



CATALOG 1972/74

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

COURSE CODES

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ACC	Accounting	Accounting	73
ADV	Advertising	Business Management	74
ANT	Anthropology	Social Science	149
ART	Art	Music & Art	140
BIO	Biology	Science	147
BKG	Banking & Finance	Business Management	75
BLK	Black Studies		111
BPR	Black & Puerto Rican Studies		111
BUS	Business Administration	Business Management	76
CED	Cooperative Education	Cooperative Education	78
CHE	Chemistry	Science	148
DAT	Data Processing	Data Processing	79
EAP	Educational Assistant		118
ECO	Economics	Social Science	150
EGL	English	English	120
FRN	French	Modern Languages	130
GOV	Government Administration		125
HEB	Hebrew	Modern Languages	132
HED	Health Education	Physical Education, Health & Recreation	145
HIS	History	Social Science	150
IHT	Inhalation Therapy	Health Technology	94
ITL	Italian	Modern Languages	133
LEC	Library Technology		126
MAR	Marketing	Business Management	77
MAT	Mathematics	Mathematics	127
MET	Medical Emergency Technology	Health Technology	95
MHT	Community Mental Health Assistant	Health Technology	93
MLA	Modern Language	Modern Languages	130
MRT	Medical Record Technology	Health Technology	97
MUS	Music	Music & Art	137
NUR	Nursing	Nursing	98
PED	Physical Education	Physical Education, Health & Recreation	142
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URB	Urban Planning	Social Science	156

**borough
of manhattan
community
college**

of the city university of new york

catalog, 1972/74

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CALENDAR — 1972-73

Fall Semester — 1972

SEPTEMBER

1-7	Fri.-Thurs.	Registration, Counseling and Orientation
4	Monday	Labor Day—School Closed
9	Saturday	Rosh Hashanah—No classes
11	Monday	First day of classes—Fall Semester
11-12	Mon.-Tues.	Late Registration
11-15	Mon.-Fri.	Period for course changes
18	Monday	Yom Kippur—No classes
22	Friday	Last day to file for January graduation
26	Tuesday	Classes will meet in accordance with schedule for Mondays

OCTOBER

9	Monday	Columbus Day—School Closed
15	Sunday	Last day for high school graduates (including January 1973 graduates) to file with University Applications Processing Center for Spring 1973 admission
18	Wednesday	Transfer Conference
23	Monday	Veterans Day—School Closed
25	Wednesday	Classes will meet in accordance with schedule for Mondays

NOVEMBER

1	Wednesday	Last day to withdraw officially from classes with a "W" grade Last day for students with previous college work to file with BMCC Admissions Office for Spring 1973 admission
2-8	Thurs.-Wed.	Midterm Examinations
7	Tuesday	Election Day—School Closed
23-25	Thurs.-Sat.	Thanksgiving Recess—School Closed

DECEMBER

1	Friday	Last day to file for matriculation to become effective Spring Semester 1973 Last day to file for re-admission to matriculant status for February 1973 Last day to file for change in curriculum to become effective Spring Semester 1973
8	Friday	Last day to withdraw officially from classes with a "WP" or "WF" grade
25	Monday	Christmas—School Closed
25-Jan. 1	Mon.-Mon.	Winter Recess

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JANUARY

1	Monday	New Year's Day—School Closed
2	Tuesday	Classes resume
8	Monday	Last day of classes
9-13	Tues.-Sat.	Final Examinations
15	Monday	Human Rights Day
		Last day for high school graduates (including June 1973 graduates) to file with University Applications Processing Center for Fall 1973 admission

*Spring Semester 1973***JANUARY**

22-26	Mon.-Fri.	Registration, Counseling and Orientation
29	Monday	First day of classes—Spring Semester
29-30	Mon.-Tues.	Late Registration
29-Feb. 2	Mon.-Fri.	Period for course changes

FEBRUARY

12	Monday	Lincoln's Birthday—School Closed
14	Wednesday	Transfer Conference
19	Monday	Washington's Birthday—School Closed
20	Tuesday	Classes will meet in accordance with schedule for Mondays

MARCH

15	Thursday	Last day for students with previous college work to file with BMCC Admissions Office for Fall 1973 admission
19	Monday	Last day to withdraw officially from classes with a "W" grade
20-26	Tues.-Mon.	Midterm Examinations

APRIL

16-21	Mon.-Sat.	Spring Recess
20	Friday	School Closed
23	Monday	Classes resume
24	Tuesday	Last day to file curriculum changes to become effective Summer Session 1973
		Last day to file for matriculation to become effective Fall Semester 1973
30	Monday	Last day to withdraw officially from classes with a "WP" or "WF" grade

MAY

22	Tuesday	Last day of classes
23-26	Wed.-Sat.	Final Examinations
28	Monday	Memorial Day—School Closed

JUNE

7 Thursday Commencement

*Summer Session 1973***JUNE**

4-5 Mon.-Tues. Registration for Summer Session

11 Monday First day of classes—Summer Session

JULY

4 Wednesday Independence Day—School Closed

6 Friday Last day to file for matriculation to become effective
Fall Semester 1973

20 Friday Last day of classes

23 Monday Final Examinations

AUGUST

1 Wednesday Last day to file for re-admission to matriculant status
for September 1973

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

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 The 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. In July, 1969, the Board of Higher Education of the City of New York approved "open admissions." Under this policy every student who graduates from a high school in the city as well as holders of high school equivalency diplomas may be admitted tuition free to either a two-year community college or a four-year college of The City University of New York.

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-adapted 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 27 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, 101 West 31st Street, 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. 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.

UNITS OF THE CITY UNIVERSITY

Graduate Division

CITY UNIVERSITY GRADUATE CENTER

President: Mina Rees

Senior Colleges

THE CITY COLLEGE, founded in 1847

President: Robert E. Marshak

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 S. Murphy

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: Milton G. Bassin

BERNARD M. BARUCH COLLEGE, founded in 1968

President: Clyde J. Wingfield

HERBERT H. LEHMAN COLLEGE, founded in 1968

President: Leonard Lief

MEDGAR EVERS COLLEGE, 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: Leon M. Goldstein

BOROUGH OF MANHATTAN COMMUNITY COLLEGE, founded in 1963

President: Edgar D. Draper

NEW YORK CITY COMMUNITY COLLEGE, founded in 1946; affiliated with The City University in 1964

President: Herbert Sussman

EUGENIO MARIA DE HOSTOS COMMUNITY COLLEGE, founded in 1968

President: Candido de Leon

FIORELLO H. LaGUARDIA COMMUNITY COLLEGE, founded in 1968

President: Joseph Shenker

Affiliated Institution

THE MOUNT SINAI SCHOOL OF MEDICINE, affiliated with The City University in 1967

Acting President: Hans Popper

BOARD OF HIGHER EDUCATION OF THE CITY OF NEW YORK

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OFFICERS OF THE CITY UNIVERSITY

Chancellor: Robert J. Kibbee
Deputy Chancellor: Seymour C. Hyman
Vice-Chancellor for Urban Affairs: Julius C. Edelstein
Vice-Chancellor for Academic Affairs: Timothy S. Healy
Vice-Chancellor for Administrative Affairs: J. Joseph Meng
Vice-Chancellor for Faculty and Staff Relations: David Newton
Vice-Chancellor for Budget and Planning: Frank J. Schultz
University Dean for Academic Development: Allen B. Ballard, Jr.
University Dean for Community College Affairs: James J. McGrath
University Dean for Libraries: Richard H. Logsdon
University Dean for Teacher Education: Benjamin Rosner
University Dean for Campus Planning and Development: Peter S. Spiridon
University Dean for Business and Research Administration: Nathaniel Karol
University Dean for Admission Services: Lester G. Brailey
University Dean for Computer Systems: Kenneth M. King
Director, University Relations: Henry D. Paley
Executive Assistant to the Chancellor: Joseph P. Wells
Special Assistant to the Chancellor: Duncan Pardue

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 Service Technologies Division was started with a variety of options. They were followed with additional options in the Liberal Arts Division including Government Administration, Library Technology, Recreation Leadership, Social Service, and Urban Planning. Specially designed courses in Black and Puerto Rican interests started September 1970.

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 Liberal Arts (including all concentrations within the Liberal Arts Division) and in selected programs in the Health Service Technologies Division. Summer session (see page 53) and Continuing Education programs (see page 53) 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 concurrently with classroom instruction, make work and study an on-going, value-packed situation (see page 55). Admission to the Borough of Manhattan Community College is open to all qualified students (see page 29) without regard to race, color, creed, age, sex, 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 fostering the American heritage and ideals of the U.S.A.
- comprehending other civilizations and other cultures.
- learning to use 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.

LOCATION

At present, the College occupies six rented facilities serving over 7,500 students. The Headquarters or "A" Building is at 134 West 51st Street between 6th and 7th Avenues; the "B" Building, at 799 Seventh Avenue, is between 51st and 52nd Streets, the "C" Building, at 1595 Broadway, is between 48th and 49th Streets, and the "D" Building, at 1585 Broadway is between 47th and 48th Streets. In the heart of Manhattan's commercial, business, entertainment, shopping and tourist center, these 4 facilities are easily accessible by most busses and subway lines. Additional facilities are the "L" building at 172 Amsterdam Avenue between 68th and 69th Street and the "M" Building at 135 West 70th Street, between Broadway and Columbus Avenue.

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.

PRESIDENT'S COUNCIL

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

Joseph Marks

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

Ernest R. Chanes

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

Mrs. Charles Goldman

President's Council, Brandeis University

Mrs. William Greenburg

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

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Former President, Garay and Co., Inc.

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Mrs. Theodore W. Kheel

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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

Samuel Press
Attorney, Queens Community Planning Board

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

Mrs. Ida Dworkis Sperber
Administrative Officer, Office of Economic Opportunity, Demonstration Re-
habilitation 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)

THE ADMINISTRATION

Edgar D. Draper, Ph.D.	President
Eric James, Ph.D.	Dean of the College
Lester Weinberger, Ph.D.	Dean of Administration
Margaret A. Green, Ed.D.	Dean of Students
Arnold H. Scolnick, Ed.D.	Dean of Continuing Education and the Summer Session
Edward S. Lewis, Ph.D.	Dean of Cooperative Education and Community Relations
Doris-Jeanne Gourevitch, Ph.D.	Associate Dean for Liberal Arts
Blanche R. Ried, Ph.D.	Associate Dean for Health Services
Edward D. Goldberg, Ph.D.	Associate Dean for Business Administration
Jairaj R. Solomon, Ph.D.	Associate Dean for Personnel and Employee Relations
Sample R. Pittman, M.A.	Associate Dean of Administration
Richard M. Gonzalez, M.B.A.	Associate Dean of Students
Emanuel Targum, Ph.D.	Assistant Dean
Emil Greenberg, M.A.	Chief Librarian
Robert Goldstein, M.A.	Registrar
Maurice Purcell, Docteur de l'Universite de Paris	Director of Admissions
Joseph S. Winters, Ed.D.	Director, Work-Study and Financial Aid
Gustave Manasse, Ph.D.	Director, Counseling Services
Irving Cohen, M.A.	Director of Institutional Research
Harold Rubin, B.A.	Assistant to the President
Norman Riback, B.B.A.	Business Manager
Francis W. Heinkele, M.A.	Coordinator, Academic Advisement
Ernest Charrier, M.A.	Assistant to Dean of Continuing Education and the Summer Session
Harold J. Hope, M.S.	Associate Registrar
Arthur Chisholm, Jr., B.A.	Assistant Registrar
Frances Fascetta, M.A.	Assistant Registrar
James Lum, M.B.A.	Assistant Registrar
Mary Barba	Secretary to the President
Rita DeSilva, B.A.	Assistant to the Dean of the College
Patricia Hough, M.A.	Personnel Assistant
Renee Berger, M.A.	Administrative Assistant for the Academic Divisions
Cynthia Brickman, B.S.	Administrative Aide

FACULTY

- Marjory T. Abbott** Instructor, Health Technology
R.N., Mary Immaculate Hospital
- Lois Adler** Assistant Professor, English
B.A., M.A., New York University
- Geoffrey R. Akst** Assistant Professor, Mathematics
A.B., Columbia University; M.S., New York University
- Sam Alalouf** Assistant Professor, Modern Languages
B.A., The City College
- Edward J. Alexay** Associate Professor, Business Management
B.S., M.B.A., New York University
- David R. Allen** Assistant Professor, Social Science
B.A., Drew University; M.A., Université Libre de Bruxelles
- Karen M. Allison** College Laboratory Technician "A", Science
A.A., Borough of Manhattan Community College
- Leonard Allison** Assistant Professor, English
B.A., M.A., New York University; M.S., Yeshiva University
- Marisol B. Amar** Associate Professor, Modern Languages
*B.es L., Université d'Alger; M.A., St. John's University;
Ph.D., Columbia University*
- Thomas-Robert H. Ames** Assistant Professor, Health Technology
A.A., B.A., University of Florida; M.A., New York University
- Maria Arratia** Associate Professor, Secretarial Science
B.B.A., M.S., The City College
- Rose Atlas, R.N.** Instructor, Nursing
B.S., M.A., Columbia University
- Rose Auffant** College Laboratory Technician "B", Secretarial Science
A.A.S., Borough of Manhattan Community College
- Barbara A. Bailey** Assistant Professor, Social Science
B.A., Mt. Holyoke College; M.A., New York University
- Susan Baruch** Instructor, Secretarial Science
B.A., M.S., Hunter College
- Robert J. Bauer** College Laboratory Technician "B", Science
A.A., Borough of Manhattan Community College
- Mildred Baum** Assistant to Business Manager, Office of Dean of Administration
- Ila Beards** Assistant Professor, Secretarial Science
B.B.A., M.S., The City College; M.S., Yeshiva University
- Deborah S. Becker** Assistant Professor, Data Processing
A.B., Barnard College
- Phillip Becker** Assistant Professor, Cooperative Education
B.A., Hofstra University; M.A., New York University
- Joseph M. Beerman** Assistant Professor, Physical Education, Health, and Recreation
A.B., Hunter College; M.A., New York University
- Aaron Benjamin** Instructor, Modern Languages
B.A., M.A., American University
- Julius Berger** Instructor, Accounting
B.B.A., The City College
- René Berger** Administrative Assistant for the Academic Divisions
*A.B., Barnard College; M.A., Fletcher School of Law and Diplomacy;
M.S., University of Southern California*
- Neil Birnbaum** Associate Professor, Modern Languages
B.A., Brooklyn College; M.A., Ph.D., Columbia University
- Charlotte M. Bishop** Instructor, Secretarial Science
B.S., Long Island University

- Louis Black** Assistant Professor, Business Management
B.B.A., M.S., Baruch College
- James Blake** Instructor, Student Life
B.S., North Carolina College; M.S.W., Columbia University
- Joyce K. Bland** Assistant Professor, Student Life
B.S., West Virginia State College; M.S.W., New York University
- Gail I. Bohler, R.N.** Instructor, Nursing
B.S., Cornell University; M.S., Columbia University
- Emilia E. Borsi** Assistant Professor, Modern Languages
B.A., Barnard College; M.A., Columbia University
- Lester E. Bower** Assistant Professor, Library
A.B., Drew University; M.S., Columbia University
- Carl B. Bowman** Associate Professor, Music and Art
*B.Mus., Willamette University; M.A., University of Washington;
Ph.D., New York University*
- Carol L. Brandon** Assistant Professor, Data Processing
A.B., University of Michigan; D.P.M.A. Registered Business Programmer
- Reuben A. Braxton** Assistant Professor, Social Science
B.A., Brooklyn College; M.A., New York University
- Anthony J. Bria** Assistant Professor, Physical Education, Health, and Recreation
B.S., M.A., New York University
- Cynthia Brickman** College Laboratory Technician "A", Office of the President
B.S., State University College of Education at Albany
- Ernest C. Briggs, Jr.** Assistant Professor, Mathematics
B.S., Virginia State College; M.S., New York University
- Sheryl D. Brody** Instructor, Social Science
B.A., Boston University
- James L. Brooks** Instructor, Data Processing
A.A., Santa Monica City College; B.A., Los Angeles State College
- Richard J. Brower** Associate Professor, Science
A.B., M.A., Ed.D., Columbia University
- Joyce F. Brown** Instructor, Student Life
B.A., Marymount College; M.A., New York University
- M. Jay Brown** Assistant Professor, Science
B.A., Harvard University; M.A., Ph.D., New York University
- Naomi Buchheimer** Instructor, Educational Assistant Program
B.A., University of Cincinnati; M.A., Ohio State University
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B.A., North Carolina College; M.S.W., New York University
- Helen Rappaport** Assistant Professor, Science
B.A., Brooklyn College; M.S., Cornell University; Ph.D., Columbia University

- John L. Raynor** Assistant Professor, Science
B.S., M.S., Ph.D., University of Michigan
- Martin T. Rebhun** Professor, Social Science
*B.A., M.A., New York University; M.S.Ed., The City College;
 Ph.D., New York University*
- Maria A. Reid** Assistant Professor, Mathematics
*Licentiate Degree, University of Panama; Grado de Profesorado de Matematicas
 y Fisicas, University of Panama; M.A., University of Minnesota*
- Norman Riback** Business Manager, Office of Dean of Administration
B.B.A., The City College
- Ellis J. Rich** Instructor, Mathematics
A.B., M.S., New York University
- Blanche R. Ried** Professor, Health Technology Department;
 Associate Dean for Health Services
B.S., Brooklyn College; M.A., Ph.D., New York University
- Herbert Ringel** Assistant Professor, Science
*B.S., The City College; M.A., Queens College;
 Ph.D., Graduate Center, The City University of New York*
- Aubrey T. Robinson, R.N.** Instructor, Nursing
B.S., Long Island University; M.A., New York University
- Fay Rogg** Assistant Professor, Modern Languages
B.A., McGill University; M.A., Ph.D., Yale University
- Jan L. Rogozinski** Assistant Professor, Social Service
B.A., Knox College; M.A., Ph.D., Princeton University
- Marilyn Rosen** Assistant Professor, English
B.S., Columbia University; M.A., New York University
- Myron S. Rosenbaum** Instructor, Mathematics
B.A., M.S., Rutgers University
- Mayer Rossabi** Associate Professor and Chairman, Physical Education, Health
 and Recreation Department
B.S., M.A., New York University
- Harold Rubin** Assistant to the President
B.A., Louisiana State University
- Ronald I. Rubin** Associate Professor, Social Science
*B.A., New York University; M.A., Brown University,
 Ph.D., New York University*
- Shauneille Ryder** Assistant Professor, English
B.A., Howard University; M.F.A., The Art Institute of Chicago
- Muriel L. Sackler** Assistant Professor, Science
*B.A., Brooklyn College; M.S., Massachusetts Institute of Technology;
 Ph.D., Columbia University*
- Sonia B. Sanchez** Assistant Professor, Black & Puerto Rican Studies
B.A., Hunter College
- Donna M. Santo** Instructor, Secretarial Science
A.A.S., New York City Community College; B.B.A., Pace College
- Sylvia Christie Saunders** Associate Professor, Science
B.S., M.S., Ph.D., New York University
- Carla E. Sayers** Lecturer, Physical Education, Health, and Recreation
B.A., Bard College
- James Schiavone** Assistant Professor, English; Coordinator for Remediation
*B.S., M.A., New York University;
 Professional Diploma (Reading Specialist), Columbia University*
- Jerrold W. Schoenblum** Assistant Professor, Music and Art
B.S., State University, Oswego; M.F.A., Brooklyn College

- Arnold H. Scolnick** Professor, Business Management; Dean of Summer Session and Continuing Education
B.B.A., The City College; M.S., Ed.D., New York University
- Rita S. Scott, R.N.** Assistant Professor, Nursing
B.S.N., Marquette University; M.Ed., Columbia University
- George Senyk** Assistant Professor, Physical Education, Health, and Recreation
B.S., University of Minnesota
- Leona J. Senyk** Instructor, Student Life
B.S., Seattle Pacific College; M.A., New York University
- Howard H. Serlin** Professor, Accounting
B.B.A., M.B.A., The City College; C.P.A., State of New York
- Lucienne J. Serrano** Instructor, Modern Languages
Bac. de Droit, Lic. de Droit, Cert. d Apt. la prof. d'avocat, Dip. de Doctorat, Faculté de Droit
- Lawrence A. Sher** Assistant Professor, Mathematics
B.S., Queens College; M.S., Yeshiva University
- Michael D. Shmidman** Professor, and Chairman, Social Science Department
B.A., Brooklyn College; Ph.D., Columbia University
- Alan L. Siegel** Assistant Professor, Physical Education, Health, and Recreation;
 Director, Intramural Athletics
A.A., Bronx Community College; B.S., M.S., The City College
- Richard L. Siewert** College Laboratory Technician "A", Office of the Dean of Summer Session and Continuing Education, Coordinator of Independent Study Programs
A.A., Borough of Manhattan College; B.A., The City College
- Ellen Simon** Instructor, Student Life
B.A., The City College; M.A., Columbia University
- Nelly Siskin** College Laboratory Technician "B", Modern Languages;
 Director of Language Laboratories
Baccalauréat, Lycée Français, Casablanca
- Ronald J. Slavin** Instructor, Science
B.A., M.S., New York University
- Irwin Sloan** Assistant Professor, Data Processing
B.A., Brooklyn College
- Martha A. Small, R.N.** Assistant Professor, Nursing
B.S., Western Reserve University; M.A., New York University
- Mary K. Smith** Lecturer, Mathematics
A.B., Bryn Mawr College; M.A., University of Rochester
- Barbara A. Solomon** Assistant Professor, Physical Education, Health, and Recreation
B.S., Morgan State College; M.S., Herbert H. Lehman College
- Golda Solomon** Instructor, English
B.A., M.A., Brooklyn College
- Jairaj R. Solomon** Professor, Social Science; Associate Dean for Personnel and Employee Relations
B.A.(Hons), M.A., Madras University; Dip. Lab. Rel., Bombay; M.P.I.A., University of Pittsburgh; Ph.D., New York University
- Roy A. Solomon** Instructor, English
A.B., M.A., Columbia University
- Stanley H. Solomon** Associate Professor, Accounting
B.B.A., M.B.A., The City College; C.P.A., State of New York
- Claire Solomons** Assistant to Business Manager, Office of Dean of Administration
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B.S., Columbia University; M.S., New York University
- Harold M. Spevack** Assistant Professor, Science
B.S., Brooklyn College; M.S., New York University
- Joycelyn A. Spurlock** Instructor, Mathematics
B.S., M.S., Howard University

- Bernard Stambler** Professor and Chairman, English Department
B.A., M.A., Ph.D., Cornell University
- Marie Stewart** Associate Professor, Social Science;
 Coordinator, Social Service Program
A.B., Hunter College; M.S.W., Columbia University
- Milton T. Stubbs, Jr.** Instructor, Student Life
B.S., State University at Buffalo; M.S., State University at New Paltz
- Charles Sutton** Instructor, Mathematics
B.A., Brooklyn College; M.S., Yeshiva University
- Isabel B. Sweeney** Assistant Professor, Student Life
B.A., Virginia State College; M.S.S.W., Bryn Mawr College
- Harriet L. Swoopes, R.N.** Instructor, Nursing
B.S., Oneonta State University
- Arnold K. Tada** College Laboratory Technician "A", Data Processing
A.A.S., Borough of Manhattan Community College
- Emanuel Targum** Professor, Business Management; Assistant Dean and
 Academic Coordinator for Evening Studies
*B.S., M.S., The City College; Ph.D., New York University;
 J.D., Brooklyn Law School; J.S.D., St. Lawrence University*
- Gloria C. Taylor** Associate Professor, Secretarial Science
B.S., The City College; M.A., New York University
- Arnaldo Ten** Instructor, Modern Languages
B.A., M.A., Hunter College
- Herbert Tishfield** Professor and Chairman, Accounting Department
B.S., M.B.A., New York University; C.P.A., State of New York
- Asher Torren** Assistant Professor, Science
B.S., M.A., New York University
- Jack Traub** Assistant Professor, Accounting
B.B.A., M.B.A., The City College; C.P.A., State of New York
- Herbert Treibman** Associate Professor, Accounting
*B.B.A., The City College; L.L.B., J.D., Brooklyn Law School;
 L.L.M., New York University; C.P.A., State of New York*
- Arnold L. Trindade** Assistant Professor, Science
*B.S., Poona University; M.A., Columbia University;
 M.A., Ed.D., Teachers College, Columbia University*
- Michele Maréchal Trudel** Assistant Professor, Modern Languages
*B. es L., Université de Paris; B.A., Swarthmore College;
 M.A., Rutgers University*
- Stephen D. Turk** College Laboratory Technician "A", Science
*A.A., Borough of Manhattan Community College;
 B.S., State University of New York at Stony Brook*
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B.A., Brandeis University; M.A., The City College
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 Education, Health, and Recreation
B.A., Central College, Iowa; M.A., William Paterson College
- Harriet P. Van Sickle** Associate Professor, Cooperative Education
A.B., University of Nebraska; M.A., Columbia University
- George Vargas** Assistant Professor, Physical Education, Health, and Recreation
B.A., Herbert H. Lehman College; M.A., New York University
- Penelope D. Veras** Lecturer, Secretarial Science
B.A., Marywood College
- Norma Verdiner** Instructor, Physical Education, Health, and Recreation
B.S., The City College; M.S., Hunter College
- Frances D. Versosky** Instructor, Secretarial Science
B.A., Herbert H. Lehman College

- Ernestina Villegas** Instructor, Student Life
B.S., Howard University; M.S.W., University of Puerto Rico
- Opal S. Vodery, R.N.** Assistant Professor and Acting Chairman,
Nursing Department
B.S., M.A., Columbia University
- David R. Waldman** Assistant Professor, Science
B.S., M.A., The City College; Ph.D., St. John's University
- Richard A. Warren** Instructor, Data Processing
A.B., Morehouse College, M.Ed., Boston University
- Sandra Watson** Instructor, Physical Education, Health, and Recreation
B.S., Brooklyn College; M.S., University of Illinois
- Irving Wechsler** Professor and Chairman, Business Management Department
B.S., M.B.A., New York University
- Roberta Weill** Assistant Professor, Secretarial Science
B.S., Baruch College; M.S., The City College
- Lester Weinberger** Professor, Business Management; Dean of Administration
*B.S. in S.S., The City College; B.S. (L.S.), Columbia University;
M.A., Ph.D., New School for Social Research*
- Rochelle Weinstein** Assistant Professor, Music and Art
B.A., M.A., The City College; M.A., New York University
- Ruth T. Weinstock** Instructor, English
B.S., New York University; M.A., Sarah Lawrence College-New York University
- Jeanette Ann Weiss, R.N.** Instructor, Nursing
B.S., M.A., New York University
- Richard W. Whealey** Instructor, Science
B.A., M.Ed., University of Delaware
- Randolph L. White** Assistant Professor, English
B.A., Howard University; M.A., University of Wisconsin
- Patricia R. Wilkinson** Assistant Professor, Mathematics
B.S., Good Counsel College; M.A., The City College
- Laurence W. Wilson** Assistant Professor, Music and Art
B.S., M.S., Julliard School of Music
- Joseph S. Winters** Professor, Student Life, Director, Financial Aid & Work Study
B.B.A., St. John's University; M.A., Ed.D., New York University
- Harry B. Wolfe** Assistant Professor, Accounting
*B.B.A., The City College; J.D., Brooklyn Law School;
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*B.A., Bryn Mawr College; A.B.L.S., University of Michigan;
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- Ruth C. Yacobellis** Assistant Professor, Library
A.B., Boston University; M.A., Yale University; M.L.S., Pratt Institute
- Silvia C. Yeste** Instructor, Modern Languages
*Doctora en Farmacia, University of Havana;
M.A., Farleigh Dickinson University*
- Jane J. Young** Assistant Professor, English
B.A., The City College; M.A., Harvard University
- Man-Lim Yu** Associate Professor and Chairman, Science Department
B.A., M.S., Ph.D., New York University
- Paul D. Zahn** Assistant Professor, Mathematics
B.S., Columbia University
- Cynthia Zucker** Associate Professor, Data Processing
B.S., Brooklyn College; M.A., New York University

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, 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.

REQUIREMENTS

Under the City University of New York open admissions policy, all applicants who are bona fide residents of New York City who received a high school diploma or equivalent in June 1970 or thereafter are admitted to matriculation in one of the degree programs of the City University.

Within the limits of space and financial ability, every effort will be made to accommodate bona fide New York City residents who received a diploma before 1970, as well as high school graduates who are bona fide residents of New York State.

Applicants from other states and from foreign countries are accepted on a space-available basis.

Applicants with previous college work (advanced standing) must fulfill the academic requirements for such applicants in effect at the time the application is submitted (see page 30).

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

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 may be substituted.

Medical Examination (Health Requirement)

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. This medical form and an "Emergency Medical Release" are conditions of acceptance into matriculated status at this College. They **MUST** be received by the deadline dates established by the Admissions Office. Students who neglect to meet these requirements will not be sent registration information and will not be permitted to register as matriculants.

Applicants for admission to any program in the Health Service Technologies Division will be required to meet the physical and mental health standards set forth by the College and affiliating agencies.

APPLICATION PROCEDURE

Students who wish to attend Manhattan Community College are required to file applications according to the City University schedule. Deadline dates for filing are:

Semester	High School Seniors and Graduates with No Previous College Credits	Students with Previous College Credits (Advanced Standing)
Fall	January 15	March 15
Spring	October 15	November 1

Three types of Applications are available for prospective students:

A. The University Application

(University Application Processing Center Form for high school students and for high school graduates with no previous college credits.)

1. Regular Application

—to be used by students who are applying to regular City University programs. This application permits students to apply to as many as six regular programs on a single form, even if the six programs are offered in six different CUNY Colleges. This application **MUST** be used by:

- a. students who are still in high school.
- b. students who have graduated from high school but have had no previous college work.
- c. students with a High School Equivalency Diploma who have had no previous college work.

2. Special Program Application

—to be used by students who are applying for SEEK and COLLEGE DISCOVERY programs. Students who meet CUNY admissions requirements but cannot be admitted to SEEK and COLLEGE DISCOVERY will automatically be admitted to a community or senior college program.

B. Direct Application

—to be used by students who have had previous college work. When applying for admission to this College, such students **MUST** request a Direct Application Form from Manhattan Community College and must meet the Advanced Standing deadline for all credentials: application, high school transcript and all previous college credit transcripts.

C. Foreign Student Application

—to be used by students who hold or expect to obtain a temporary visa (visitor, student, diplomatic and all other visas in the non-immigrant category).

WHERE TO APPLY:

UAPC (Regular, Foreign Student and College Discovery—SEEK)—Application blanks are available from public high schools, selected community centers, the City University's Office of Admission Services, 101 West 31st Street, New York, N.Y. 10001, and from the University Application Processing Center (UAPC), Box 148, Vanderveer Station, Brooklyn, N.Y. 11210. Manhattan Community College has a limited number of applications available.

DIRECT APPLICATIONS—Available from the Admissions Office at this College, 134 West 51st Street, New York, N.Y. 10020.

Students With Previous College Work (Advanced Standing)

Students may be granted transfer credit for courses completed at other colleges. Credit will be given for passing grades from any unit of City Uni-

versity 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 cumulative 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 are accepted with advanced standing receive a statement of the total number of credits awarded, prior to their initial registration at Manhattan Community College.

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	12-17
Upper Freshman	18-34
Lower Sophomore	35-51
Upper Sophomore	Over 51

Non-Matriculated Status

Applicants not accepted to matriculated status and those applicants who do not wish to pursue a degree program may be considered for admission as non-matriculated students. 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.

Change From Non-Matriculated to Matriculated Status

Non-matriculated students may be accepted for matriculation after completing 12 or more credits with a 2.0 ("C") cumulative Grade-Point Average in appropriate courses. Application for matriculated status should be made during the semester in which the student expects to fulfill the requirements. Such applications can be obtained from the Admissions Office, Room A308. 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. Check the Admissions Office for deadlines and other necessary details.

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 student's official statement that he is a full-time student and requests deferment. 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 Life Department for advice and assistance.

FEES AND TUITION

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 page 45).

TUITION AND FEES—(per semester)

Note: There is a limitation on tuition-free credits. For the policy of the Board of Higher Education on such limitation, see page 37.

Matriculated Students—Full-Time

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. **\$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. (per contact hour) **\$18.**
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. **\$275.***
 - b. Without a Certificate of Residency. **\$450.***

*Maximum tuition to be charged per semester

†According to the Board of Higher Education Fee Structure.

- 2. Non-residents of New York State: **\$450.***
(applies also to foreign students)

Matriculated Students—Part-time—Includes Summer Session.
(subject to available finances)

A. Bona fide residents of New York City

Tuition free up to 4 credits above the degree requirement
except for: per contact hour

- †1. A student who received one Associate degree from any college of the City University either wholly or partially tuition free. **\$10.**
- †2. A student who commenced work on an Associate degree and changed the degree objective more than once. **\$10.**
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.**
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. **\$20.**
 - b. Without a Certificate of Residency. **\$30.**
- 2. Non-residents of New York State. **\$30.**
(applies also to foreign students)

Non-matriculated Students—Full-time

- A. Bona fide residents of New York City** (per contact hour) **\$15.**
- B. Bona fide residents of New York State**
 - 1. With a Certificate of Residency. **\$275.***
 - 2. Without a Certificate of Residency. **\$450.***
- C. Non-residents of New York State** **\$450.***
(applies also to foreign students)

Non-matriculated Students—Part-time—Includes Summer Session.

- A. Bona fide residents of New York City**. **\$15.**
- B. Bona fide residents of New York State**
 - 1. With a Certificate of Residency. **\$20.**
 - 2. Without a Certificate of Residency. **\$30.**
- C. Non-residents of New York State** **\$30.**
(applies also to foreign students)

SPECIAL AND PENALTY FEES (for all students)

- A. Application Fee** (non-refundable). **\$10.**
(payable to University Application Processing Center for

***Maximum tuition to be charged per semester.**

†According to the Board of Higher Education Fee Structure.

applications processed by the Center, or to the College for applications processed by the College.)

- B. New Students Fee** (non-refundable) **\$10.**
(payable to Borough of Manhattan Community College. This fee is charged to new non-matriculating students at the time of initial registration.)
- C. 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.)
- D. 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.)
- E. Penalty Fees**
 - 1. Late Registration Fee. **\$5.**
(must be charged to students permitted to enroll after the close of the announced registration period. 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—non-refundable)

The General Fees enumerated will be charged in lieu of separate fees for library, laboratory, registration, entrance examination, physical education, breakage insurance, student activities, graduation and accident insurance.

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

Veterans Benefits

Veterans filing for benefits under Public Laws 634 or 89-358 are required to pay all applicable tuition and fees at the time of registration. Veterans must file a Certificate of Eligibility with the Registrar's Office at their initial registration and must inform that office of their veteran's standing each time they register for classes. 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 as soon after the beginning of the term as possible. Veterans may be granted special course credit in Physical Education.

Refunds

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

****A matriculated student wishing to take less than 12 credits must obtain approval from the Registrar or from the Dean of Students.**

Refund Regulations of the Board of Higher Education

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

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

Date of Formal Withdrawal from Course(s)	Regular Session	Summer Session
Before scheduled opening of classes	100%	100%
In order to register at another unit of CUNY during that semester	100%	100%
Within one week after scheduled opening of classes	75%	50%
During second week after scheduled opening of classes	50%	25%
During third week after scheduled opening of classes (None thereafter)	25%	None

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

Military Refunds

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

- A. Military service must be documented with a copy of induction notice or military orders.
- B. Students who do not attend for a sufficient time to qualify for a grade 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%

Damage to College Equipment

Any student who damages any school equipment is required to pay the costs of repair or replacement.

BOOKS AND SUPPLIES

Students are required to purchase their own books and supplies. Costs vary depending upon the curriculum. Savings may be effected by purchasing used books if they are available. The Bookstore is located in the "M" Building, 135 West 70th Street, Second Floor.

***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.**

ACADEMIC REGULATIONS AND PROCEDURES

Familiarity with graduation requirements, admission requirements for specific courses and regulations in the official College announcements is the student's direct and personal responsibility. The Registrar's Office (A306) handles all information concerning academic standing. Students who wish to have their academic standing sent to their local Selective Service Office are required to make this request to the Registrar's office.

REGISTRATION

Students will not be given permission to attend classes until they complete registration requirements *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 automatically guarantee receipt. 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 (Program Change)

Students are permitted to change their semester program registration only during the first two weeks of classes. To do so, students must complete a request form, available at the Registrar's Office, and obtain signatures as directed on the form.

No course may be *added* after the first two weeks of classes. With permission, a student may drop a course with the grade of "W" through the first six weeks of classes. Students will be assigned either "WP" (withdrawal passing) or "WF" (withdrawal failing) for courses dropped during the seventh through tenth class weeks. (See Special Grades, p. 37) After the tenth class week, no course may be dropped. (**NOTE:** There is a fee of \$5. for each program change.)

COURSE SELECTION

Matriculated students must choose courses in accordance with the regulations of an established curriculum leading to a degree. (See Index under "Degree Programs.") Each student is responsible for planning a program in accordance with an established curriculum, which will meet all degree requirements.

CREDIT LOAD (Full-Time Matriculated Students)

Full-time matriculated students are expected to carry a credit load each semester sufficient to complete degree requirements within two academic years, including summer sessions. Normally, students register for a credit load of 16 to 18 hours. Requests to carry more than 18 credit hours must be approved by the Head of the Division in which the student is registered.

Limitation on Tuition-Free Credits

The Board of Higher Education has adopted the following policy:

1. New York City resident matriculated undergraduates, including those admitted under SEEK and College Discovery Programs, may earn tuition-free credits equal to the number of credits required for their last choice degree curriculum plus 4 credits in excess of such requirements. For purposes of assessing fees, earned tuition-free credits shall include:

- a. All credits earned toward the degree, including any such credits previously paid for either at a CUNY institution or elsewhere.
- b. All other completed tuition-free courses taken at any CUNY institution, whether or not applied to degree requirements;

2. Whenever the number of earned tuition-free credits, plus the credits enrolled for (as measured at the end of the registration period for the term in which billing takes place), exceed the allowable limit of earned tuition-free credits as defined in (1) above, such credits shall be paid for at the rate of \$18 per credit in the senior colleges and \$18 per contact hour in the community colleges.

ASSIGNMENT OF GRADES

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:

Grade	Numerical Equivalent	Achievement
A	90-100	Superior
B	80-89	Good
C	70-79	Satisfactory
D	60-69	Minimum Passing
F	0-59	Failing

Special Grades

I (Incomplete)

This grade may be given at the discretion of an instructor to any student who is unable to complete all course requirements due to circumstances beyond his control. If an "incomplete" grade is assigned for reasons other than missing the final examination, the student must contact the instructor immediately to make suitable arrangements to remove the "incomplete" grade. If the "incomplete" is given because of a missed final examination, the student must obtain permission from the Registrar's Office to take a make-up examination. 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 according to the following table.

	Deadline Date
Fall Semester	Last day before classes start in Spring semester
Spring Semester	Day after June graduation
Summer Session	September 1

Any "incomplete" grade which is not resolved by the above deadlines is automatically changed to an "F," and the result is a lowered Grade-Point Average, which may then result in dismissal from the College after the following semester has started. (To figure Grade-Point Average see bottom of this page.)

Under such circumstances, the student's registration for the new semester is cancelled and his fees are returned.

F (Failure)

In the case of students for whom attendance is compulsory, this grade is given at the discretion of the instructor if absences total one more than the number of times a class meets in a regular class week.

W (Withdrawal)

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

WP (Withdrawal Passing)

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

WF (Withdrawal Failing)

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

S/U (Satisfactory)/(Unsatisfactory)

This grading is used for work in a remedial non-credit course, or where this is the only evaluation that can be made by the instructor.

Grades for First-Term Freshmen

Any first-term freshman who earns an "F" grade will receive a "W" grade instead. Those who earn a "D" grade have the choice of accepting the "D" or a "W". (This policy is **retroactive** for students who were in their first semester as Evening Session students during the Fall semester of 1970.)

To carry out this policy, instructors must find out, during the last week of classes, which first-term freshmen elect to accept a "W" grade instead of a "D" grade. Instructors assign only one final grade per student on the Final Grade Sheet. No changes in "D", "F", or "W" entries for freshmen will be permitted after the instructor submits grades. All students who receive "W" grades **MUST** repeat a *required course*. First-term freshmen faced with the decision of electing an earned "D" grade or a "W" grade should consult advisors or counselors in the Student Life Department before the last weeks of the semester to understand the implications involved in their choice between the "D" or the "W". For some the "W" grade is preferable, especially if the course is in the "major" field of training or study, as repetition of the course increases learning. For others the "D" may be preferable to gain needed credits toward graduation.

Grade-Point Average

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 point values:

Letter Grade	Point Value
A	4
B	3
C	2
D	1
F, WF	0

Grades of "I", "W", "WP", "S" and "U" are not included in the Grade-Point Average.

To compute the Grade-Point Average, multiply the number of points equivalent to the letter grade earned in a given course by the number of credits for that course, then divide the total number of points earned in all courses by the total number of credits. Follow the example given below, substituting your courses, grades and credits.

Course	Final Grade	Point Value	Credits	Points Earned
English I	B	3	x 3 =	9
Accounting I	A	4	x 3 =	12
Introduction to Business Administration	B	3	x 4 =	12
Art Survey I	D	1	x 2 =	2
Fundamentals of Speech	C	2	x 3 =	6
Health Education	F	0	x 1 =	0
TOTALS:			16	41

$$41 \div 16 = 2.56 \quad \text{Grade-Point Average}$$

The "cumulative Grade-Point Average" may be obtained in a similar fashion, considering all courses taken at Borough of Manhattan Community College. ONLY courses taken at Borough of Manhattan Community College are included in the cumulative Grade-Point Average.

Grade Reports

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

Appeal of Grades

Students who believe they have not been properly graded and who wish to appeal a grade must first discuss the matter with their instructor. Further appeals may be made in the following order: (1) to the Department Chairman; then (2) to the Division Head (who institutes any necessary investigation); and finally (3) by filing an Appeal Request Form with the Committee on Academic Standing. These forms are available at the Registrar's Office.

Repeating Courses

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

Repeating Failed Courses

If a failed course is repeated and is then passed, the original "F" grade is changed to a "W" (Withdrawal) grade. If a course is failed more than once,

only the first failure "F" is recorded. Subsequent failures are recorded as "W".

These policies (instituted Spring, 1971) are *retroactive*. However, the Registrar will not change the "F" grades to "W" grades without a request from the student in writing. Only **currently** enrolled students may submit a request for a grade change under these policies. Counselors or advisors are available to discuss the grading with any student who wishes clarification of the policy.

Scholarship Warning Reports

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

ACADEMIC STANDING

Probation

Students whose cumulative Grade-Point Average falls below 2.0 will be placed on academic probation and limited to 12 credits per semester until their cumulative Grade-Point Average is raised to 2.0 or above.

Dismissal

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

Credits	Retention Average (Cumulative)
0-17	1.3
18-33	1.5
34-51	1.7
52-58	1.8
59 and over	1.9

NOTE: Entering freshmen are NOT dismissed at the end of their first semester regardless of Grade-Point Average.

Appeal of Dismissal

Academic dismissal may be appealed by writing to the Chairman, Committee on Academic Standing, on the special form obtained from the Registrar's Office. Any dismissed student whose appeal is denied loses matriculated status but may attend as a non-matriculated, tuition-paying student. When the dismissed student's cumulative Grade-Point Average (cumulative index) reaches 2.0 or above, application for matriculation and reinstatement may then be made through the Admissions Office. Deadlines for filing are December 1st for the Spring semester and August 1st for the Fall semester.

In some cases, if a dismissed student raises his cumulative Grade-Point Average to the retention level or above (as shown by the table under "Dismissal") appeal may be made to the Committee on Academic Standing for reinstatement "on probation." The Committee's decision on such an appeal may be based on several factors including the grades received by the dismissed student during part-time or Summer study **at this College**. In most

cases, the dismissed student may need to show two or more part-time or Summer sessions of improved work ("C" average or above) in order to gain reinstatement "on probation."

NOTE: Any student who has been academically dismissed twice is NOT eligible to appeal a third academic dismissal. Such a student must raise the cumulative Grade-Point Average to 2.0 or above and then apply for matriculation through the Admissions Office.

One semester must lapse before an academically dismissed student can be reinstated (or readmitted) as a matriculated student. This means that a student who is dismissed in January (at the end of the Fall semester) can appeal for reinstatement "on probation" for the following Fall semester; or if dismissed in June (at the end of the Spring semester) can appeal for reinstatement for the following Spring semester.

Improved grades earned while attending Summer session classes may enable a student who is dismissed in June (at the end of the Spring semester) to raise his cumulative Grade-Point Average above the dismissal level. It is the student's responsibility to notify the Registrar's Office immediately upon receipt of the improved Summer session grades so that the dismissal records may be nullified and the student becomes eligible to return as a matriculant in the Fall semester. On the other hand, poor Summer session grades may lower the cumulative Grade-Point Average to dismissal level and cause a student to be dismissed from the College. For further explanation or clarification, students should see a counselor in the Student Life Department or an academic advisor.

ACADEMIC ADVISEMENT

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

FOREIGN STUDENT ADVISOR

A Foreign Student Advisor is available in the Admissions Office to assist foreign students with problem relating to admissions, orientation, academic standing, or other matters such students may wish to discuss.

CLASS ATTENDANCE

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

1. those who have accumulated less than 24 credits;
2. those who have a cumulative Grade-Point Average below 2.0;
3. those who are enrolled in particular courses which require compulsory attendance for professional licensing and certification organizations (such as courses in Real Estate and in the Health Service Technologies Division).

Students in courses where attendance **is** compulsory must attend approximately thirteen (13) weeks (five (5) weeks for Summer session) in order to obtain a grade.

Excess Absences

The maximum number of absences will be limited to one more than the number of times a class meets in one week. An instructor may give the failing grade of "F" for excessive absences to students for whom attendance is compulsory.

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

Students who wish to change their curriculum (degree program) must file an application at the Registrar's Office (A306). Students who request such a change must confer with a counselor and the Chairmen of both the current and proposed programs.

WITHDRAWAL FROM THE COLLEGE

Withdrawal from the College, for any reason, will be recorded only after a student completes and submits to the Registrar's Office the official "Withdrawal from the College" form. The date on which this form is filed, and not the date of the last class attendance, is considered the official date of withdrawal. Non-attendance at classes 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. (See Special Grades, page 38). Students who terminate their attendance at the College without filing formal notification of withdrawal on the appropriate form will be automatically assigned an "F" grade in each course for which they are registered.

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

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 read-

mission must be filed by December 1st for the Spring semester, and by August 1st for the Fall semester.

Students who attend other institutions after leaving the College must submit an official transcript before the application for readmission will be considered.

At least one semester must elapse before students who have been academically dismissed will be considered for readmission to matriculated status. A student who has been academically dismissed twice is **not** eligible for readmission (see further, "Appeal of Dismissal," page 40).

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.

Students who withdraw for medical reasons, and then reapply, must present a statement from a physician indicating physical and emotional fitness for resuming full-time studies at the College.

CHANGES IN REGULATIONS AND OFFERINGS

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

DEPARTMENT OF STUDENT LIFE

The Department of Student Life is dedicated to assisting students expand their personal development and social growth outside the classroom. Organized activities are designed to aid students, collectively and individually, to make maximum use of their educational opportunities.

Among the services offered through this Department are: orientation, student activities, financial aid, 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 is specifically designed to help students successfully adjust to college life, and to utilize the various college resources for maximum personal development and benefit.

SPECIALIZED COUNSELING PROGRAM

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

Students may be referred to this program by a faculty member, 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.

MEDICAL SERVICES

The Medical Office, staffed by a Registered Nurse, is in the "B" building, Room 315. The required "student medical history" records are maintained by this office. Medical services provided include temporary and emergency medical care needed by anyone in the College. The medical service also offers health education materials and provides health counseling. Pregnant students are encouraged to notify the Nurse of their pregnancy and due date. Handicapped students, including those with cardiac, diabetic or epileptic conditions, are urged to visit the Nurse upon acceptance at Manhattan Community College.

FINANCIAL AID PROGRAM

Financial Aid Counselors are available to discuss economic problems. Students who apply for 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. Approval of loans is based on financial need and Federal eligibility requirements.

Short-term loans in small amounts to cover immediate expenses of an emergency nature 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.

Nursing scholarships are available to a limited number of students in the Nursing Program. The same eligibility requirements prevail as for the Educational Opportunity Grants, except that matching awards are not required.

Scholarships

The College does not have large endowments, but there is a limited amount of aid through 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—is distributed on the basis of financial need.

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 credits.

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 as amended.

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 Office of Financial Aid (D210).

Information and assistance concerning loans, scholarships, work-study opportunities, etc., are available from a Financial Aid officer at the College (D210).

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 all 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.

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 Boricua, Hillel, Student Christian Fellowship, Phi Theta Kappa (community college scholastic honors 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.

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 any 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.

OF SPECIAL INTEREST TO STUDENTS

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 orders 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.

VARSITY ATHLETIC AND INTRA-MURAL PROGRAM

The varsity athletic and intra-mural program is part of the Department of Physical Education, Health and Recreation.

The athletic program provides both male and female students the opportunity to participate in intensive development and refinement of skills and apply them in intercollegiate competition. Some of the established teams include: Basketball, Baseball, Bowling, Soccer, Tennis, Wrestling and Volleyball.

The intra-mural program emphasizes the broadest possible participation by students and faculty in sports competition within the college. The informal atmosphere of the program permits both team entries by existing clubs and organizations, and independent entries by individual students.

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 is 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.

JOB PLACEMENT SERVICES

The College maintains job placement services in the Cooperative Education Department, which are available to all registered students who wish to find jobs outside of the College, either full-time or part-time. Further information may be obtained from the Cooperative Education Department.

EDUCATIONAL RESOURCES

REMEDIATION SERVICES AND TUTORING

The Office of Remedial Services, headed by the Coordinator for Remediation, is open to all students at the College. The Office administers an extensive tutorial program to assist students in their academic studies. Tutoring is offered in all subjects. Students who wish to be tutored may avail themselves of this service, for which there are no charges or fees. Application for tutoring should be made through the Office of Remedial Services.

Information on these services can be obtained from the classroom teacher, department chairmen, or the Coordinator for Remediation.

Students who wish to improve their reading and study skills may register for the Reading Laboratory course offered by the English Department. Students should contact the English Department for information regarding the Reading Laboratory service offered at no charge.

LIBRARY

The library is a teaching instrument designed to support the College's educational program. The book collection contains over 36,000 volumes, more than 450 periodicals and newspapers, reference and research material, plus a large microfilm collection.

The Library maintains two large, well-lighted facilities equipped with modern tables, comfortable chairs and study carrels. The library on the 2nd floor of the Main ("A") Building is open Monday through Thursday from 8:30 a.m. to 9:00 p.m. and Friday from 8:30 a.m. to 5:00 p.m. The Uptown Campus library, on the 8th floor of the "M" Building, is open 9:00 a.m. to 5:00 p.m., Monday through Friday. The Library is closed during August.

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 and are invited to contribute to the Library Newsletter.

MEDIA CENTER

The Media Center designs, purchases, produces and makes available to the College a wide variety of self-instructional materials. These are used for class instruction and for supplementary assignments. In addition, the Media Center serves as a repository for a broad range of non-print educational materials, making these materials accessible to the student at his convenience. The Media Center maintains its own cassette library, study carrels and a closed-circuit television facility, which provide students with automated tutorial learning packages and visual presentations of events impossible to simulate in the traditional classroom. The Media Center also provides the College with a complete range of audio-visual services for use in classrooms, student programs and special events.

The Media Center maintains two locations, one in the "C" Building and one in the "M" Building, open from 8:00 a.m. to 5:00 p.m. Monday through Friday. Additionally, on Monday and Wednesday, the Center in the "C" Building remains open until 10:00 p.m.

DATA PROCESSING LABORATORIES

There are three data processing laboratories in the Main Building of the College. The Computer laboratory consists of an IBM 360 Model 30 computer, and RCA Spectra 70-35 computer, both with disc and tape drives. The second laboratory contains keypunch machines for the exclusive use of students when preparing their programs for the computer. The third laboratory consists of several computer terminals connected to a large computer outside the College, and unit record equipment. Students use this equipment throughout the day and early evening, as all of the laboratories are run on an open-door policy. After their first term, data processing students are permitted to operate all the machines whenever there are no classes using the equipment for formal class sessions.

HEALTH SERVICES LABORATORIES

The health services laboratories are completely equipped to simulate hospital facilities. They are used to instruct students in the basic techniques essential in the various health technologies. These laboratories provide the facility for skill development and practice. The simulated Medical Records laboratory contains all the equipment essential for a hospital records unit.

MODERN LANGUAGE LABORATORIES

The three Modern Language Department laboratories serve language, speech and music students. Their purpose is to give students practice in the audial-lingual 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.

In the "A" building the lab has positions for 23 students; the "B" building has positions for 37 students; and in the "L" building, there are positions for 30 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 five fully equipped science laboratories in the Seventh Avenue "B" building and two biology laboratories in the West 70th St. "M" building. The three laboratories in the "B" building 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 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 cumulative 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 Liberal Arts Award

A Liberal Arts Curriculum student receives an award 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 a Business Administration-Career student for outstanding performance in a cooperative education internship.

The Martin B. Dworkis Memorial Award

Donated by a member of the President's Council, this annual award is presented to the College athlete with the highest cumulative academic average.

The Bertha Ried Memorial Award

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

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 have 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:

The New York Times	Advertising
Herbert Ruckes Memorial Award	Biology
Advertising Data Processing Association	Data Processing
National Hebrew Culture Council Award	Hebrew
Italian Cultural Council	Italian
S. F. Vanni, Esq.	Italian

NYS Medical Records
Association, Inc.
Instituto de Cultura Puertorriquena
Kurt G. Stern Memorial
Las Americas Publishing Co.

Medical Records
Technology
Puerto Rican Studies
Science
Spanish

SUMMER SESSION

The College offers a six-week summer session program. This makes it possible for students who so desire to pursue degree requirements 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 CONTINUING EDUCATION PROGRAM

Continuing Education represents the societal dimension of the College, and as such, the program reflects the character and nature of public educational needs. The Office of Continuing Education encompasses several areas of interest: there are courses designed to keep the professional abreast of the latest developments in his field by providing a forum for examination and discussion; self-improvement courses help students realize their full potential through the acquisition of further knowledge and abilities; job-skill courses offer an opportunity to improve present skills and to learn new ones which will help a student in his current career or in working toward a new one.

In addition to courses offered on and off-campus, the Continuing Education Program includes opportunities for participation in the Independent Study Program sponsored by the State University of New York. Also, through its Office of Continuing Education, the College conducts special programs for public and private organizations as a community service and offers professional leadership in planning, organizing and providing instructional services to meet the specific educational needs of civic, cultural, business and professional groups.

The College strives to inject into the life stream of people forces that can change, revise, unify and stimulate individuals, organizations, and ultimately, the tone of mind of the entire community it serves. The College is committed to the realization of this objective in the belief that Continuing Education is not a supplementary educational effort but a necessary component of total educational design.

For Further Information

For further information, details, and the Summer Session and Continuing Education Division Brochures, write or call the Office (582-8090).

THE URBAN CENTER

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

THE COLLEGE ACADEMIC PROGRAM

Manhattan Community College offers a choice of 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 the following concentrations within the program: Educational Assistant, Government Administration, Library Technology, Physical Education, Recreation Leadership, Social Service, and Urban Planning. The Associate in Applied Science (A.A.S.) degree is granted upon successful completion of approved programs in Accounting; Business Management with concentrations in Advertising, Banking and Finance, and Marketing; Data Processing; Secretarial Science; Health Technology with concentrations in Community Mental Health Assistant, Inhalation Therapy, Medical Emergency Technology, and Medical Record Technology; Nursing.

A student must have completed thirty-two credit hours in residence to be certified for a degree. For information concerning credits earned prior to attendance at Manhattan Community College, see page 30.

Transfer Programs

Students who enter with definite plans to continue their studies after graduation at a four-year college enroll in Liberal Arts, Business Administration-Transfer, or certain Health Service Technologies curricula. 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.

Career Programs

Career programs are designed to lead to the Associate in Applied Science (A.A.S.) degree. While emphasis in these programs is toward immediate employment in a professional field, a significant number of career program graduates do choose to transfer to senior institutions for further study.

There are career programs in the Divisions of Business Administration, Liberal Arts and Health Service Technologies:

Business

Accounting
Business Management
Advertising
Banking and Finance
Marketing
Data Processing
Secretarial Science
Bilingual Secretary
Executive Secretary
Legal Secretary
School Secretary
School Secretary—Bilingual

Health Service Technologies

Community Mental Health Assistant
Inhalation Therapy
Medical Emergency Technology
Medical Record Technology
Nursing

Liberal Arts

Library Technology (A.A.)

Certain of these programs provide opportunities for transfer to specific four-year colleges such as the Institute of Health Sciences of Hunter College, SUNY Downstate Medical Center, Baruch College and New York University.

THE COOPERATIVE EDUCATION PROGRAM

Cooperative Education is a dynamic plan of education. It adds a new dimension to preparation for a career by combining learning within college classrooms with practical on-the-job training. Cooperative Education is a requirement in Government Administration, Library Technology and the Business Administration programs leading to the Associate in Applied Science (A.A.S.) degree.

At the beginning of the second semester, a student who is required to complete six credit hours of Cooperative Education for his curriculum, registers for *CED201 Career Planning*, a two-credit course taught within the College.

The third semester he registers for Internship I, concentrating his class-work in the morning or in the afternoon, leaving the other half day open for Internship. At that time he is assigned to a Cooperative Education Coordinator who is knowledgeable about his specialty and the job market in his field. After consultation, the student is placed on an Internship with a cooperating employer, enabling him to gain valuable experience which often opens doors to better full-time positions after graduation.

Employment obtained through the program is compensated for by the employer at a rate not less than, and often above, the legal minimum wage law. A student must successfully complete 150 working hours per semester and submit reports as required by the Dean of Cooperative Education. Upon completion of these two requirements, plus an evaluation report submitted by the employer, the student receives two hours of academic credit. A total of six hours of credit may be granted for the Cooperative Education Career Planning course and Internships.

A student must have an average of 2.0 or above to be eligible for Internship assignment. If he is not eligible for academic or other reasons, he is referred to the Department of Cooperative Education for special action. This may range from deferral of placement pending raising of his average to recommendation of course substitutions approved by the Dean of Cooperative Education.

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

JOB PLACEMENT SERVICES

The Cooperative Education Department maintains a placement office 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. Further information may be obtained from the Cooperative Education Department (A340).

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 suggest-

ing new or revised curricula. The Council is composed of prominent individuals in representative New York City industrial, business, financial and government organizations. Members are:

Mrs. Joyce Phillips-Austin

Assistant Director—Sheltering Arms Childrens' Service

Irwin Baron

Chairman of the Board—James Felt & Company

Leo Baron

President—Baron Advertising Agency

Irving Berezin

Vice President for Institutional Services—New York University

Herbert Bienstock

Regional Director—U.S. Department of Labor

The Honorable Albert H. Blumenthal

Member, New York State Assembly

Donald J. Byrne

Assistant Treasurer—Bankers Trust Company

John J. Callahan

Administrative Officer—U.S. Civil Service Commission

William W. Castleberry

Account Executive—Young & Rubicam Advertising Agency

Clifford Coles

Fellow—National Program for Educational Leadership, CUNY

Max Delson

Attorney—Delson & Gordon

William Driscoll

Managing Director—Sales & Marketing Executives International

Roy Eaton

Vice-President—Benton & Bowles Advertising Agency

George H. Fuchs

Vice-President, Personnel—National Broadcasting Company

Bernard R. Glick

Vice-President, Personnel—Sachs, New York

William P. Grayson

Vice-President—Johnson Publishing Co.

Peter Gurney

Vice-President—Bankers Trust Company

Herbert Heaton

Comptroller—The Rockefeller Foundation

Julius Hernandez

Executive Director—Pueblo Cooperative

Dr. Frederick Horn

President—Arthur Young & Company

James L. Howard

Attorney & C.P.A.—Courthurst, Howard and Stukes

Robert E. Kushell

President—Dunhill Personnel System, Inc.

Dr. James Lanham

Director of Education Service—National Association of Accountants

Hugo Lisi

Senior Vice-President—Banco de Ponce

The Honorable Robert A. Low

Member, New York City Council

Mrs. Edith M. Lynch
Vice-President & Manager, Personnel Division—
National Retail Merchants Association

Mrs. G. G. Michelson
Senior Vice-President, Labor and Consumer Relations—
R.H. Macy and Company

Bert Mitchell
C.P.A. and Partner—Lucas, Tucker & Company

Mrs. Virginia Mowry
Assistant to Founder—J.C. Penney Co.

Frank Negrón
Director, Affirmative Action Program—Board of Higher Education

S. L. Noschese
Manager—Electronics Research Division, The Port of New York Authority

Walter R. Oreamuno
Chairman of the Board—Management Assistance

George Plant
Manager, Personnel Group—National Retail Merchants Association

Dr. Paul P. Reichertz
General Manager—Computer Systems and Management, Mobil Oil Corp.

The Honorable William Fitts Ryan
Member, U.S. House of Representatives

Miss Ann K. Schott
Secretary—Cravath, Swaine and Moore

Douglas Schwartz
Regional Manager, Personnel—United Air Lines

Paul Shaw
Vice-President, Personnel—Chase Manhattan Bank

Mrs. Evelyn B. Silver
Attorney and President—E.J. Scannel, Inc.

Robert Silver
Director, Employee Relations—Bloomingdale's

Louis Simon
Manager—Amalgamated Laundry Workers Joint Board

Jules B. Singer
Advertising Consultant

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

BUSINESS ADMINISTRATION DIVISION

The Division of Business Administration offers six Business Career specializations (programs) and a Business Administration-Transfer program. The Business Career specializations prepare students for employment in a business area after successful completion of two years of study, including Cooperative Education Internship, required for graduation. In the Business Administration-Transfer program, Cooperative Education is not required.

BUSINESS ADMINISTRATION-TRANSFER

The Business Administration-Transfer program prepares students for entrance to colleges and universities which offer a four-year baccalaureate degree in business. Students are assisted in a smooth transition to the subsequent phase of their educational career. Since colleges establish different criteria for entrance purposes, each student must meet the requirements of the college of his choice. Many senior colleges require that transfer students have the high school courses 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 Associate in Arts (A.A.) degree.

BUSINESS ADMINISTRATION-TRANSFER PROGRAM
(Courses and Credits)

First Semester

English I**	3
Modern Foreign Language* or Elective	4 (or 3)
American Government (POL100)	3
Business Organization & Management	3
Health Education	1
Music or Art	2
	16 (or 15)

Second Semester

English II (EGL111-114)**	3
Modern Foreign Language* or Finance I	3 (or 4)
Finite Mathematics	4
Accounting I	3
Business Law	3
	16 (or 17)

Third Semester

Introduction to Computer Concepts	3
Science (Lab)	4
Accounting II	3
History of Western Civilization I	3
Fundamentals of Speech	3
Physical Education	1
	17

Fourth Semester

English III***	3
Principles of Marketing	4
Economics	3
General Psychology	3
History of Western Civilization II	3
	16
TOTAL CREDITS	64 (or 65) (or 66)

- * Students with 3 units of a modern foreign language in high school may opt to take an elective in lieu of a modern foreign language.
- ** BMCC students who transfer to Baruch College, which requires an English 9 (2 cr) course, may take a qualifying exempting exam.
- *** This requirement may be fulfilled by English (EGL111-114 or EGL200 and above) or Black (BLK) or Puerto Rican (PRN) Literature courses.

ACCOUNTING

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

ACCOUNTING (CAREER) PROGRAM

(Courses and Credits)

First Semester

Introduction to Business Administration.	4	✓
Accounting I.	3	✓
English I.	3	✓
Social Science Elective*.	3	✓
Fundamentals of Speech.	3	✓
	<u>16</u>	

Second Semester

Business Organization & Management.	3	✓
Accounting II.	3	✓
English II (EGL111-114).	3	✓
Music or Art.	2	✓
Mathematics through Statistics I or Finite Mathematics**.	4	✓
Physical Education.	1	✓
	<u>16</u>	
Cooperative Education (Career Planning).	2	✓

Third Semester

Accounting III (Intermediate Accounting, Part I).	3	✓
Taxation.	3	✓
Economics.	3	✓
English III***.	3	✓
Business Law.	3	✓
	<u>15</u>	
Cooperative Education Internship (Field Experience).	2	✓

Fourth Semester

Accounting IV (Intermediate Accounting, Part II).	3	✓
Accounting V (Cost Accounting).	3	✓
Accounting Applications of Data Processing.	3	✓
General Science (Lab).	3	✓
Health Education.	1	✓
	<u>13</u>	
Cooperative Education Internship (Field Experience).	2	✓

TOTAL CREDITS. 66

* Social Science and Contemporary Society (SSC100) is recommended for students who do not plan to transfer to a four-year college.

** Students who wish to take Finite Mathematics must obtain written permission of the Accounting Department Chairman.

*** This requirement may be fulfilled by English (EGL111-114 or EGL200 and above) or Black (BLK) or Puerto Rican (PRN) Literature courses.

BUSINESS MANAGEMENT

The Business Management program includes three curricula grouped as concentrations under the heading of "Business Management." Students are required to take a core program during the first semester. For the following three semesters, the concentrations are Advertising, Banking and Finance, or Marketing. In accordance with the requirements on the following pages, students who successfully complete any one of the concentrations 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 MANAGEMENT PROGRAM

(Courses and Credits)

Core program required of all students in the Business Management Program

First Semester

Introduction to Business Administration.	4
Mathematics through Statistics I.	4
English I.	3
Fundamentals of Speech.	3
Social Science (Elective)*.	3
Physical Education.	<u>1</u>
	18

* **Social Science and Contemporary Society (SSC100)** is recommended for students who do not plan to enter a four-year college.

For **Advertising** concentration, see page 62.

For **Banking and Finance** concentration, see page 63.

For **Marketing** concentration, see page 64.

ADVERTISING

This program trains students for employment and, hopefully, advancement in the rapidly expanding advertising field. It presents a broad overview of many phases of advertising with emphasis placed on problems involving media, copywriting and layout, advertising production, agency operations, and radio and television in national and retail advertising.

Second Semester

Economics.	3
Essentials of Advertising.	3
English II (EGL111-114).	3
Principles of Marketing.	4
Health Education.	1
	<u>14</u>
Cooperative Education (Career Planning).	2
	16

Third Semester

Advertising Copy & Layout.	4
Advertising Production.	3
English III*.	3
General Science (Lab).	3
Music or Art.	2
	<u>15</u>
Cooperative Education Internship (Field Experience).	2
	17

Fourth Semester

Business Law.	3
Advertising Agency Operations & Radio & TV Advertising.	4
Retail & Sales Promotion Advertising.	4
Accounting I.	3
	<u>14</u>
Cooperative Education Internship (Field Experience).	2
	16
TOTAL CREDITS.	67

* This requirement may be fulfilled by English (EGL111-114 or EGL200 and above) or Black (BLK) or Puerto Rican (PRN) Literature courses.

BANKING AND FINANCE

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

Second Semester

Money & Banking (Finance I)	4
Commodity & Security Markets	3
Economics	3
English II (EGL111-114)	3
Health Education	<u>1</u>
	14
Cooperative Education (Career Planning)	<u>2</u>
	16

Third Semester

Principles & Problems of Investment	3
Business Law	3
Banking Organization & Management	3
Accounting I	<u>3</u>
	12
Cooperative Education Internship (Field Experience)	<u>2</u>
	14

Fourth Semester

Credit & Corporation Finance	4
Law of Negotiable Instruments	3
General Science (Lab)	3
English III*	3
Music or Art	<u>2</u>
	15
Cooperative Education Internship (Field Experience)	<u>2</u>
	17
TOTAL CREDITS	65

* This requirement may be fulfilled by English (EGL111-114 or EGL200 and above) or Black (BLK) or Puerto Rican (PRN) Literature courses.

MARKETING

Students in this program learn about business, the expanding role of the marketing process in the economy, and the social, economic, and political milieu in which it operates. 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 Real Estate*.	4
Economics.	3
English II (EGL111-114).	3
	<u>14</u>
Cooperative Education (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>
Cooperative Education Internship (Field Experience).	2
	<u>15</u>

Fourth Semester

Essentials of Small Business or Business Elective**.	4 (or 3)
Sales Practices & Principles.	3
English III***.	3
Purchasing or Business Elective**.	3
Music or Art.	2
	<u>15 (or 14)</u>
Cooperative Education Internship (Field Experience).	2
	<u>17 (or 16)</u>
TOTAL CREDITS.	66 (or 65)

* **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—is recommended.**

*** **This requirement may be fulfilled by English (EGL111-114 or EGL200 and above) or Black (BLK) or Puerto Rican (PRN) Literature courses.**

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 the computer program should be able to qualify for positions in data processing installations. Students who successfully complete the program receive an Associate in Applied Science (A.A.S.) degree.

DATA PROCESSING (CAREER) PROGRAM

(Courses and Credits)

First Semester

Introduction to Business Administration.....	4
Introduction to Data Processing.....	4
English I.....	3
Mathematics (Fundamentals of Mathematics I or Finite Mathematics or Analytic Geometry & Calculus).....	4
Physical Education.....	<u>1</u>

16

Second Semester

Basic Cobol Programming.....	4
Social Science Elective.....	3
Accounting I.....	3
English II (EGL111-114).....	3
Fundamentals of Speech.....	3
Health Education.....	<u>1</u>

17

Third Semester

Advanced Cobol Programming.....	3
Programming Systems or Management Systems.....	3
Science.....	3 (or 4)
Accounting II or Managerial Accounting.....	3
Liberal Arts Elective.....	3

15 (or 16)

Cooperative Education (Career Planning or Internship) or Business Management Elective*.....	<u>2</u>
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17 (or 18)

Fourth Semester

One of the following:.....	3 (or 4)
a) Assembler Language Programming.....	4
b) Programming Language I.....	3
c) Two of the following:.....	4
Basic IBM 360 Computer Operations.....	2
Basic RPG Programming.....	2
Disc Operating Systems Concepts.....	2
Time Sharing Operations.....	2

Systems Implementation.....	3
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Business Elective.....	3
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Music or Art.....	2
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Electives**.....	<u>3 (or 4) (or 5) (or 6)</u>
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15 (or 16) (or 17)

Cooperative Education Internship or Business Management Elective*.....	<u>1 (or 2)</u>
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17 (or 18)

TOTAL CREDITS..... 68

* Students not taking Cooperative Education in their Third and Fourth Semesters may elect a 3 or 4 credit Business Management course.

** Electives should be chosen to bring the total credits to 68.

***SECRETARIAL SCIENCE**

This curriculum prepares students for secretarial positions in five 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. Students who elect the legal or bilingual concentrations are prepared as foreign language or law secretaries. Students who choose the School Secretary or School Secretary Bilingual concentration qualify for the New York City School Secretary License examination or for positions as secretaries to administrators in educational agencies.

Students without high school shorthand are taught the Gregg system of stenography. Students who have studied Gregg or Pitman stenography in high school continue in the system in which they began. They may be exempted from one semester of stenography and typing. Students who successfully complete the Executive, Legal, Bilingual, School Secretary or School Secretary Bilingual program receive an Associate in Applied Science (A.A.S.) degree.

*** For a concentration in Business Education, see chairman of the Department of Secretarial Science.**

For **Bilingual Secretarial** concentration, see page 67.

For **Executive Secretary** concentration, see page 68.

For **Legal Secretary** concentration, see page 69.

For **School Secretary** concentration, see page 70.

For **School Secretary Bilingual** concentration, see page 71.

BILINGUAL SECRETARIAL CONCENTRATION

(Courses and Credits)

First Semester

Stenography I: Theory or Stenography II:	
Pre-Transcription (SEC100 or SEC200)*	3
Typewriting I (SEC110)**	2
Introduction to Business Administration (BUS100)	4
English I (EGL100)	3
Music or Art (MUS110 or ART110)	<u>2</u>

14

Second Semester

Stenography II: Pre-transcription or	
Stenography III: Introduction to Transcription (SEC200 or SEC220)*	3
Typewriting II (SEC210)	2
English (EGL111-114)	3
Language	3
Mathematics Through Statistics I (MAT103)	4
Liberal Arts Elective	<u>2</u>

17

Third Semester

Bilingual Stenography I (SEC380)*	3
Bilingual Typewriting I (SEC346)	1
Office Practice & Machines I (SEC330)	1
Accounting I (ACC120)	3
Language	3
Physical Education (PED100)	1
Social Science Elective***	<u>3</u>

15

Cooperative Education Internship†	<u>2</u>
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Fourth Semester

Bilingual Stenography II (SEC480)*	3
Office Practice & Machines II (SEC430)	1
Business Law (BUS110)	3
Fundamentals of Speech (EGL400)	3
Health Education (HED200)	1
Science	<u>4 (or 3)</u>

15 (or 14)

Cooperative Education Internship†	2
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17 (or 16)

TOTAL CREDITS. 65 (or 64)

* The Pitman sequence (SEC201, 221, 381, 481) is open only to students entering with a background in Pitman.

** Students who enter the program with typing skill take 4 credits of Intermediate and Advanced typing (SEC210, 346, 446). They may substitute a Business elective for Typewriting I.

*** Social Science and Contemporary Society (SSC100) is recommended for students who do not plan to enter 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.

EXECUTIVE SECRETARY CONCENTRATION

(Courses and Credits)

First Semester

Stenography I: Theory or Stenography II: Pre-Transcription (SEC100 or SEC200)*	3
Typewriting I (SEC110)**	2
Introduction to Business Administration (BUS100)	4
English I (EGL100)	3
Music or Art (MUS110 or ART110)	<u>2</u>

14

Second Semester

Stenography II: Pre-Transcription or Stenography III: Introduction to Transcription (SEC200/SEC220)*	3
Typewriting II (SEC210)	2
Business Law (BUS110)	3
English II (EGL111-114)	3
Mathematics Through Statistics I (MAT103)	4
Liberal Arts Elective	<u>2</u>

17

Third Semester

Stenography III: Introduction to Transcription or Transcription I (SEC220 or SEC370)*	3
Executive Typewriting I (SEC306)	1
Office Practice & Machines I (SEC330)	1
Accounting I (ACC120)	3
Office & Personnel Management (BUS300)	3
Physical Education (PED100)	1
Social Science Elective***	<u>3</u>

15

Cooperative Education Internship†	<u>2</u>
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Fourth Semester

17

Transcription I or Transcription II (SEC370 or SEC470)*	3
Executive Typewriting II (SEC406)	1
Office Practice & Machines II (SEC430)	1
Fundamentals of Speech (EGL400)	3
Science	4 (or 3)
Health Education (HED200)	1
Elective	<u>3</u>

16 (or 15)

Cooperative Education Internship†	<u>2</u>
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18 (or 17)

TOTAL CREDITS 66 (or 65)

* The Pitman sequence (SEC201, 221, 371, 471) is open only to students entering with a background in Pitman.

** Students who enter the program with typing skill take 4 credits of Intermediate and Advanced typing (SEC210, 306, 406). They may substitute a Business elective for Typewriting I.

*** Social Science and Contemporary Society (SSC100) is recommended for students who do not plan to enter 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.

LEGAL SECRETARY CONCENTRATION

(Courses and Credits)

First Semester

Stenography I: Theory **or** Stenography II:
 Pre-Transcription (SEC100 or SEC200)*. 3
 Typewriting I (SEC110)**. 2
 Introduction to Business Administration (BUS100). 4
 English I (EGL100). 3
 Music **or** Art (MUS110 or ART110). 2

Second Semester

Stenography II: Pre-Transcription **or** Stenography III:
 Introduction to Transcription (SEC200 or SEC220)*. 3
 Typewriting II (SEC210). 2
 Business Law (BUS110). 3
 English II (EGL111-114). 3
 Mathematics Through Statistics I (MAT103). 4
 Liberal Arts Elective. 2

Third Semester

Legal Transcription I (SEC390)*. 3
 Legal Vocabulary I (SEC310). 3
 Legal Typewriting I (SEC326). 1
 Office Practice & Machines I (SEC330). 1
 Accounting I (ACC120). 3
 Physical Education (PED100). 1
 Social Science Elective***. 3

Cooperative Education Internship†. 2

Fourth Semester

Legal Transcription II (SEC490)*. 3
 Legal Vocabulary II (SEC410). 3
 Legal Typewriting II (SEC426). 1
 Office Practice & Machines II (SEC430). 1
 Fundamentals of Speech (EGL400). 3
 Health Education (HED200). 1
 Science. 4 (or 3)

Cooperative Education Internship†. 2

TOTAL CREDITS. 18 (or 17)
 65

* The Pitman sequence (SEC201, 221, 391, 491) is open only to students entering with a background in Pitman.
 ** Students who enter the program with typing skill take 4 credits of Intermediate and Advanced typing (SEC210, 326, 426). They may substitute a Business elective for Typewriting I.
 *** Social Science and Contemporary Society (SSC100) is recommended for students who do not plan to enter 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.

SCHOOL SECRETARY CONCENTRATION

(Courses and Credits)

First Semester

Stenography I: Theory **or** Stenography II:
 Pre-Transcription (SEC100 or SEC200)*. 3
 Typewriting 1 (SEC110)**. 2
 Accounting I (ACC120). 3
 English I (EGL100). 3
 General Psychology I (PSY100). 3
 Physical Education (PED100). 1

15

Second Semester

Stenography II: Pre-Transcription **or** Stenography III:
 Introduction to Transcription (SEC200 or 220)*. 3
 Typewriting II (SEC210). 2
 Business Law (BUS110). 3
 Office & Personnel Management (BUS300). 3
 English II (EGL111-114). 3
 Elective. 3

17

Third Semester

Stenography III: Introduction to Transcription **or**
 Transcription I (SEC220 or SEC370)*. 3
 Executive Typewriting I (SEC306). 1
 Office Practice & Machines I (SEC330). 1
 School Records & Accounts (SEC350). 2
 Educational Problems of the School Secretary I (SEC360). 2
 Mathematics Through Statistics I (MAT103). 4
 Music **or** Art (MUS110 or ART110). 2
 Elective. 2

17

Fourth Semester

Transcription I **or** Transcription II (SEC370/SEC470)*. 3
 Executive Typewriting II (SEC406). 1
 Office Practice & Machines II (SEC430). 1
 Educational Problems of the School Secretary II (SEC460). 2
 Fundamentals of Speech (EGL400). 3
 Health Education (HED200). 1
 Science. 4 (or 3)
 Cooperative Education Internship***. 2

15 (or 14)

17 (or 16)

TOTAL CREDITS. 66 (or 65)

* The Pitman sequence (SEC201, 221, 371, 471) is open only to students entering with a background in Pitman.

** Students who enter the program with typing skill take 4 credits of Intermediate and Advanced typing (SEC210, 306, 406). They may substitute a Business elective for Typewriting I.

*** 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.

SCHOOL SECRETARY BILINGUAL CONCENTRATION

(Courses and Credits)

First Semester

Stenography II: Pre-Transcription (SEC200)*	3
Typewriting I (SEC110)**	2
Mathematics Through Statistics I (MAT103)	4
English I (EGL100)	3
General Psychology I (PSY100)	3
Physical Education (PED100)	<u>1</u>

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Second Semester

Stenography III: Introduction to Transcription (SEC220)*	3
Typewriting II (SEC210)	2
Business Law (BUS110)	3
Office & Personnel Management (BUS300)	3
English (EGL111-114)	3
Spanish III or IV (SPN200 or SPN210)	<u>3</u>

17

Third Semester

Bilingual Stenography I (SEC380)*	3
Bilingual Typewriting I (SEC346)	1
Office Practice & Machines I (SEC330)	1
School Records & Accounts (SEC350)	2
Educational Problems of the School Secretary I (SEC360)	2
Advanced Spanish Composition & Grammar I (SPN456)	3
Music or Art (MUS110 or Art 110)	2
General Science	<u>3</u>

17

Fourth Semester

Bilingual Stenography II (SEC480)*	3
Bilingual Typewriting II (SEC446)	1
Office Practice & Machines II (SEC430)	1
Educational Problems of the School Secretary II (SEC460)	2
Fundamentals of Speech (EGL400)	3
Health Education (HED200)	1
Advanced Spanish Composition & Grammar II (SPN456)	<u>3</u>

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Cooperative Education Internship***	<u>2</u>
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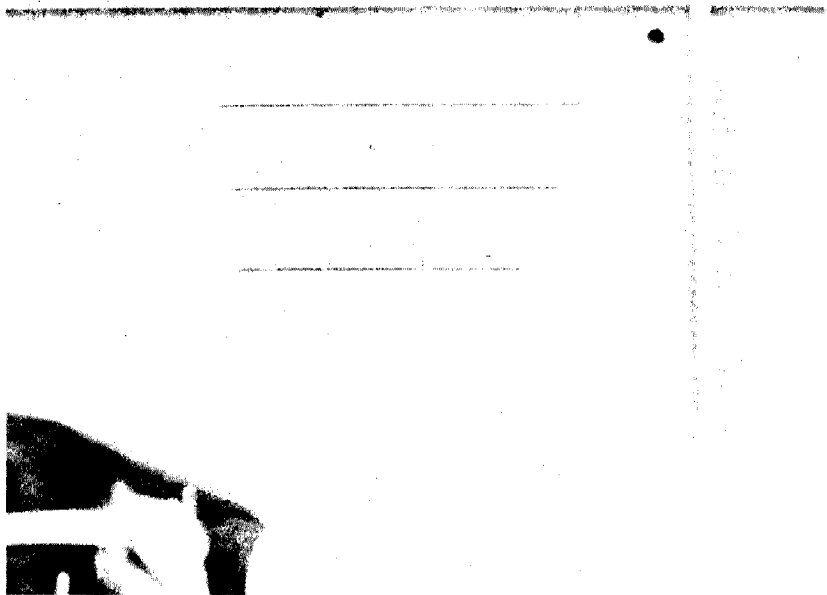
TOTAL CREDITS..... 66

* It is expected that students entering this program have a previous background in shorthand. Students without such a background who wish to enter this program should consult with the Department Chairman.

The Pitman sequence (SEC201, 221, 381, 481) is open only to students with a background in Pitman.

** Students who enter the program with typing skill take 4 credits of Intermediate and Advanced typing (SEC210, 306, 406). They may substitute a Business elective for Typewriting I.

*** 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.



72 *Language laboratory serves students in language, speech, music*

ACCOUNTING

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. For the curriculum in Accounting leading to the Associate in Applied Science degree (A.A.S.), see page 60.

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 3 cr

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

Prerequisite: Accounting II

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, and non-manufacturing costs.

Prerequisite: Accounting II

ACC490 Accounting Applications of Data Processing 4 hrs 3 cr

A general introduction to Electronic Data Processing for accounting students which combines students' accounting knowledge with current practices in Data Processing. It also provides an understanding of the impact of computers on business, their use as an aid in meeting accounting requirements of management, and their value as a tool in accounting procedures and control. Actual demonstrations 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.

BUSINESS MANAGEMENT

Students registered in the Business Management Department, may chose to pursue specializations in either a transfer or career program. Successful completion of the courses available prepare students with expertise in the fields of their prime interest, such as Advertising, Banking and Finance, Business Administration and Marketing.

Advertising

Broad surveys of advertising areas are supplemented with instruction and exercises including practical problems in media, copy, production and research for print and broadcast. The curriculum is designed to train students for employment and for career advancement in advertising. For the curriculum in Advertising leading to an Associate in Applied Science degree (A.A.S.), see pages 61-62.

ADV200 Essentials of Advertising 3 hrs 3 cr

In this course students first acquire an appreciation of the role of advertising in our society and in the marketing structure. Major media measurements, costs and buying procedures are covered in principle and in specific problems. There are exercises in writing copy for print and broadcast advertise-

ments and for publicity. In this practical first course initial concepts quickly become skills in the creation and placement techniques of advertising and publicity.

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 line work, wash drawings, shading media, photography, retouching, color art; of letterpress, offset and gravure; mono-chrome and multicolor printing; of the photoengraving, electrotyping mat making and stereotyping processes and their place and use in the graphic arts. 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, releases 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

Banking and Finance

This program trains students in the skills necessary for positions in the various banking institutions, and positions in other financial organizations.

For the curriculum in Banking and Finance leading to an Associate in Applied Science degree (A.A.S.), see pages 61-63.

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.

BKG211 Commodity and Security Markets 3 hrs 3 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.

BKG311 Banking Organization and Management 3 hrs 3 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.

Business Administration

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

BUS100 Introduction to Business Administration 4 hrs 4 cr

Business and industry in the United States is broadly surveyed during this course. Emphasis is placed on historical development, objectives, methods of

operation, and the interrelationships of management, labor and government. Included is the study of new developments and trends in business administration and the problems they engender in the total management process.

Required of all Business Administration A.A.S. degree candidates except School Secretary and School Secretary—Bilingual.

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.

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.

BUS811 Development of Black Business Management **2 hrs 2 cr**

Same as BLK111 (for description see page 111).

Marketing

This curriculum presents a broad picture of the structure and function of marketing, and provides students with a comprehensive understanding of the management approach to distributive institutions. For the curriculum in Marketing leading to an Associate in Applied Science (A.A.S.) degree, see pages 61-64.

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 **4 hrs 4 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 meets the educational requirements for the N.Y. State Real Estate Broker's License examination.

COOPERATIVE EDUCATION

The philosophy of Cooperative Education is to enhance theory learned in the classroom with practical work experience gained through Internships in business, industry, government or service organizations. Cooperative Education is required for students majoring in Business Management, Government Administration and Library Technology.

The program is coordinated by the Dean of Cooperative Education with the assistance of academic faculty, business leaders and Advisory Council members. For further information, please refer to page 55.

CED201 Career Planning (Classroom Course) **2 hrs 2 cr**

This course is designed for creative planning of careers. It covers human relations in business, employment setting, sources and resources for employment, career profiles, problems of labor and management, personnel practices, resumé writing, interviewing, pre-employment testing, letters of application, and company and industry research.

CED(300, 400, 500 series)

Cooperative Education Internships **15 hrs 2 cr**

Field Internships are work assignments in business, industry, government, or social organizations which most closely correspond to the student's

major. Students are required to spend fifteen hours each week fulfilling their assignments, for which they receive remuneration, as well as college credit.

- CED301 Accounting Internship I**
- CED401 Accounting Internship II**
- CED501 Accounting Internship III**

- CED311 Data Processing Internship I**
- CED411 Data Processing Internship II**

- CED321 Advertising Internship I**
- CED421 Advertising Internship II**
- CED521 Advertising Internship III**

- CED331 Marketing Internship I**
- CED431 Marketing Internship II**
- CED531 Marketing Internship III**

- CED341 Banking Internship I**
- CED441 Banking Internship II**
- CED541 Banking Internship III**

- CED351 Secretarial Science Internship I**
- CED451 Secretarial Science Internship II**
- CED551 Secretarial Science Internship III**

- CED381 Government Internship I**
- CED481 Government Internship II**
- CED581 Government Internship III**

- CED391 Library Internship I**
- CED491 Library Internship II**
- CED591 Library Internship III**

DATA PROCESSING

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 Computer, the RCA Spectra 70-35 Computer or computer terminals which are on the College campus. For the curriculum in Data Processing leading to an Associate in Applied Science degree (A.A.S.), see page 65.

DAT101 Introduction to Data Processing **5 hrs 4 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 RCA Spectra 70-35 Computer, and the fundamentals needed to write Fortran programs. This course is a prerequisite for all the other Data Processing courses.

DAT120 Introduction to Computer Concepts **4 hrs 3 cr**

An understanding of the importance of computers in our current society is developed in this course. Through the use of a programming language and computer terminals, practical experience is gained in many areas including

accounting, business, economics, humanities, mathematics and science.
Required in the Business Administration-Transfer curriculum; an elective in other programs. Not open to Data Processing majors.

DAT121 Introduction to Data Processing for Liberal Arts Students 4 hrs 3 cr

This course develops an understanding of the importance and current use of computers, and the way in which the computer may be used as a tool to simplify the solving of mathematical problems. Application will be examined in terms of a Computer Environment.

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 and computer terminals practical experience will be given with a specialization in the area of Medical Records.

Required exclusively for Medical Record Technology students.

DAT201 Basic Cobol Programming 5 hrs 4 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

DAT211 Basic IBM 360 Computer Operations 3 hrs 2 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 control cards for utility programs.

Prerequisite: Introduction to Data Processing; or Departmental approval

DAT221 Basic RPG Programming 3 hrs 2 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

DAT301 Advanced Cobol Programming 5 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 subscripting. Multiple input and output devices are used throughout the programs.

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 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 Programming; or Basic 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 Management 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

DAT420 Disc Operating Systems Concepts 3 hrs 2 cr

This course teaches the purpose and use of certain Disc Operating System functions as well as a conceptual overview of the Disc Operating System in general. Specific attention will be given to the Job Control Language, Linkage Editor, the Librarian, System Generation, IOCS, and a comparative analysis of BOS, DOS and OS.

Prerequisite: Basic Cobol Programming; or Departmental approval

DAT425 Time Sharing Operations 3 hrs 2 cr

This course is designed to develop and enhance the knowledge of students in data processing. It concentrates on the description, use and practical applications of data processing through the use of computer terminals. An in-depth study of a Time Sharing System is made with special attention to

its control program, its programming capabilities, its debugging facilities, and its file maintenance options.

Prerequisite: Basic Cobol Programming; or Departmental approval

**DAT431 Assembler Language Programming (ALP)
for IBM 360 Computer** 3 cl hrs 3 lab hrs 4 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) 4 hrs 3 cr

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

Prerequisite: Basic 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.

SECRETARIAL SCIENCE

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

Students may also pursue a program for transfer to the four-year college which will prepare them as teachers of business subjects or middle management positions.

Secretarial Science curricula are on pages 66-71.

Stenography and Transcription

SEC100 Stenography I: Theory—Gregg
or 5 hrs 3 cr

SEC111 Stenography I: Theory—Pitman

This course is an introduction to shorthand for students who have not previously studied it. It includes an intensive presentation of shorthand theory. At the conclusion of the semester, students are expected to take dictation at 40-60 words per minute.

NOTE: Students without high school shorthand are taught the Gregg system of stenography. Students who have studied Gregg or Pitman stenography in high school continue in the system which they began.

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

This course introduces the basic principles of touch shorthand (stenographic machine), placing emphasis on brief forms, phrases, and the development of a shorthand vocabulary.

SEC200 Stenography II: Pre-Transcription—Gregg

or

5 hrs 3 cr**SEC201 Stenography II: Pre-Transcription—Pitman**

The basic theory of shorthand is reviewed and strengthened. Major emphasis is on the integration of necessary language arts into transcription dictation. At the end of the semester, students are expected to take dictation at 50-70 words per minute.

Prerequisites: Stenography I: Theory, or equivalent; Typewriting I, or equivalent

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

A continuation of Touch Shorthand I, this course involves a continuing review of principles and speed building, and develops skills in transcription. Prerequisite: Touch Shorthand I

SEC220 Stenography III: Introduction to Transcription—Gregg

or

5 hrs 3 cr**SEC221 Stenography III: Introduction to Transcription—Pitman**

The correlation of stenographic and typewriting training is developed. Training in the following is included: use of carbon copies, proofreading, collating, effecting corrections, continued strengthening of mechanics of language, spelling, grammar and punctuation. At the conclusion of the semester, students are expected to take dictation at 70-90 words per minute.

Prerequisites: Stenography II: Pre-Transcription; Typewriting II; or Departmental approval.

SEC370 Transcription I—Gregg

or

6 hrs 3 cr**SEC371 Transcription I—Pitman**

This course emphasizes the development of specialized business vocabulary, speed and transcription skills. At the conclusion of the semester, students are expected to take dictation at 90-110 words per minute.

Prerequisite: Stenography III: Introduction to Transcription; or Departmental approval

SEC470 Transcription II—Gregg

or

6 hrs 3 cr**SEC471 Transcription II—Pitman**

This final course in transcription is designed to enable students to reach initial job entry competency in shorthand and related skills. Emphasis on specialized business vocabulary, dictation and transcription skills is continued. This course is designed to enable students to reach a dictation speed of 100-120 words per minute and a transcription speed of 25-30 words per minute at the end of the semester.

Prerequisite: Transcription I

SEC390 Legal Transcription I—Gregg

or

6 hrs 3 cr**SEC391 Legal Transcription I—Pitman**

This basic course is designed to prepare students for the exacting work required in a legal office. It includes practice in the preparation of legal letters, records, and diary as well as other documents required in litigation. At the conclusion of the semester, students are expected to take dictation at 90-110 words per minute on legal materials. Should be taken concurrently with Legal Vocabulary I and Legal Typewriting I

Prerequisite: Stenography III: Introduction to Transcription; or Departmental approval

SEC490 Legal Transcription II—Gregg

or

6 hrs 3 cr**SEC491 Legal Transcription II—Pitman**

This course covers the dictation and transcription of more advanced litigation documents, judgments, briefs and appeals. Students receive practice and develop skill in the preparation of wills, corporate law documents, probate procedures and real estate. At the conclusion of the course, students are expected to take dictation at 100-120 words per minute on legal material. Should be taken concurrently with Legal Vocabulary II; Legal Typewriting II

Prerequisites: Legal Transcription I; Legal Vocabulary I; Legal Typewriting I

SEC380 Bilingual Stenography I—Gregg

or

6 hrs 3 cr**SEC381 Bilingual Stenography I—Pitman**

This course presents the theory of Spanish shorthand and develops a speed of 60 words per minute in Spanish. Skills in English shorthand are continued with a goal of 90 words per minute. Should be taken concurrently with Bilingual Typewriting I

Prerequisites: Stenography III: Introduction to Transcription; Spanish IV, or equivalent; or Departmental approval

Co-requisites or Prerequisites: Bilingual Typewriting I; Advanced Spanish Grammar and Composition Grammar I

SEC480 Bilingual Stenography II—Gregg

or

6 hrs 3 cr**SEC481 Bilingual Stenography II—Pitman**

The development of skill in Spanish shorthand with a goal of 80 words per minute and English shorthand with a goal of 100 words per minute is continued. Students are trained to transcribe in appropriate form letters, memoranda, and other business forms or correspondence in Spanish and English and to translate correspondence from Spanish to English and from English to Spanish. Should be taken concurrently with Bilingual Typewriting II

Prerequisites: Bilingual Stenography I; Advanced Spanish Composition and Grammar I

Co-requisites or Prerequisites: Bilingual Typewriting II; Advanced Spanish Composition and Grammar II

Typewriting

SEC110 Typewriting I

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 per minute. Students learn production of various styles of letters and simple business forms.

SEC210 Typewriting II

5 hrs 2 cr

Speed practice is continued to achieve a goal of 45-50 words per 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

SEC306 Executive Typewriting I

2 hrs 1 cr

Advanced office typewriting skills are emphasized. Timed production of business correspondence, reports and tabulated materials is developed. At the end of the semester, students are expected to achieve a speed of 50-60 words per minute.

Prerequisite: Typewriting II

SEC406 Executive Typewriting II

2 hrs 1 cr

This course emphasizes a functional understanding of typewriting requirements of the professional secretary in the business office. There is continued emphasis on production of manuscripts and reports, preparation of final copy from rough drafts, typing of financial statements and typing of simple and complex letters and forms used in industry. The subject matter requires initiative and judgment on the part of the student. At the end of the semester, students are expected to achieve a speed of 60-70 words per minute.

Prerequisite: Executive Typewriting I

SEC326 Legal Typewriting I

2 hrs 1 cr

Students receive practice in typing legal documents used in litigation and non-litigation, including straight copy work on pleadings, affidavits and notices. Production typing is stressed. At the end of the semester, students are expected to achieve a speed of 50-60 words per minute. Should be taken concurrently with Legal Vocabulary I and Legal Transcription I

Prerequisite: Typewriting II

SEC426 Legal Typewriting II

2 hrs 1 cr

This course includes training in the preparation of more advanced legal documents such as probate proceedings, real estate practices and complex accounting reports. At the end of the semester, students are expected to achieve a speed of 60-70 words per minute. Should be taken concurrently with Legal Vocabulary II and Legal Stenography II

Prerequisites: Legal Typewriting I; Legal Vocabulary I; Legal Transcription I

SEC346 Bilingual Typewriting I

2 hrs 1 cr

The preparation of Spanish/English correspondence is emphasized. Accuracy, speed building, punctuation, letters, memoranda, tabulation and business forms are included. At the end of the semester, students are ex-

pected to achieve a speed of 50-60 words per minute. Should be taken concurrently with Bilingual Stenography I

Prerequisite: Typewriting II

SEC446 Bilingual Typewriting II

2 hrs 1 cr

This advanced Spanish/English typewriting course prepares students to meet the high standards of business. Speed and accuracy development, thorough knowledge of letters, manuscripts and business forms, and the exercise of judgment are required. At the end of the semester, students are expected to achieve a speed of 60-70 words per minute. Should be taken concurrently with Bilingual Stenography II

Prerequisites: Bilingual Typewriting I; Bilingual Stenography I

SEC500 College Typewriting for Personal Use

2 hrs 1 cr

This course is especially designed for students in curricula other than Secretarial Science. After introduction to the keyboard and preparation of simple correspondence, students will receive practice in preparation of manuscripts and term papers, including cover sheet, table of contents, bibliography and footnotes. At the end of the semester, students are expected to type one of their required term papers. This course is not open to Secretarial Science students.

Office Practices

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 deportment and development of discretion.

Prerequisites: Typewriting I, or equivalent; Stenography 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 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 dictophone transcription unit, duplicating, copying and calculating machines.

Prerequisites: Typewriting I, or equivalent; Stenography I, or equivalent

School Secretary

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.

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.

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.

Legal Vocabulary

SEC310 Legal Vocabulary I—Gregg

or

3 hrs 3 cr

SEC311 Legal Vocabulary I—Pitman

Designed to introduce students to the language of the law, this course stresses English, spelling, definition of terms, shorthand rendition, and the most common legal Latin terms. Dictation of legal materials and transcription is included. Should be taken concurrently with Legal Typewriting I and Legal Transcription I

Prerequisites: Business Law; Stenography II; Typewriting II

SEC410 Legal Vocabulary II—Gregg

or

3 hrs 3 cr

SEC411 Legal Vocabulary II—Pitman

A continuation of Legal Vocabulary I, this course includes more advanced terminology, additional Latin terms, and shorthand rendition of more advanced legal documents. Should be taken concurrently with Legal Typewriting II and Legal Transcription II

Prerequisites: Legal Vocabulary I; Legal Typewriting I; Legal Transcription I

HEALTH SERVICE TECHNOLOGIES DIVISION

Programs in the Health Service Technologies Division prepare students to pursue careers in hospitals, clinics, mental health centers, and other health service agencies. The programs are designed to fill the critical manpower needs in the allied health field. Students are assigned to affiliating agencies for their clinical internships. All students are required to abide by the regulations of the agency and to maintain satisfactory professional behavior acceptable to the administration and supervisory personnel of the agency. Disciplinary problems will be considered jointly by the College and affiliating institution.

The Health Service Technologies Division consists of two separate departments, Health Technology and Nursing.

HEALTH TECHNOLOGY

There are four separate and distinct two-year career programs in the Health Technology Department leading to the Associate in Applied Science (A.A.S.) degree. These programs prepare students to work as technicians in the allied health field in a variety of health care agencies. Each program has its own affiliating institutions to which students are assigned for their clinical training. Programs in this department have been accredited by the Council on Medical Education of the American Medical Association.

COMMUNITY MENTAL HEALTH ASSISTANT

This program prepares students to fill the manpower gap between the "aide" and the "professional" in the mental health field. Graduates of this program are trained to work in hospitals, neighborhood "satellite" mental health facilities, rehabilitation centers, institutes and schools for the emotionally disturbed and/or mentally retarded.

The program outlined below, a consolidation of two previously offered options, becomes effective for Freshmen only in September 1972, and for all students in September 1973. Students currently registered in the program must consult with the Department chairman periodically regarding sequence of courses.

Upon successful completion of this program, students receive the Associate in Applied Science (A.A.S.) degree; selected individuals completing the degree program may be able to continue in transfer programs at the Baccalaureate level.

COMMUNITY MENTAL HEALTH ASSISTANT PROGRAM

Courses and Credits

	CLASS HOURS	LAB HOURS	LAB CREDITS	TOTAL CREDITS
First Semester				
Introduction to Community Mental Health.	3	3	1	4
Biology I.	3	3	1	4
English I.	3	0	0	3
General Psychology.	3	0	0	3
Music or Art.	2	0	0	2
				<u>16</u>
Second Semester				
Abnormal Psychology.	3	0	0	3
Introduction to Rehabilitation.	4	0	0	4
Biology II.	3	3	1	4
English II.	3	0	0	3
Mathematics through Statistics I.	4	0	0	4
				<u>18</u>
Third Semester				
Clinical Assistantship Experience I.	2	12	2	4
Counseling & Guidance Techniques.	3	0	0	3
Creative Therapies.	2	4	2	3
Teaching & Treatment Techniques.	2	2	1	3
Language or Elective*.	3	0	0	3
Physical Education.	2	0	0	1
				<u>17</u>
Fourth Semester				
Clinical Assistantship Experience II.	2	12	2	4
Measurement & Evaluation Techniques.	2	3	1	3
Mental Health Practicum.	0	2	1	1
Social Disability.	3	0	0	3
Fundamentals of Speech.	3	0	0	3
Language or Elective*.	3	0	0	3
				<u>17</u>
TOTAL CREDITS.				68

* Students MUST consult with a program advisor or the Department chairman regarding selection of an appropriate course.

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, and operation and maintenance of equipment are taught in the classroom and in the clinical agencies. Successful completion of course work leads to the Associate in Applied Science (A.A.S.) degree and eligibility to take the national examination for registry given by the American Registry of Inhalation Therapists.

INHALATION THERAPY PROGRAM (Courses and Credits)

	LAB/ CLASS HOURS	CLINIC HOURS	LAB CREDITS	TOTAL CREDITS
First Semester				
English I.	3	0	0	3
General Chemistry.	3	2	1	4
Mathematics for Health Sciences (MAT104).	3	0	0	3
Fundamentals of Inhalation Therapy.	2	6	2	<u>4</u>
				14
Second Semester				
English II.	3	0	0	3
Introduction to Sociology.	3	0	0	3
Anatomy & Physiology I (BIO425).	3	2	1	4
Inhalation Therapy I.	4	9	3	<u>7</u>
				17
Third Semester				
Anatomy & Physiology II (BIO426).	3	2	1	4
General Psychology.	3	0	0	3
Pharmacology (SCI530).	3	0	0	3
Inhalation Therapy II.	3	12*	4	<u>7</u>
				17
Fourth Semester				
Fundamentals of Speech.	3	0	0	3
Inhalation Therapy III.	3	15**	4	7
Pathology (IHT410).	2	0	0	2
Music or Art.	2	0	0	2
Physical Education.	2	0	0	<u>1</u>
				15
TOTAL CREDITS.				63

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

MEDICAL EMERGENCY TECHNOLOGY PROGRAM

(Courses and Credits)

	CLASS HOURS	LAB/CLINIC HOURS	LAB CREDITS	TOTAL CREDITS
First Semester				
English I.	3	0	0	3
Mathematics for Health Sciences (MAT104).	3	0	0	3
Anatomy & Physiology I (BIO425).	3	2	1	4
Medical Emergency Technology I.	3	3	1	4
Medical Terminology.	3	0	0	3
				<u>17</u>
Second Semester				
English II.	3	0	0	3
Anatomy & Physiology II (BIO426).	3	2	1	4
Medical Emergency Technology II.	3	8*	2	5
Pharmacology (SCI530).	3	0	0	3
				<u>15</u>
Third Semester				
Microbiology (BIO420).	3	2	1	4
Medical Emergency Technology III.	5	8*	2	7
Music or Art.	2	0	0	2
Physical Education.	2	0	0	1
Introduction to Sociology.	3	0	0	3
				<u>17</u>
Fourth Semester				
Fundamentals of Speech.	3	0	0	3
Spanish Conversation.	2	0	0	2
Medical Emergency Technology IV.	5	8*	2	7
Developmental Psychology.	3	0	0	3
				<u>15</u>
TOTAL CREDITS.				64

* Classroom laboratory and clinical practice.

MEDICAL RECORD TECHNOLOGY

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 Associate in Applied Science (A.A.S.) degree, and are eligible to take the examination for accreditation by the American Association of Medical Record Librarians.

MEDICAL RECORD TECHNOLOGY PROGRAM

(Courses and Credits)

	CLASS HOURS	LAB/ CLINIC HOURS	LAB CREDITS	TOTAL CREDITS
First Semester				
English I.	3	0	0	3
Mathematics through Statistics I (MAT103).	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
				<u>16</u>
Second Semester				
English II.	3	0	0	3
Anatomy & Physiology I (BIO425).	3	2	1	4
Medical Terminology II.	2	0	0	2
Office Practice & Machines I (SEC330).	2	0	0	1
Medical Record Science II.	2	3	1	3
Music or Art.	2	0	0	2
				<u>15</u>
Third Semester				
General Psychology.	3	0	0	3
Medical Record Science III.	2	3	1	3
Medical Record Clinical Practice I.	2	6*	2	4
Anatomy & Physiology II (BIO426).	3	2	1	4
Office Practice & Machines II (SEC430).	2	0	0	1
Physical Education.	2	0	0	1
				<u>16</u>
Fourth Semester				
Fundamentals of Speech.	3	0	0	3
Medical Record Science IV.	2	3	1	3
Medical Record Clinical Practice II.	0	12*	4	4
Medical Records Applications in Data Processing.	2	2	1	3
Elective (Social Science).	3	0	0	3
				<u>16</u>
TOTAL CREDITS.				63

* Classroom laboratory and clinical practice.

NURSING

The two-year program in the Nursing Department 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 successful completion of course work, the Associate in Applied Science (A.A.S.) degree is granted. Graduates are eligible to take the New York State licensure examination for professional nursing (R.N.). The Nursing program is accredited by the National League for Nursing.

NURSING PROGRAM

(Courses and Credits)

	CLASS HOURS	LAB/ CLINIC HOURS	LAB CREDITS	TOTAL CREDITS
First Semester				
English Composition I.	3	—	—	3
Introduction to Sociology.	3	—	—	3
Anatomy and Physiology I.	3	7	—	4
Fundamentals of Nursing Care.	4	3	2	6
				<u>16</u>
Second Semester				
Math for Health Sciences.	3	—	—	3
Anatomy and Physiology II.	3	—	—	4
Medical-Surgical Nursing.	4	11	4	8
				<u>15</u>
Third Semester				
English Composition II.	3	—	—	3
Microbiology.	3	2	1	4
Maternal Child Health Nursing.	4	11	4	8
Developmental Psychology.	3	—	—	3
				<u>18</u>
Fourth Semester				
Speech.	3	—	—	3
Comprehensive Nursing Care.	5	10	3	8
Nursing Today and Tomorrow.	1	—	—	1
Music or Art.	2	—	—	2
Physical Education.	2	—	—	1
Elective.	3	—	—	3
				<u>18</u>
TOTAL CREDITS				<u>67</u>

HEALTH TECHNOLOGY

The Health Technology Department offers four programs in the allied health field: Community Mental Health Assistant, Inhalation Therapy, Medical Emergency Technology, and Medical Record Technology. Students successfully completing these programs receive the Associate in Applied Science (A.A.S.) degree, and are qualified to work as technicians in a variety of health care agencies.

Community Mental Health Assistant

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. For the curriculum in Community Mental Health Assistant leading to the Associate in Applied Science (A.A.S.) degree, see page 88.

MHT101 Introduction to Community Mental Health 3 cl hrs 3 lab hrs 4 cr

This course surveys the community mental health field and resources, and includes discussion of the role of the Mental Health Assistant in the multi-disciplinary team approach. Emphasis is placed on the planning and delivery of comprehensive services within the community. Field visits are made to Mental Health Agencies.

Prerequisite: Matriculation in the Community Mental Health Assistant Program; or Departmental approval

MHT201 Introduction to Rehabilitation 4 cl hrs 4 cr

This course covers basic techniques in the provision of a continuum of services to the mentally handicapped. Included is the coordination of medical, social, psychological, and vocational services. Emphasis is on data collection, case analysis, referral processes, and selective vocational placement. Prerequisite: Introduction to Community Mental Health; or Departmental approval

MHT301 Clinical Assistantship Experience I 2 cl hrs 12 lab hrs 4 cr

This course provides selected field learning placements in clinical settings, which may be in any of a variety of community resources, including: community mental health centers and facilities, institutions, hospitals, clinics, special educational programs and rehabilitation agencies. Included are supervision, discussion, and interpretation of the clinical experience in seminar.

Prerequisite: Introduction to Rehabilitation; or Departmental approval

MHT401 Clinical Assistantship Experience II 2 cl hrs 12 lab hrs 4 cr

This course is the second half of a full year sequence in supervised clinical experience. Must be taken concurrently with Mental Health Practicum.

Prerequisite: Clinical Assistantship Experience I; or Departmental approval

MHT431 Mental Health Practicum 2 lab hrs 1 cr

This course provides an opportunity for critical introspection and self-evaluation by the student for the purposes of stimulating personal growth,

developing insight and empathy, and integrating skills and knowledges. Emphasis is on enhancing the personal performance of the Community Mental Health Assistant who provides services to the mentally handicapped individual. Must be taken concurrently with Clinical Assistantship Experience II.

MHT215 Abnormal Psychology 3 cl hrs 3 cr

This course covers the causes, diagnosis, treatment, and prevention of various types of maladjustments and mental disorders. The relationship of the neuroses and functional psychoses to current conceptions of normal personality functioning is discussed.

Prerequisite: General Psychology; matriculation in the Community Mental Health Assistant Program; or Departmental approval

MHT311 Counseling and Guidance Techniques 3 cl hrs 3 cr

Students are instructed in the essentials of group and individual counseling. They learn the necessity for establishing rapport with their clients, and the need for self-analysis and problem-solving.

Prerequisite: Third or fourth semester standing in the Community Mental Health Assistant Program; or Departmental approval

MHT321 Teaching and Treatment Techniques 2 cl hrs 2 lab hrs 3 cr

Specific methodology in the training and re-training of clients with various handicaps, including mental illness, mental retardation, minimal cerebral dysfunction, and socio-economic deprivation.

Prerequisite: Third or fourth semester standing in the Community Mental Health Assistant Program; or Departmental approval

MHT331 Creative Therapies 2 cl hrs 4 lab hrs 3 cr

Through practice and discussion, this course introduces the student to the techniques and materials designed to develop coordination, perception, and thought in the mentally handicapped individual. Emphasis is on the treatment modalities of music, art, dance, and drama as therapeutic processes.

Prerequisite: Third or fourth semester standing in the Community Mental Health Assistant Program; or Departmental approval

MHT411 Measurement and Evaluation Technique 2 cl hrs 3 lab hrs 3 cr

This course introduces the principles and practice of psychological assessment. It surveys the major methods of measuring intelligence, ability, interest, and personality.

Prerequisite: Third or fourth semester standing in the Community Mental Health Assistant Program; or Departmental approval

MHT421 Social Disability 3 cl hrs 3 cr

This course surveys prevailing socio-economic situations giving rise to socially handicapping conditions. Emphasis is on the specific disabilities and circumstances of alcoholism, narcotics addiction, severe deprivation, geriatrics, and other problems resulting from social pathology.

Prerequisite: Third or fourth semester standing in the Community Mental Health Assistant Program; or Departmental approval

Inhalation Therapy

Students are taught the life-saving techniques of inhalation therapy. Skilled and swift application of the various devices used to maintain proper breath-

ing can make the difference between life and death for a critically ill or seriously wounded individual. For the curriculum in Inhalation Therapy leading to the Associate in Applied Science (A.A.S.) degree, see page 89.

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 basic science principles applicable to medical gases, pressure breathing devices, gas exchange, artificial ventilation and respiration. This course also involves the study and operation of basic inhalation therapy equipment such as oxygen catheters, cannulae, masks and tents, nebulizers, flowmeters and regulators, oxygen analyzers and oxygen supply systems.

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

This continuation of applied science principles is fundamental to Inhalation Therapy. Special emphasis is placed on the theory of mechanical ventilation. Patient care is introduced and the use of the basic equipment and the operation of more complex inhalation therapy equipment such as ventilators, resuscitators, and respirators. Laboratory and clinical experiences are given. Prerequisites: Fundamentals of Inhalation Therapy I; General Chemistry

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

Skills in patient care are further developed, and stress is placed on continuous ventilation and Acid Base Chemistry. The physiology of the cardio-pulmonary system, the ethical and legal implications and responsibilities relating to inhalation therapy service are discussed. Laboratory and clinical experiences are given.

Prerequisites: Inhalation Therapy I; Anatomy and Physiology I

IHT400 Inhalation Therapy III 3 cl hrs 15 lab hrs 7 cr

This continuation of Inhalation Therapy II places emphasis on pulmonary function testing and equipment with clinical experience and observation. Under supervision, students administer therapy to patients and observe departmental operations including record keeping, reporting, and charting. Prerequisites: Inhalation Therapy II; Anatomy and Physiology 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.

Medical Emergency Technology

Students who complete the MET courses have an opportunity to fill one of the most serious gaps in our current health service 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. For the curriculum in Medical Emergency Technology leading to an Associate in Applied Science (A.A.S.) degree, see page 90.

MET101 Medical Terminology 3 cl hrs 3 cr

In this course, students learn the medical terms related to the anatomy and pathophysiology of trauma and medical conditions. Basic medical prefixes and suffixes are emphasized.

MET120 Medical Emergency Technology I 3 cl hrs 3 lab hrs 4 cr

Students are introduced to an overview of the existing medical emergency services and supportive agencies. In addition, they examine the need for effective communication systems (verbal and network), record maintenance, legal guides, properly conducted critiques, and become aware of the importance of safety and control during emergency operations. There is also a reinforcement of the basic presentations offered by the anatomy and physiology course in the physiological aspects of the skeletal structure and Neurological and Cardiopulmonary system, insofar as such systems specifically relate to the principles of resuscitation and cardiac massage in emergency situations. Laboratory sessions involving the use of inhalators, resuscitators, aspirators, and heart/lung resuscitators reinforce classroom lectures in all subject areas. The use of anatomical manikins aids students in their efforts to focus on the important, yet common, practices concerning medical emergency care.

MET220 Medical Emergency Technology II 3 cl hrs 8 lab hrs 5 cr

The second-semester MET student follows a course track specifically related to injury management and accompanying physiological derangement. The physician-instructor first examines the necessity for, and procedures of, urgency evaluation. This introduction is followed by lecture and laboratory sessions dealing with the general considerations of injury management and the use of dressings, bandages, compresses, and splints. Students are instructed in the management of wounds and injuries to the vascular system, soft tissues, bones and joints, peripheral nerves, spinal cord, and cranio-cerebral injuries. They also study the management of injuries to the eyes, ears, neck, chest, hands, abdomen, and genito-urinary tract. Causes, classification, pathologic processes, management, complications, etc., of wounds and injuries resulting from missiles, burns, cold, blast, chemical, radiation, and crushing accidents are pursued in depth.

Prerequisites: Medical Emergency Technology I; Medical Terminology

MET320 Medical Emergency Technology III 5 cl hrs 8 lab hrs 7 cr

Continuing the study of injury management, MET students receive instruction in the various techniques of anesthesia and analgesia, with a corresponding examination of special problems, muscle relaxants, and special equipment. Students then enter into an extensive period of training involving advanced techniques of cardiopulmonary care. Lecture and laboratory instruction includes, among other aspects, the use of electro-cardioscopes, pacemakers, defibrillators, synchronizers, and arrhythmia manikins. Cardiac electrical activity, frequency and duration, chest resistance, anoxia hydrocardium, oxygenated hydrocardium, contraindications, side effects, and precautions are also stressed.

Prerequisites: Medical Emergency Technology II; Pharmacology

MET420 Medical Emergency Technology IV 5 cl hrs 8 lab hrs 7 cr

The MET student enters into a study of the health hazards encountered in radiological emergencies and other unusual incidents. This course offers an integrated study of radiation physics, radiation control, and protective measures. The study of emergency psychiatric care is similarly undertaken, with a special emphasis on the understanding and prevention of suicide. The duties of the Medical Emergency Technician in the disaster area, as

well as other phases of medical care, are explored with special accent on the use of the latest technological, scientific, and medical knowledge contributing to the prompt, efficient, and effective emergency medical care which might be rendered to an injured patient.

Prerequisite: Medical Emergency Technology III

Medical Record Technology

The supply of personnel trained in medical record technology has not kept pace with the demand for this service. The Medical Record Technology program prepares technicians to function ably as assistants to medical record librarians in maintaining records, preparing and analyzing health information needed by health practitioners, hospitals, patients and the public. For the curriculum in Medical Record Technology leading to an Associate in Applied Science (A.A.S.) degree, see page 91.

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

This course is 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 aspect 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; 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 experience 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 inter-personal and interdepartmental relationships. Conferences are held in the clinical area on problem situations which may be encountered. Prerequisite: Medical Record Clinical Practice I

NURSING

These courses make it possible for male and female students to best serve humanity and themselves. There are many opportunities in various facets of the nursing field, plus an opportunity for those who successfully complete the course to take the licensing examination given by the State of New York and earn the title of Registered Nurse. The program is accredited by the National League for Nursing. For the curriculum in Nursing leading to an Associate in Applied Science (A.A.S.) degree, see page 92.

NUR110 Fundamentals of Nursing Care 4 cl hrs 7 lab hrs 6 cr

An orientation to the 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.

NUR210 Medical-Surgical Nursing 4 cl hrs 11 lab hrs 8 cr

The development of fundamental nursing knowledge and techniques is continued. Major emphasis is placed upon common patient problems. Psychodynamic nursing skills are introduced as they relate to the care of the patient with medical-surgical problems. Clinical practice in the hospital is provided.

Prerequisites: Fundamentals of Nursing Care; Anatomy and Physiology I

NUR310 Maternal Child Health Nursing 4 cl hrs 11 lab hrs 8 cr

This focuses on the role of the nurse in the care of the pregnant family and the sick child. Classroom, clinical and laboratory experiences are an integral part of the course. Attendance is required in all phases.

Prerequisites: Medical-Surgical Nursing; Anatomy and Physiology II

NUR410 Comprehensive Nursing Care 5 cl hrs 10 lab hrs 8 cr

This continuation of Medical-Surgical Nursing places emphasis on selected medical-surgical nursing problems and introduces the student to the care of patients with severe psychiatric disorders. Clinical experience is provided in general and psychiatric hospital settings and in related community agencies.

Prerequisite: Maternal Child Health Nursing

NUR415 Nursing Today and Tomorrow 1 cl hrs 1 cr

This course will include discussion of the legal rights and responsibilities of the professional nurse, current trends in employment, and education, as

well as changes in nursing practice. Restricted to students also registered for NUR 410.

NUR861 Health Problems in Urban Communities 3 cl hrs 3 cr
Same as BPR161 (for description, see page 115).

LIBERAL ARTS DIVISION

The Liberal Arts curriculum, designed to enrich the student's background, encourages the formulation of original ideas and independent thinking, and develops an understanding of contemporary social, political, and cultural problems. Liberal Arts courses required for all students include English language and literature, speech and foreign languages, mathematics, music and art, physical and health education, science and social science.

Students may enroll in the Liberal Arts-Transfer program and elect courses that are of special interest to them from among the social sciences, sciences and humanities. Students who successfully complete the Liberal Arts-Transfer curriculum receive the Associate in Arts (A.A.) degree and are eligible to transfer to a four-year college of the City University.

Students may also enroll in one of the specialized concentrations which are available, such as *Fine Arts, Government Administration, Library Technology, *Performing Arts, Physical Education, Recreation Leadership, Social Service and Urban Planning. In addition, the Educational Assistant program is open to paraprofessional teacher aides in the New York City school system. These programs are described on the following pages.

*** For concentration in Performing Arts-Music (Classical or Jazz), or in Fine Arts, see chairman of the Department of Music and Art.**

LIBERAL ARTS-TRANSFER PROGRAM

All students accepted for matriculation in the Liberal Arts Division must satisfactorily complete a minimum of 65 or 66 credits in order to attain the degree of Associate in Arts (A.A.). A maximum of 9 elective credits is permitted in courses outside the Liberal Arts Division.

LIBERAL ARTS-TRANSFER PROGRAM

(Courses and Credits)

First Semester

English I	3
Mathematics	4 (or 3)
Modern Language*	4 (or 3)
Music or Art	2
Social Science Elective	3
Physical Education	1
	<u>17 (or 16) (or 15)</u>

Second Semester

English II	3
Health Education	1
Language	3
Science	4
Social Science Elective	3
Electives	3
	<u>17</u>

Third Semester

English III**	3
Science	4
Social Science Elective	3
Speech	3
Electives	4
	<u>17</u>

Fourth Semester

Social Science Elective	3
Electives	12
	<u>15</u>

TOTAL CREDITS 66 (or 65) (or 64)

* The first level of any language carries 4 credits; courses above the first level carry 3 credits, with the exception of Swahili II, 4 credits.

** This requirement may be fulfilled by English (EGL111-114 or EGL200 and above) or Black (BLK) or Puerto Rican (PRN) Literature courses.

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 Associate in Arts (A.A.) degree and may be eligible for admission into a baccalaureate degree program in teacher education at the senior colleges of City University.

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.

EDUCATIONAL ASSISTANT PROGRAM

(Courses and Credits)

First Semester

English I	3
Mathematics (MAT 100)	4
General Psychology	3
Seminar & Practicum in Education & Communication Arts	4
Physical Education	1

Second Semester 15

English II	3
History of Western Civilization I	3
Science* or Science for Education I	4
Child Psychology**	3
Introduction to Sociology	3

Third Semester 16

Speech	3
History of Western Civilization II	3
Science* or Science for Education II	4
Spanish	4 (or 3)
Seminar & Practicum in Education & the Behavioral Sciences	4

Fourth Semester 18 (or 17)

English III***	3
Spanish	3
Education in Modern Society**	2
Health Education	1
Seminar & Practicum in Education & Art Forms	4
Social Science Elective (ANT100, POL100, SSR400)	3

16
TOTAL CREDITS 65 (or 64)

* A laboratory Science is a Liberal Arts requirement for transfer to Senior Colleges.

** Required for New York City Certification.

*** This requirement may be fulfilled by English (EGL111-114 or EGL200 and above) or Black (BLK) or Puerto Rican (PRN) Literature courses.



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At Career Conference Day, students discuss potential futures with specialists

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 Associate in Arts (A.A.) degree. The Program is within the Liberal Arts Division.

LIBRARY TECHNOLOGY PROGRAM

(Courses and Credits)

First Semester

English I	3
History of Western Civilization I	3
Modern Language	3 (or 4)
Physical Education	1
Mathematics (MAT100 or MAT103)	4
Speech	3
	<hr/>
	17 (or 18)

Second Semester

English II	3
History of Western Civilization II	3
Science	4
Modern Language	3
Library Technology I: Introduction to Library Service	3
	<hr/>
	16

Third Semester

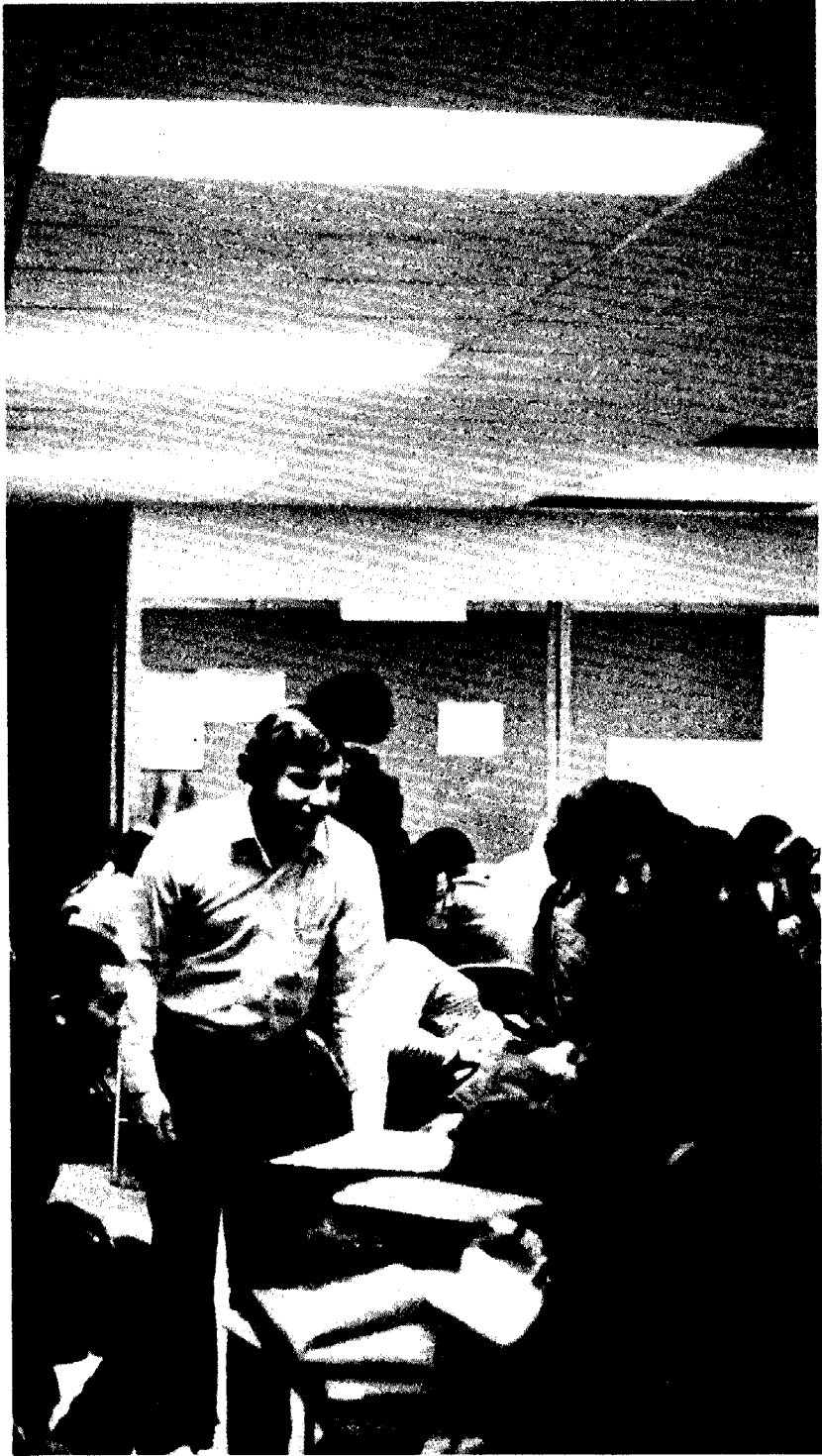
English III*	3
Field Experience in Library Service	2
Library Technology II: Technical Processes in Libraries	3
Library Technology III: New Media Materials & Organization in Libraries	3
Modern Language	3
Science	4
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	18

Fourth Semester

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
	<hr/>
	17

TOTAL CREDITS 68 (or 69)

* This requirement may be fulfilled by English (EGL111-114 or EGL200 and above) or Black (BLK) or Puerto Rican (PRN) Literature courses.



104 *Student lounge is informal meeting spot*



Students gather in lounge to plan activities

PHYSICAL EDUCATION

A concentration within the Liberal Arts Curriculum, the Physical Education program is a transfer course of study, aimed at fulfilling the course requirements of colleges offering a Physical Education major. An Associate in Arts (A.A.) degree is granted upon satisfactory completion of required credits. Satisfactory completion of the following courses will qualify students to enter the third year of a four-year program in Physical Education.

PHYSICAL EDUCATION PROGRAM

(Courses and Credits)

First Semester

English I	3
Mathematics (MAT100 or MAT103)	4
Modern Language	3 (or 4)
Introduction to Sociology	3
Principles of Physical Education, Health & Recreation.	3
Fundamentals of Team Sports	1
	<hr/>
	17 (or 18)

Second Semester

English II	3
General Psychology	3
Biology I	4
Modern Language	3
Music or Art	2
Individual & Dual Sports.	1
Fundamental of Swimming or Higher Level Swim Course.	1
	<hr/>
	17

Third Semester

English III*	3
Biology II	4
Social Psychology	3
First Aid & Safety Education.	2
Community Recreation	2
Modern Dance I	1
Health Education	1
	<hr/>
	16

Fourth Semester

Social Science Elective.	3
Fundamentals of Speech	3
Habituation, Addiction, & Its Prevention.	3
Human Sexuality.	3
Physical Education Elective.. . . .	1
Folk & Square Dance.	1
Camp Leadership & Outdoor Recreation.	2
	<hr/>
	16

TOTAL CREDITS 66 (or 67)

* This requirement may be fulfilled by English (EGL111-114 or EGL200 and above) or Black (BLK) or Puerto Rican (PRN) Literature Courses.

RECREATION LEADERSHIP

The Associate in Arts (A.A.) degree is granted upon satisfactory completion of the required credits in the Recreation Leadership Program, which is essentially conceived as a Transfer Program administered by the Department of Physical Education, Health, and Recreation. The program also prepares students for employment as recreation leaders at the end of two years of study. It is strongly recommended that courses be taken in the sequence shown.

RECREATION LEADERSHIP PROGRAM

(Courses and Credits)

First Semester

English I	3
Mathematics (MAT100 or MAT103)	4
Modern Language	3 (or 4)
Introduction to Sociology	3
Principles of Physical Education, Health & Recreation	3
Fundamentals of Team Sports	1
	<u>17 (or 18)</u>

Second Semester

English II	3
Biology I	4
General Psychology	3
Modern Language	3
Individual & Dual Sports	1
Leadership in Recreation	2
Physical Education Elective	1
	<u>17</u>

Third Semester

English III*	3
Biology II	4
Social Psychology	3
Music in Recreation	2
Modern Dance I	1
Community Recreation	2
First Aid & Safety Education	2
	<u>17</u>

Fourth Semester

Social Science Elective	3
Fundamentals of Speech	3
Camp Leadership & Outdoor Recreation	2
Health Education	1
Folk & Square Dance	1
Crafts in Recreation	2
Supervised Field Experience	4
	<u>16</u>

TOTAL CREDITS 67 (or 68)

* This requirement may be fulfilled by English (EGL111-114 or EGL200 and above) or Black (BLK) or Puerto Rican (PRN) Literature courses.

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 Associate in Arts (A.A.) degree.

SOCIAL SERVICE PROGRAM

(Courses and Credits)

First Semester

American Government.	3
English I.	3
Speech.	3
Spanish*	3 (or 4)
Health Education.	1
Music or Art.	2
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15 (or 16)

Second Semester

Spanish*	3
Mathematics.	4
English II.	3
Physical Education.	1
Introduction to Social Work.	3
Field Experience in Social Work.	3
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Third Semester

Science (Biology, Chemistry, Physics)	4
English III**	3
Introduction to Sociology.	3
Social Welfare Programs & Policies.	3
Spanish Conversation I***	2
General Psychology.	3
	<hr/>

18

Fourth Semester

Science (Biology, Chemistry, Physics)	4
Spanish Conversation II.	2
Marriage & the Family.	3
Urban Sociology	3
Social Science Elective (Anthropology, Ethnic Groups, Political Parties, Psychology)	3
Seminar on Social Welfare	2
	<hr/>

17

TOTAL CREDITS 67 (or 68)

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

** This requirement may be fulfilled by English (EGL111-114 or EGL200 and above) or Black (BLK) or Puerto Rican (PRN) Literature courses.

*** Native Spanish speakers may substitute advanced Spanish courses to fulfill these requirements.

URBAN PLANNING

The Urban Planning Curriculum is an interdisciplinary program designed to prepare students for careers as planners, administrators, or interns in government or private agencies. It is concerned with the issues that influence the growth and politics of cities and regions, as well as the formulation and implementation of plans and policies to meet the needs of urban communities. 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 Associate in Arts (A.A.) degree.

URBAN PLANNING PROGRAM

(Courses and Credits)

First Semester

English I	3
Spanish*	3 (or 4)
American Government (POL100)..	3
Sociology	3
Health Education	1
Music or Art	2
	<hr/>
	15 (or 16)

Second Semester

English II	3
Spanish*	3
Mathematics (MAT100 or MAT103)..	4
Introduction to Economics.	3
Urban Sociology	3
Physical Education.	1
	<hr/>
	17

Third Semester

Science (Lab)	4
Urban Government & Politics**	3
Fundamentals of Speech	3
Social Problems	3
Spanish Conversation I	2
Seminar in Politics of Urban Problems.	2
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	17

Fourth Semester

Science (Lab)	4
English III***	3
Urban Planning.	3
Social Science Elective.	3
Elective.	2
Spanish Conversation II.	2
	<hr/>
	17
TOTAL CREDITS	66 (or 67)

** Students may substitute Politics and Government of New York City (POL500) to fulfill this requirement.

*** This requirement may be fulfilled by English (EGL111-114 or EGL200 and above) or Black (BLK) or Puerto Rican (PRN) Literature courses.

GOVERNMENT ADMINISTRATION

The Government Administration Curriculum, originally conceived of as a part-time program, is designed to provide an opportunity for Federal employees and 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 and prepares other students to meet career requirements. The Associate in Arts (A.A.) degree is granted upon satisfactory completion of the program. Graduates are eligible to transfer to a senior college for further study.

GOVERNMENT ADMINISTRATION PROGRAM (Federal Option)

(Courses and Credits)

Courses	Credits
English I	3
English II (EGL111-114).	3
English III**	3
Fundamentals of Speech (EGL400)	3
Mathematics (MAT100 or MAT103)..	4
Health & Physical Education (HED200 and PED Course).	2
Music or Art.	2
Laboratory Sciences	8
Sociology (SOC100)	3
Urban Sociology (SOC400).	3
American Government (POL100)..	3
Seminar in Labor Relations (GOV200)	3
Federal Personnel Management (GOV100).	3
Federal Financial Management (GOV210)..	3
Federal Administrative Practices (GOV120)..	3
Federal Procurement Procedures & Practices (GOV220).	3
Law for the Federal Manager (GOV215)..	3
Language*.. . . .	6 (or 7)
Introduction to Data Processing (DAT101)	4
Field Work in Federal Agencies (CED381)	2
 TOTAL CREDITS	 67 (or 68)

* The first level of any language carries 4 credits; courses above the first level carry 3 credits, with the exception of Swahili II (4 credits).

** This requirement may be fulfilled by English (EGL 111-114 or EGL200 and above) or Black (BLK) or Puerto Rican (PRN) Literature courses.

BLACK AND PUERTO RICAN STUDIES

Courses in Black and Puerto Rican Studies may be taken as electives and, in some cases, may be substituted for the traditional required courses. For further information see the coordinators of the programs.

Business Management

BLK111 Development of Black Business Management 2 hrs 2 cr
Same as BUS811

This course explores the possibilities of creating and financing Black business in Black communities, including the resources available through government, foundations and industry, particularly through banks and insurance companies. Managerial problems of Blacks in business enterprise are covered as well as the high rate of failure of Black entrepreneurs and the lack of Black executives in middle and top management. Class discussions cover measures to improve these conditions through the upgrading of skills. Special attention is given to managerial and administrative techniques and problems. Case histories are featured and outside experts will be guest lecturers from time to time.

English

BLK231 Black Literature I 3 hrs 3 cr
Same as EGL831

This course presents a survey of Afro-American poetry, drama, fiction and non-fiction from slave days to the end of the Harlem Renaissance. The emphasis is two-fold: (a) the relationship of Afro-American literature to the continuing struggle for Black political and economic power; (b) the pervasive influence of African oral traditions and Afro-American folk culture (folklore, spirituals, blues, jazz, sermons and dialect) on Afro-American literature. Readings include the works of Charles Waddell Chesnutt, Paul Laurence Dunbar, Jean Toomer, Booker T. Washington, W. E. B. DuBois and Langston Hughes.

Prerequisite: English II

BLK232 Black Literature II 3 hrs 3 cr
Same as EGL832

From Richard Wright to LeRoi Jones and the Black Arts Movement, this course (a) traces the oral tradition through Langston Hughes to Ralph Ellison and James Baldwin to the young Black poets and playwrights of the 60's and 70's; (b) examines the organic relationship of Black struggle and Black literature—the manner in which Black rejection of white middle class values and the search for a cultural alternative and a Black Esthetic is mirrored in the literature of the last decade.

Prerequisite: English II

BLK233 Contemporary Black Writers 3 hrs 3 cr
Same as EGL833

In this course students read and discuss selected works by African and Afro-American writers, including Langston Hughes, Okot p'Bitek, Leopold Senghor, Richard Wright, Chinua Achebe, Alex LaGuma, Wole Soyinka and James Ngugi.

Prerequisite: English II

BLK235 History of Black Theater 3 hrs 3 cr
Same as EGL835

This course examines the history of Black Theater in the United States from slave days to the present. Topics include: the 19th century minstrel stage and its opponents; the rise of Black musical theater and the emergence of Ethel Waters, Florence Mills, Noble Sissle and Eubie Blake and other Black stars; the Federal Theater of the Depression years; Black themes and characters in the plays of Eugene O'Neill and other white playwrights; the post-war plays of Peterson, Lorraine Hansberry and James Baldwin; and the current Black Theater Movement of LeRoi Jones, Ed Bullins and others. Visits to Black theater companies in the New York area are included.

BLK236 Black Theater Workshop I 3 hrs 3 cr
Same as EGL836

This acting and performance workshop is designed to instruct the Black student-actor in the fundamentals of play performance before a live audience. It covers the development of that craft through his own and specific experiences which relate to his culture and background.

BLK237 Black Theater Workshop II 3 hrs 3 cr
Same as EGL837

In the second half of the acting and performance workshop, the student-actor performs scenes, one-act plays, full-length pieces, dialogues, poetry, and rituals utilizing all the skills and techniques he mastered in the first part of the course. The added element is an audience, which of course is the culmination of the performance art. His work is evaluated by the instructor as well as by his peers, and he is encouraged to continue his work on a community and/or professional level if he so desires.

BLK238 Black Literature of the Caribbean and French-Speaking Africa 3 hrs 3 cr
Same as EGL838

In this course the student reads and discusses selected works from the English and French-speaking areas of the Caribbean and French-speaking Africa. The emphasis is two fold: (1) The concept of *negritude* as exemplified in the works of Aim Cesaire, Leon Damas, Leopold Senghor and David Diop, and the seminal role played by their literary review. *Presence Africaine*; (2) Frantz Fanon and the ideology and technique of national liberation. All readings are in English.

Prerequisite: English II

Modern Language

PRN231 Puerto Rican Literature I 3 hrs 3 cr
Same as SPN831

This course is a survey of Puerto Rican literature. It includes a study of the first literary expressions, both in prose and verse, a history of the various literary movements, and representative authors and their works. Written critical analyses and oral reports on selected works will be required.

Prerequisite: A working knowledge of Spanish and instructor's permission.

PRN232 Puerto Rican Literature II 3 hrs 3 cr
Same as SPN832

This course covers the contemporary literary expression in Puerto Rico. Authors such as Luis Pales Matos, Julia de Burgos, Diaz Alfaro and other short-story writers are studied and evaluated.

Prerequisite: A working knowledge of Spanish

PRN233 Representative Puerto Rican Writers 3 hrs 3 cr
Same as SPN833

This course is an intensive study of a group of Puerto Rican writers and their reactions to different periods in the history of their country. It includes both oral and written analyses of the important works of Manuel Alonso, Alejandro Tapia y Rivera, José de Diego, Eugenio Maria de Hostos, Manuel Zeno Gandía, Antonio S. Pedreira, Luis Palés Matos and Julia de Burgos. The writer is studied as a man reflected in his works: his unique reactions to the circumstances in which he has lived.

Prerequisites: Spanish Composition for Puerto Ricans: Advanced; Puerto Rican Literature I and II; or instructor's permission

PRN235 Puerto Rican Theater 3 hrs 3 cr
Same as SPN835

This course consists of two parts: (a) a survey and analysis of Puerto Rican folk drama and of trends, styles and developments in the plays written in the late 19th and 20th centuries; (b) a study of acting technique, contemporary staging and theatrical direction.

PRN455 Spanish Composition for Puerto Ricans: Intermediate 3 hrs 3 cr
Same as SPN855

This course is designed for students with a background in Spanish. It includes a thorough study of the sentence and its parts as a means of communication. Punctuation, the mechanics of composition, the importance of diction, variations in the Spanish language, and style in writing are developed through written exercises and class discussion. The course is aimed at encouraging the self-expression of the Puerto Rican student.

Prerequisite: Instructor's permission

PRN456 Spanish Composition for Puerto Ricans: Advanced 3 hrs 3 cr
Same as SPN856

This course includes discussion and intensive practice in the paragraph and its uses, the outline as an aid in writing and effective composition, the research paper and its importance in college and graduate studies, the critical paper, description, the familiar essay, narration, the social exposé and other

forms of writing reflecting the students' views and their expression in Spanish.
Prerequisite: Spanish Composition for Puerto Ricans: Intermediate; or instructor's permission

PRN475 Latin American Heritage **3 hrs 3 cr**
Same as SPN475

This is an introduction to the cultures of Puerto Rico, Columbia, Peru and Chile through visits to anthropological and historical sites, museums and universities, as well as meetings with farmers, students and political, industrial, and intellectual leaders. Both before and during the trip, students attend lectures on the culture and society of the countries visited. Students must complete a written paper to receive credit for the course.
Prerequisite: Functional knowledge of the Spanish language

SWA101 Elementary Swahili I **4 cl hrs 1 lab hr 4 cr**

This course is designed for students who have no knowledge of Swahili. Primary stress is on speaking, reading and writing. There are simple textbooks, records, tape recordings and guest speakers.

SWA110 Elementary Swahili II **4 cl hrs 1 lab hr 4 cr**

This course provides intensive practice in speaking Swahili using the audio-lingual method, and also provides further practice in conversation, reading and writing. Vocabulary is developed to enable students to acquire command of basic sentence patterns.

Prerequisite: Elementary Swahili I; or instructor's permission

SWA200 Intermediate Swahili III **3 cl hrs 1 lab hr 3 cr**

Study in this course includes a review of grammar and reading as well as discussion of selected works. Conversation and self-expression through oral and written reports is emphasized. There is play-acting and story-telling in Swahili.

Prerequisite: Swahili II; or instructor's permission

SWA210 Intermediate Swahili IV **3 cl hrs 1 lab hr 3 cr**

This intensive conversational course in Swahili is designed to give students fluency in the use of idiomatic everyday language. Themes of current interest in politics, fashion, art, education, social relations, revolution, etc. are presented for discussion. More advanced play-acting and story-telling with student participation is encouraged.

Prerequisite: Swahili III; or instructor's permission

Music and Art

BLK145 Music in African Culture **2 hrs 2 cr**
Same as MUS845

This course is designed to achieve these objectives: to study traditional African music within its socio-cultural context; to ensure a better understanding, on the part of the students, of the role, function, meaning and importance of music in the lives of African peoples. The course has the additional objective of establishing a relationship between the music, society and culture of traditional African society and the music, society and culture of Afro-Americans.

PRN141 Puerto Rican Music 2 hrs 2 cr
Same as MUS881

This course surveys the folk, popular, and classical forms of Puerto Rican music from the pre-Colombian period through the Twentieth Century in relation to indigenous cultural patterns. The relationship of music to Puerto Rican folklore and dance is explored. Lectures are supplemented with slides, tapes, phonograph records, and live performances.

BLK101 African Art 2 hrs 2 cr
Same as ART801

This course examines the major visual art forms of Africa—traditional masks, sculpture, artifacts—and the nature of the societies that produced them. The role of art in African society—its social, religious and esthetic functions—is emphasized and compared with the role of art in Western and other non-Western societies. Lectures and discussions are supplemented with slides, films, gallery and museum visits.

Nursing

BPR161 Health Problems in Urban Communities 3 hrs 3 cr
Same as NUR861

This course is concerned with the close interrelationship between growing urban problems and their effects on community health, delivery of health services, and the quality of health care. Urban crises which contribute to negative health as reflected in inadequate housing, environmental pollution, economic and welfare inadequacies, and the use and abuse of alcohol and drugs are discussed.

Physical Education, Health and Recreation

BPR101 Ethnic Dance 2 hrs 1 cr
Same as PED801

This course concentrates on elementary dance of the West Indian, Puerto Rican and Afro-American cultures. The course evaluates the body movements of the three cultures emphasizing their similarities.

Science

BLK261 Contributions of Black Scholars to Modern Science 3 hrs 3 cr
Same as SCI861

This course surveys the life and work of selected Black scholars who have made significant contributions in the fields of science and technology. Where possible, Black scientists and technologists will be invited as guest lecturers to discuss the significance of their current investigations.

Social Science

BLK121 History of African Civilizations 3 hrs 3 cr
Same as HIS821

This course traces the history of African civilization from its antiquity to the beginning of European incursions and colonization of Africa. Topics covered include: the Egyptian high culture as an indigenous black African civilization; the Black man and his role in the ancient Mediterranean civilizations—Greece, Rome, Carthage; the Islamic revolution; Moorish domination of

the Iberian peninsula; early empires in West, East, Central and South Africa; Africa and the discovery of America.

BLK122 History of Africa from 1500 to the Present 3 hrs 3 cr
Same as HIS822

This course studies the history of European contact with Africa, emphasizing the three major colonial administrative mechanisms of indirect rule, assimilation, and settlement as a key to understanding (1) the shape of independence movements, and (2) the social, political and economic problems of the immediate post-independence era in the various African states.

BLK123 Afro-American History I 3 hrs 3 cr
Same as HIS823

This course surveys the history of the Black American from his African origins to the end of Reconstruction. It includes intensive reading and discussion of selected topics such as the African background, the slave trade, slavery as an institution, slavery and the industrial revolution, slave revolts, the Civil War, Black Power during Reconstruction, Northern withdrawal and the victory of white supremacy.

BLK124 Afro-American History II 3 hrs 3 cr
Same as HIS824

This course covers Afro-American history from the end of Reconstruction to the present. Topics include the Black Codes; Booker T. Washington and his critics William Trotter and W. E. B. DuBois; the Great Migration and urban problems; the search for a Black Ideology: Garvey, Malcolm, civil rights, Black Power and Black nationalism.

BLK125 Cultural, Political and Economic History of West Africa 3 hrs 3 cr
Same as HIS825

This course covers the cultural, political and economic history of West Africa from Mauritania to Angola, the ancestral homes of the African-derived peoples in the Americas.

BLK251 African Nationalism and Socialism 3 hrs 3 cr
Same as POL851

This course stresses discussion and analysis of the development and direction of African nationalism and its aspirations for self-determination in the 20th Century. The course will pay special attention to social and political activities of protest and the ideological movement towards socialism.

Prerequisite: History of African Civilization; or Afro-American History I or II; or instructor's permission

BLK252 Introduction to Black Political and Social Thought 3 hrs 3 cr
Same as POL852

A systematic inquiry into the political, social and economic philosophies of selected Black Thinkers and activists in Africa and the Americas. The primary objective of the course is to organize the contributions of these Thinkers into a consistent and unique body of thought and to examine their relevance for the Black struggle today. Readings include the works of: David Walker, W. Blyden, F. Douglass, M. Delany, B. T. Washington, W. E. B. DuBois, M. Garvey, F. Fanon, G. Padmore, K. Nkrumah, J. Nyerere, L. S. Senghor, E. Muhammed, Malcolm X.

BLK253 The Black Experience in Africa 3 hrs 3 cr
Same as ANT853

This is an introduction to West African culture through visits to historical shrines, educational institutions, hospitals, governmental establishments, both traditional and modern. The student is exposed to traditional African dance, music, and art through participation at festivals such as the Homowe Festival in Ghana and the Shango Festival in Nigeria. Personal contacts with West African students, workers, journalists, legislators and artists are arranged. Offered in the Summer Semester only.

BPR111 Economics of Urban Communities 3 hrs 3 cr
Same as ECO811

The course introduces the subject of urban economics in historical and social context rather than as a strict analytical discipline. Such crucial problems as the causes and existence of poverty in the midst of plenty, handling of federal, state and local government programs, financing Black enterprise, conditions of social welfare are considered, and solutions towards developing neglected economics of the inner city communities are proposed.

BPR253 Colonialism and Neo-Colonialism 3 hrs 3 cr
Same as POL853

Analysis of the impact of colonialism and imperialism upon non-European societies. The focus is on the oppression and exploitation and contradictory legacy left by the West—and the resistance on the part of the oppressed, culminating in the process of decolonization. The course examines the forms and characteristics of neo-colonialism in Africa, Asia, the Middle East, Latin America and the United States.

PRN121 History of Puerto Rico I 3 hrs 3 cr
Same as HIS881

This course studies the history of Puerto Rico from the pre-Colombian period to the middle of the 19th century. Consideration will be given to political, social, cultural and economic factors contributing to the emergence of national consciousness in the 19th century.

PRN122 History of Puerto Rico II 3 hrs 3 cr
Same as HIS882

This course studies the historical conditions of Puerto Rico in the second half of the 19th century. The transition from a Spanish colony to an American possession is examined. The events and forces that created the present Puerto Rico are studied and analyzed in perspective. The different alternatives to the problem of status: Commonwealth, Statehood, Independence are studied.

PRN125 Puerto Rican Culture and Folklore 3 hrs 3 cr
Same as ANT825

This course studies the emergence of a national culture, folklore, and identity. Topics include the Taino, Spanish, and African contributions to the creation of a *criollo* personality and character; the Puerto Rican family; race relations; the Jibaro; religion; and the arts. It reviews customs, traditions, celebrations, dances, legends, songs, proverbs and hero and underdog stories. The impact of United States culture upon Puerto Rican culture and the resulting conflicts are also considered.

PRN151 Politics of Puerto Rican Communities 3 hrs 3 cr
Same as POL881

This course is a comparative analysis of the political movements and parties operative in Puerto Rico, and their transference to and influence in mainland communities. An examination of the political dynamics involving the Puerto Ricans in the Barrios is also included.

PRN152 Puerto Rican Experience in Urban U.S. Settings 3 hrs 3 cr
Same as SOC852

This course studies the Puerto Rican migration to the United States, and the related problems of education; housing; health services; family and community; employment; welfare; and economic development. It also deals with the conflict created by cultural assimilation as opposed to the identity and preservation of Puerto Rican culture.

PRN234 The Puerto Rican Family 3 hrs 3 cr
Same as SOC884

This course studies the Puerto Rican family as the primary unit of Puerto Rican society, reflecting the patterns and dynamics of that society. It examines the variations in family structure that have evolved from the Taino, Spanish and African cultures. The historical and economic changes that have transformed Puerto Rican society are analyzed, with emphasis on their effect on the family structure. The experience of migration and its impact on the Puerto Rican family are considered. Attention is given to the problems facing the family as the unit of migration.

PRN236 Puerto Rican Economic Development Since 1898 3 hrs 3 cr
Same as ECO886

This course analyzes the history and effects of American economic policies on contemporary Puerto Rico. The economic conditions before the American occupation are examined, with the objective of comparing them with the conditions and changes after 1898. The period of sugar as a monoculture is studied, as well as the great depression and its impact on Puerto Rico. The coming into power of the Popular Party, with its politics of land reform and economic development, are examined. In conclusion, the economic and social planning that have brought about the modern Puerto Rico are analyzed.

EDUCATIONAL ASSISTANT

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. For the curriculum in Educational Assistant leading to an Associate in Arts (A.A.) degree, see page 101.

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

may fulfill the English III course requirement or may be taken as 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.)

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.

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.

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.

EGL251 Modern American Drama **3 hrs 3 cr**

The development of the American theater 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.

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.

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 course includes the growth of realism (Howells, Crane, Dreiser), continues with the developments in the 1920's (Lewis, Cather, Fitzgerald), and finishes with a study of Hemingway, Faulkner, Steinbeck and other mid-twentieth century writers.

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.

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, Virgil's *Aeneid*, writers of the early Middle Ages, and Dante's *Commedia*.

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.

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.

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.

**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.

**EGL261 Images of Women in English and
American Literature 3 hrs 3 cr**

Literature has played an important part in defining and promoting the role and place of women. This course will examine from an historical point of view the literary image of the woman.

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.

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.

Speech and Theater Arts

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.

EGL401 Speech Workshop

3 hrs 0 cr

Speech Workshop, a supplement to Fundamentals of Speech, 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 Fundamentals of Speech.

EGL410 Oral Interpretation

3 hrs 3 cr

This course is 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.

EGL420 Public Speaking

3 hrs 3 cr

The aim of the course is to provide the student with advanced experiences in the preparation of analysis of oral presentations for professional, non-professional and academic situations. A detailed study of the principles and theories of public speaking is made. The course includes the presentation of student speeches.

Prerequisite: Fundamentals of Speech.

EGL430 Argumentation and Debate

3 hrs 3 cr

This course aims to develop an understanding and appreciation of the uses, values and nature of debating. Proficiency in specific debate skills and technique is developed through class preparation and presentation.

EGL440 Acting I

3 hrs 3 cr

This course is 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.

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.

EGL450 Introduction to Drama

3 hrs 3 cr

This is a conceptual rather than purely chronological approach to the origins and influences of significant movements from Classic Theater to Contemporary European and American. This study of playwrights, production history, schools of acting, and theater criticism, includes 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 theater history (e.g. construction of a miniature replica of a Roman theater; research paper on the use of the film in contemporary drama productions) will be required.

EGL451 Theater 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 studied are Hauptmann, Ibsen, Brecht, Shaw, Camus, Sartre, Weiss, Hochhuth, Bullins, Wesker, Yvokoku, and Arrabal.

EGL455 Theater in Society **3 hrs 3 cr**
 This course is an inquiry into the utilization of theater 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.

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.

Special Courses

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.

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 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 Examination will be notified to register for this course.

BLACK STUDIES COURSES

EGL831 Black Literature I	3 hrs 3 cr
Same as BLK231 (for description, see page 111)	
EGL832 Black Literature II	3 hrs 3 cr
Same as BLK232 (for description, see page 111)	
EGL833 Contemporary Black Writers	3 hrs 3 cr
Same as BLK233 (for description, see page 112)	
EGL835 History of Black Theater	3 hrs 3 cr
Same as BLK235 (for description, see page 112)	
EGL836 Black Theater Workshop I	3 hrs 3 cr
Same as BLK236 (for description, see page 112)	
EGL837 Black Theater Workshop II	3 hrs 3 cr
Same as BLK237 (for description, see page 112)	

GOVERNMENT ADMINISTRATION

The Government Administration program assists Federal employees to attain personal fulfillment and to improve their career opportunities. The courses are also of great value to those seeking careers in the Federal service. For a curriculum in Government Administration leading to the Associate in Arts (A.A.) degree, see page 110.

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. Offered in the evening only.

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. Offered in the evening only.

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. Offered in the evening only.

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. Offered in the evening only.

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. Offered in the evening only.

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. Offered in the evening only.

LIBRARY TECHNOLOGY

The courses are designed to supply libraries and librarians with qualified professional supporting staff members who can serve as subprofessional personnel, well trained in library technology. For the curriculum in Library Technology leading to an Associate in Arts (A.A.) degree, see page 103.

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 services 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. A 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, under supervision, in the practical administration 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

MATHEMATICS

All students who attend BMCC are required to take at least one course in mathematics. The mathematics courses are designed to help students appreciate the logical structure of mathematics and the vast scope of the application of mathematics in a modern technological society. Procedures and ideas are emphasized but not at the expense of applications and skills. In general, the mathematics program attempts to strengthen and enrich the student's basic understanding of mathematics. The Department of Mathematics offers the following sequences:*

Liberal Arts:

- A. Mathematics and science oriented students: MAT204, MAT301, MAT302, MAT303 (and electives, as determined in consultation with a departmental advisor)
- B. Other Liberal Arts students: MAT100 or MAT103 (and electives, as determined in consultation with a departmental advisor)

Business Administration:

- A. Transfer students: MAT402
- B. Career students:
 - 1. Data Processing students: MAT100 or, with written permission of the chairman of the Data Processing Department, MAT301 or MAT402
 - 2. Other Career students: MAT103 or, with written permission of the chairman of the student's major department, MAT402

Health Service Technologies:

- A. Community Mental Health Assistant students: MAT103
- B. Medical Records Technology students: MAT103
- C. Other Health Service students: MAT104

* **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.

MAT100 Fundamentals of Mathematics I **4 hrs 4 cr**

This course 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, and fields.

Required for students in Data Processing.

Optional (instead of MAT103) for Liberal Arts students who are *not* mathematics or science oriented.

MAT103 Mathematics through Statistics I **4 hrs 4 cr**

This course covers the use of arithmetic, linear equations and formulas in the study of basic statistics. It includes measures of central tendency, measures of dispersion, graphs, and the regression line.

Required for students in:

- Accounting
- Business Management
- Secretarial Science
- Community Mental Health Assistant
- Medical Records Technology.

Optional (instead of MAT100) for Liberal Arts students who are *not* mathematics or science oriented.

MAT104 Mathematics for Health Sciences **3 hrs 3 cr**

This course covers computations and measurements essential in the health science professional fields. Topics include: units and measurements, ratios, solutions and dosages. A laboratory in the student's clinical practice area under the supervision of an instructor in the health sciences is used to supplement the course.

Required for students in:

- Inhalation Therapy
- Medical Emergency Technology
- Nursing

MAT202 Fundamentals of Mathematics II **3 hrs 3 cr**

This course covers an axiomatic approach to mathematical structures and number systems. It includes functions, relations, operations, and the real number system.

Prerequisites: Intermediate Algebra; Fundamentals of Mathematics I

MAT203 Mathematics through Statistics II **3 hrs 3 cr**

This course covers frequency distributions, normal distributions, probability, hypothesis testing, and correlation.

Prerequisite: Mathematics through Statistics I

Required for students in the Community Mental Health Assistant program.

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

This course covers basic algebraic and trigonometric skills, algebraic equations, and functions. It includes mathematical induction, complex numbers, the binomial theorem, and elements of matrices and determinants.

Prerequisite: Intermediate Algebra and Trigonometry

Required for mathematics and science oriented Liberal Arts students.

MAT207 Statistics **3 hrs 3 cr**

This course covers statistical concepts and techniques for applications. Topics include probability, random variables, binomial distribution, hypergeometric distribution, central tendencies, normal distribution, precision and confidence levels, sample design, and projects.

Prerequisite: Intermediate Algebra

MAT301 Analytic Geometry and Calculus I **4 hrs 4 cr**

128 This is an integrated course in analytic geometry and calculus, applied to

**EAP220 Seminar and Practicum in Education
and Art Forms**

2 cl hrs 2 lab hrs 4 cr

The seminar in this course is related to the academic context of courses in the art forms both visual and performing, e.g., music, art, dance, etc. Students explore the nature and kinds of creative activities in relation to these arts; assist in preparation of materials relating to these areas and help to develop special skills in music, dance, painting, drawing, sculpture, puppetry, as well as the creative use of photography, film, and other media. Students working in a classroom situation will present specific problems around special projects. In the practicum the student, working as an educational auxiliary, will be assigned a staff supervisor to visit him in the classroom setting. The supervisor will assist the student to sharpen his skills in the various visual and performing arts as well as to gain insight into specific problems he encounters in the learning environment, thereby strengthening his ability as a teacher in early childhood and elementary education.

Prerequisite: Art Survey I or Music I

**EAP320 Seminar and Practicum in Education
and Communication Arts**

2 cl hrs 2 lab hrs 4 cr

In this course, the seminar is related to the academic context of courses in communication arts, e.g., English, speech, and reading. Students will explore the nature and kinds of activities in relation to these skills, assisting in preparation of materials and helping to develop skills in reading, story-telling, role-playing, acting and puppetry. Students working in a classroom situation will bring in specific problems they have encountered in this area.

In the practicum, the student, working as an educational auxiliary, will be assigned a staff-supervisor to visit him in a class-room setting. The supervisor, by means of both individual conferences and this seminar, will assist the student to sharpen his communication skills as well as to gain insights into specific problems he encounters in the learning environment, thereby strengthening his ability as a teacher in early childhood and elementary education.

Prerequisites: English I, English II and English Literature, or Black Literature, or Puerto Rican Literature

**EAP420 Seminar and Practicum in Education
and the Behavioral Sciences**

2 cl hrs 2 lab hrs 4 cr

This seminar course is related to the academic context of courses in psychology, sociology, anthropology and other behavioral sciences as they relate to personality development with particular emphasis on childhood and adolescence in an urban learning environment. Included are pertinent research findings on learning theories, curriculum, methods and materials for individual behavior and group dynamics. The seminar will focus on the team-teaching approach in task-oriented and pupil-oriented activities. Students working in classroom situations will bring to the seminar specific problems. Readings, case studies and guided observations will be used.

In the practicum, the student, working as an educational auxiliary, will be assigned a staff supervisor to visit him in his classroom setting. The supervisor by means of both individual conferences and seminars will assist the student to gain insight into specific problems encountered with pupils, teach-

ers, parents and the community at large in order to strengthen his professional ability to teach in early childhood and elementary education.

Prerequisites: Introduction to Sociology, General Psychology, Child Psychology

ENGLISH LANGUAGE AND LITERATURE

The English courses teach students to write and speak clearly and effectively. In the composition courses, these ends are furthered by frequent themes, the reading laboratory, and individual conferences; in the speech courses, by preparation, delivery, and criticism of speeches, and by use of the language laboratory. Free tutoring to students with special needs or deficiencies is provided on the recommendation of the instructor.

Every Liberal Arts student is required to take three 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.

Students who plan to transfer to a four-year college should consult either the catalogue of that school or an advisor in order to ascertain whether there are specific courses they must take.

EGL100 English I

3 hrs 3 cr

Students in this course are given practice and facility in writing 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.

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

English III

3 hrs 3 cr

All courses listed below carry the prerequisite of English II. These courses introduce students to great literature. The following English literature courses

may fulfill the English III course requirement or may be taken as 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.)

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.

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.

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.

EGL251 Modern American Drama 3 hrs 3 cr

The development of the American theater 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.

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.

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 course includes the growth of realism (Howells, Crane, Dreiser), continues with the developments in the 1920's (Lewis, Cather, Fitzgerald), and finishes with a study of Hemingway, Faulkner, Steinbeck and other mid-twentieth century writers.

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.

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, Virgil's *Aeneid*, writers of the early Middle Ages, and Dante's *Commedia*.

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.

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.

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.

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.

EGL261 Images of Women in English and American Literature 3 hrs 3 cr

Literature has played an important part in defining and promoting the role and place of women. This course will examine from an historical point of view the literary image of the woman.

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.

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.

Speech and Theater Arts

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.

EGL401 Speech Workshop **3 hrs 0 cr**

Speech Workshop, a supplement to Fundamentals of Speech, 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 Fundamentals of Speech.

EGL410 Oral Interpretation **3 hrs 3 cr**

This course is 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.

EGL420 Public Speaking **3 hrs 3 cr**

The aim of the course is to provide the student with advanced experiences in the preparation of analysis of oral presentations for professional, non-professional and academic situations. A detailed study of the principles and theories of public speaking is made. The course includes the presentation of student speeches.

Prerequisite: Fundamentals of Speech.

EGL430 Argumentation and Debate **3 hrs 3 cr**

This course aims to develop an understanding and appreciation of the uses, values and nature of debating. Proficiency in specific debate skills and technique is developed through class preparation and presentation.

EGL440 Acting I **3 hrs 3 cr**

This course is 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.

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.

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EGL451 Theater 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 studied are Hauptmann, Ibsen, Brecht, Shaw, Camus, Sartre, Weiss, Hochhuth, Bullins, Wesker, Yvokoku, and Arrabal.

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This course is an inquiry into the utilization of theater 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.

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Special Courses

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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 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 Examination will be notified to register for this course.

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Same as BLK231 (for description, see page 111)

EGL832 Black Literature II **3 hrs 3 cr**
Same as BLK232 (for description, see page 111)

EGL833 Contemporary Black Writers **3 hrs 3 cr**
Same as BLK233 (for description, see page 112)

EGL835 History of Black Theater **3 hrs 3 cr**
Same as BLK235 (for description, see page 112)

EGL836 Black Theater Workshop I **3 hrs 3 cr**
Same as BLK236 (for description, see page 112)

EGL837 Black Theater Workshop II **3 hrs 3 cr**
Same as BLK237 (for description, see page 112)

**EGL838 Black Literature of the Caribbean
and French-Speaking Africa**
Same as BLK238 (for description, see page 112)

3 hrs 3 cr

GOVERNMENT ADMINISTRATION

The Government Administration program assists Federal employees to attain personal fulfillment and to improve their career opportunities. The courses are also of great value to those seeking careers in the Federal service. For a curriculum in Government Administration leading to the Associate in Arts (A.A.) degree, see page 110.

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. Offered in the evening only.

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. Offered in the evening only.

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. Offered in the evening only.

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. Offered in the evening only.

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. Offered in the evening only.

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. Offered in the evening only.

LIBRARY TECHNOLOGY

The courses are designed to supply libraries and librarians with qualified professional supporting staff members who can serve as subprofessional personnel, well trained in library technology. For the curriculum in Library Technology leading to an Associate in Arts (A.A.) degree, see page 103.

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 services 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. A 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, under supervision, in the practical administration 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

MATHEMATICS

All students who attend BMCC are required to take at least one course in mathematics. The mathematics courses are designed to help students appreciate the logical structure of mathematics and the vast scope of the application of mathematics in a modern technological society. Procedures and ideas are emphasized but not at the expense of applications and skills. In general, the mathematics program attempts to strengthen and enrich the student's basic understanding of mathematics. The Department of Mathematics offers the following sequences:*

Liberal Arts:

- A. Mathematics and science oriented students: MAT204, MAT301, MAT302, MAT303 (and electives, as determined in consultation with a departmental advisor)
- B. Other Liberal Arts students: MAT100 or MAT103 (and electives, as determined in consultation with a departmental advisor)

Business Administration:

- A. Transfer students: MAT402
- B. Career students:
 - 1. Data Processing students: MAT100 or, with written permission of the chairman of the Data Processing Department, MAT301 or MAT402
 - 2. Other Career students: MAT103 or, with written permission of the chairman of the student's major department, MAT402

Health Service Technologies:

- A. Community Mental Health Assistant students: MAT103
- B. Medical Records Technology students: MAT103
- C. Other Health Service students: MAT104

* **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.

MAT100 Fundamentals of Mathematics I **4 hrs 4 cr**

This course 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, and fields.

Required for students in Data Processing.

Optional (instead of MAT103) for Liberal Arts students who are *not* mathematics or science oriented.

MAT103 Mathematics through Statistics I **4 hrs 4 cr**

This course covers the use of arithmetic, linear equations and formulas in the study of basic statistics. It includes measures of central tendency, measures of dispersion, graphs, and the regression line.

Required for students in:

- Accounting
- Business Management
- Secretarial Science
- Community Mental Health Assistant
- Medical Records Technology.

Optional (instead of MAT100) for Liberal Arts students who are *not* mathematics or science oriented.

MAT104 Mathematics for Health Sciences **3 hrs 3 cr**

This course covers computations and measurements essential in the health science professional fields. Topics include: units and measurements, ratios, solutions and dosages. A laboratory in the student's clinical practice area under the supervision of an instructor in the health sciences is used to supplement the course.

Required for students in:

- Inhalation Therapy
- Medical Emergency Technology
- Nursing

MAT202 Fundamentals of Mathematics II **3 hrs 3 cr**

This course covers an axiomatic approach to mathematical structures and number systems. It includes functions, relations, operations, and the real number system.

Prerequisites: Intermediate Algebra; Fundamentals of Mathematics I

MAT203 Mathematics through Statistics II **3 hrs 3 cr**

This course covers frequency distributions, normal distributions, probability, hypothesis testing, and correlation.

Prerequisite: Mathematics through Statistics I

Required for students in the Community Mental Health Assistant program.

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

This course covers basic algebraic and trigonometric skills, algebraic equations, and functions. It includes mathematical induction, complex numbers, the binomial theorem, and elements of matrices and determinants.

Prerequisite: Intermediate Algebra and Trigonometry

Required for mathematics and science oriented Liberal Arts students.

MAT207 Statistics **3 hrs 3 cr**

This course covers statistical concepts and techniques for applications. Topics include probability, random variables, binomial distribution, hypergeometric distribution, central tendencies, normal distribution, precision and confidence levels, sample design, and projects.

Prerequisite: Intermediate Algebra

MAT301 Analytic Geometry and Calculus I **4 hrs 4 cr**

This is an integrated course in analytic geometry and calculus, applied to

functions of a single variable. It covers a study of rectangular coordinates in the plane, equations of conic sections, functions, limits, continuity, related rates, differentiation of algebraic and transcendental functions, Rolle's Theorem, the Mean Value Theorem, maxima and minima, and integration.

Prerequisite: Mathematical Foundations for Calculus; or equivalent with Departmental approval

Required for mathematics and science oriented Liberal Arts students.

MAT302 Analytic Geometry and Calculus II **4 hrs 4 cr**

This course is an introduction to the concepts of formal integration. It covers the differentiation and integration of algebraic, trigonometric, and transcendental functions. Topics include the definite integral, the antiderivative, areas, volumes, and the improper integral.

Prerequisite: Analytic Geometry and Calculus I

MAT303 Analytic Geometry and Calculus III **4 hrs 4 cr**

This course is an extension of the concepts of differentiation and integration to functions of two or more variables. Topics include: partial differentiation, multiple integration, Taylor series, polar coordinates, and calculus of vectors in one and two dimensions.

Prerequisite: Analytic Geometry and Calculus II

MAT402 Finite Mathematics **4 hrs 4 cr**

This course covers compound statements, sets and subsets, partitions and counting, probability theory, vectors, and matrices.

Prerequisite: Intermediate Algebra

Required for students in the Business Administration-Transfer program.

Optional for students in Business Career programs with permission from the chairman of the Department in which they are majoring.

MAT001 Elementary Algebra **4 hrs 0 cr**

This course covers the same material as a standard high school ninth-year mathematics course. It includes such topics as algebraic representation, signed numbers, factoring, the solution of linear equations, the co-ordinate system, the solution of simultaneous linear equations of two variables, and graphing. Offered during the Fall semester only.

MAT002 Plane Geometry **4 hrs 0 cr**

This course covers the same material as the standard tenth-year mathematics course. Offered during the Summer semester only.

Prerequisite: Elementary Algebra

MAT003 Intermediate Algebra and Trigonometry **4 hrs 0 cr**

This course covers the same material as a standard high school eleventh-year mathematics course. It includes such topics as factoring, solutions of linear equations, the quadratic equation, systems of linear and quadratic equations, trigonometric relationships, exponents, logarithms, and the graphs of quadratic equations.

Prerequisite: Elementary Algebra

MODERN LANGUAGES AND LITERATURE

The modern language program is an integral part of the Liberal Arts curriculum. Its principal objectives are to develop fluency in the written and spoken language, and to familiarize students with the main aspects of foreign literature and culture. All courses are given in the foreign language unless otherwise specified. Language laboratories, equipped with the latest electronic features, serve modern language and speech students. 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 given in English.

French**FRN101 French I 4 cl hrs 1 lab hr 4 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.

FRN110 French II 3 cl hrs 1 lab hr 3 cr

In this continuation of French I, grammar, composition, conversation, reading and analysis of simple literary texts are covered.
Prerequisite: French I; or Departmental approval

FRN200 French III 3 cl hrs 1 lab hr 3 cr

Study in this course includes a review of grammar plus the study of French civilization and selected readings in French literature.
Prerequisite: French II; or Departmental approval

FRN210 French IV 3 cl hrs 1 lab hr 3 cr

Students are trained in literary analysis through the works of modern French authors.
Prerequisite: French III; or Departmental approval

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 Corneille, Molière, Racine, la Fontaine, Bossuet, Fénelon, Fontenelle, Marivaux, and Montesquieu. Written and oral reports are required.
Prerequisite: French IV; or Departmental approval

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 Departmental approval

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 V and French VI.

Prerequisite: French IV; or Departmental approval

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 laboratories.

Prerequisite: French III; or Departmental approval

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 Existentialism in French Literature 3 hrs 3 cr

This course brings to life the essentials of existentialist philosophy in plays and novels of French authors such as Sartre and Camus, with modern insights into the age-old question of "free choice and predestination," "the relevancy or irrelevancy of God," "commitment or alienation," "the meaning or the absurdity of life." Readings are in French, class discussions and written work in English.

Prerequisite: French III; or Departmental approval

FRN470 Modern French Civilization 3 cl hrs 1 lab hr 3 cr

The main aspects of French life and culture as expressed in social, intellectual and philosophical history are studied in this course. Emphasis is given to the geographic situation and economic and social changes, the main trends of thought in French tradition, and their impact on modern France. Readings are in French, discussion in English.

Prerequisite: French III; or Departmental approval

**FRN461 The Individual and Society in
Nineteenth Century French Literature 3 hrs 3 cr**

This course analyzes the relationship between the individual and society as presented by French authors from Chateaubriand to Valles. Different patterns of reactions to a society undergoing critical changes are investigated. Special attention will be given to the problem of the Romantic ego in a materialistic-oriented society. Readings are in French, discussion in English.

Prerequisite: French III; or Departmental approval

FRN462 History of French Drama and Theater 3 cl hrs 1 lab hr 3 cr

A historical survey of the theories of French Theater evolved from the Greek Tragedy through medieval, classical Romantic, Realistic, Symbolist and

Surrealist theater up to Avant-garde Theater and the Theater of the Absurd. Readings are in French, discussion in English.

Prerequisite: French III; or Departmental approval

FRN463 Myth and Reality of the Woman in French Literature 3 hrs 3 cr

An analysis of the various problems related to the image of woman in French literature from the Middle Ages to the present time. Readings are in French, discussion in English.

Prerequisite: French III; or Departmental approval

Hebrew

HEB101 Hebrew I 4 cl hrs 1 lab hr 4 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.

HEB110 Hebrew II 3 cl hrs 1 lab hr 3 cr

In this continuation of Hebrew I, grammar, composition, conversation, reading, and analysis of simple literary texts are covered.

Prerequisite: Hebrew I; or Departmental approval

HEB200 Hebrew III 3 cl hrs 1 lab hr 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.

Prerequisite: Hebrew II; or Departmental approval

HEB210 Hebrew IV 3 cl hrs 1 lab hr 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.

Prerequisite: Hebrew III; or Departmental approval

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 (since 1948). Written and oral reports are required.

Prerequisite: Hebrew V

HEB470 Civilization and Culture of the Hebrews 3 hrs 3 cr

The main aspects of literary creativity and expression in the social, intellectual and philosophical experience of the Hebrews are studied from Biblical times, through the periods of the Mishna and Talmud to the present. Emphasis is given to the evolutionary tendencies in the economic, political and social changes of Hebrew civilization as they are reflected in modern

Hebrew life. Lectures and discussion in English are based on readings of texts and literature in the original.

Prerequisite: Reading knowledge of Hebrew and Departmental approval

HEB475 Field Experience in the Language, Peoples and Culture of Israel 3 hrs 3 cr
Same as HIS720

This is an introduction to Israeli culture through university study, visits to museums, historical and archeological sites; and meetings with leading authorities in education, industry, government and student life. Students register for four to seven credits at Hebrew University, four of which may be transferred to Manhattan Community College. In addition, lectures are held on the culture and socio-economic development of the area. Students must complete a written paper to receive credit for this course.

Prerequisite: Functional knowledge of the Hebrew language and a basic knowledge of Middle Eastern history

Italian

ITL101 Italian I 4 cl hrs 1 lab hr 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.

ITL110 Italian II 3 cl hrs 1 lab hr 3 cr

In this continuation of Italian I, grammar, composition, conversation and reading Italian texts are covered.

Prerequisite: Italian I; or Departmental approval

ITL200 Italian III 3 cl hrs 1 lab hr 3 cr

Study in this course includes a review of grammar and of composition. Modern prose is read, discussed and analyzed.

Prerequisite: Italian II; or Departmental approval

ITL210 Italian IV 3 cl hrs 1 lab hr 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.

Prerequisite: Italian III; or Departmental approval

ITL400 Neo-realism and the Contemporary Italian Novel 3 hrs 3 cr

The significant aspects of Italian neo-realism are studied in the works of its most representative writers. The student is introduced to the new socio-political consciousness in Vittorini, Levi, Silone and Pratolini and to the revived exploration of the human condition in Moravia and Pavese. Readings are in Italian, discussion in English.

Prerequisite: Italian III; or Departmental approval

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 Departmental approval

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 Departmental approval

Spanish

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

SPN101 Spanish I **4 cl hrs 1 lab hr 4 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.

SPN110 Spanish II **3 cl hrs 1 lab hr 3 cr**

In this continuation of Spanish I, grammar, composition, conversation, and reading Spanish texts are covered.

Prerequisite: Spanish I; or Departmental approval

SPN200 Spanish III **3 cl hrs 1 lab hr 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.

Prerequisite: Spanish II; or Departmental approval

SPN210 Spanish IV **3 cl hrs 1 lab hr 3 cr**

This intensive review of grammar includes emphasis on oral and written expressions based on reading and analyzing works by Spanish writers.

Prerequisite: Spanish III; or Departmental approval

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 Departmental approval

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, Becquer, Alarcon, Galdos, 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. May be taken before Spanish V.

Prerequisite: Spanish IV; or Departmental approval

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. Offered during the Spring semester only.

Prerequisite: Spanish V or VI; or Departmental approval

SPN445 Spanish VIII: 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, Martí, Darío and others. Written and oral reports are required.

Prerequisite: Spanish VI or VII; or Departmental approval

SPN450 Spanish IX: 20th Century Spanish-American Literature 3 hrs 3 cr

The major authors and literary movements of the late 19th and 20th centuries are studied. Works of Quiroga, Reyes, Neruda, Vallego, Carpentier, Borges, Rulfo, Fuentes, Marques, and others are analyzed. Written and oral reports are required. Offered during the Fall semester only.

Prerequisite: Spanish V, VI, or VIII; or Departmental approval

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. The first term covers technical vocabulary and mastery of the language through review of grammar. Offered during the Fall semester only.

Prerequisite: Spanish IV; or Departmental approval

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 Departmental approval

SPN465 Introduction to Hispanic Civilization 3 hrs 3 cr

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

Prerequisite: Spanish IV; or Departmental approval

SPN470 Literature and Civilization of Spanish-America 3 hrs 3 cr

The evolution of Spanish-American civilization is studied through literature to enhance understanding of present-day problems and potentialities. Emphasis falls on the relevance of the topography of the regions; the Spanish conquest and colonization; conflicts among cultures and religions of the indigenous peoples, Hispanic settlers, Africans, and recent immigrants; oral and written transmission of traditions; the struggle for independence;

movements for political, social, and economic reforms; the cultural obstacles; the emergence of linguistic distinctiveness; and the quest for self-realization. Readings are in Spanish, discussions in English, papers in English or Spanish. Prerequisite: Spanish IV; or Departmental approval

SPN475 Latin American Heritage **3 hrs 3 cr**
Same as PRN475

This is an introduction to the cultures of Puerto Rico, Colombia, Peru and Chile through visits to anthropological and historical sites, museums and universities, as well as meetings with farmers, students and political, industrial, and intellectual leaders. Both before and during the trip, students attend lectures on the culture and society of the countries visited. Students must complete a written paper to receive credit for the course. Prerequisite: Functional knowledge of the Spanish language

SPN300 Spanish Conversation (MET Program) **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. Use is made of the language laboratory. Required for students in the Medical Emergency Technology programs.

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. Use is made of the language laboratories. Required for students in the Social Service program.

Prerequisite: Spanish I or II; or Departmental approval

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. Use is made of the language laboratories.

Prerequisite: Spanish Conversation I; or Departmental approval

SPN831 Puerto Rican Literature I **3 hrs 3 cr**

Same as PRN231 (for description, see page 113)

SPN832 Puerto Rican Literature II **3 hrs 3 cr**

Same as PRN232 (for description, see page 113)

SPN833 Representative Puerto Rican Writers **3 hrs 3 cr**

Same as PRN233 (for description, see page 113)

SPN835 Puerto Rican Theater **3 hrs 3 cr**

Same as PRN235 (for description, see page 113)

SPN855 Spanish Composition for Puerto Ricans: Intermediate **3 hrs 3 cr**

Same as PRN455 (for description, see page 113)

SPN856 Spanish Composition for Puerto Ricans: Advanced **3 hrs 3 cr**

Same as PRN456 (for description, see page 113)

Swahili

SWA101	Elementary Swahili I	4 cl hrs	1 lab hr	4 cr
SWA110	Elementary Swahili II	4 cl hrs	1 lab hr	4 cr
SWA200	Intermediate Swahili III	3 cl hrs	1 lab hr	3 cr
SWA210	Intermediate Swahili IV	3 cl hrs	1 lab hr	3 cr

For description of these courses, see page 114.

MUSIC AND ART

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. For this requirement, students may choose any of the courses offered in Music or Art. For concentration in Performing Arts-Music (Classical or Jazz), or in Fine Arts, see chairman of the Department of Music and Art.

Music

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.

MUS111 Music Literature **3 hrs 3 cr**

This course is designed to promote perceptive listening and recognition of the stylistic tendencies of various periods. It acquaints students with a wide variety of musical forms through examination of compositions of the Renaissance, Baroque, Romantic and Modern eras. Offered in the Fall semester only.

MUS220 Music in World Culture **2 hrs 2 cr**

This course is designed to encourage critical listening by bringing the student into direct contact with music of both Western and non-Western cultures. It stresses the elements of music—rhythm, melody, harmony, texture, tone color—by studying and analyzing the aspects of each, their juxtapositions, and finally, their total effect on musical forms and styles of the world. Musical illustrations are analyzed not only in musical terms but in relation to important historical, geographical and ethnological factors.

MUS120 Woodwind Class **2 hrs 1 cr**

Students learn to play the clarinet or other woodwind. Attention is given to methods of group instruction in the public schools.

MUS130 Brasswind Class **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.

MUS240 Piano Class III

and

MUS250 Piano Class IV

2 hrs 1 cr (per term)

Continuation of Piano Class I and II.

MUS160 Voice Class I

and

MUS170 Voice Class II

2 hrs 1 cr (per term)

This course introduces voice students to the basic principles of voice production and prepares prospective teachers for proper handling of young voices. The fundamentals of correct voice production are studied including breathing, breath control, and elementary study of vowel sounds and consonants. Elementary songs, poise, posture, and stage presence are presented from the point of view of the student's own voice to prepare him to teach voice classes.

MUS180 Guitar Class I

and

MUS190 Guitar Class II

2 hrs 1 cr (per term)

The first term teaches students to play folk songs in the keys of C and G Major. In the second term, strums, rhythms and fundamental chords in all keys are presented. The course includes modern chordal accompaniments for popular, rock and jazz music and is designed to enable students to accompany simple songs in classroom, camp and playground. Students must supply their own instruments.

MUS301 Jazz Performance Workshop I

and

MUS302 Jazz Performance Workshop II

2 hrs 1 cr (per term)

This course is designed to familiarize the student, through performance, with small group and big band jazz techniques. These include improvisational concepts, chord progressions, interpretation, conception, phrasing, harmonic awareness, dynamic sensitivity, rhythmic and melodic development and phrase construction.

MUS303 Jazz Performance Workshop III

and

MUS304 Jazz Performance Workshop IV

2 hrs 1 cr (per term)

Continuation of Jazz Performance Workshops I and II

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 and chord structure.

**MUS320 Music Theory II: Elementary Harmony
and Musicianship**

3 hrs 3 cr

Part writing, using triads and diatonic seventh chords with inversions and non-harmonic tones. The course includes study of short musical forms, analysis, and composition of short examples.

**MUS330 Music Theory III: Advanced Harmony
and**

MUS340 Music Theory IV: Advanced Harmony 3 hrs 3 cr (per term)

This course covers secondary seventh chords, altered chords, secondary dominants, the dominant ninth, the dominant thirteenth, modulation, analysis and short original compositions.

Prerequisite: Music Theory II; or Departmental approval

**MUS351 Arranging I
and**

MUS352 Arranging II 2 hrs 2 cr (per term)

Beginning with fundamentals of arranging for various ensembles, this course explores the creative aspects of modern music as a medium of contemporary musical expression.

MUS230 Afro-American Music 2 hrs 2 cr

This course covers the history of Black music in the United States from slavery to the present, including a thorough investigation of African backgrounds, the music of slavery, the Blues, Jazz, gospel music, rhythm and blues, and Black music in Western art forms. Extensive listening and attendance at live musical performances is required.

**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.

**MUS451 Private Instruction I
and**

MUS452 Private Instruction II 1/2 hr 1 cr (per term)

Study of technique and repertory in the student's major area, instrumental, vocal, or composition. Open to music majors only.

Prerequisites: Successful audition by a faculty committee and permission of the Department chairman

**MUS453 Private Instruction III
and**

MUS454 Private Instruction IV 1/2 hr 1 cr (per term)

Continuation of Private Instruction I and II.

- MUS461 Musicianship I**
and
MUS462 Musicianship II **2 hrs 2 cr (per term)**
Sight singing, ear training, rhythmic reading, and dictation are studied in this course, which is coordinated with Music Theory I and II.
- MUS463 Musicianship III**
and
MUS464 Musicianship IV **2 hrs 2 cr (per term)**
Continuation of Musicianship I and II.
- MUS510 Instrumental Ensemble I**
and
MUS520 Instrumental Ensemble II **2 hrs 1 cr (per term)**
The instrumental ensemble is designed to develop the performance capability and technique of students who play a musical instrument. The repertory is selected 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)**
Continuation of Instrumental Ensemble I and II.
- MUS845 Music in African Culture** **2 hrs 2 cr**
Same as BLK145 (for description, see page 114)
- MUS881 Puerto Rican Music** **2 hrs 2 cr**
Same as PRN141 (for description, see page 115)

Art

- 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** **2 hrs 2 cr**
An analysis will be made exploring the use of the visual elements in modern art. The major movements will be discussed in relation to the individual artist's expression in terms of changing historical, social and cultural periods.
- ART220 Survey of Non-Western Art** **2 hrs 2 cr**
This course is an introduction and survey of art produced in Africa, India, Oceania and Pre-Columbian North America (Indian). Basic modes of

primitive art will be presented and assessed in historical relationship to cultures past and present.

ART250 Art of the Far East **2 hrs 2 cr**

As an introduction to Far Eastern art, this course traces the evolution of art styles of the countries of Eastern Asia: India, South East Asia, Indonesia, Central Asia, China, Korea, and Japan. Art styles of these countries are discussed separately in chronological order, in relation to those of the other countries. This course encourages appreciation of Asian art by emphasizing the following: (1) analyzing the styles in relation to their historical and social context; (2) understanding the basic elements, techniques, and theories of forms of painting, sculpture, and architecture in comparison with those of Western art.

ART801 African Art **2 hrs 2 cr**
Same as BLK101 (for description, see page 115)

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 is on exploring aspects of design and technique as they apply to a student's own work.

ART231 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

ART301 Drawing I **2 hrs 2 cr**

This course covers basic drawing problems aimed at the achievement of manual skills in freehand drawing, drawing from nature, objects, and conceptual drawing.

ART302 Drawing II **2 hrs 2 cr**

An extension of Drawing I, this course places emphasis on the human figure, with concentrated attention on formal concerns of design and composition.

Prerequisite: Drawing I

ART311 Painting I **2 hrs 2 cr**

During this course, the beginning student explores painting techniques and is introduced to the use of various media.

Prerequisite: Drawing I

ART312 Painting II **4 hrs 4 cr**

This course is an intermediate study of painting techniques, during which students work in mixed media. Strong emphasis is placed on formal concerns (figure and object).

Prerequisite: Painting I

ART313 Painting III**4 hrs 4 cr**

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

Prerequisite: Painting II

ART351 Sculpture I**4 hrs 4 cr**

The special relationship of sculptural and architectural form is developed during this course. Clay, wire, plaster, stone, metals, plastics, and mixed media are used in constructions as means of expression and design problems.

Prerequisite: Design II

ART352 Sculpture II**4 hrs 4 cr**

This course, geared toward individual study, is an extension of Sculpture I principles and the use of materials for specific creative expression of the sculptor: modeling, carving, and metal working.

Prerequisite: Sculpture I

ART353 Sculpture III**4 hrs 4 cr**

This course is geared toward individual study and the concerns of the advanced sculpture student.

Prerequisite: Sculpture II

ART361 Filmmaking I**4 hrs 4 cr**

This course introduces the student to the fundamentals of filmmaking. Areas of study are composition, unity, coherence, selectivity and editing, tone, point of view, effective use of music, the principles of light and lighting, projection, reflection, refraction and focal principles. This is a project-based approach working on narrative, documentary and animation modes.

ART362 Filmmaking II**4 hrs 4 cr**

This course develops the student's basic filmmaking skills, familiarizes him with advanced equipment, and provides greater scope for expression as the student learns to handle more advanced camera, editing and sound techniques.

Prerequisite: Filmmaking I

ART363 Filmmaking III**4 hrs 4 cr**

This course, geared toward individual study, is an extension of the principles learned in Filmmaking II and the use of materials for specific creative expression of the filmmaker.

Prerequisite: Filmmaking II

**PARAPROFESSIONAL TEACHER EDUCATION PROGRAM—
see EDUCATIONAL ASSISTANT**

PHYSICAL EDUCATION, HEALTH, AND RECREATION

This program complements the other segments of the transfer or career curricula in the development of the whole person. The physical education courses create an appreciation of the value of physical activity and provide an opportunity for learning skills which help enrich the lives of the par-

ticipants. The health education survey course creates an awareness of the components of well-being.

Concentrations in the Recreation Leadership and Physical Education programs have course descriptions below.

Any course in the PED series, except courses designated as electives, satisfies the Physical Education requirement; however, non-swimmers are required to complete **Fundamentals of Swimming** in order to qualify for graduation.

Students over 35 years of age may consult the Department Chairman during registration or pre-registration concerning suitable Physical Education courses.

Physical Education

PED100 Physical Education 2 hrs 1 cr

This basic physical education course is designed to help students explore and develop their physical potential. Students participate in a variety of recreational sports, providing them with skills that will enrich 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 is 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 plays a vital role in helping individuals achieve the desired goal.

PED102 Body Awareness and Body Movement 2 hrs 1 cr

The course strives to make students more aware of their breathing and more sensitive to their body tensions. They are taught to use this knowledge to help them relax and to develop proper posture. The class also explores 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 is accomplished by deep concentration of thought and action.

PED105 Fundamentals of Swimming 2 hrs 1 cr

This course is 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 are required to complete this course for graduation.)

PED106 Intermediate Swimming 2 hrs 1 cr

In this course a wide variety of basic swimming skills, especially the basic leg and arm strokes are developed. Emphasis is 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 knowl-

edge, 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 requirement, this course is designed to meet the individual needs of those students who cannot participate in the regular physical education courses.

PED113 Fencing **2 hrs 1 cr**

This course concentrates on basic techniques of fencing with a foil. Students are oriented to the foil and the necessary safety procedures to be followed throughout the course. Besides the fencing positions and exercises, general conditioning exercises are essential elements of the course.

PED115 Tennis **2 hrs 1 cr**

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

PED118 Beginning Skiing **Hours arranged 1 cr**

In this introductory skiing course, students go through an orientation period which includes a discussion of some principles of skiing, equipment and its care, and conditioning for skiing. Concentration is on actual teaching and practice on the slopes working towards intermediate skiing skills. A special equipment charge is required. Students should consult the Department regarding this charge **before** registering for 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.

PED121 Karate **2 hrs 1 cr**

This course covers the basic elements of the sport through graduated steps of preparatory exercises, basic and fundamental blocks, kicks, punches, strikes, chops, as well as conditioning exercises. Emphasis is placed on control, accuracy and ability to pull back all offensive techniques. There shall be no body contact.

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

During this course, students are introduced to modern dance techniques, including creative improvisation.

PED127 Modern Dance II **2 hrs 1 cr**

This course explores modern dance techniques stemming from the schools of Martha Graham, Merce Cunningham and Hanya Holm. It explores compositional problems in dance and relates these to principles in the visual arts and music. Field trips are made to museums and concerts.

Prerequisite: Modern Dance I; or Departmental approval.

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 is on practice and participation at a recreational level.

PED801 Ethnic Dance 2 hrs 1 cr

Same as BPR101 (for description, see page 115)

This course satisfies the Physical Education requirement.

Electives in Physical Education

Permission of the chairman is required for the following electives. These courses do **not** satisfy the Physical Education requirement.

PED128 Dance Workshop 3 hrs 2 cr

This course is designed for intermediate and advanced students who want to put more time into developing their dance skills in technique, improvisation and choreography. Performance opportunities are available.

Prerequisite: Modern Dance I; or 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 in health education, this course concentrates on an in-depth investigation of selected health problems. Emphasis is placed on social aspects of health.

Required for all Community Mental Health Assistant students.

HED215 Habituation and Addiction and Its Prevention 3 hrs 3 cr

This course covers causes of alcoholism and drug abuse. Included are ways people are introduced to harmful substances; social and personal effects of alcoholism and drug abuse; prevention and rehabilitation techniques.

HED220 Human Sexuality 3 hrs 3 cr

This course deals with the physiological, psychological and social aspects of human sexual development and functions.

Recreation Leadership—Physical Education Concentrations

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 to give basic preparation for careers in Recreation or Physical Education professions. For the curriculum in Recreation Leadership leading to an Associate in Arts (A.A.) degree, see page 107.

For the curriculum in Physical Education leading to an Associate in Arts (A.A.) degree, see page 106.

**REC105 Principles of Physical Education,
Health and Recreation** **3 hrs 3 cr**

This covers the historical development of Physical Education, Health and Recreation to the present day. Stress is on the evolution of the philosophical and organizational foundations of American physical education, health and recreation.

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

Students may register for **Fundamentals of Swimming**, or any other basic elective course in Physical Education.

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: Principles of Physical Education, Health and 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.

REC161 Team Sports **2 hrs 1 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.

REC171 Individual and Dual Sports **2 hrs 1 cr**

This course includes an analysis of fundamental techniques of Tennis and Bowling. Practice is given in the presentation of skills and strategy. The course is vital to all future physical education and recreation majors.

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.

REC215 Community Recreation 2 hrs 2 cr

This course is a survey of the opportunities and facilities offered for participation in community recreation programs by various public, voluntary, commercial, private and industrial agencies and organizations. A study of problems of these agencies and of approaches to their special programs will be included.

PUERTO RICAN STUDIES—see BLACK AND PUERTO RICAN STUDIES

SCIENCE

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

SCI100 General Science 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 Study of Living Systems
and**

SCI320 Environmental Biology 3 cl hrs 2 lab hrs 4 cr (per term)

This two-semester course is designed to provide the basic background 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 are covered. Emphasis is 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.

SCI530 Pharmacology 3 cl hrs 1 lab hr 3 cr

Fundamental principles and concepts in Pharmacology are considered. Particular attention is given to drug action and interaction and to the effects of drugs and toxic substances in the human organism. Laboratory exercises will consist of drug preparation and dosage. Required in selected programs in

Health Technology. Available to all other students for elective credit. It is recommended that students complete Medical Terminology before registering for this course.

SCI861 Contributions of Black Scholars to Modern Science 3 hrs 3 cr
Same as BLK261 (for description, see page 115)

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.

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 students in the Health Service Technologies Division. 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 nonmetals 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

This course serves as an introduction to Physics, especially for students who are not science-oriented. A selected number of basic physical ideas are carefully examined and interpreted non-mathematically. The relevance of the scientist and his work to the lives of non-scientists is continually examined.

PHY210 Physics I

and

PHY220 Physics II

4 cl hrs 2 lab hrs 4 cr (per term)

This classroom and laboratory two-semester course includes the study of concepts and principles of physics in the areas of mechanics, heat and thermodynamics, sound, electricity and magnetism, light, atomic physics plus an introduction to quantum physics and relativity theory. Two terms required.

SOCIAL SCIENCE

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

SSC100 Social Science and Contemporary Society

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.

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.

**ANT200 Latin America and the West Indies:
The Peoples and Culture**

3 hrs 3 cr

This course deals with the social and cultural development of the peoples of Latin America and the West Indies from the pre-Columbian period to the present. The era of European colonization, the struggle for independence, the abolition of slavery, and the contemporary movements for modernization and viable nationhood are discussed.

ANT300 The Roles of Women in a Changing World

3 hrs 3 cr

This course analyzes the status and roles of women in cross-cultural per-

spective. Particular emphasis is given to the socio-cultural forces underlying the women's rights movements in the 19th century and the present resurgence of feminism.

ANT825 Puerto Rican Culture and Folklore 3 hrs 3 cr
Same as PRN125 (for description, see page 117)

ANT853 The Black Experience in Africa 3 hrs 3 cr
Same as BLK253 (for description, see page 117)

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

ECO811 Economics of Urban Communities 3 hrs 3 cr
Same as BPR111 (for description, see page 117)

ECO886 Puerto Rican Economic Development Since 1898 3 hrs 3 cr
Same as PRN236 (for description, see page 118)

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 Early American History:
Colonial Period to Civil War** 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.

**HIS250 Modern American History:
Civil War to Present** 3 hrs 3 cr

150 This continued study of American history 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 America 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: Early American History; or Modern American History

HIS701 History of the Jewish People I **3 hrs 3 cr**

This course surveys Jewish history from the Patriarchs to the beginning of the Middle Ages. Emphasis is placed on Jewish contributions to civilization, such as the Bible and the Talmud. The course also concentrates on Jewish contacts with other nations, cultures and religions.

HIS702 History of the Jewish People II **3 hrs 3 cr**

This course surveys Jewish history from the early Middle Ages to the present, beginning with political, economic, social and religious development in the countries of the Diaspora, and continuing through the rise of modern nationalism and the return to nationhood.

HIS720 Field Experience in the Language, Peoples and Culture of Israel **3 hrs 3 cr**
Same as HEB475

This is an introduction to Israeli culture through university study, visits to museums, historical and archeological sites; and meetings with leading authorities in education, industry, government and student life. Students register for four to seven credits at Hebrew University, four of which may be transferred to Manhattan Community College. In addition, lectures are held on the culture and socio-economic development of the area. Students must complete a written paper to receive credit for this course.

HIS821 History of African Civilizations **3 hrs 3 cr**
Same as BLK121 (for description, see page 115)

HIS822 History of Africa from 1500 to the Present **3 hrs 3 cr**
Same as BLK122 (for description, see page 116)

HIS823 Afro-American History I **3 hrs 3 cr**
Same as BLK123 (for description, see page 116)

HIS824 Afro-American History II **3 hrs 3 cr**
Same as BLK124 (for description, see page 116)

HIS825 Cultural, Political and Economic History of West Africa **3 hrs 3 cr**
Same as BLK125 (for description, see page 116)

HIS881 History of Puerto Rico I **3 hrs 3 cr**
Same as PRN121 (for description, see page 117)

HIS882 History of Puerto Rico II**3 hrs 3 cr**

Same as PRN122 (for description, see page 117)

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

Political Science**POL100 American Government****3 hrs 3 cr**

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

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

POL500 Politics and Government in New York City 3 hrs 3 cr

This course explores the government and administration of the City of New York. Structures and institutions such as the Office of the Mayor, the City Council and the Board of Estimate are examined, as well as the City bureaucracies and non-governmental groups whose activities bear upon politics in New York. The emphasis is on the political process and decision-making systems.

Prerequisite: Social Science and Contemporary Society; or American Government (POL100)

POL600 Seminar in the Politics of Urban Problems I
and

POL601 Seminar in the Politics of Urban Problems II 2 hrs 2 cr (per term)
Same as URB700 and URB701

These seminars, which may be taken in either order, analyze selected political problems of the city. Different topics are chosen for examination in the Fall and Spring semesters from the following list of recurring issues: housing, law enforcement, race and ethnic relations, education, health care, municipal finance, general administration.

Prerequisite: Second-year standing in the College

POL851 African Nationalism and Socialism 3 hrs 3 cr
Same as BLK251 (for description, see page 116)

POL852 Introduction to Black Political and Social Thought 3 hrs 3 cr
Same as BLK252 (for description, see page 116)

POL853 Colonialism and Neo-Colonialism 3 hrs 3 cr
Same as BPR253 (for description, see page 117)

POL881 Politics of Puerto Rican Communities 3 hrs 3 cr
Same as PRN151 (for description, see page 118)

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

PSY345 Psychology of Women **3 hrs 3 cr**

This course involves the interpersonal and institutional socialization of women in contemporary American society and the effect of these processes on individual personality through an examination of existing roles and explorations of alternatives.

Prerequisite: General Psychology; or Introduction to Sociology

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

PSY450 Group Dynamics **3 hrs 3 cr**

This course is designed for students who wish to acquire a greater understanding of individual and group behavior by actually participating as a behaving member of a group. Each student is provided the opportunity to experience being part of an evolving group, as well as being an individual in relation to other individuals.

Prerequisites: General Psychology and permission of the instructor.

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. Effects of interracial tension on personality and social organization are explored, and comparative analysis with selected countries are made.

Prerequisite: Introduction to Sociology

THE STATE UNIVERSITY OF NEW YORK . . .

was established by the State Legislature in 1948. It now consists of 70 colleges and centers (at present, 68 conduct classes): four University Centers, two Medical Centers, 13 Colleges of Arts and Science; a non-Residential College; an Upper Division College; three specialized Colleges; six Agricultural and Technical Colleges; five Statutory Colleges and 38 locally-sponsored, two-year Community Colleges.

The University further includes the Ranger School, a division of the College of Forestry for technical forestry programs; the Center for International Studies and World Affairs; the Empire State College; 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, engineering, forestry, law, liberal arts and science, library science, medicine, nursing, optometry, pharmacy, social work and veterinary medicine.

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

The two-year colleges offer associate degree opportunities in arts and science and in technical areas such as agriculture, business, civil technology, data processing, police science, nursery education, nursing, medical laboratory technology and recreation supervision. The two-year colleges provide transfer programs within the University for students wishing to earn a baccalaureate degree.

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

Six cooperative college centers combine the resources of public and private colleges within a region in a joint effort to prepare for full time college programs.

Governed by a Board of Trustees appointed by the Governor, State University of New York Board, determines the policies to be followed by all State-supported institutions of higher education, with the exception of the senior colleges of the City University of New York. The Board's policies are administered by the Chancellor, the chief executive officer of the University.

While the 38 community colleges have their own local boards of trustees and the State pays only one-third of their operating costs and one-half of their capital costs, these two-year colleges operate under the University program.

The State University motto is: "Let Each Become All He is Capable of Being".

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