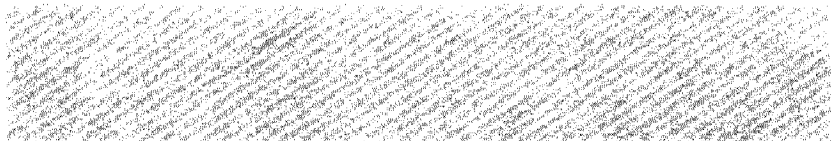
During this course, students learn to give circulation and reference technical assistance. Included is instruction in organization of the circulation department, administration of the loan desk and shelves, inter-library loan procedures, and care of library materials. The study of basic reference sources, bibliographies, serials, and methods of reference services including simple bibliographic compilation is made.

Prerequisite: Library Technology III; or Departmental approval.

**LEC300 Library Technology V: Applied Library Service** **3 hrs 3 cr**

Students in this advanced course do independent work in the practical administration, under supervision, of the various techniques and devices studied to this point. Each student is assigned projects in some phase of library work.

Prerequisite: Library Technology IV; or Departmental approval





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## MATHEMATICS

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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 or MAT204.
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** 4 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.

### **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, basic topology, linear programming, relations and functions, the binomial theorem, number theory, permutations and combinations, probability and simple statistical methods, mathematical induction, vectors and matrices.

Prerequisites: Intermediate Algebra; Fundamentals of Mathematics I

### **MAT204 Mathematical Foundations for Calculus** 3 hrs 3 cr

This course surveys the computational skills required for the calculus sequence. Included are algebraic operations, trigonometry, functions, matrices and determinants, and mathematical induction. The course is a prerequisite for Calculus I.

### **MAT207 Statistics** 3 hrs 3 cr

Designed to teach students how to analyze statistical data, course topics include probability, binomial distribution, hypergeometric distribution, central tendencies, normal distribution, precision and level of confidence. Sampling projects will be done by class and individual students.

Required for all Community Mental Health Assistant students.

- 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: Intermediate Algebra and Trigonometry; or Departmental approval
- 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. Topics include the definite integral, the antiderivative, areas, volumes, and the improper integral.  
 Prerequisite: 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
- 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
- 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 Departmental approval

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## MODERN LANGUAGES AND LITERATURE

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

### **MLA460 Comparative Grammar for**

#### **Foreign Language Students**

**3 hrs 3 cr**

This one-semester course is for students needing better preparation for foreign language study. Included is a review of grammar, starting from English, with emphasis placed on the variations of rules and usage in the romance languages. Examples illustrate the differences between English, French, Spanish and Italian grammar. Theory is kept to a minimum. Strong emphasis is put on the practical techniques in learning a foreign language; the role, usage, and benefits of the language laboratory; the nature and use of idiomatic expressions. The course is offered in English.

### **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 17th and early 18th centuries are read and discussed with emphasis on ideas and style. Included are selections from Cor-

neille, Molière, Racine, la Fontaine, Bossuet, Fénelon, Fontenelle, Marivaux, and Montesquieu. 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. May be taken before French V.

Prerequisite: French IV; 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, Sartre, Anouilh, Ionesco, and Beckett; and the poets Valéry, Eluard, Aragon, and St. John Perse. Written and oral reports are required. May be taken before French VI.

Prerequisite: French V; 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 with emphasis on the techniques of essay writing, research material, outline, and organization of ideas for maximum effectiveness.

Prerequisite: French VI; or Departmental approval

**FRN460 L'Existentialisme en France** **3 hrs 3 cr**

Class discussions in English about representative works of French existentialist writers will introduce students to the basic philosophical concepts of existentialism through the works of Gabriel Marcel, Merleau-Penty, Sartre, Camus, Simone de Beauvoir. Through selected readings (in French for advanced students, otherwise in English), students will become acquainted with the various forms of existentialism and their representation in literary works of the 20th century—existentialist novel, existentialist theatre, avant-garde theatre.

Prerequisite: French IV; or Departmental approval

**Hebrew**

All classes are conducted in Hebrew.

**HEB100 Hebrew I** **3 hrs 3 cr**

This course is for students who have had little or no background in Hebrew. 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.

- HEB110 Hebrew II** **3 hrs 3 cr**  
 In this continuation of Hebrew I, grammar, composition, conversation, reading, and analysis of simple literary texts are covered. One hour in the Language Laboratory is required each week.  
 Prerequisite: Hebrew I; or the equivalent
- HEB200 Hebrew III** **3 hrs 3 cr**  
 Study in this course includes a review of grammar with special attention given to writing original Hebrew themes. Drill in oral work is included through reading and discussing modern Hebrew prose. One hour in the Language Laboratory is required each week.  
 Prerequisite: Hebrew II; or the equivalent
- HEB210 Hebrew 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 writers. One hour in the Language Laboratory is required each week.  
 Prerequisite: Hebrew III; or the equivalent
- HEB430 Hebrew V: Survey of Hebrew Literature I** **3 hrs 3 cr**  
 In this course, the historical development of the Hebrew language and literature from the Biblical era to the Middle Ages will be studied. Texts of the Pentateuch, the Prophets, the Scripture, Mishnah, and Gemorah will be analyzed. Written and oral reports are required.  
 Prerequisite: Hebrew III or IV
- HEB435 Hebrew VI: Survey of Hebrew Literature II** **3 hrs 3 cr**  
 In this course, students concentrate on the literary expression of the Haskalah Movement (1700-1880), the Renaissance era (1880-1948), and Israeli literature (1948- ). Written and oral reports are required.  
 Prerequisite: Hebrew 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, Tasso, 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. May be taken before Italian V.  
Prerequisite: Italian IV; or the equivalent

### **Spanish**

All classes are conducted in Spanish. NOTE: From SPN200 on there are two tracks in Spanish courses: one for native speakers; the other for non-natives.

**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 Mío Cid, Alfonso X, don Juan Manuel, Jorge Manrique, Fernando de Rojas, Cervantes, Quevedo, Calderón de la Barca. Written and oral reports are required. Recommended for students of Hispanic background after Spanish IV.  
 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. Recommended for students of non-Hispanic background after Spanish IV.  
 Prerequisite: Spanish IV; or the equivalent
- SPN440 Spanish VII: 20th Century Spanish Literature** 3 hrs 3 cr  
 The major authors and literary movements of the 20th century in Spain are studied with emphasis on representative genres. Works of Unamuno, Ortega, Machado, Juan R. Jiménez, Salinas, García Lorca, Cela, and others are analyzed. Written and oral reports are required.  
 Prerequisite: Spanish V or VI; or the equivalent
- SPN445 Spanish VII: Survey of Spanish-American Literature** 3 hrs 3 cr  
 This course involves a chronological history of Spanish-American literature from the Colonial period to the 19th century. Readings include selections from el Inca Garcilaso, Sor Juana Inés de la Cruz, Sarmiento, José Hernández, Palma, and others. Written and oral reports are required.  
 Prerequisite: Spanish V or VI; or the equivalent
- SPN450 Spanish IX: 20th Century Spanish-American Literature** 3 hrs 3 cr  
 The major authors and literary movements of late 19th and 20th centuries are studied. Works of Martí, Darío, Quiroga, Reyes, Neruda, Borges, Rulfo, Fuentes, Marqués, and others are analyzed. Written and oral reports are required.  
 Prerequisite: Spanish V, VI, or VIII; or the equivalent
- SPN455 Advanced Spanish Composition and Grammar I** 3 hrs 3 cr  
 Designed primarily for Secretarial Science students, this course develops linguistic skills related to writing business letters and legal documents. First term is technical vocabulary and mastery of the language through review of grammar. Offered during the Fall semester only.  
 Prerequisite: Spanish IV; or the equivalent

**SPN456 Advanced Spanish Composition and Grammar II 3 hrs 3 cr**

A continuation of Spanish 455, this course provides intensive practice in linguistic skills involving business letters and legal documents which can be of special value for secretarial science bilingual students. Stress is placed on composition. Offered during the Spring semester only.

Prerequisite: Advanced Spanish Composition and Grammar I; or the equivalent

**SPN465 Introduction to Hispanic Civilization 3 hrs 3 cr**

The main aspects of Hispanic life and culture, as expressed in social, intellectual and philosophical history, are studied in this course with emphasis given to both Spain and the Spanish-American countries.

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.

**SPN301 Spanish Conversation I (Social Service Program) 3 hrs 2 cr**

Designed specifically for social service students, this course stresses conversation based on the needs of social workers. Varied and practical dialogue, special vocabulary, useful colloquial expressions and idioms are practiced intensively and acted out in improvised, hypothetical field situations.

Prerequisites: Spanish I and II; or the equivalent

**SPN302 Spanish Conversation II (Social Service Program) 3 hrs 2 cr**

In this continuation of Spanish Conversation I, students review and practice their previously learned skills which is followed by intensified conversational drilling.

Prerequisite: Spanish Conversation I

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**MUSIC\* AND ART\***

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These courses in music and art were designed to provide a broad exposure to art history, music literature, and to the fine and performing arts. Students can develop awareness of their beauty and meaning, and learn to enjoy and participate as spectators and viewers or as trained amateurs or professionals. Two credits of art or music are required of all matriculated students.

**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. Students are required to attend concerts and do assigned reading and listening.





- MUS120 Instrumental Class: Woodwind** **2 hrs 1 cr**  
 Students learn to play the clarinet as a basic woodwind. Attention is given to methods of group instruction in the public schools.
- MUS130 Instrumental Class: Brasswind** **2 hrs 1 cr**  
 Students learn to play a brass instrument. Attention is given to methods of group instruction in the public schools.
- MUS140 Piano Class I**  
**and**  
**MUS150 Piano Class II** **2 hrs 1 cr (per term)**  
 Designed for the study of piano as a secondary instrument, the course includes acquaintance with the keyboard, scales, chords, sight reading, transposition, and elementary piano repertory.
- MUS160 Voice Class I**  
**and**  
**MUS170 Voice Class II** **2 hrs 1 cr (per term)**  
 This course was designed to introduce voice students to the basic principles of voice production and to prepare prospective teachers for proper handling of young voices. The fundamentals of correct voice production are studied including breathing, breath control, and elementary study of vowel sounds and consonants. Elementary songs, poise, posture, and stage presence are presented from the point of view of the student's own voice to prepare him to teach voice classes.
- MUS315 Music Theory I: Fundamentals of Music Theory** **3 hrs 3 cr**  
 Students are taught the fundamentals of music theory which includes notation in treble and bass clefs, rhythmic patterns, meter, major and minor scales, key signatures, intervals, chord structure, sight singing, and dictation.
- MUS320 Music Theory II: Elementary Harmony and Musicianship**  
**and**  
**MUS330 Music Theory III; Intermediate Harmony and Musicianship** **2 hrs 3 cr (per term)**  
 Students learn part writing using triads and dominant seventh chords, inversions, and non-harmonic tones. Study is made of short musical forms, analysis, composition of short examples, and advances to two-part counterpoint in first, second, and fourth species beginning four-part harmony.
- MUS340 Music Theory IV: Advanced Music Theory** **3 hrs 3 cr**  
 In this advanced course, students study secondary seventh chords, altered chords, secondary dominants, dominant ninth, dominant thirteenth, modulation, analysis, and short original compositions.
- MUS410 Chorus I**  
**and**  
**MUS420 Chorus II** **2 hrs 1 cr (per term)**  
 Students are involved in the performance of standard and contemporary choral literature for mixed voices. With the choral training, the course includes performances at concerts, College ceremonies and functions.

**MUS430 Chorus III**  
and  
**MUS440 Chorus IV** 2 hrs 1 cr (per term)

This course is a continuation of Chorus I and II.

**MUS510 Instrumental Ensemble I**  
and  
**MUS520 Instrumental Ensemble II** 2 hrs 1 cr (per term)

**MUS501 Woodwind Ensemble I**  
and  
**MUS502 Woodwind Ensemble II** 2 hrs 1 cr (per term)

**MUS601 Brasswind Ensemble I**  
and  
**MUS602 Brasswind Ensemble II** 2 hrs 1 cr (per term)

The instrumental ensemble courses are designed to develop the instrumental performance and technique of students who play a musical instrument. The repertory is selected for individual and group performance, both for personal development and for public performances at College functions and concerts.

**MUS530 Instrumental Ensemble III**  
and  
**MUS540 Instrumental Ensemble IV** ✓ 2 hrs 1 cr (per term)

This course is a continuation of Instrumental Ensemble I and II.

*\*Liberal Arts students who wish to emphasize music studies and who plan to major in music at a four-year institution may wish to take the following courses as electives:*

**MUS315 & MUS320 Music Theory I and II**

**MUS330 & MUS340 Music Theory III and IV**

**MUS140 & MUS150 Piano Class I and II**

**MUS160 & MUS170 Voice Class I and II**

(For singers and vocal teachers)

OR

**MUS120 Instrumental Class: Woodwind**

**MUS130 Instrumental Class: Brasswind**

(For instrumentalists)

OR

**MUS410 & MUS420 Chorus I and II**

**MUS430 & MUS440 Chorus III and IV**

(For singers)

OR

**MUS510 & MUS520 Instrumental Ensemble I and II**

**MUS530 & MUS540 Instrumental Ensemble III and IV**

(For instrumentalists)

**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.

**ART120 Art Survey II****2 hrs 2 cr**

During this study of the fundamentals of art history, attention is given to special artistic styles by exploring their emergence and development within a culture. Standards of beauty from Medieval times to the 18th century are compared. Topics studied include Medieval book illumination in Europe, Persia, and China; Renaissance art; Mannerism; Baroque; Rococo, and the influence of song and story on art. Recommended for art majors.

**ART210 Modern Art and Its Origins****2 hrs 2 cr**

Art is analyzed in terms of composition and other physical properties of painting, sculpture, and architecture. Subject matter ranges from early 18th century to contemporary art as students explore the artist's role in society under the impact of modernism; the Industrial Revolution; photography; new modes of communication, travel, science; human relations as a factor in aesthetic and practical arts; self-expression; craftsmanship; new techniques; dehumanization in society; education and academicism; critics and the question of value; changing audiences and the buying public; sensationalism and the avant-garde.

**ART220 Survey of Non-Western Art****2 hrs 2 cr**

In this survey of Prehistoric, African, Oceanic, Asian, and Pre-Columbian art, form, content, and motivation are explored in relation to aesthetic qualities within the tradition of each respective culture. In the content of the history of art, basic modes of non-western art will be examined and assessed in relation to those modes of art which have existed in every culture to the present.

**ART230 Design I: Introduction to Painting and Drawing Techniques****2 hrs 2 cr**

Critical and artistic ability in the beginning student is developed by executing problems of two-dimensional design such as color relationships, composition, pattern, line, shape, and texture. The emphasis will be on exploring aspects of design and technique as they apply to a students' own work.

**ART240 Design II: Introduction to Basic Sculptural Problems****2 hrs 2 cr**

This course is concerned with three-dimensional design problems and is geared to the advanced student who wishes to expand his knowledge of formal problems concerned with mass, volume, and shape in a variety of materials.

Prerequisite: Design I



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

During this course, exploration of painting and drawing techniques are oriented to the beginning student who is seriously interested in the pursuit of art.

**ART320 Drawing and Painting II** **2 hrs 2 cr**

This is an intermediate study of painting and drawing techniques during which students work in pencil, ink, water color, oil, acrylics, charcoal, and mixed media. Strong emphasis is placed on formal concerns of design and composition.

Prerequisite: Drawing and Painting I

**ART330 Advanced Drawing and Painting** **2 hr 2 cr**

The course structure is geared toward individual study and the concerns of an advanced painting and drawing student.

Prerequisites: Drawing and Painting I and II

**ART340 Graphics** **3 hrs 3 cr**

Printmaking techniques are explored in this course. Strong emphasis is put on relief prints, woodcuts, and silkscreen as students become involved with making prints and with artistic concerns of composition, line, form, and color.

Prerequisites: Drawing and Painting I and II

**ART350 Sculpture** **3 hrs 3 cr**

During this course, the special relationships in sculptural and architectural forms will be developed. Clay, wire, plaster, stone, metals, plastics, and mixed media are used in constructions.

Prerequisites: Drawing and Painting I and II

*\*Liberal Arts students who wish to emphasize art studies and who plan to major in art at a four-year institution may wish to take the following courses as electives:*

**Studio Courses**

<b>ART230 &amp; ART240</b>	<b>Design I and II</b>
<b>ART310 &amp; ART320</b>	<b>Drawing and Painting I and II</b>
<b>ART330</b>	<b>Advanced Drawing and Painting</b>
<b>ART350</b>	<b>Sculpture</b>

**Art History Electives**

<b>ART110 &amp; ART120</b>	<b>Art Survey I and II</b>
<b>ART210</b>	<b>Modern Art and Its Origins</b>
<b>ART220</b>	<b>Survey of Non-Western Art</b>

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**PHYSICAL EDUCATION, HEALTH, AND RECREATION**

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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. (Students over 35 years of age must consult the Department Chairman at registration or preregistration if they need exemption from Physical Education courses.)



## Physical Education

### **PED100 Physical Education**

**2 hrs 1 cr**

This basic physical education course was designed to help students explore and develop their physical potential. Students may select from a variety of activities, combinations which will provide them with skills for greater physical participation during their leisure time.

### **PED101 Conditioning and Slimnastics**

**2 hrs 1 cr**

This course provides students with basic knowledge of nutrition and metabolism to enable them to correct faulty diet patterns. Emphasis will be placed on helping students establish a foundation for lifelong weight control and better health, through the use of body conditioning exercises and a planned program of weight reduction. Social support will play a vital role in helping individuals achieve the desired goal.

### **PED102 Body Awareness and Body Movement**

**2 hrs 1 cr**

The course will strive to make students more aware of their breathing and more sensitive to their body tensions. They will be taught to use this knowledge to help them relax and to develop proper posture. The class will also explore basic dance movements.

### **PED103 Yoga**

**2 hrs 1 cr**

Through these special exercises, students learn how to breathe properly, improve circulation and appearance, learn to relax and to tone muscles. This will be accomplished by deep concentration of thought and action.

### **PED105 Fundamentals of Swimming**

**2 hrs 1 cr**

This course was designed for students who cannot swim. It concentrates on psychological and physical adaptation to the water, development of fundamental strokes, elementary water entries, elementary forms of rescue, and basic safety procedures in aquatic activities. (Non-swimmers **must** register for this course.)

### **PED106 Intermediate Swimming**

**2 hrs 1 cr**

This is a course which develops a wide variety of basic swimming skills, especially the basic leg and arm strokes. Emphasis will be placed on improvement of various swimming strokes.  
Prerequisite: Ability to swim in deep water.

### **PED107 Senior Life Saving**

**2 hrs 1 cr**

In this course designed to develop personal water safety skills and knowledge, students learn the elementary forms of rescue, use of basic rescue equipment, and swimming rescues.  
Prerequisite: Ability to swim 440 yards, swim underwater, and tread water for one minute.

### **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, for medical reasons, cannot participate in the regular physical education courses.

- PED115 Tennis** **2 hrs 1 cr**  
 The fundamental tennis skills, rules, and strategy are developed in this course. **Offered during the Spring semester only.**
- 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.
- PED125 Elementary Modern Dance** **2 hrs 1 cr**  
 During this course, students are introduced to modern dance techniques including creative improvisation.  
 Prerequisite: Physical Education; or Fundamentals of Swimming
- PED126 Square and Folk Dancing** **2 hrs 1 cr**  
 This course is designed to develop basic skills in American square and round dances and in selected folk dances of various countries. The emphasis will be on practice and participation at a recreational level.
- PED128 Advanced Modern Dance** **3 hrs 2 cr**  
 This sequel to the Elementary Modern Dance course was designed for students who want to concentrate on this dance form.  
 Prerequisite: Registration for this **elective** requires Departmental approval.
- PED129 Mime** **3 hrs 2 cr**  
 Students learn the non-verbal art form which sensitizes one's entire body for more complete communication. The course develops individual self assurance and grace through awareness and harmony of mind and body.  
 Prerequisite: Registration for this **elective** requires Departmental approval.
- PED130 Water Safety Instructor** **3 hrs 2 cr**  
 This course includes the American Red Cross courses in (1) Senior Life Saving and Water Safety, and (2) Water Safety Instructor Training. After successful completion of this course, candidates are qualified to teach the Red Cross Swimming and Water Safety series, and the Red Cross Junior and Senior Life Saving and Water Safety courses.  
 Prerequisite: Registration for this **elective** requires Departmental approval.

#### Health Education

- HED200 Health Education** **2 hrs 1 cr**  
 This introductory course to health education takes a survey approach. It aims to develop attitudes and habits which will promote good physical, mental and social health. Areas of specialization include alcohol, tobacco and narcotics education, mental health, sex education, and family living.
- HED210 Contemporary Issues in Health** **2 hrs 2 cr**  
 An advanced seminar course in health education, classes will con-

centrate on an in-depth investigation of selected health problems. Emphasis will be placed on social aspects of health.

**Required for all Community Mental Health Assistant students.**

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## RECREATION LEADERSHIP

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These courses, designed to develop appreciation, understanding and skill in a variety of activities, train students to work with all age groups. Emphasis is placed on the ability to plan, organize, and promote activities. Open only to Recreation Leadership majors, except for First Aid and Safety Education, when space permits.



**REC100 Introduction to Recreation** **2 hrs 2 cr**

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

**REC115 Physical Education Elective** **2 hrs 1 cr**

Students may register for **Fundamentals of Swimming, Physical Education**, or any physical education elective course offered by the Department of Physical Education, Health, and Recreation to fulfill the requirement for a Physical Education Elective.

**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 recreation programs.

Prerequisite: Introduction to Recreation

**REC130 Crafts in Recreation** **3 hrs 2 cr**

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

**REC140 Music in Recreation** **2 hrs 2 cr**

Music and its relationship to recreation programs is studied in this course. The teaching and supervision of the use of materials and activities appropriate for various age levels such as group singing, listening activities, musical games, and musical productions are emphasized.

**REC150 Dance in Recreation** **3 hrs 2 cr**

During this course, students learn about the development of basic body movement and rhythmic skill. They practice folk, square, and social dancing as the relationship of dance to our cultural background is explored. Emphasis is placed on teaching methods and the use of materials for conducting dance programs for various age groups.

- REC160 Team Sports** **3 hrs 2 cr**  
 Lead-up games, skills, strategy, rules, care of equipment, safety procedures, and leadership methods as they relate to team sports are presented in this course.
- REC170 Individual and Dual Sports** **3 hrs 2 cr**  
 Students learn various sports, skills, strategy, rules, care of equipment, safety procedures, and leadership methods as they relate to low organization adapted social games, and 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**  
 Skills and techniques necessary for camp and outdoor recreation leadership are presented. Students experience and practice these in outdoor settings through "living" situations.
- 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, and first aid skill techniques.
- REC210 Supervised Field Experience** **12 hrs 4 cr**  
 Students are assigned to recreation service organizations for supervised practice in conducting programs. Included are observations and weekly conferences.

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## SCIENCE

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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** **3 cl hrs 1 lab hr 3 cr**  
 The study of science is accomplished through an analysis of basic conceptual 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, demonstrations, and laboratory exercises. Required of all non-transfer career students (except Health Technology), and available to all other students for elective credit.
- SCI310 Science for Education I**  
**and**  
**SCI320 Science for Education II** **3 cl hrs 2 lab hrs 4 cr (per term)**  
 This two-semester course was designed to provide the basic back-



ground necessary to teach science in the elementary schools for students entering or in the field of education as teachers or teacher aides. Topics in the life sciences and physical sciences will be covered. Emphasis will be placed on materials and methods in laboratory work which can be applied in the elementary school classroom.

**SCI430 Scientific Instrumentation** 2 cl hrs 4 lab hrs 4 cr

The course covers the theory and practice of quantitative methods with special attention to instrumentation currently employed such as optical, electrochemical, chromatographic and radiochemical techniques. The physicochemical theory and operating characteristics of the instrumentation are stressed. The laboratory emphasizes measurements of biological and environmental significance.  
Prerequisite: 1 year of Laboratory science; or Departmental approval

**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.

**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 General Anatomy and Physiology** 3 cl hrs 2 lab hrs 4 cr

In this one-semester course, students explore 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. Time is spent on required introductory chemistry and physics. Required in selected programs in Health Technology. Available to all other students for elective credit.

**BIO420 Microbiology** 3 cl hrs 2 lab hrs 4 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.

**BIO425 Anatomy and Physiology I  
and**

**BIO426 Anatomy and Physiology II** 3 cl hrs 2 lab hrs 4 cr (per term)

A two-semester course, it includes introductory work in chemistry, physics, and biology, where students explore the human body as an integrated, functional complex of systems. Terminology, structure,

and function of each organ-system, with emphasis on their interrelationships are explained. Required of Nursing students and other selected students in Health Technology. Available to all other students for elective credit. Two terms required.

**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.

**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.

**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.

**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.

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## SOCIAL SCIENCE

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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.

### **Contemporary Civilization**

**SSC100 Contemporary Civilization** 3 hrs 3 cr

This course concentrates on the important issues confronting modern man. Its purposes are to analyze some of the crucial contemporary social issues and to show how social science can be used as a tool for improving our understanding of human behavior. The approach is interdisciplinary, utilizing the knowledge and methodology of the social science disciplines. **Open only to students in the Business Administration-Career Programs.**

### **Economics**

**ECO100 Introduction to Economics** 3 hrs 3 cr

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

**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

**HIS700 Survey of Jewish History** 3 hrs 3 cr

This one-semester course surveys Jewish history from early Roman times to the present era. An examination of the political, economic, social, and religious development in the countries of the Diaspora will be emphasized. Study of the rise of modern nationalism and the return to nationhood will be included.

**Philosophy**

**PHI100 Philosophy** 3 hrs 3 cr

The study of philosophy helps students develop analytic skills and gain an appreciation of the general philosophical problems with which man has grappled throughout western civilization. Basic philosophic problems such as free-will and determinism, what criteria serves to justify ethical evaluations, what philosophical considerations are relevant to belief or disbelief in God, and knowledge and illusion are examined during this course.

**PHI110 Logic** 3 hrs 3 cr

This course will focus on the principles of sound thinking and valid argument in order to develop skills in analysis and evaluation of inductive and deductive reasoning. Students will learn to discriminate between valid and invalid argument using as tools the techniques of formal and symbolic logic.

**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. Use of communications media in political process, and methods of persuasion emphasizing power relationships are considered.

Prerequisite: American Government



**POL300 Comparative Political Systems** **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. This course is highly recommended to students who plan to major in political science.  
Prerequisite: American Government

**POL400 World Politics** **3 hrs 3 cr**

This course considers the basic factors involved in international relations. The components of nationalism, the state system, and the concept of politics as the crucial form of interstate relationships are discussed and examined. A systematic study is made 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**

An individual's psychological structure is emphasized in this course. 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 Health Services program.



**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

**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

**SOC400 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, plans and policies for urban development, and the future of the central city.

Prerequisite: Introduction to Sociology

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**SOCIAL SERVICE**

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**SSR100 Field Experience in Social Work** **work hrs 2 cr**

In this course, students are assigned to field work in a social work agency under professional supervision. At least three hours a week are spent working in a selected area of social work involving a family service setting, a group work setting, or a medical social work setting.

**This first course is taken concurrently with Introduction to Social Work (SSR150).**

The following courses, continued field assignments, must be taken in sequence:

**SSR101 Field Experience in Social Work I**

**SSR102 Field Experience in Social Work II**  
**SSR103 Field Experience in Social Work III**  
**SSR104 Field Experience in Social Work IV**  
1 cl hr 15 lab hrs (per term) 2 cr (per term)

**SSR105 Field Experience in Social Work**  
**and**  
**SSR106 Field Experience in Social Work**  
1 cl hr 15 lab hrs (per term) 1 cr (per term)

Offered during the summer only. Open only to special project Social Service students.

**SSR150 Introduction to Social Work** 3 hrs 3 cr  
The objectives of this course are to help students understand the concept of social work as a profession, and to deepen their understanding of social work goals, values, knowledge, methods, and settings. **This course is taken concurrently with Field Experience in Social Work (SSR100). 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, 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 exploration of social work practice is made through the use of case materials during this seminar.  
Prerequisites: Field Experience in Social Work (SSR100); Introduction to Social Work

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## URBAN PLANNING

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**URB200 Urban Government and Politics** 3 hrs 3 cr  
In this course, students examine the major aspects of city politics with special emphasis on the role of local party organizations, the bureaucracies, and interest groups in the decision-making process. Case studies of selected political issues in the city such as poverty, welfare, planning, housing, and law enforcement are included.  
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, presenting and interpreting 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.

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**BLACK AND PUERTO RICAN STUDIES**

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These elective courses which are open to **all** students may be taken in place of the traditional required courses and electives in various departments. Students who wish may major in Black and Puerto Rican studies, and upon graduation with the Associate in Arts (A.A.) degree, transfer to a four-year college. Course titles, code numbers, hours, and credits are listed below according to the College's existing departments. For course descriptions and further details, apply directly to the Black and Puerto Rican Studies office at the College.

**Business Administration**

**BLK111 Development of Black Business Management** 2 hrs 2 cr

**English**

**\*BLK231 Black Literature I** 3 hrs 3 cr

**\*BLK232 Black Literature II** 3 hrs 3 cr

**\*BLK233 Contemporary Black Writers** 3 hrs 3 cr

**BLK235 Contemporary Black Theatre** 3 hrs 3 cr



<b>PRN235</b>	<b>Puerto Rican Theatre</b>	<b>3 hrs</b>	<b>3 cr</b>
Modern Language			
<b>SWA101</b>	<b>Elementary Swahili I</b>	<b>4 hrs</b>	<b>4 cr</b>
<b>*SWA110</b>	<b>Elementary Swahili II</b>	<b>4 hrs</b>	<b>4 cr</b>
<b>*SWA200</b>	<b>Intermediate Swahili III</b>	<b>3 hrs</b>	<b>3 cr</b>
<b>*SWA210</b>	<b>Intermediate Swahili IV</b>	<b>3 hrs</b>	<b>3 cr</b>
<b>PRN101</b>	<b>Conversational Puerto Rican Spanish I</b>	<b>4 hrs</b>	<b>4 cr</b>
<b>*PRN110</b>	<b>Conversational Puerto Rican Spanish II</b>	<b>4 hrs</b>	<b>4 cr</b>
<b>*PRN231</b>	<b>Puerto Rican Literature I</b>	<b>3 hrs</b>	<b>3 cr</b>
<b>*PRN232</b>	<b>Puerto Rican Literature II</b>	<b>3 hrs</b>	<b>3 cr</b>
<b>*PRN233</b>	<b>Puerto Rican Writers</b>	<b>3 hrs</b>	<b>3 cr</b>
Music and Art			
<b>BLK141</b>	<b>Introduction to Jazz I</b>	<b>2 hrs</b>	<b>2 cr</b>
<b>BLK142</b>	<b>Introduction to Jazz II</b>	<b>2 hrs</b>	<b>2 cr</b>
<b>BLK143</b>	<b>Jazz Performance Workshop</b>	<b>2 hrs</b>	<b>2 cr</b>
<b>BPR141</b>	<b>Latin and Caribbean Music</b>	<b>2 hrs</b>	<b>2 cr</b>
<b>PRN141</b>	<b>Puerto Rican Music</b>	<b>2 hrs</b>	<b>2 cr</b>
<b>BLK101</b>	<b>African Art</b>	<b>2 hrs</b>	<b>2 cr</b>
Nursing			
<b>BPR161</b>	<b>Health Problems in Urban Communities</b>	<b>3 hrs</b>	<b>3 cr</b>
Physical Education			
<b>BPR101</b>	<b>Ethnic Dance</b>	<b>2 hrs</b>	<b>1 cr</b>
Science			
<b>BLK261</b>	<b>Contributions of Black Scholars to Modern Science</b>	<b>3 hrs</b>	<b>3 cr</b>
Social Science			
<b>BLK121</b>	<b>History of African Civilization</b>	<b>3 hrs</b>	<b>3 cr</b>
<b>BLK123</b>	<b>Afro-American History I</b>	<b>3 hrs</b>	<b>3 cr</b>
<b>BLK124</b>	<b>Afro-American History II</b>	<b>3 hrs</b>	<b>3 cr</b>
<b>*BLK251</b>	<b>African Nationalism and Socialism</b>	<b>3 hrs</b>	<b>3 cr</b>
<b>BPR111</b>	<b>Economics of Urban Communities</b>	<b>3 hrs</b>	<b>3 cr</b>
<b>*BPR253</b>	<b>Colonialism and Neo-Colonialism</b>	<b>3 hrs</b>	<b>3 cr</b>
<b>PRN121</b>	<b>History of Puerto Rico I</b>	<b>3 hrs</b>	<b>3 cr</b>
<b>PRN122</b>	<b>History of Puerto Rico II</b>	<b>3 hrs</b>	<b>3 cr</b>

<b>PRN123</b>	<b>Puerto Rican Culture and Folklore I</b>	<b>3 hrs</b>	<b>3 cr</b>
<b>*PRN124</b>	<b>Puerto Rican Culture and Folklore II</b>	<b>3 hrs</b>	<b>3 cr</b>
<b>PRN151</b>	<b>Politics of Puerto Rican Communities</b>	<b>3 hrs</b>	<b>3 cr</b>
<b>PRN152</b>	<b>Puerto Rican Experience in Urban U.S. Settings</b>	<b>3 hrs</b>	<b>3 cr</b>

*\*NOTE: These courses require prerequisites. Consult Black and Puerto Rican Studies office for details.*

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## GOVERNMENT ADMINISTRATION

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The Government Administration curriculum, **offered only as an Evening Division program**, was designed to provide an opportunity for Federal employees, as well as others seeking careers in the Federal Service, to pursue degree objectives. In addition to the educational features, enrollment in the program accelerates qualifications of Federal employees for promotion enhancement, and prepares other students to meet career requirements. The A.A. degree is granted upon satisfactory completion of the program which is within the Liberal Arts Division. Graduates are eligible to transfer to a senior college for further study.

### Government Administration Program (Federal Option) A.A. Degree Requirements

Courses	Credits
English I .....	3
English II .....	3
English III (Elective) .....	3
Fundamentals of Speech .....	3
Fundamentals of Mathematics I .....	3
Health and Physical Education .....	2
Music or Art .....	2
Laboratory Sciences .....	8
Sociology .....	3
Urban Sociology .....	3
American Government .....	3
Seminar in Labor Relations .....	3
Federal Personnel Management .....	3
Federal Financial Management .....	3
Federal Administrative Practices .....	3
Federal Procurement Procedures and Practices .....	3
Law for the Federal Manager .....	3
Introduction to Data Processing .....	3
Field Work in Federal Agencies .....	2
Language .....	6
<b>TOTAL CREDITS</b> .....	<b>65</b>

**GOVERNMENT ADMINISTRATION** The Government Administration program assists Federal employees attain personal fulfillment and improve their career opportunities. The courses are also of great value to those seeking careers in the Federal service.

**GOV100 Federal Personnel Management 3 hrs 3 cr**

A survey course in personnel administration in the Federal service, this course includes recruitment, examination, selection, training, promotion, salary administration, position classification, separation and penalty actions, performing ratings, travel, grievances, appeals, employee-management relations, EEO, incentives, loyalty and security, fringe benefits, and personnel records.

**GOV120 Federal Administrative Practices 3 hrs 3 cr**

In this survey course, students deal with management analysis techniques; systems analysis and systems implementation; organization audits and appraisal; work and time measurement techniques; the organization (chart), its structure and communications system; forms and records management; manuals and other administrative directives; work simplification; reports control; techniques of work-flow and process charting.

**GOV200 Seminar in Labor Relations 3 hrs 3 cr**

A survey course that is concerned with the practice of labor relations in the Federal service, it includes the history of labor unions in the Federal service, E.O. 10988, the President's task force on labor-management relations, national agreements, types of recognition, local agreements, impasses, negotiable and non-negotiable items, bargaining in good faith, writing the contract, enforcing contractual rights, grievances rising from contracts, union elections, and trends in labor-management in the Federal service.

**GOV210 Federal Financial Management 3 hrs 3 cr**

This survey course of government fiscal policies involves the appropriation process; Federal accounting; tax, revenue, and debt administration; financial controls; financial reporting; financial analysis. Included is information concerning the Federal budget, its formulation, preparation and execution; Planning Programming Budgeting System; relationship of General Accounting Office, Treasury Department, Bureau of Budget, and Federal Agencies in Financial Administration; cost analysis; and audit.

**GOV215 Law for the Federal Manager 3 hrs 3 cr**

During this survey course, students are concerned with the law as an instrument of social control; The Administrative Procedures Act; constitutional, statutory, and regulatory processes concerning the Federal administrator; administrative and statutory remedies; the legislative process and jurisdiction of courts; relationships of law, regulation, and procedure in administration.

**GOV220 Federal Procurement, Procedures, and Practices 3 hrs 3 cr**

Students in this course learn preparation for procurement, awards, solicitation for bid, purchase requests, purchase orders, legal applications, contract requirements and administration, contract monitorship, Federal supply service, Fed-strip, Mil-strip, General Services Administration, transportation and storage, stock control, quality control and inspection, warehousing, leases and realty contracts, and space and facilities maintenance.

## ACADEMIC CALENDAR—1970-1971

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### *Fall Semester—1970*

<b>SEPTEMBER</b>	1-2	Tues.-Wed.	Freshman Orientation
	7	Monday	Labor Day
	2-10	Wed.-Thurs.	Registration
	14	Monday	First Day of Fall Classes
	30	Wednesday	No Classes After 4:00 p.m.
<b>OCTOBER</b>	1-2	Thurs.-Fri.	No Classes
	9	Friday	No Classes After 4:00 p.m.
	10	Saturday	No Classes
	15	Thursday	Day Session Applications for Feb. '71 Admissions Due in Admin. Off.
	21-	Wednesday-	Pre-election Recess
<b>NOVEMBER</b>	3	Tuesday	" "
	3	Tuesday	Election Day—No Classes
	6	Friday	Last Day to Drop Courses with a "W" Grade
	16-20	Mon.-Fri.	Midterm Examinations
	23-27	Mon.-Fri.	Scholarship Warning Reports Issued
	26	Thursday	Thanksgiving Day—No Classes
<b>DECEMBER</b>	4	Friday	Last Day to File Requests for Matriculation Last Day to Drop Courses with a "WP" or "WF" Grade
	24	Thursday	No Classes After 4:00 p.m.
	25-	Friday-	Winter Recess
<b>JANUARY</b>	1	Friday	" "
	2	Saturday	Classes Resume
	15	Friday	Day Session Applications for Sept. '71 Admissions Due in Admin. Off. Human Rights Day—No Classes
	16	Saturday	Last Day of Fall Semester Classes Including Final Examinations

Spring Semester—1971

<b>JANUARY</b>	25-29	Mon.-Fri.	Registration
	29-30	Fri.-Sat.	Freshman Orientation
	29	Friday	Last Day to Remove Incomp. Grades Fall '70 Semester
<b>FEBRUARY</b>	1	Monday	First Day of Spring Classes
	12	Friday	Last Day to File Requests for June Graduation
	15	Monday	Washington's Birthday—No Classes
<b>MARCH</b>	12	Friday	Last Day to Drop Courses with a "W" Grade
	15-19	Mon.-Fri.	Midterm Examination
	22-26	Mon.-Fri.	Scholarship Warning Reports Issued
<b>APRIL</b>	5-10	Mon.-Sat.	Spring Recess
	9	Friday	Last Day to Drop Courses with a "WP" or "WF" Grade
	12	Monday	Classes Resume
	30	Friday	Last Day to File Requests for Matriculation
<b>MAY</b>	17	Monday	Last Day of Spring Semester Classes
	19-25	Wed.-Tues.	Final Examinations
	31	Monday	Memorial Day—No Classes
<b>JUNE</b>	8	Tuesday	Commencement

Summer Session—1971

<b>JUNE</b>	8-9	Tues.-Wed.	Summer Session Registration
	or	or	
	9-10	Wed.-Thurs.	
	14	Monday	Summer Session begins
<b>JULY</b>	5	Monday	Independence Day—No classes
	23	Friday	Last day of classes
	26	Monday	Final exams

*The programs, requirements and fees which are set forth in this Catalog are necessarily subject to change without notice at any time at the discretion of the administration.*

**RULES AND REGULATIONS FOR THE MAINTENANCE OF  
PUBLIC ORDER PURSUANT TO ARTICLE 129A OF THE EDUCATION LAW  
(Henderson Rules)**

The tradition of the university as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedoms: the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to express their views, free from external pressures or interference. These freedoms can flourish only in an atmosphere of mutual respect, civility and trust among teachers and students, only when members of the university community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy.

Academic freedom and the sanctuary of the university campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends, or who violate the norms of conduct established to protect that freedom. Against such offenders the university has the right, and indeed the obligation, to defend itself. We accordingly announce the following rules and regulations to be in effect at each of our colleges which are to be administered in accordance with the requirements of due process as provided in the Bylaws of the Board of Higher Education.

With respect to enforcement of these rules and regulations we note that the Bylaws of the Board of Higher Education provide that:

"THE PRESIDENT. The president, with respect to his educational unit, shall:

"a. Have the affirmative responsibility of conserving and enhancing the educational standards of the college and schools under his jurisdiction;

"b. Be the advisor and executive agent of the Board and of his respective College Committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the bylaws, resolutions and policies of the Board, the lawful resolutions of any of its committees and the policies, programs and lawful resolutions of the several faculties;

"c. Exercise general superintendence over the concerns, officers, employees and students of his educational unit \* \* \*."

**I. RULES**

1. A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he interfere with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.

2. Individuals are liable for failure to comply with lawful directions issued by representatives of the University/college when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.

3. Unauthorized occupancy of University/college facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation and use of University/college equipment and/or supplies.

4. Theft from or damage to University/college premises or property, or theft of or damage to property of any person on University/college premises is prohibited.

5. Each member of the academic community or an invited guest has the right to advocate his position without having to fear abuse, physical, verbal, or otherwise from others supporting conflicting points of view. Members of the academic community and other persons on the college grounds shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.

6. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the University/college, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of their rights or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.

7. Disorderly or indecent conduct on University/college-owned or -controlled property is prohibited.

8. No individual shall have in his possession a rifle, shotgun or firearm or knowingly have in his possession any other dangerous instrument or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the University/college without the written authorization of such educational institution. Nor shall any individual have in his possession any other instrument or material which can be used and is intended to inflict bodily harm on an individual or damage upon a building or the grounds of the University/college.

## II. PENALTIES

1. Any student engaging in any manner in conduct prohibited under substantive Rules 1-8 shall be subject to the following range of sanctions as hereafter defined in the attached Appendix: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection, and/or arrest by the civil authorities.

2. Any tenured or non-tenured faculty member, or tenured or non-tenured member of the administrative or custodial staff engaging in any manner in conduct prohibited under substantive Rules 1-8 shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the Bylaws of the Board of Higher Education, or suspension with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection, and/or arrest by the civil authorities. In addition, in the case of a tenured faculty member, or tenured member of the administrative or custodial staff engaging in any manner in conduct prohibited under substantive Rules 1-8 shall be entitled to be treated in accordance with applicable provisions of the Education Law or Civil Service Law.

3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1-8 shall be subject to ejection, and/or arrest by the civil authorities.

## APPENDIX

### SANCTIONS DEFINED:

- A. *ADMONITION*. An oral statement to the offender that he has violated university rules.
- B. *WARNING*. Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may be cause for more severe disciplinary action.
- C. *CENSURE*. Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any university regulation within a period stated in the letter of reprimand.
- D. *DISCIPLINARY PROBATION*. Exclusion from participation in privileges or extra-curricular university activities as set forth in the notice of disciplinary probation for a specified period of time.
- E. *RESTITUTION*. Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- F. *SUSPENSION*. Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.
- G. *EXPULSION*. Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of expulsion.
- H. *COMPLAINT TO CIVIL AUTHORITIES*.
- I. *EJECTION*.

RESOLVED, That a copy of these rules and regulations be filed with the Regents of the State of New York and with the Commissioner of Education.

RESOLVED, That these rules and regulations be incorporated in each college bulletin.

Adopted by the Board of Higher Education  
June 23, 1969, Calendar No. 3(b).

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## THE STATE UNIVERSITY OF NEW YORK...

was established by the State Legislature in 1948. It now comprises 70 colleges and centers (at present, 68 conduct classes): four University Centers, two Medical Centers, 13 Colleges of Arts and Science, two Specialized Colleges, six two-year Agricultural and Technical Colleges, five Statutory Colleges and thirty-six locally-sponsored, two-year Community Colleges. Permanent campuses for two of the Colleges of Arts and Science are under construction. There will be a third Arts and Science campus, upper-divisional in concept, with evening graduate courses being offered in temporary facilities.

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; University-wide research programs; and five 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.

Four-year programs strongly emphasize the liberal arts and sciences including specializations in teacher education, business, radio and TV, forestry, maritime service, ceramics, pre-law, and the fine and performing arts.

Two-year programs include nursing and liberal arts transfer programs and a wide variety of technical curriculums such as agriculture, business and industrial and medical technologies.

The Urban Centers provide training for skilled and semi-skilled occupations and college foundation courses for youths in the inner-city areas.

Governed by a Board of Trustees appointed by the Governor, State University of New York comprises all State-supported institutions of higher education, with the exception of the senior colleges of the City University of New York. Each college and center of State University is locally administered. Although separated geographically, all are united for the purpose of improving and extending numerous educational opportunities to the youth of New York State.

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*"Let each become what it  
was created to be, and  
let the world be made  
his friend, and thus  
let each at last find his  
home and station, be it  
what it may."  
Motto of the State University  
of New York*

(10/70 — 10M)

