



Borough of Manhattan
Community College of
The City University
of New York Catalog '74/75

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General Catalog

1974-75

Borough of Manhattan

Community College of

The City University

of New York

1633 Broadway at 50th

New York, New York 10019

CONTENTS

Academic Calendar / 4

The City University of New York / 7

The State University of New York / 11

The Borough of Manhattan Community College / 13

The Administration / 17

President's Advisory Council / 18

The Advisory Council on Cooperative Education / 19

Business Advisory Board / 20

Health Technology Advisory Committees / 23

The Faculty / 25

The Academic Programs / 50

Accounting Program / 53

Allied Health Sciences / 54

Allied Health Sciences / Community Mental Health Technology / 55

Allied Health Sciences / Medical Emergency Technology / 57

Allied Health Sciences / Medical Record Technology / 59

Allied Health Sciences / Respiratory Therapy Technology / 60

Business Administration — Transfer Program / 62

Business Management / 63

Business Management / Advertising / 64

Business Management / Banking and Finance / 65

Business Management / Marketing / 66

Data Processing / 69

Data Processing / Programming Option / 70

Data Processing / Operations Option / 71

Instructional Resources / Library Technology / 72

Liberal Arts — Transfer Program / 73

Liberal Arts / Fine Arts Concentration / 74

Liberal Arts / Music Concentration / 75

Nursing / 77

Physical Education Concentration / 78

Physical Education / Dance Concentration / 79

Physical Education / Recreation Leadership / 80

Public Service & Urban Affairs / Educational Assistant / 81

Public Service & Urban Affairs / Government Administration / 82

Public Service & Urban Affairs / Social Service / 83

Public Service & Urban Affairs / Urban Planning / 84

Secretarial Science / 85

Secretarial Science / Advertising Secretary / 86

Secretarial Science / Bilingual Secretary / 87

Secretarial Science / Education Secretary / 88

Secretarial Science / Education Bilingual Secretary / 89

Secretarial Science / Executive Secretary / 90

Secretarial Science / Legal Secretary / 91

Admissions Information / 92
Tuition and Fees / 97
Academic Regulations and Procedures / 101
Of Special Interest to Students / 107
Department and Course Descriptions / 110
Course Codes / 110
Accounting / 112
Allied Health Sciences / 114
Black Studies: Center for African and African-American Studies / 121
Business Management / 127
Data Processing / 132
Developmental Skills / 136
English / 137
Instructional Resources / 140
Mathematics / 143
Modern Languages / 146
Music and Art / 154
Nursing / 160
Physical Education, Health and Recreation / 161
Public Service and Urban Affairs / 167
Puerto Rican Studies : Center for Puerto Rican and Latin American Studies / 171
Science / 175
Secretarial Science / 178
Social Science / 183
Speech Communication and Theatre Arts / 189
The Cooperative Education Program / 192
The Continuing Education and Summer Session Programs / 194
Department of Student Life / 207
Public Order Education Law / 211
Index / 214
Map of College Buildings / 224

ACADEMIC CALENDAR 1974-75

Fall Semester — 1974

SEPTEMBER

2	Monday	Labor Day—School Closed
3-13	Tues.-Fri.	Registration, Counseling and Orientation
16	Mon. (after 4:00 p.m.)	Rosh Hashana
17-18	Tues.-Wed.	Rosh Hashana
19	Thursday	First day of classes—Fall Semester
25	Wed. (after 4:00 p.m.)	Yom Kippur—No classes
26	Thursday	Yom Kippur—No classes

OCTOBER

9	Wednesday	Transfer Conference
14	Monday	Columbus Day— School Closed
15	Tuesday	Last day to file for January graduation Last day for high school graduates (including January 1975 graduates) to file with University Applications Processing Center for Spring 1975 admission. Last day for foreign students to file with the Office of Admissions Services for Spring 1975 admission.
16	Wednesday	Transfer Conference

NOVEMBER

1	Friday	Last day for students with previous college work to file with BMCC Admissions Office for Spring 1975 admission. Transfer Applications for Spring Semester 1975 due in Admissions Office
5	Tuesday	Election Day—School Closed
8	Friday	Last day to withdraw officially from classes with a "W" grade
11	Monday	Veteran's Day—School Closed
28-30	Thursday-Saturday	Thanksgiving Recess—School Closed

DECEMBER

2	Monday	Last day to file for readmission and/or reinstatement at Admissions Office for Spring 1975. Last day to file for matriculation to become effective Spring 1975 with Admissions Office.
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6	Friday	Last day to withdraw officially from classes with a "WP" or "WF" grade
		College-Wide Career Conference
13	Friday	Last day to file non-matriculant applications for Spring 1975 Semester with Admissions Office
21-Jan. 1	Saturday-Wednesday	Winter Recess—No classes

JANUARY 1975

2	Thursday	Classes resume
3	Friday	Last day to change curriculum to become effective Spring Semester 1975. Last day to officially withdraw from school
11	Saturday	Last day of classes
15	Wednesday	Human Rights Day—School Closed. Last day for high school graduates (including June 1975 graduates) to file with University Applications Processing Center for Fall 1975 admission
13-18	Monday-Saturday	Final Examination Week

Spring Semester — 1975

JANUARY

20-21	Monday-Friday	Registration, Counseling and Orientation
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FEBRUARY

5	Wednesday	Transfer Conference
12	Wednesday	Lincoln's Birthday—School Closed
17	Monday	Washington's Birthday—School Closed

MARCH

3	Monday	Last day to file for June graduation
10	Monday	Last day to withdraw officially from classes with a "W" grade
14	Friday	Transfer Applications for Fall Semester 1975 due in Admissions Office. Last day for students with previous college work to file with BMCC Admissions Office for Fall 1975 admission
24-29	Monday-Saturday	Spring Recess—No classes

APRIL

7	Monday	Last day to withdraw officially from classes with a "WP" or "WF" grade
25	Friday	Last day to file for readmission and/or reinstatement at Admissions Office for Summer Session 1975

MAY

2	Friday	Last day to change curriculum to become effective Fall Semester 1975. Last day to file for matriculation to become effective Summer Session 1975 with Admissions Office. Last day to file non-matriculant applications for Summer Session 1975 with Admissions Office
7	Wednesday	Transfer Conference
16	Friday	Last day to officially withdraw from school
17	Friday	Last day of classes
19-24	Monday-Saturday	Final Examination Week
26	Monday	Memorial Day—School Closed

JUNE

2-4	Monday-Wednesday	Summer Session Registration
5	Thursday	Commencement

Summer Session—1975**JUNE**

9	Monday	First day of classes—Summer Session
16	Monday	Last day to file for August graduation

JULY

4	Friday	Independence Day—School Closed
11	Friday	Last day to file for matriculation to become effective for Fall Semester 1975 with Admissions Office
17	Thursday	Last day of classes

AUGUST

1	Friday	Last day to file for readmission and/or reinstatement at Admissions Office for Fall Semester 1975
8	Friday	Last day to file non-matriculant applications for Fall Semester 1975 with Admissions Office

THE CITY UNIVERSITY OF NEW YORK

The City University of New York is a public institution comprising ten senior colleges, eight community colleges, an affiliated medical school, plus two university-wide doctoral programs 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 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 and are named Educational Opportunity Centers. 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, admission requirements, and how to apply. Information may be obtained from the Information Center, 101 West 31 Street (at 875 Avenue of the Americas), New York, N.Y. 10001; telephone 790-4581. Counselors answer questions and may invite students for an interview or refer them to one of the colleges or an appropriate agency for more intensive educational and vocational counseling. Counselors speak at assembly programs and counsel students individually.

High school students usually apply directly to the Central University Office using applications available at local school guidance offices. Foreign students and persons who have been out of high school for some time usually find the Central Admission Office most helpful. A telephone Counseling Service is available by dialing 790-4585.

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 Program of Study Abroad, Graduate School and University Center, 33 West 42 Street, New York, N.Y. 10036, Room 1439; telephone 790-4418.

UNITS OF THE CITY UNIVERSITY

Graduate Division

CITY UNIVERSITY GRADUATE DIVISION

President: Harold M. Proshansky

Senior Colleges

THE CITY COLLEGE, founded in 1847

President: Robert E. Marshak

HUNTER COLLEGE, founded in 1870

President: Jacqueline Grennan 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: Edmond L. Volpe

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

NEW YORK CITY COMMUNITY COLLEGE, founded in 1946

President: Herbert M. Sussman

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 Schmeller

KINGSBOROUGH COMMUNITY COLLEGE, founded in 1963

President: Leon M. Goldstein

BOROUGH OF MANHATTAN COMMUNITY COLLEGE, founded in 1963

President: Edgar D. Draper

EUGENIO MARIA DE HOSTOS COMMUNITY COLLEGE, founded in 1968

President: Candido A. de Leon

FIORIELLO H. LaGUARDIA COMMUNITY COLLEGE, founded in 1968

President: Joseph Shenker

Affiliated Institution

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

Dean: Thomas C. Chalmers, M.D.

Educational Opportunity Centers (Urban Centers)

EOC in MANHATTAN, administered by BOROUGH OF MANHATTAN
COMMUNITY COLLEGE

Director: George Blair

EOC in BROOKLYN, administered by NEW YORK CITY COMMUNITY
COLLEGE

Director: Thomas Leach

OFFICERS OF THE CITY UNIVERSITY

Robert J. Kibbee, A.B., M.A., Ph.D.; Chancellor
Seymour C. Hyman, B.Ch.E., M.S., P.E., Ph.D.; Deputy Chancellor
Allen B. Ballard, Jr., B.A., M.A., Ph.D.; Acting Vice-Chancellor for Academic Affairs, University Dean for Faculties
Mary P. Bass, B.A., J.D.; General Counsel and Vice-Chancellor for Legal Affairs
J. Joseph Meng, A.B., J.D.; Vice-Chancellor for Administrative Affairs
David Newton, B.S., M.A., Ph.D.; Vice-Chancellor for Faculty & Staff Relations
Anthony D. Knerr, B.A., M.A.; Acting Vice-Chancellor for Budget & Planning
Peter S. Spiridon, B.C.E., P.E., M.C.E.; Vice-Chancellor for Campus Planning & Development
Henry D. Paley, B.A., B.S.; University Administrator and Deputy to the Chancellor for University Relations
Lester G. Brailey, B.S., M.A., Ed.D.; University Dean for Admission Services
Kenneth M. King, B.A., Ph.D.; University Dean for Computer Systems
James J. McGrath, B.S., M.S.; University Dean for the Academic Program
Lawrence Podell, B.A., Ph.D.; University Dean for Program and Policy Research
Max Weiner, B.A., M.A., Ph.D.; Acting University Dean for Teacher Education
Leslie Berger, B.A., M.A., Ph.D.; University Dean for Academic Evaluation
Mary P. Dolciani, A.B., A.M., Ph.D.; University Dean for Academic Development
Robert Young, B.A.; University Dean for Special Programs
Edward F. Smith, B.S., M.B.A.; Executive Director of Administration
Maria M. Perez, B.A.; Executive Assistant to the Chancellor

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Board of Higher Education

THE STATE UNIVERSITY OF NEW YORK

The State University of New York, which celebrated its 25th anniversary in 1973, is unique in its organization and the breadth of its educational mission. It is the largest coordinated, centrally managed multi-level system of public higher education in the nation.

Since its founding in 1948, the State University has grown from 29 State-supported but unaffiliated campuses into an organized system of higher education comprising 72 institutions which enrolled 244,000 full-time and 138,000 part-time students during the academic year 1973-74.

The University encompasses four University Centers (two of which, Buffalo and Stony Brook, include Health Science Centers); two Medical Centers; 13 Colleges of Arts and Science; a non-residential college; three specialized colleges; six agricultural and technical colleges; five statutory colleges and 38 locally-sponsored community colleges. Together, they offer more than 1,500 different degree programs.

Twelve campuses offer graduate study at the doctoral level, 22 at the master's level. Advanced degree study encompasses agriculture, business administration, forestry, life and physical sciences, medicine, nursing, optometry, pharmacy, and veterinary medicine.

The two-year colleges offer associate degree opportunities in arts and sciences and in technical areas; the two-year colleges also provide transfer programs within the University for students wishing to continue study toward a baccalaureate degree.

The University's state-wide programs which have played important roles in upgrading educational opportunity for disadvantaged students have been merged into single operations called Educational Opportunity Centers. The centers now combine the efforts of the former Urban Centers, which provided opportunities for educationally deprived students to upgrade occupational skills and find gainful employment, with those of the former cooperative college centers, which identified students with college potential and prepared them for matriculation into public and private colleges in New York State.

Educational innovation has from the first been a University watchword.

Empire State College, the newest institution, is a non-residential college whose students earn degrees without being attached to a specific campus or attending traditional classes. Its coordinating center at Saratoga Springs reaches out to students through regional learning centers.

State University is governed by a Board of Trustees, appointed by the Governor.

The 38 community colleges operating under the program of State University have their own local boards of trustees. The State contributes one-third to 40 per cent of their operating costs and one-half of their capital costs.

The State University motto is "Let Each Become All He Is Capable of Being."

OFFICERS OF THE ADMINISTRATION

Ernest L. Boyer, A.B., M.A., Ph.D., Litt.D., L.H.D., LL.D., P.S.D., D.Sc., Chancellor of the University

Martha J. Downey, B.S., M.A., Secretary of the University

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Utica, New York

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New York, New York

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Binghamton, New York

Mrs. Walter N. Thayer
New York, New York

THE BOROUGH OF MANHATTAN COMMUNITY COLLEGE

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. More than 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 programs were started with a variety of options. They were followed with additional options in the Liberal Arts 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 operates on a one-college concept. Classes are held from 8:00 a.m. to 9:35 p.m. Monday to Friday, and from 9:00 a.m. to 3:00 p.m. on Saturday. Any student may register for either day or evening classes.

In addition to Fall and Spring Semesters, the College offers a 6-week Summer Session with a full range of day and evening classes in all programs.

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, to offer transfer programs to enable students to continue with their education at the senior colleges, 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 education. 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 areas) and in selected programs in the Health Service Technologies areas. Summer Session (see page 206) and Continuing Education programs (see page 194) 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 192). Admission to the Borough of Manhattan Community College is open to all qualified students (see page 92) 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 United States.
- comprehending other civilizations and other cultures.
- learning to use the tools essential for critical, analytical thought and effective self-expression.
- developing proficiency in the student's 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 all other human beings.
- 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.

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.

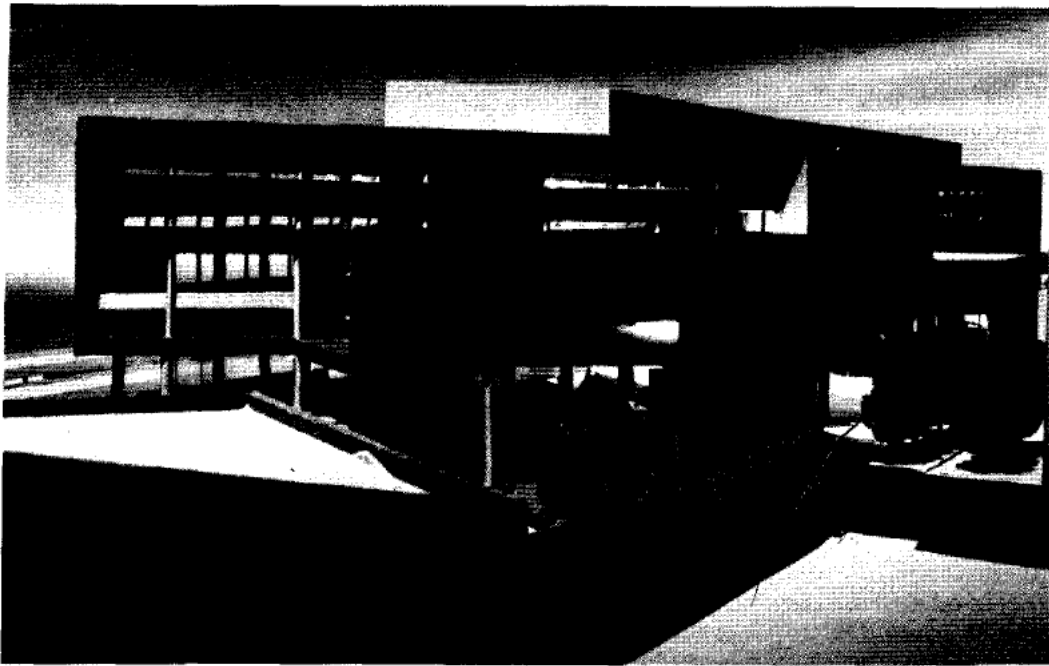
Location

At present, the College occupies seven rented facilities serving over 10,000 students. The major administrative offices are located at the "H" building, 1633 Broadway between 50th and 51st Streets; the "A" building is located at 134 West 51st Street between the Avenue of the Americas (Sixth Avenue) and Seventh Avenue; the "B" building, at 799 Seventh Avenue, is between 51st and 52nd Streets; the "D" building, at 1585 Broadway, is between 47th and 48th Streets; the "E" building, at 136 West 52nd Street, is between the Avenue of the Americas (Sixth Avenue) and Seventh Avenue; the "L" building, at 172 Amsterdam Avenue, is at 68th Street; and the "M" building, at 135 West 70th Street, is between Broadway and Columbus Avenue. In the heart of Manhattan's commercial, business, entertainment, shopping, and tourist center, these seven facilities are easily accessible by buses and subway lines.

New Campus

To give a permanent home and identity for the Borough of Manhattan Community College, a new campus is being developed.

In its new location, the college will be able to bring together faculty and students presently scattered throughout the City in rented quarters. The college is designed for a full time student enrollment of 5,000. In addition to the full-time students, some 5,000 part-time students will be accommodated.



Direct communication between faculty and students will continue to be the primary education medium, even though electronic aids will be widely used. All students will be able to reinforce classroom learning with independent library and other resource-aids study. The library is planned to contain a 24-hour learning center, equipped with the latest information retrieval and audiovisual devices.

The site for the new campus is a 4.28 acre plot bounded by the West Side Highway and the new Chambers Street, and North Moore Street and Washington Street. A total of eight levels of academic and accompanying facilities are enclosed in the approximately 685,000 gross square feet of space.

Situated six blocks north of the World Trade Center, between the West Side Highway and a new high rise housing development, the College will play a key role in the Washington Street Urban Renewal Plan. Its facilities will be closely related to the needs of the community—both in terms of shared facilities, and public walks and spaces. The design reinforces the imaginative concepts of the City Planning Commission's plan for the Washington Street Urban Renewal Area in Lower Manhattan.

The concept of an open, free environment which gives vitality to, and draws stimulus from, the urban world around it is fundamental to the design of the college. The linear building mass is organized around major pedestrian exterior spaces two levels above grade, a level shared with the adjoining housing.

The plaza level, an open tree-lined pedestrian easement running the length of the site between the college and the housing development, serves as a positive link with the community and provides the city with a new and active public space. Major activity areas, such as the auditorium, are shared with the nearby community.

Major student activity spaces—such as the dining area, drama theater, art and music rooms—are housed within the base of the structure, between the street level and the concourse level. Service support is also located in the base of the building. The upper levels are given over to the library, continuous loft space for classrooms, office and lounges and the more specialized areas such as laboratories and lecture halls. A 1000-seat auditorium adjacent to Chambers Plaza is a major new urban space planned for the southern end of the site. A pedestrian entrance to the college from Chambers Plaza connects directly with the auditorium, drama theater, and 24-hour study center.

With its pedestrian malls in the midst of the city, the Borough of Manhattan Community College aims to fulfill the academic and social needs of the student within the context of the New York City community. It does this by providing an open, free and stimulating environment which invites the community in, but also encourages the student to look outward at the urban neighborhood of which he is a vital part. Funding for the construction is through the Dormitory Authority of the State of New York and the City University of New York. Architects are Caudill Rowlett Scott.

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 curricula which may be required to meet student desires and community needs.

THE EDUCATIONAL OPPORTUNITY CENTER IN MANHATTAN

The Educational Opportunity Center in Manhattan is located in the New York State Harlem Office Building at 163 West 125th Street, New York, N.Y. 10027. The Educational Opportunity Center in Manhattan provides educational opportunities to high school and non-high school graduates to help them acquire skills which will lead to successful developmental employment. In addition to vocational instruction and developmental instruction, the Center conducts a College Adapter Program which prepares students to continue their education in colleges, universities, and other post secondary institutions.

THE ADMINISTRATION

OFFICERS OF ADMINISTRATION

Edgar D. Draper, Ph. D. . . . *President*

Solomon S. Simonson, Ph.D. . . . *Acting Dean of the College
and Deputy to the President*

Benjamin Willis, M.A. . . . *Dean of Administration*

William S. Sutton, Ph.D. . . . *Dean of Students*

Arnold H. Scolnick, Ed.D. . . . *Dean of Continuing Education and
the Summer Session*

George Blair, Ph.D. . . . *Director, Educational Opportunity Center*

OFFICE OF THE PRESIDENT

George H. Fowler, J.D. . . . *Executive Assistant to the President*

Edward S. Lewis, Ph.D. . . . *Assistant to the President on Community Relations*

James Middleton, Ph.D. . . . *Director of Institutional Research*

Harold Rubin, B.A. . . . *Assistant to the President (Public Relations)*

A. Alexander Morisey, B.S. . . . *Coordinator of Media Services*

Mary Barba . . . *Executive Secretary*

INSTRUCTIONAL SERVICES

Edward D. Goldberg, Ph.D. . . . *Associate Dean for Career Programs*

Roger B. Dooley, Ph.D. . . . *Acting Associate Dean for General Studies*

Helen Matthews, Ph.D. . . . *Assistant Dean for Instructional Resources*

Harriet P. VanSickle, M.A. . . . *Assistant Dean for Cooperative Education*

Rawn W. Spearman, Ed.D. . . . *Coordinator for Performing Arts Center*

Maurice H. Purcell, Ph.D. . . . *Director, Open Admissions*

Robert Goldstein, M.B.A. . . . *Registrar*

Genaro M. Lachica, Ph.D. . . . *Director, Instructional Testing and Research*

Audrey Bynoe, M.A. . . . *Director of Academic Advisement*

Ernest L. Charrier, M.A. . . . *Director, Non-traditional Programs*

Jane J. Young, M.A. . . . *Coordinator, Tutorial Services*

Renee Berger, M.A. . . . *Grants Officer*

Roy K. Reardon, M.A. . . . *Assistant to Dean of the College*

Curtis F. Brown, M.A. . . . *Assistant to Dean of Faculty*

Wendy L. Goldberg, B.B.A. . . . *Assistant to Dean of Faculty*

ADMINISTRATIVE SERVICES

Jairaj R. Solomon, Ph.D. . . . *Associate Dean for Faculty Personnel*
Sample N. Pittman, Ph.D. . . . *Associate Dean of Administration*
Emanuel Targum, Ph.D. . . . *Evening Coordinator, Assistant Dean*
Michael Schultz, M.B.A. . . . *Director, Information Systems*
Norman Riback, B.B.A. . . . *Business Manager*
Joseph Picon, M.B.A. . . . *Manager, Data Processing*
S. Patricia Hough, M.A. . . . *Senior Personnel Assistant (Instructional)*
Samuel Marcus, B.A. . . . *Personnel Officer (Non-Instructional)*
Otto Gutman . . . *Purchasing Agent*
Robert Hill, B.A. . . . *Coordinator, Special Projects*
Raul Muentes, B.A. . . . *Coordinator, Off-Campus Programs*
Donald Ryder, B.S. . . . *Design Architect*
Dhirendra K. Mehta, B.Arch. . . . *Assistant to Design Architect*
Claire Solomons . . . *Payroll Supervisor*

STUDENT SERVICES

Richard M. Gonzalez, M.B.A. . . . *Associate Dean of Students*
Gustave Manasse, Ph.D. . . . *Co-Supervisor, Counseling and
Psychological Services*
Matthew Lanna, Ed.D. . . . *Co-Supervisor, Counseling and
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A group of civic-minded individuals interested in the Borough of Manhattan Community College and its students serve on the President's Advisory Council. Professionals and laymen, they volunteer their time and assistance to the President to implement the needs and further the purposes of the College, and assist the students and their parents. Distinguished in their own communities, the members of the President's Advisory 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. The members include:

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

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BUSINESS ADVISORY BOARD

The Business Advisory Board is composed of volunteers from business firms and community and governmental organizations in New York City. The members provide advice and counsel to the faculty and administration of the College.

Under the leadership of an Executive Committee, eight special committees of the Advisory Board operate. Their members are concerned with departmental efforts in Accounting, Business Management, Data Processing, and Secretarial Science; with Educational Policies; and with Alumni, Student, and Faculty Liaison. In some cases, volunteers are serving on more than one committee.

The Board pursues five distinct goals: (1) to help the College further assist its students, emotionally and economically; (2) to provide deeper understanding by students of American business, and to increase interest in careers in business; (3) to implement a plan for business officials at all levels to serve as "big brothers" and "big sisters" to BMCC students, including career advice and tutoring; (4) to provide awards and scholarships for students showing outstanding potentialities, and (5) to develop a range of multi-media materials on business, its relevancy to the individual and the nation's needs and growth, and its value to the student, encouraging the student to proceed on his or her own individual educational level as far as possible.

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The advisory committees make recommendations, review individual course content, and suggest evaluation techniques. They are responsible for reviewing clinical rotation schedules, and maintenance of effective clinical faculty relationships. The advisory committees are the programs' means for review and evaluation of the rotational clinical experiences, and the assurance that these experiences have meaningful educational value.

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Cole Ray
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At ground breaking for new campus, part of 1974 Commencement, President Edgar D. Draper (left) watches as the Chairman of The City University Construction Fund, Jack I. Poses, takes part in ceremony.

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of the Dean of Administration
B.S., Fordham University
- Jorge Nossa**..... Assistant Professor, Data Processing
B.S., C.P.A., Escolombian City College (Columbia)
- Chingolum J. Nwabueze**..... Assistant Professor, Coordinator, Center for
African and African-American Studies
B.S., London University; M.A., Fordham University; M.A., New York University
- Salvador Ocasio**..... Assistant Professor, Coordinator,
Center for Puerto Rican and Latin American Studies
B.A., Polytechnic Institute of Puerto Rico
- Nicholas D. Ofiaja**..... Assistant Professor, Center for
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- Margaret A. Ott**..... Assistant Registrar, Office of the Registrar
B.A., University of Wisconsin; M.A., University of Iowa
- Cyril O. Packwood**..... Associate Professor, Instructional Resources
B.A., Fisk University; M.S.L.S., Western Reserve University; M.A., Hunter College
- Donald G. Parker**..... Instructor, English
B.A., M.A., North Texas State University
- William W. Parsons**..... Assistant Professor, Mathematics
A.B., Williams College; M.A., Boston University; Ph.D., Yeshiva University
- Armando M. Passarelli**..... College Laboratory Technician "A", Media Center
Instructional Resources
B.A., The City College
- Jesse A. Pavis**..... Professor, Social Science
B.A., George Washington University; M.A., Howard University; Ph.D., New York University
- John A. Payne, R.N.**..... Instructor, Nursing
B.S., M.A., The City College
- Jane Paznik**..... Assistant Professor, English
B.A., Queens College; M.A., Columbia University
- Gladiola C. Peerman**..... Associate Professor, Secretarial Science
B.S., Virginia State College; M.A., New York University

- Philip L. Penner** Assistant Professor, Science
B.S., Queens College; M.S., New York University
- James N. Perlstein** Assistant Professor, Social Science
B.A., Harvard University; M.A., Columbia University
- Constantine G. Petrides** Associate Professor, Business Management
B.S., New York University; M.B.A., The City College
- Bernard G. Picard** Associate Professor, Modern Languages
B. es L., Universitee de Paris; License-es-Lettres, Universitee de Bordeaux;
M.A., Ph.D., New York University
- Skaidrite Picciotto** Instructor, English
B.A., M.A., Indiana University
- Joseph C. Picon** Manager, Data Processing, Office of the
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B.B.A., M.B.A., The City College
- Peter G. Pinchbeck** Instructor, Music and Art
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Associate Dean of Administration
B.A., Samuel Houston College; M.A., Texas Southern University; Ph.D.,
New York University
- Philip Plant** Assistant Professor, Social Science
L.L.B., St. John's University; B.A., M.A., University of Nevada
- Ernest Poole** Instructor, Developmental Skills
B.S., London University; M.A., Brooklyn College
- Anna E. Porter** Associate Professor, Secretarial Science
B.S., Salem State College; M.A., MS.Ed., Columbia University
- Sandra S. Poster** Assistant Professor; Speech Communication
and Theatre Arts
B.A., University of Maryland; M.A., University of Pennsylvania
- Carolyn Prager** Assistant Professor, English
B.A., The New School; M.A., New York University
- Howard M. Prince** Assistant Professor, Social Science
B.A., Long Island University; M.A., Ph.D., Columbia University
- Maurice H. Purcell** Director of Open Admissions
A.B., Muhlenberg College; M.A., Lehigh University; Doctorat d'Universite
de Paris
- Anna Radziejowski** Assistant Professor, Instructional Resources
Diploma, Free Polish College, School of Social Political Science (London);
Diploma, Institute pour les journalistes (Brussels); M.S.L.S., Columbia
University
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- Miguel A. Ramos** College Laboratory Technician "A", Accounting
B.B.A., Baruch College
- Patricia C. Ramsey** Assistant Professor, Student Life; College
Discovery Counselor
B.A., North Carolina College; M.S.W., New York University

- Betty V. Ransey, R.N.**..... Instructor, Nursing
B.S., Columbia University; M.S., The City College
- Helen Rappaport**..... Assistant Professor, Science
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University
- John L. Raynor**..... Associate Professor, Science
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- 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 Ma-
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- Randolph A. Richardson**..... Counselor, Student Life
B.S., University of Wyoming
- Blance R. Ried**..... Professor, Allied Health Sciences
B.S., Brooklyn College; M.A., Ph.D., New York University
- Herbert Ringel**..... Associate Professor, Science
B.S., The City College; M.A., Queens College; Ph.D., Graduate Center,
The City University of New York
- Haywood B. Rivers**..... Instructor, Music and Art
- Edith S. Robbins**..... Assistant Professor, Science
B.A., Barnard College; M.S., Ph.D., New York University
- Aubrey T. Robinson, R.N.**..... Assistant Professor, Nursing
B.S., Long Island University; M.A., New York University
- Evelyn F. Robinson, R.N.**..... Instructor, Nursing
B.S., Hunter College
- Barry Roff**..... Instructor, Student Life
B.A., Brooklyn College; M.A., New School for Social Research
- Margaret Roff**..... Assistant Professor, Social Science
B.A., Victoria University of Wellington, New Zealand; M.A., University of
Malaya
- Fay Rogg**..... Associate Professor, Modern Languages
B.A., McGill University; M.A., Ph.D., Yale University
- Jan L. Rogozinski**..... Assistant Professor, Social Science
B.A., Knox College; M.A., Ph.D., Princeton University
- Marilyn Rosen**..... Associate Professor and Acting Chairperson, English
B.S., Columbia University; M.A., Ph.D., New York University

- Myron S. Rosenbaum**..... Assistant Professor, Mathematics
B.A., M.S., Rutgers University
- Daniel Rosich**..... Assistant Professor, Data Processing
A.B., A.M., Hunter College
- Barry L. Rosovsky**..... Instructor, Science
B.S., S.U.N.Y. at Albany; M.A., Columbia University
- Mayer Rossabi**..... Associate Professor and Chairperson,
Physical Education, Health and Recreation
B.S., M.A., New York University
- Harold Rubin**..... Assistant to the President
B.A., Louisiana State University
- Ronald I. Rubin**..... Professor, Social Science
B.A., New York University; M.A., Brown University; Ph.D., New York
University
- Donald Ryder**..... Professor, Business Management
B.S., University of Illinois
- Muriel L. Sackler**..... Assistant Professor, Science
B.A., Brooklyn College; M.S., Massachusetts Institute of Technology; Ph.D.,
Columbia University
- Judith B. Sage**..... Instructor, Student Life
B.A., Boston University; M.Ed., Columbia University
- Esperanza Saludes**..... Instructor, Modern Languages
M.A., St. John's University
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- Sylvia C Saunders**..... Professor, Science
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- Carla E. Sayers**..... Lecturer, Physical Education,
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- Jerrold W. Schoenblum**..... Assistant Professor, Music and Art
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- Harriet T. Schwartz**..... Instructor, Allied Health Sciences
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- Arnold H. Scolnick**..... Professor, Business Management; Dean of
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- Robert J. Seeley**..... Assistant Professor, Science
B.S., St. Peter's College; M.S., New York University
- George Senyk**..... Assistant Professor, Physical Education,
Health and Recreation
B.A., University of Minnesota
- Leona J. Senyk**..... Assistant Professor, Student Life
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- 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 Doctorate,
Faculte de Droit
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- Gerald B. Silverman**..... Assistant Professor, Mathematics
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- Ellen Simon**..... Assistant Professor, Student Life
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- Solomon S. Simonson**..... Professor, English; Acting Dean of the College
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- Nelly Siskin**..... College Laboratory Technician "B",
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Baccalaureat, Lycee Francais, Casablanca
- Ronald J. Slavin**..... Assistant Professor, Science
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B.A., Hunter College
- Doris B. Smith**..... Assistant to the Dean of Administration
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- Glenn K. Smith**..... Instructor, English
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- Honora Smith**..... Instructor, Physical Education, Health and Recreation; Coordinator of Women's Athletics
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- Jerome Smith**..... Assistant Professor, Business Management
B.C.S., M.C.S., New York University
- Sherwood Smith**..... Instructor, Instructional Resources
B.A., George Washington University; M.A., M.S., Columbia University
- Barbara A. Solomon**..... Assistant Professor, Physical Education, Health and Recreation
B.S., Morgan State College
- Golda Solomon**..... Assistant Professor, Speech Communication and Theatre Arts
B.A., M.A., Brooklyn College
- Jairaj R. Solomon**..... Professor, Social Science; Associate Dean of Faculty for Personnel
B.A. (Hons.), M.A., Madras University; Dip. Lab. Rel., Bombay; M.P.I.A., University of Pittsburgh; Ph.D., New York University
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- Claire Solomons**..... Assistant to Business Manager, Office of the Dean of Administration
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B.F.A., M.F.A., University of Notre Dame
- Rawn W. Spearman**..... Coordinator for Performing Arts Center
B.S., Florida A & M University; M.A., Ed.D., Columbia University
- Lawrence B. Spector**..... Assistant Professor, Mathematics
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
- Emma Spyropoulos**..... Instructor, Business Management
B.S.Ed., Western Connecticut State College; M.A., Ed., Stanford University
- Bernard Stambler**..... Professor, English
B.A., M.A., Ph.D., Cornell University
- Marie Stewart**..... Associate Professor, Public Service and Urban Affairs
A.B., Hunter College; M.S.W., Columbia University
- Henry Stroobants**..... Assistant Professor, Cooperative Education
B.A., Iona College; M.B.A., Baruch College
- Milton T. Stubbs, Jr.**..... Assistant Professor, Student Life; Student Activities Counselor
B.S., State University at Buffalo; M.S., State University at New Paltz
- Sylvia E. Sumter**..... Financial Aid Counselor, Student Life
A.A.S., Staten Island Community College; B.A., C.W. Post College
- Charles Sutton**..... Assistant Professor, Mathematics
B.A., Brooklyn College; M.S., Yeshiva University
- William S. Sutton**..... Dean of Students
B.S., SUNY at Buffalo; M.S., SUNY at Plattsburgh; Ph.D., Ohio University

- Willie I. Sutton** Instructor, Physical Education,
Health and Recreation
B.S., Alabama State University; M.A., New York University
- Isabel B. Sweeney** Associate Professor, Student Life
B.A., Virginia State College; M.S.S.W., Bryn Mawr College
- Harriet L. Swoopes, R.N.** Assistant Professor, Nursing
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- Emanuel Targum** Professor, Business Management; Assistant
Dean of Faculty and Evening Coordinator
B.S., M.S., The City College; Ph.D., New York University; J.D., Brooklyn
Law School; J.S.D., St. Lawrence University
- David B. Tarr** Instructor, Student Life;
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- Gloria C. Taylor** Professor, Secretarial Science
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- Arnaldo Ten** Assistant Professor, Modern Languages
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- Herbert Tishfield** Professor and Chairperson, Accounting Department
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- Asher Torren** Assistant Professor, Science
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- Jack Traub** Associate 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; LL.B., J.D., Brooklyn Law School; LL.M., New
York University; C.P.A., State of New York
- Michele Marechal Trudel** Assistant Professor, Modern Languages
B.ed., Universitee de Paris; B.A., Swarthmore College; M.A., Rutgers
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- Stephen D. Turk** College Laboratory Technician "A", Science
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- Carol Shaffer Twersky** Associate Professor, Social Science
B.A., Brandeis University; M.A., The City College; Ph.D., New York
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- Bertina E. Tyler** Assistant to the Dean of Students,
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B.S.C., North Carolina Central College
- Connie N. Vance, R.N.** Instructor, Nursing
B.S.N., M.S.N., Washington University
- Richard T. Vance** Instructor, Music and Art
- Sylvester D. Van Oort** College Laboratory Technician "B",
Physical Education, Health and Recreation
B.A., Central College, Iowa; M.A., William Paterson College
- Harriet P. Van Sickle** Associate Professor, Cooperative Education;
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A.B., University of Nebraska; M.A., Columbia University

- George Vargas**..... Assistant Professor, Physical Education,
Health and Recreation
B.A., Hunter College; M.A., New York University
- Myrna C. Vargas, R.N.**..... Instructor, Nursing
B.S.N., Far Eastern University; M.A., Teachers College, Columbia
University
- Norma Verdiner**.....Assistant Professor, Physical Education,
Health and Recreation
B.S., The City College; M.S., Hunter College
- Ernestina Villegas**..... Assistant Professor, Student Life;
College Discovery Counselor
B.S., Howard University; M.S.W., University of Puerto Rico
- David R. Waldman**..... Associate Professor, Science
B.S., M.A., The City College; Ph.D., St. John's University
- Sandra Watson**..... Instructor, Physical Education,
Health and Recreation
B.S., Brooklyn College; M.S., University of Illinois
- Irving Wechsler**..... Professor and Chairperson, Business Management
B.S., M.B.A., New York University
- Lester Weinberger**..... Professor, Business Management
B.S. in S.S., The City College; B.S. (L.S.), Columbia University; M.A., Ph.D.,
New School of Social Research
- Rochelle Weinstein**..... Assistant Professor, Music and Art
B.A., M.A., The City College; M.A., New York University
- Ruth T. Weinstock**..... Assistant Professor, English
B.S., New York University; M.A., Sarah Lawrence College-New York
University
- Carole Weisbrot**..... Instructor, Mathematics
B.A., Brooklyn College; M.A., Hunter College
- Bernard H. Weitsman**..... Instructor, Science
B.S., University of Arizona; M.A., New York University
- Beatrice G. Werden**.....Instructor, Science
B.S., The City College; M.A., Columbia University
- Richard W. Whealey**..... Assistant Professor, Science
B.A., M.Ed., University of Delaware
- Diana E. White**..... Instructor, Student Life
B.S., M.S., New Paltz State College
- Randolph L. White**..... Assistant Professor, English
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- Patricia R. Wilkinson**..... Assistant Professor, Mathematics
B.S., Good Counsel College; M.A., The City College
- Ellwood Williams**..... Lecturer, English
B.A., M.A., Tennessee A & I State University
- Benjamin Willis**..... Dean of Administration
A.B., Norwich University; M.A., University of Maryland
- Gladys J. Willis**..... Assistant Professor, English
B.A., Jackson State College; M.A., Michigan State University; Ph.D.,
Princeton
- Laurence W. Wilson**..... Assistant Professor, Music and Art
B.S., M.S., Juilliard School of Music
- Joseph S. Winters**..... Professor, Student Life; Director, Financial Aid
B.B.A., St. John's University; M.A., Ed.D., New York University
- Jean Withrow**..... Instructor, Developmental Skills
B.A., College of St. Benedict
- Harry B. Wolfe**..... Assistant Professor, Accounting
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- Emily D. Wolff**..... Assistant Professor, Instructional Resources
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M.A., Ph.D., Columbia University
- Naomi A. Woronov**..... Assistant Professor, English
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- Ruth C. Yacobellis**..... Assistant Professor, Instructional Resources
A.B., Boston University; M.A., Yale University; M.L.S., Pratt Institute
- Jane J. Young**..... Assistant Professor, English,
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M.A., New York University
- Man-Lim Yu**..... Associate Professor and Chairperson, Science
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- Paul D. Zahn**..... Assistant Professor, Mathematics
B.S., M.A., Columbia University
- Albert Zelony**..... Assistant Professor, Accounting
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- Cynthia Zucker**..... Associate Professor, Data Processing
B.S., Brooklyn College; M.A., New York University

THE ACADEMIC PROGRAMS

The Borough of Manhattan Community College offers a choice of many programs of study and awards two degrees. The Associate of 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, and Health Service Technology with concentrations in Community Mental Health Assistant, Medical Emergency Technology, Medical Record Technology and Respiratory Therapy 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 Borough of Manhattan Community College, see page 94.

DEGREE PROGRAMS

Associate in Arts Degree (A.A.)

General Academic:

Liberal Arts Transfer
Business Administration Transfer
Educational Assistant (1)
Government Administration (1) (2)
Library Technology (1) (2)
Physical Education
Recreation Leadership
Social Service (1)
Urban Planning (1)

Black Studies
Puerto Rican Studies
Fine Arts
Performing Arts

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

Business (1):

Accounting
Business Management (2)
 Advertising
 Banking and Finance
 Marketing
Data Processing (2)
Secretarial Science (2)
 Advertising
 Bilingual
 Executive
 Legal
 School
 School—Bilingual

Health (1):

Allied Health Sciences
 Community Mental Health Technology
 Medical Emergency Technology
 (Not offered in 1974-75)
 Medical Record Technology
 Respiratory Therapy Technology
Nursing

(1) *Career programs*

(2) *Cooperative Education program: participation required except in Data Processing, where it is optional*

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 Business, Liberal Arts and Health Service Technologies:

BUSINESS

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

HEALTH SERVICE TECHNOLOGIES

Community Mental Health Technology
Medical Emergency Technology
Medical Record Technology
Respiratory Therapy Technology
Nursing

LIBERAL ARTS

Educational Assistant
Fine Arts
Government Administration
Library Technology
Music
Physical Education
Recreational Leadership
Social Service
Urban Planning

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.

BUSINESS PROGRAMS

The Business Programs offer a variety of curricula designed to meet the varying needs and aspirations of the business-oriented student. These programs offer a wide choice of educational opportunities, so that the student may select the particular program best suited to the furtherance of individual goals, whether it be a generalized course of business study, the development of specific skills in specialized areas, or modifications within this framework.

Students are urged to measure the programs against their own future plans, and ask for counseling to aid them in their selection.

HEALTH SERVICE PROGRAMS

Health Service Programs prepare students to pursue careers in hospitals, clinics, mental health centers, and other health service agencies. They 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 institutions.

The Health Service Programs consist of two separate departments, Allied Health Sciences and Nursing.

LIBERAL ARTS PROGRAMS

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 Chairperson of the Department of Music and Art.*

ACCOUNTING PROGRAM
(Courses and Credits)

First Semester

Introduction to Business Administration (BUS 100) (a).....	4
Elementary Accounting I (ACC 120) (b).....	3
English Composition I (ENG 100).....	3
Fundamentals of Speech (SPE 100)....	3
Social Science Elective (c).....	3
	16

Second Semester

Business Organization and Management (BUS 200).....	3
Elementary Accounting II (ACC 220). .	3
English Composition II (Any one of ENG 111-114).....	3
Art or Music.....	2
Mathematics (d).....	4
Physical Education Elective.....	1
Cooperative Education (Career Planning) (CED 201) (e).....	2
	18

Third Semester

Intermediate Accounting I (ACC 330). .	3
Cost Accounting I (ACC 450).....	3
Introduction to Economics (ECO 100). .	3
Business Law (BUS 110).....	3
Cooperative Education (Accounting Internship I) (CED 301) (e).....	2
English Requirement (f).....	3
	17

Fourth Semester

Intermediate Accounting II (ACC 430) 3	
Two Accounting Electives (g).....	6
Science Elective (h).....	3-4
Health Education (HED 100).....	2
Cooperative Education (Accounting Internship II (CED 401) (e).....	2
	16-17

TOTAL CREDITS..... 67-68

- (a) Any student who is required to take Developmental Skills courses in at least two of the three areas tested by BMCC is required to enroll in BUS 101, followed by BUS102, rather than BUS100. The same material that is covered in BUS100 (Introduction to Business Administration) in one semester is covered in BUS101 (Introduction to Business Administration, Part A) plus BUS102 (Introduction to Business Administration, Part B), in two semesters.
- (b) Instead of ACC120 (Elementary Accounting I), students have the option of taking ACC100 (Elementary Accounting IA) in the first semester, followed by ACC110 (Elementary Accounting IB) in the second semester. ACC100 earns 2 credits and ACC110 earns 1 credit. Together, ACC100 plus ACC110 are the equivalent of ACC120.
- (c) SSC100 (Social Science and Contemporary Society) is recommended for students who do not plan to transfer to a four-year college.
- (d) The Mathematics requirement may be fulfilled by either MAT103 (Mathematics Through Statistics I), or by MAT402 (Finite Mathematics). Students who wish to take MAT402 must obtain written permission from the Accounting Department Chairperson.

- (e) In certain cases, special options and electives are available in lieu of Cooperative Education courses. In such instances, students must obtain written permission from the Cooperative Education Department.
- (f) This requirement may be fulfilled by English (ENG111-114 or any course in the 200 series), or Black (BLK) Literature courses. Puerto Rican Literature cannot be used as a substitute for the English requirement.
- (g) Students must elect any two of the following three courses:
 ACC340 Taxation
 ACC451 Cost Accounting II
 ACC490 Accounting Applications of Data Processing
 ACC340 and ACC490 are recommended for those students who do not intend to transfer to a four-year college.
- (h) The student may elect BIO110 (General Biology), CHE110 (General Chemistry), or PHY110 (General Physics), all of which are 4 credits, or SCI100 (General Science) which is 3 credits.

ALLIED HEALTH SCIENCES

Programs in the Department of Allied Health Sciences prepare students to pursue health careers in hospitals, clinics, mental health facilities, and other health care agencies. The programs are designed to fill the health manpower needs in the fields of allied health. Students, as a major portion of their program, are assigned to affiliating agencies for clinical/hospital practice. All students are required to abide by the regulations of the College, the Department, and the particular agency with which they may be affiliated. The student must maintain satisfactory performance in all areas of the program, and behavior which is professionally acceptable to the College, Department, and Agency. Disciplinary problems are considered jointly by the College and its affiliating institutions.

All students planning to pursue a curriculum in any of the Allied Health Sciences Programs, must meet with a Departmental Advisor prior to registration in these curricula.

There are currently four different two-year career programs in the Department of Allied Health Sciences leading to the Associate in Applied Science (A.A.S.) degree. These programs, in a variety of health fields, are: Community Mental Health Technology, Medical Emergency Technology (not offered 1974-75), Medical Record Technology, and Respiratory Therapy Technology.



For Community Mental Health Technology, see Page 55.
For Medical Emergency Technology, see Page 57.
For Medical Record Technology, see Page 59.
For Respiratory Therapy Technology, see Page 60.

ALLIED HEALTH SCIENCES

Community Mental Health Technology

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 clinics, rehabilitation centers, social service agencies, and "special" schools and/or classes for the emotionally disturbed and mentally retarded. 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 on in programs at the Baccalaureate, or higher, levels.

ALLIED HEALTH SCIENCES

Community Mental Health Technology (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
				16
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
				18
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
				17
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
				17
TOTAL CREDITS				68

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



ALLIED HEALTH SCIENCES
Medical Emergency Technology
(NOT OFFERED 1974-75)

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.

ALLIED HEALTH SCIENCES
Medical Emergency Technology
(Courses and Credits)

	Class Hours	Lab Hours	Lab Credits	Total Credits
First Semester				
English I.....	3	0	0	3
Mathematics for Health Sciences (MAT104)	3	0	0	3
Anatomy & Physi- ology I (BIO425).....	3	2	1	4
Medical Emergency Technology I	3	3	1	4
Medical Terminology	3	0	0	3
				17

Second Semester				
English II.....	3	0	0	3
Anatomy & Physiol- ogy II (BIO426)	3	2	1	4
Medical Emergency Technology II	3	8*	2	5
Pharmacology (SCI530).....	3	0	0	3
				15

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
				17

Fourth Semester				
Fundamentals of Speech	3	0	0	3
Spanish Conversa- tion	2	0	0	2
Medical Emergency Technology IV	5	8*	2	7
Developmental Psychology	3	0	0	3
				15

TOTAL CREDITS 64

*Classroom laboratory and clinical practice.



ALLIED HEALTH SCIENCES

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.

ALLIED HEALTH SCIENCES

Medical Record Technology Program

(Courses and Credits)

	Class Hours	Lab Hours	Lab Credits	Total Credits					
First Semester					Third Semester				
English I.....	3	0	0	3	General Psychology ...	3	0	0	3
Mathematics through Statistics I (MAT103)	3	0	0	3	Medical Record Science III.....	2	3	1	3
Introduction to Sociology	3	0	0	3	Medical Record Clini- cal Practice I	2	6*	2	4
Medical Termi- nology I.....	3	0	0	3	Anatomy & Physiol- ogy II (BIO426)	3	2	1	4
Secretarial Practice (Typing).....	0	4	2	2	Office Practice & Machines II (SEC430).....	2	0	0	1
Medical Record Science I.....	2	0	0	2	Physical Education	2	0	0	1
				<u>16</u>					<u>16</u>
Second Semester					Fourth Semester				
English II.....	3	0	0	3	Fundamentals of Speech	3	0	0	3
Anatomy & Physiol- ogy I (BIO425)	3	2	1	4	Medical Record Science IV.....	2	3	1	3
Medical Terminol- ogy II	2	0	0	2	Medical Record Clini- cal Practice II	0	12*	4	4
Office Practice & Machines I (SEC330).....	2	0	0	1	Medical Records Applications in Data Processing.....	2	2	1	3
Medical Record Science II.....	2	3	1	3	Elective (Social Science).....	3	0	0	3
Music or Art	2	0	0	2					<u>16</u>
				<u>15</u>					
					TOTAL CREDITS 63				

*Classroom laboratory and clinical practice.

ALLIED HEALTH SCIENCES

Respiratory Therapy Technology

The Respiratory 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 main-

tenance 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.

ALLIED HEALTH SCIENCES

Respiratory Therapy Technology

Program

(Courses and Credits)

	Class Hours	Lab Hours	Lab Credits	Total Credits
First Semester				
English I.....	3	0	0	3
Anatomy and Physiology I.....	3	2	1	4
Fundamental of Mathematics.....	4	0	0	4
Introduction to Sociology.....	3	0	0	3
Fundamentals of Respiratory Therapy.....	2	6	2	4
				<u>18</u>

Second Semester

English II.....	3	0	0	3
Anatomy and Physiology II.....	3	2	1	4
Chemistry.....	3	2	1	4
Respiratory Therapy I.....	4	0	0	4
Respiratory Therapy Clinical Practi- cum I.....	0	9	3	3
				<u>18</u>

Summer Semester

Respiratory Therapy Summer Practicum	0	400	6	6
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Third Semester

General Psychology...	3	0	0	3
Cardio-Respiratory Physiology.....	2	0	0	2
Pharmacology.....	3	0	0	3
Respiratory Therapy II.....	3	1	0	3
Respiratory Therapy Clinical Practi- cum II.....	0	16	4	4
Physical Education....	2	0	0	1
				<u>16</u>

Fourth Semester

Fundamentals of Speech.....	3	0	0	3
Fundamentals of Clinical Medicine....	2	0	0	2
Music or Art.....	2	0	0	2
Respiratory Therapy III.....	3	1	0	3
Respiratory Therapy Clinical Practi- cum III.....	0	16	4	4
				<u>14</u>

TOTAL CREDITS 72



BUSINESS ADMINISTRATION— TRANSFER PROGRAM

The Business Administration-Transfer Program simultaneously provides students with a general academic background and an emphasis on business courses. Of the total credits required, 19 credits are taken in basic business subjects. Students who successfully complete the program receive an Associate in Arts (A.A.) degree. The program prepares students for entrance to senior 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 those colleges establish different criteria for entrance purposes, each student must meet the requirements of the college of his or her 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 such requirements.

Other programs also allow for transfer opportunity but in addition provide education oriented more towards securing employment after graduation. These programs which provide greater opportunity to take business-oriented courses include a Cooperative Education Internship.

BUSINESS ADMINISTRATION TRANSFER PROGRAM (Courses and Credits)

First Semester

English I**	3
Modern Foreign Language* or Elective	3-4
American Government (POL 100)	3
Business Organization & Management	3
Health Education	2
Music or Art	2
	<u>16-17</u>

Second Semester

English II (ENG 111-114)**	3
Modern Foreign Language* or Finance I	3-4
Finite Mathematics	4
Accounting I	3
Business Law	3
	<u>16-17</u>

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
	<u>17</u>

Fourth Semester

English III***	3
Principles of Marketing	4
Economics	3
General Psychology	3
History of Western Civilization II	3
	<u>16</u>

TOTAL CREDITS..... 65-67

*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 (ENG 111-114 or ENG 200 and above) or Black (BLK) Literature courses. Puerto Rican Literature cannot be used as a substitute for the English requirement.

BUSINESS MANAGEMENT

The Business Management program offers three distinct curricula grouped as concentrations under this heading. All students, however, are required to take a core program during the first semester. In the following three semesters, students concentrate in 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 well-prepared to enter the profession of their choice or to transfer to a senior college.

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	1
	<hr/>
	18

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

***First term students whose placement tests indicate a need for two or more Developmental Skills courses must enroll in the two-semester Introduction to Business Administration sequence: BUS101 (2 cr., 3 hrs.) and BUS102 (2 cr., 3 hrs.)*

For Advertising concentration, see page 64.
For Banking and Finance concentration, see page 65.
For Marketing concentration, see page 66.

BUSINESS MANAGEMENT PROGRAM

Advertising

This program trains students for employment and 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 retail advertising, national and local.

Second Semester

Economics.....	3
Essentials of Advertising.....	3
English II (ENG111-114).....	3
Principles of Marketing.....	4
Health Education.....	2
	<u>15</u>
Cooperative Education (Career Planning).....	2
	<u>17</u>

Third Semester

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

Fourth Semester

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

TOTAL CREDITS..... 68

**This requirement may be fulfilled by English (ENG111-114 or ENG200 and above) or Black (BLK) Literature courses. Puerto Rican Literature cannot be used as a substitute for the English requirement.*

***For students planning to go on to a four-year college, General Chemistry (CHE110), General Biology (BIO110), or General Physics (PHY110) may be substituted.*

(FD) Offered Fall, Day only.
(SD) Offered Spring, Day only.

BUSINESS MANAGEMENT PROGRAM

Banking and Finance

This curriculum provides 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.

Second Semester

Money & Banking (Finance I).....	4
Commodity & Security Markets (SD, FE).....	3
Economics.....	3
English II (ENG111-114).....	3
Health Education.....	2
	<u>15</u>
Cooperative Education (Career Planning).....	2
	<u>17</u>

Third Semester

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

Fourth Semester

Credit & Corporation Finance (SD, FE).....	4
Personal Finance/Consumer Education or Personal Law***.....	3
General Science (Lab)**.....	3
English III*.....	3
Music or Art.....	2
	<u>15</u>
Cooperative Education Internship (Field Experience).....	2
	<u>17</u>

TOTAL CREDITS..... 66

*This requirement may be fulfilled by English (ENG111-114 or ENG200 and above) or Black (BLK) Literature courses. Puerto Rican Literature cannot be used as a substitute for the English requirement.

**For students planning to go to a four-year college, General Chemistry (CHE110), General Biology (BIO110) or General Physics (PHY110) may be substituted.

***Optional—Banking and Finance; elective for all other curricula.

(FD) Offered Fall, Day, only
 (FE) Offered Fall, Evening, only
 (SD) Offered Spring, Day, only
 (SE) Offered Spring, Evening, only

BUSINESS MANAGEMENT PROGRAM

Marketing

Students in this program learn about business, the expanding role of the marketing process in the economy, and the social, economic, and political environment 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. A General Marketing Program may be followed or students may choose during their Third and Fourth semesters to concentrate on Sales or Retailing to meet their career objectives.

Second Semester

Principles of Marketing.....	4
Essentials of Advertising.....	3
Introduction to Economics.....	3
Health Education.....	2
English II (ENG111-114).....	3
	<u>15</u>
Cooperative Education (Career Planning).....	<u>2</u>
	<u>17</u>

Third Semester

Core Courses (Required for all Marketing Students):

Accounting I.....	3
General Science*.....	3
Sales Principles and Practices.....	3
Cooperative Education Internship.....	2
	<u>11</u>

Area of Concentration (see below:)

Marketing students are required to select their area of concentration and enroll for the two listed courses (6 credits). Listed below are the three areas of concentration.

Retailing Concentration

Consumer Motivation (SD, FE).....	3
Retail Organization, Operation and Buying.....	3
Core Courses.....	<u>11</u>
	<u>17</u>

General Marketing

Business Law.....	3
Retail Organization, Operation and Buying.....	3
Core Courses.....	<u>11</u>
	<u>17</u>

Sales Concentration

Consumer Motivation (SD, FE).....	3
Sales Management I.....	3
Core Courses.....	<u>11</u>
	<u>17</u>

Fourth Semester

Core Courses (Required for all Marketing Students):

Music or Art.....	2
Introduction to Computer Concepts.....	3
Cooperative Education Internship.....	2
	<u>7</u>

Area of Concentration

Retailing Concentration

Business Communications or Essentials of Small Business.....	3
Current Trends in Retailing.....	3
Business Law.....	3
Core Courses.....	7
	<u>16</u>

General Marketing

Consumer Motivation (SD, FE) or Essentials of Small Business.....	3
Purchasing (SD) or Essentials of Real Estate (E)***.....	3-4
English III**.....	3
Core Courses.....	7
	<u>16-17</u>

Sales Concentration

Business Communications.....	3
Sales Management II (FD, SE).....	3
Business Law.....	3
Core Courses.....	7
	<u>16</u>

TOTAL CREDITS..... 68-69

-
- (FD) Offered Fall, day, only
 - (SE) Offered Spring, evening, only
 - (SD) Offered Spring, day, only
 - (FE) Offered Fall, evening, only
 - (E) Offered evening only

*For students planning to go on to a four-year college, General Chemistry (CHE110), General Biology (BIO 110), or General Physics (PHY 110) may be substituted.

**This requirement may be fulfilled by ENG111-114 or ENG200; or Black (BLK) Literature courses. Puerto Rican Literature cannot be used as a substitute for the English requirement.

***Officially recognized by the State of New York as the educational requirement for a Real Estate Broker's license.



DATA PROCESSING

These programs give students a comprehensive understanding of the role computers play in modern society. Students are given practical experience with the techniques and methods of handling data processing equipment and computers. Competence is developed in several commercial programming languages and applications of data processing systems through "hands-on" experience. Students have the option of specializing in either the Operations or Programming area. Graduates of this program readily qualify for positions as Junior Programmer, Programmer Trainee, or Computer Operator in commercial data processing installations. It is also possible to transfer to senior colleges within CUNY or to private colleges to complete B.A., B.S., or B.B.A. programs.

Awards

Graduating seniors of outstanding achievement in Data Processing may qualify for one of the following awards:

1. Advisory Board Award
2. Association for Systems Management Award
3. Departmental Award



DATA PROCESSING PROGRAM

Programming Option (Courses and Credits)

First Semester

Introduction to Business Administration or Business Organization and Management*	4
Introduction to Data Processing	4
English Composition I	3
Mathematics (Fundamentals of Mathematics I or Finite Mathematics or Analytic Geometry & Calculus)	4
Health Education	2
	<u>17</u>

Second Semester

Basic Cobol Programming	4
Social Science Elective	3
Accounting I	3
English II (ENG111-114)	3
Fundamentals of Speech	3
Physical Education	1
	<u>17</u>

Third Semester

Advanced Cobol Programming	3
Programming Systems	3
Science*	3-4
Accounting II or Managerial Accounting	3
Liberal Arts Elective	3
	<u>15-16</u>
Cooperative Education (Career Planning or Internship) or Business Management Elective	2
	<u>17-18</u>

Fourth Semester

One of the following:	3-4
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
Operating Systems Concepts	2
Time Sharing Systems	2
Systems Implementation	3
Business Elective*	3
Music or Art	2
Electives	3-6
	<u>15-17</u>
Cooperative Education Internship or Business Management Elective	1-2
	<u>17-18</u>

TOTAL CREDITS..... 68-70

**It is advised that those students interested in going to a four-year college consult the departmental advisor to obtain maximum transferability of courses.*

DATA PROCESSING PROGRAM
Operations Option
 (Courses and Credits)

First Semester

Business Organization and Management or Introduction to Business Administration.....	3-4
Introduction to Data Processing.....	4
English Composition I.....	3
Mathematics (Fundamentals of Mathematics I or Finite Math or Analytic Geometry and Calculus)...	4
Physical Education.....	1
	<u>15-16</u>

Second Semester

Basic Operations.....	2
Basic RPG.....	2
Social Science Elective.....	3
Accounting I.....	3
English II (ENG111-114).....	3
Speech.....	3-4
Health Education.....	2
	<u>18-19</u>

Third Semester

Advanced Operations.....	3
Time Sharing Operations.....	2
Science.....	3-4
Accounting II or Managerial Accounting.....	3
Liberal Arts Elective.....	3
Career Planning or Cooperative Education Internship*.....	2
	<u>16-17</u>

Fourth Semester

DOS Concepts.....	2
Operations Implementation.....	3
Data Processing Elective.....	3
Art or Music.....	2
Business Elective.....	3
Electives**.....	3-5
Cooperative Education Internship*.....	2
	<u>18-20</u>

TOTAL CREDITS..... 67-72

*Students may elect a 3-4 credit Business Management course in place of Cooperative Education requirement.

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

INSTRUCTIONAL RESOURCES

Library Technology

The Library Technology curriculum is 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.

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
Library Technology I:	
Introduction to the Use of	
Libraries.	3
	<u>17-18</u>

Second Semester

English II.	3
History of Western Civilization II.	3
Library Technology II:	
Technical Processes in Libraries. ...	3
Library Technology III:	
Media Materials and Equipment. ...	3
Modern Language.	3
	<u>15</u>

Third Semester

English III.	3
Field Experience in	
Library Service.	2
Library Technology IV:	
Public Service in Libraries.	3
Modern Language.	3
Science.	4
Speech.	3
	<u>18</u>

Fourth Semester

General Psychology.	3
Field Experience in	
Library Service.	2
Library Technology V:	
Applied Library Service.	3
Introduction to Sociology.	3
Health Education.	1
Music or Art.	2
Science.	4
	<u>18</u>

TOTAL CREDITS. 68-69

LIBERAL ARTS—TRANSFER PROGRAM

All students accepted for matriculation in Liberal Arts programs must satisfactorily complete 63 to 66 credits depending on the curriculum selected, in order to attain the degree of Associate in Arts (A.A.). A maximum of 9 elective credits in other than Liberal Arts courses is permitted.

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

LIBERAL ARTS—TRANSFER PROGRAM

(Courses and Credits)

First Semester

English I.	3
Mathematics.	3-4
Modern Languages*.	3-4
Music or Art.	2
Social Science Elective.	3
Physical Education.	1
	<hr/>
	15-17

Second Semester

English II.	3
Health Education.	2
Language.	3
Science.	4
Social Science Elective.	3
Electives.	3
	<hr/>
	18

Third Semester

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

Fourth Semester

Social Science Elective.	3
Electives.	12
	<hr/>
	15

TOTAL CREDITS. 65-67

*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 (ENG111-114 or ENG200 and above) or Black (BLK) Literature courses. Puerto Rican Literature cannot be used as a substitute for the English requirement.

LIBERAL ARTS—TRANSFER PROGRAM

Concentration in Fine Arts

The concentration in Fine Arts within the Liberal Arts curriculum is designed as a 68 credit transfer course of study. Successful completion of required credits will lead to the Associate in Arts (A.A.) degree and will qualify students to enter a senior college or university offering a four-year Bachelor of Arts (B.A.) or Bachelor of Fine Arts (B.F.A.) degree. The courses offered in this department are also available to all students as electives and the department welcomes the interest, formal and informal, of all students involved in the arts.

LIBERAL ARTS—TRANSFER PROGRAM

**Concentration in Fine Arts
(Courses and Credits)**

First Semester

English Composition I.....	3
Mathematics.....	3-4
Modern Language.....	3-4
Social Science.....	3
Design I.....	2
Drawing I.....	2
	<u>16-18</u>

Second Semester

Modern Language.....	3
English Composition II.....	3
Social Science.....	3
Design II.....	2
Drawing II.....	2
Art Elective: Choice of 2 of the following courses at 2 credits each: The studio courses meet for 2 hours.	
Art History	
Introduction to Painting	
Introduction to Sculpture	
Introduction to Film.....	<u>4</u>
	17

Third Semester

Social Science Elective.....	3
Speech.....	3
Art History I.....	2
Science.....	4

Art Elective: Art Survey

Modern Art

Non-Western Art

Art of the Far East

Art Elective: Choice of 2 of the following courses at 2-credits each: The studio courses meet for 4 hours.

Art History	
Painting I	
Sculpture I	
Film I.....	<u>4</u>
	16

Fourth Semester

English Literature.....	3
Social Science Elective.....	3
Health Education.....	2
Physical Education.....	1
Science.....	4

Art Elective: Art Survey

Modern Art

Non-Western Art

Art of the Far East

Art Elective: Choice of 3 of the following courses at 2-credits each: The studio courses meet for 4 hours.

Art History	
Painting II	
Sculpture II	
Film II.....	<u>6</u>
	19

A student may select Health Education and Physical Education during any semester.

TOTAL CREDITS..... 68-70

LIBERAL ARTS—TRANSFER PROGRAM

Concentration in Music

The program in Music-Performing Arts within the Liberal Arts curriculum is designed as a 68 credit transfer course of study. Successful completion of required credits will lead to the Associate in Arts (A.A.) degree and will qualify students to enter a college or university offering a four-year Bachelor of Arts (B.A.) degree. The courses offered in this department are also available to all students as electives and the department welcomes the interest, formal and informal, of all students involved in the arts.

LIBERAL ARTS—TRANSFER PROGRAM

**Concentration in Music
(Courses and Credits)**

First Semester

English Composition I.....	3
Modern Language.....	3-4
Social Science.....	3
Physical Education.....	1
Music Theory I.....	2
Musicianship I.....	1
Private Instruction.....	1
Piano I.....	1
<i>Music Elective: Choice of one of the following courses at 1 credit each: each course meets for 2 hours.</i>	
Chorus I	
Instrumental Ensemble I	
Jazz Performance Workshop I	
Brasswind Class.....	1
	16-17

Second Semester

English Composition.....	3
Modern Language.....	3
Social Science.....	3
Health Education.....	2
Music Theory II.....	2
Musicianship II.....	1
Private Instruction.....	1
Piano II.....	1
<i>Music Elective: Choice of one of the following courses at 1 credit each: each course meets for 2 hours.</i>	
Chorus II	
Instrumental Ensemble II	
Jazz Performance Workshop II	
Woodwind Class.....	1
	17

Third Semester

Mathematics.....	3-4
Social Science Elective.....	3
Speech.....	3
Science.....	4
Private Instruction.....	1
<i>Music Elective: Choice of one of the following courses at 2 credits each: each course meets according to specified hours.</i>	
Arranging I (2 Hours)	
Theory III (3 Hours)	
Introduction to Music (2 Hours).....	2
<i>Music Elective: Choice of three of the following courses at 1 credit each: each course meets for 2 hours.</i>	
Chorus III	
Instrumental Ensemble III	
Jazz Performance Workshop III	
Voice Class I	
Piano III	
Guitar I	
Musicianship III.....	3
	19-20

Fourth Semester

English Literature.....	3
Social Science Elective.....	3
Science.....	4
Private Instruction.....	1
<i>Music Elective: Choice of one of the following courses at 2 credits each: each course meets according to specified hours.</i>	
Arranging II (2 Hours)	
Theory IV (3 Hours)	
Afro-American Music (2 Hours)	
Music in World Culture (2 Hours)....	2
<i>Music Elective: Choice of three of the following courses at 1 credit each: each course meets for 2 hours.</i>	
Chorus IV	
Instrumental Ensemble IV	
Jazz Performance Workshop IV	
Voice Class II	
Piano IV	
Guitar II	
Musicianship IV.....	3
	16

TOTAL CREDITS..... 68-70



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. Successful completion of course work leads to the Association in Applied Science (A.A.S.) degree and eligibility 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 Hours	Lab Credits	Total Credits					
First Semester					Third Semester				
English Composition I.....	3	0	0	3	English Composition II.....	3	0	0	3
Introduction to Sociology.....	3	0	0	3	Microbiology.....	3	2	1	4
Anatomy and Physiology I.....	3	7	0	4	Maternal & Newborn Care (8 weeks).....	4	12	0	4
Fundamentals of Patient Care.....	4	10	0	6	Nursing Care of Children (8 weeks)..	4	12	0	4
				<u>16</u>	Developmental Psychology.....	3	0	0	3
									<u>18</u>
Second Semester					Fourth Semester				
Math for Health Sciences.....	3	0	0	3	Speech.....	3	0	0	3
Anatomy and Physiology II.....	3	0	0	4	Comprehensive Nursing Care.....	4	12	0	8
Medical-Surgical Nursing.....	4	12	0	8	Nursing Today and Tomorrow.....	1	0	0	1
				<u>15</u>	Music or Art.....	2	0	0	2
					Physical Education....	2	0	0	1
					Elective.....	3	0	0	3
									<u>18</u>
					TOTAL CREDITS.....				67

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.....	3-4
Introduction to Sociology.....	3
Principles of Physical Education, Health & Recreation.....	3
Fundamentals of Team Sports.....	1
	<u>17-18</u>

Second Semester

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

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.....	2
	<u>17</u>

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
	<u>16</u>

TOTAL CREDITS..... 67-68

**This requirement may be fulfilled by English (ENG111-114 or ENG200 and above) or Black (BLK) Literature Courses. Puerto Rican Literature cannot be used as a substitute for the English requirement.*

**PHYSICAL EDUCATION, HEALTH,
AND RECREATION**

Dance

A concentration within the Liberal Arts curriculum, the Dance program is a transfer course of study aimed at fulfilling the course requirements of colleges offering a Dance 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 Dance.

**PHYSICAL EDUCATION, HEALTH
AND RECREATION**

Dance Program

(Courses and Credits)

First Semester

Western Civilization.....	3
Fundamentals of Mathematics I.....	4
English I.....	3
Language I.....	3 (or 4)
Music 110.....	2
Modern Dance I.....	1
Posture, Relaxation, & Movement....	<u>1</u>
	17-18

Second Semester

Biology I.....	4
General Psychology.....	3
English II.....	3
Language II.....	3
Ethnic Dance.....	1
Ballet I.....	1
Movement & Sound Workshop.....	<u>1</u>
	16

Third Semester

Speech.....	3
Biology II.....	4
Social Science Elective.....	3
History of Art (110).....	2
Dance Workshop I.....	1
Modern Dance II.....	2
Dance Composition.....	<u>2</u>
	17

Fourth Semester

English (Elective).....	3
Social Science Elective (Anthropology suggested).....	3
Art or Music Elective.....	2
Physical Education other than Dance.....	1
Health Education.....	2
Dance Workshop II.....	2
Ballet II or Afro-American & Caribbean Dance.....	2
Cultural Resources.....	<u>2</u>
	17

TOTAL CREDITS..... 67-68

**PHYSICAL EDUCATION, HEALTH
AND RECREATION**

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 intended essentially 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.

**PHYSICAL EDUCATION, HEALTH
AND RECREATION**

**Recreation Leadership Program
(Courses and Credits)**

First Semester

English I.....	3
Mathematics (MAT100 or MAT103)...	4
Modern Language.....	3-4
Introduction to Sociology.....	3
Principles of Physical Education, Health & Recreation.....	3
Fundamentals of Team Sports.....	1
	<u>17-18</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.....	2
Folk & Square Dance.....	1
Crafts in Recreation.....	2
Supervised Field Experience.....	4
	<u>17</u>

TOTAL CREDITS..... 68-69

**This requirement may be fulfilled by English (ENG111-114 or ENG200 and above) or Black (BLK) Literature courses. Puerto Rican Literature cannot be used as a substitute for the English requirement.*

PUBLIC SERVICE AND URBAN AFFAIRS

Educational Assistant

The Paraprofessional Teacher Education Program (PTEP) offers teaching assistants an undergraduate two-year curriculum in teacher education, and is designed to meet both career and transfer objectives. The program prepares teaching assistants for competency at the level of Education Associate in the career ladder of the New York City Board of Education. Graduates are awarded the Associate in Arts (A.A.) degree and are eligible for admission into a baccalaureate degree program in teacher education in the senior colleges of the City University. The program is administered by the Department of Public Service and Urban Affairs.

NOTE: To qualify, a student must be currently employed as a para professional in a Federal Title I participating school on an early childhood level and is admitted into this program by the District Superintendent of Schools and the New York City Board of Education.

PUBLIC SERVICE AND URBAN AFFAIRS

Educational Assistant Program (Courses and Credits)

First Semester

English I (ENG100).....	3
Mathematics (MAT100).....	4
General Psychology (PSY100).....	3
Seminar & Practicum in Education & Communication Arts (EAP320)...	4
Physical Education (PED100).....	1
	<u>15</u>

Second Semester

English II (ENG111, 112, 113, 114).....	3
History of Western Civilization I (HIS100).....	3
Science (SCI310)*.....	4
Child Psychology (PSY500).....	3
Introduction to Sociology (SOC100)...	<u>3</u>
	16

Third Semester

Fundamentals of Speech (SPE400)....	3
History of Western Civilization II (HIS110).....	3
Science (SCI320)*.....	4
Spanish**.....	3-4
Seminar & Practicum in Education & the Behavioral Sciences (EAP420)...	<u>4</u>
	17-18

Fourth Semester

English III (any English Literature course)***.....	3
Spanish**.....	3
Education in Modern Society (EAP150)	2
Health Education (HED100).....	2
Seminar & Practicum in Education & Art Forms (EAP220) or ART110...	2-4
Elective (URB100, POL100, ANT100, or SSR400).....	<u>3</u>
	15-17

TOTAL CREDITS..... 63-66

*A laboratory science is a Liberal Arts requirement for the senior colleges. BIO210, may, therefore, be substituted for SCI310, and BIO220 for SCI320.

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

***This requirement may be fulfilled by Black Literature courses. Puerto Rican Literature cannot be used as a substitute for the English requirement.

**PUBLIC SERVICE
AND URBAN AFFAIRS**

Government Administration

The Government Administration curriculum provides an opportunity for employees of the Federal Government and others seeking a career in the Federal Service to pursue career objectives. 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, which is administered by the Department of Public Service & Urban Affairs. Graduates are eligible to transfer to a senior college for further study in public administration.

**PUBLIC SERVICE
AND URBAN AFFAIRS
Government Administration Program
(Courses and Credits)**

First Semester

English I (ENG100).....	3
Language*.....	3-4
American Government (POL100).....	3
Introduction to Sociology (SOC100).....	3
Health Education (HED100).....	2
Music or Art.....	2
	<u>16-17</u>

Second Semester

English II (ENG111, 112, 113, or 114).....	3
Language*.....	3
Mathematics (MAT100 or MAT103).....	3
Urban Sociology (SOC400).....	3
Federal Personnel Management (GOV100).....	3
Physical Education (PED100).....	<u>1</u>
	16

Third Semester

Science.....	4
Fundamental of Speech (SPE400).....	3
Federal Administrative Practices (GOV120).....	3
Seminar in Labor Relations (GOV200)	3
Federal Financial Management (GOV210).....	3
Field Work in Federal Agencies (CED381).....	<u>2</u>
	18

Fourth Semester

English III (any English Literature Course)**.....	3
Science.....	4
Federal Procurement Procedures and Practices (GOV220).....	3
Law for the Federal Manager (GOV215).....	3
Introduction to Data Processing (DAT101).....	<u>4</u>
	17

TOTAL CREDITS..... 67-68

**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 Black Literature courses. Puerto Rican Literature cannot be used as a substitute for the English requirement.*

**PUBLIC SERVICE
AND URBAN AFFAIRS**

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 to pursue further study for careers in social service. The curriculum includes courses and field experience designed to provide knowledge and skill in the subject areas of sociology and psychology and in community organization and development. The program is administered by the Department of Public Service and Urban Affairs, and its graduates are awarded the Associate in Arts (A.A.) degree.

**PUBLIC SERVICE
AND URBAN AFFAIRS**

**Social Service Program
(Courses and Credits)**

First Semester

American Government (POL100).....	3
English I (ENG100).....	3
Fundamentals of Speech (SPE400).....	3
Spanish*.....	3-4
Health Education (HED100).....	2
Music or Art.....	2
	16-17

Second Semester

Spanish*.....	3
Mathematics (MAT100).....	4
English II (ENG111, 112, 113, or 114)..	3
Physical Education (PED100).....	1
Introduction to Social Work (SSR150).	3
Field Experience in Social Work (SSR100).....	2
	16

Third Semester

Science.....	4
English III (Any English Literature course)**.....	3
Introduction to Sociology (SOC100)...	3
Social Welfare Programs and Policies (SSR300).....	3
Spanish Conversation I (SPN301)***..	2
General Psychology (PSY100).....	3
	18

Fourth Semester

Science.....	4
Spanish Conversation II (SPN302)....	2
Marriage and the Family (SSR400)...	3
Urban Sociology (SOC400).....	3
Elective (URB100, ANT100, SOC300, PSY200).....	3
Seminar in Social Welfare (SSR500)..	2
	17

TOTAL CREDITS..... 67-68

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

**This requirement may be fulfilled by Black Literature courses. Puerto Rican Literature cannot be used as a substitute for the English requirement.

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

**PUBLIC SERVICE
AND URBAN AFFAIRS**

Urban Planning

The Urban Planning curriculum is an interdisciplinary program designed to prepare students for careers in the public service and in private agencies concerned with urban problems. The program addresses itself to the issues of urban politics and to the formulation and implementation of plans and policies designed to solve urban problems. The program prepares students for transfer into a senior college for further training in urban affairs. It is administered by the Department of Public Service and Urban Affairs, and graduates are awarded the Associate in Arts (A.A.) degree.

**PUBLIC SERVICE
AND URBAN AFFAIRS
Urban Planning Program
(Courses and Crédits)**

First Semester

English I (ENG100).....	3
Spanish*.....	3-4
American Government (POL100).....	3
Introduction to Sociology (SOC100).....	3
Health Education.....	2
Music or Art.....	2
	<u>16-17</u>

Second Semester

English II (ENG111, 112, 113, or 114).....	3
Spanish*.....	3
Mathematics (MAT100 or MAT103).....	4
Introduction to Economics (ECO100).....	3
Urban Sociology (SOC400).....	3
Physical Education (PED100).....	1
	<u>17</u>

Third Semester

Science.....	4
Urban Government & Politics (URB200) or Politics and Government in New York City (URB500).....	3
Fundamentals of Speech (SPE400).....	3
Social Problems (SOC200).....	3
Spanish Conversation I (SPN301)**.....	2
Seminar in Politics of Urban Problems (URB700 or 701).....	<u>2</u>
	17

Fourth Semester

Science.....	4
English III (Any English Literature course)***.....	3
Urban Planning (URB400).....	3
Urban Bureaucracies (URB100).....	3
Field Work in Urban Bureaucracies (URB702).....	2
Spanish Conversation II**.....	<u>2</u>
	17

TOTAL CREDITS..... 67-68

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

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

***This requirement may be fulfilled by Black Literature courses. Puerto Rican Literature cannot be used as a substitute for the English requirement.



SECRETARIAL SCIENCE

This curriculum prepares students for secretarial positions in six major areas. Those who pursue the Executive Secretary option qualify for employment as executive or supervising secretaries, or as administrative secretaries in government and private industry. The Advertising Secretary option is designed for those who wish to prepare primarily for secretarial positions in the field of advertising. Students who elect the Legal or Bilingual options are prepared as law or foreign language secretaries. Students who choose the Education Secretary or Education Bilingual Secretary option 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 Advertising, Bilingual, Education, Education Bilingual, Executive, or Legal option receive an Associate in Applied Science (A.A.S.) degree.

For Advertising Secretary option, see page 86.

For Bilingual Secretary option, see page 87.

For Education Secretary option, see page 88.

For Education Bilingual Secretary option, see page 89.

For Executive Secretary option, see page 90.

For Legal Secretary option, see page 91.

SECRETARIAL SCIENCE PROGRAM
Advertising Secretary Option
 (Courses and Credits)

First Semester

Stenography I: Theory or Stenography II: Pre-Transcription (SEC100 or SEC200)*	3
Introduction to Business Administration (BUS100)	4
Typewriting I (SEC110)**	2
English I (ENG100)	3
Music or Art	2
Physical Education	1
	<u>15</u>

Second Semester

Stenography II: Pre-Transcription or Stenography III: Introduction to Transcription (SEC200/SEC220)*	3
Typewriting II (SEC210)	2
English (ENG111-114)	3
Essentials of Advertising (ADV200)	3
Mathematics through Statistics I (MAT103)	4
Liberal Arts Elective	2
	<u>17</u>

Third Semester

Introduction to Transcription or Transcription I (SEC220 or 370)*	3
Advertising Copy and Layout (ADV300)	4
Social Science Elective****	3
Accounting I (ACC120)	3
Executive Typewriting I (SEC306)	1
Health Education (HED100)	2
	<u>16</u>
Cooperative Education Internship (CED351)	2
	<u>18</u>

Fourth Semester

Transcription I or Transcription II (SEC370 or SEC470)*	3
Fundamentals of Speech (SPE100)	3
Office Practice and Machines (SEC431)	2
Science	3-4
Executive Typewriting II (SEC406)	1
Advertising Production (ADV310)	3
	<u>15-16</u>
Cooperative Education Internship*** (CED451)	2
	<u>17-18</u>

TOTAL CREDITS..... 67-68

*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.

***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 Chairperson.

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

SECRETARIAL SCIENCE PROGRAM
Bilingual Secretary Option
 (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 (ENG100)	3
Music or Art	2
Physical Education	1
	<u>15</u>

Second Semester

Stenography II: Pre-Transcription or Stenography III: Introduction to Transcription (SEC200 or SEC220)*	3
Typewriting II (SEC210)	2
English (ENG111-114)	3
Spanish III or IV (SPN200 or SPN210)	3
Business Law (BUS110)	3
Social Science Elective ***	3
	<u>17</u>

Third Semester

Bilingual Stenography I (SEC380)*	3
Bilingual Typewriting I (SEC346)	1
Accounting I (ACC120)	3
Advanced Spanish Composition and Grammar I (SPN455)	3
Mathematics Through Statistics I (MAT103)	4
Office Practice and Machines (SEC431)	2
	<u>16</u>
Cooperative Education Internship (CED351)****	2
	<u>18</u>

Fourth Semester

Bilingual Stenography II (SEC480)*	3
Bilingual Typewriting II (SEC446)	1
Fundamentals of Speech (SPE100)	3
Health Education (HED100)	2
Science	3-4
Advanced Spanish Composition and Grammar II (SPN456)	3
	<u>15-16</u>
Cooperative Education Internship (CED451)****	2
	<u>17-18</u>

TOTAL CREDITS..... 67-68

*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 Chairperson.

SECRETARIAL SCIENCE PROGRAM
Education Secretary Option
 (Courses and Credits)

First Semester

Stenography I: Theory or Stenography II: Pre-Transcription (SEC100 or SEC200)*.....	3
Typewriting I (SEC110)**.....	2
Accounting I (ACC120).....	3
English (ENG100).....	3
General Psychology (PSY100).....	3
Physical Education.....	1
	<u>15</u>

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 (ENG111-114).....	3
Elective.....	3
	<u>17</u>

Third Semester

Stenography III: Introduction to Tran- scription or Transcription I (SEC220 or SEC370)*.....	3
Executive Typewriting I (SEC306)....	1
School Records & Accounts (SEC350)	2
Educational Problems of the School Secretary I (SEC360).....	2
Mathematics Through Statistics (MAT103).....	4
Music or Art.....	2
Office Practice & Machines (SEC431).	2
Elective.....	2
	<u>18</u>

Fourth Semester

Transcription I or Transcription II (SEC370/SEC470)*.....	3
Executive Typewriting II (SEC406)....	1
Educational Problems of the School Secretary II (SEC460).....	2
Fundamentals of Speech (SPE100)....	3
Health Education (HED100).....	2
Science.....	3-4
	<u>14-15</u>
Cooperative Education Internship (CED351)***.....	2
	<u>16-17</u>

TOTAL CREDITS..... 66-67

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

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

***Students have the option of completing
 the Cooperative Education requirement
 by means of full-time summer employ-
 ment where feasible.

SECRETARIAL SCIENCE PROGRAM

Education Bilingual

Secretary Concentration

(Courses and Credits)

First Semester

Stenography II: Pre-Transcription (SEC200)*	3
Typewriting I (SEC110)***	2
Mathematics Through Statistics I (MAT103)	4
English (ENG100)	3
General Psychology (PSY100)	3
Physical Education	1
	<u>16</u>

Second Semester

Stenography III: Introduction to Transcription (SEC220)*	3
Typewriting II (SEC210)	2
Business Law (BUS110)	3
Office & Personnel Management (BUS300)	3
English	3
Spanish III or IV (SPN200 or SPN210)	3
	<u>17</u>

Third Semester

Bilingual Stenography I (SEC380)*	3
Bilingual Typewriting I (SEC346)	1
School Records & Accounts (SEC350)	2
Educational Problems of the School Secretary I (SEC360)	2
Advanced Spanish Composition & Grammar I (SPN455)	3
Music or Art	2
Science	3-4
	<u>16-17</u>

Fourth Semester

Bilingual Stenography II (SEC480)*	3
Bilingual Typewriting II (SEC446)	1
Office Practice & Machines (SEC431)	2
Educational Problems of the School Secretary II (SEC460)	2
Fundamentals of Speech (SPE100)	3
Health Education (HED100)	2
Advanced Spanish Composition & Grammar II (SPN 456)	3
	<u>16</u>
Cooperative Education Internship** (CED351)	2
	<u>18</u>

TOTAL CREDITS..... 67-68

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

**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 Chairperson.

***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 SCIENCE PROGRAM
Executive Secretary Option
 (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 (ENG100).....	3
Music or Art.....	2
	<u>14</u>

Second Semester

Stenography II: Pre-Transcription or Stenography III: Introduction to Transcription (SEC200/SEC220)*....	3
Typewriting II (SEC210).....	2
Business Law (BUS110).....	3
English (ENG111-114).....	3
Mathematics Through Statistics (MAT103).....	4
Liberal Arts Elective.....	2
	<u>17</u>

Third Semester

Stenography III: Introduction to Transcription or Transcription I (SEC220 or SEC370)*.....	3
Executive Typewriting I (SEC306)....	1
Accounting I (ACC120).....	3
Office & Personnel Management (BUS300).....	3
Physical Education.....	1
Social Science Elective****.....	3
Office Practice & Machines (SEC431).....	2
	<u>16</u>
Cooperative Education Internship*** (CED351).....	2
	<u>18</u>

Fourth Semester

Transcription I or Transcription II (SEC370 or SEC470)*.....	3
Executive Typewriting II (SEC406)....	1
Fundamentals of Speech (SPE100)....	3
Science.....	3-4
Health Education (HED100).....	2
Elective.....	3
	<u>15-16</u>
Cooperative Education Internship*** (CED451).....	2
	<u>17-18</u>

TOTAL CREDITS..... 66-67

*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 Chairperson.

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

SECRETARIAL SCIENCE PROGRAM
Legal Secretary Option
 (Courses and Credits)

First Semester

Stenography I: Theory or Stenography II: Pre-Transcription (SEC100 or SEC200)*	3
Typewriting (SEC110)**	2
Introduction to Business Administration (BUS100)	4
English I (ENG100)	3
Music or Art	2
	<u>14</u>

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 (ENG111-114)	3
Mathematics Through Statistics (MAT103)	4
Liberal Arts Elective	2
	<u>17</u>

Third Semester

Legal Transcription I (SEC390)*	3
Legal Vocabulary (SEC310); (Pitman: SEC311)	3
Legal Typewriting (SEC326)	1
Accounting I (ACC120)	3
Physical Education	1
Social Science Elective****	3
Office Practice & Machines (SEC431)	2
	<u>16</u>
Cooperative Education Internship*** (CED351)	2
	<u>18</u>

Fourth Semester

Legal Transcription II (SEC490)*	3
Legal Vocabulary II (SEC410); (Pitman: SEC411)	3
Legal Typewriting II (SEC426)	1
Fundamentals of Speech (SPE100)	3
Health Education (HED100)	2
Science	3-4
	<u>15-16</u>
Cooperative Education Internship*** (CED451)	2
	<u>17-18</u>

TOTAL CREDITS..... 66-67

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

ADMISSIONS INFORMATION

As an urban community college, the Borough of Manhattan Community College enjoys a special relationship with the New York metropolis. Although students are drawn largely from the boroughs of the City of New York, applicants are also welcomed from the greater metropolitan area, from out-of-state and foreign countries.

The College offers a variety of programs in business, health services, and liberal arts which lead to the Associate in Arts or Associate in Applied Science degrees. Students may enroll on a full-time or part-time, matriculated or non-matriculated, basis.

REQUIREMENTS

High School Diploma

Under the Open Admissions Policy of the City University of New York, all applicants who have fulfilled New York City residency requirements and who received a high school diploma or its equivalent in June 1970 or thereafter, are admitted to matriculation in one of the degree programs of the City University. 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.

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 may obtain advanced standing but must fulfill the academic requirements in effect at the time their application is submitted. (See page 94.)

Medical Examination (Health Requirement)

At the time of the initial 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 to 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. Students who are admitted as non-matriculants are not required to submit a medical examination report.

Applicants for admission to any program in Health Service Technologies 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 the Borough of 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 14	November 1

Deadline dates will be extended for veterans of the United States Armed Forces. Three types of applications are available for prospective students:

- A. The University Application, for use by students who are applying to regular City University programs. This application **MUST** be used by:
1. Students who are still in high school.
 2. Students who have graduated from high school but have had no previous college work.
 3. Students with a High School Equivalency Diploma who have had no previous college work.

(The University Application Processing Center Form is for use by high school students and high school graduates who have no previous college credits. 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.)

- B. Direct Application, for use by students who have had previous college work. When applying for admission to this College, such students **MUST** request a Direct Application Form from the Borough of Manhattan Community College and must meet the Advanced Standing deadline for all credentials: application, high school transcript and all previous college credit transcripts. Applicants must have completed 12 credits with a 2.0 ("C") cumulative Grade Point Average at the time of submission of application.
- C. Foreign Student Application, for use by students who hold or expect to obtain a temporary visa (visitor, student, diplomatic and all other visas in the non-immigrant category). Application must be made via the Office of Admission Services, City University of New York.

Where to Apply

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

DIRECT APPLICATION FORMS are available from the Admissions Office at this College, Room H-451, 1633 Broadway at 50th Street, New York, N. Y. 10019.

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 University and for grades of "C" or better from any other accredited college. However, grades for courses taken at other institutions are not transferable. Grades received for any courses taken outside of BMCC are not included in the cumulative Grade Point Average. Students who are accepted with advanced standing receive a statement of the total number of credits awarded, prior to their initial registration at BMCC.

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. Advanced standing 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.

According to the number of credits accepted at BMCC, advanced standing students will be placed on a semester level according to the following schedule:

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

Matriculated Status

Students who are enrolled in a degree-granting program are considered matriculated students. These students must take the prescribed courses for the program they are enrolled in and are required to maintain satisfactory grades and standards.

Non-Matriculated Status

Students who are not enrolled in a degree-granting program and whose courses do not carry college credit are considered non-matriculated students. Applicants should apply directly to the Admissions Office, H-451, of the College. Only high school graduates or holders of the New York State Equivalency Diploma may receive college credit for courses. The College also reserves the right to deny admission to a course for which the applicant does not have the required background.

Foreign student applicants will not be accepted to the College as non-matriculants.

Change from Non-Matriculated to Matriculated Status

Non-matriculated students may be accepted for matriculation after completing twelve (12) or more credits with a 2.0 ("C") cumulative Grade Point Average in appropriate courses at BMCC. Application for matriculated status should be made during the semester in which the student expects to fulfill the requirements. Such applications may be obtained from the Admissions Office, Room H-451. 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.

Readmission to the College

Students who withdraw or who have been academically dismissed from the Borough of Manhattan Community College and who wish to be readmitted must apply for readmission through the College Admissions Office. Application for readmission must be filed by December 1 for the Spring semester, and by August 1 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 "Appeal of Dismissal," page 105).

Applications for readmission submitted by students who were dismissed for academic reasons 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.

ACADEMIC ADVISEMENT

The Office of Academic Advisement assists all students with their program selections, change of curriculum, withdrawal from courses, academic standing, classroom performance, degree requirements for graduation, and also keeps them abreast of the academic policies of the College. The Academic Advisement Office also counsels all students regarding academic probation and refers students with special curriculum problems to the appropriate department.

Each freshman is seen either by a Faculty Advisor or an Academic Advisor, prior to the end of the student's first semester at BMCC, in order to plan his program of study for the following semester. This pre-registration advisement process is mandatory.

Transfer Counseling

Transfer counseling is a unit within the Office of Academic Advisement. The 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 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.

FOREIGN STUDENT ADVISOR

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

INSTRUCTIONAL TESTING AND RESEARCH

The Office of Instructional Testing and Research is a unit within the Office of the Dean of Faculty.

Upon being accepted for admission to BMCC, all entering freshmen and other new students are required to take placement examinations in reading, writing, and mathematics. These examinations serve to evaluate the students' proficiency in these areas. On the basis of the results of these examinations, students who need to improve their skills will be placed in remedial courses.

Freshmen and new students who do not take the placement examinations offered by the Office of Instructional Testing and Research will not be allowed to register for the term.

TUTORING SERVICES

Free tutoring on a one-to-one basis is available in all subjects, ranging from Accounting to Swahili. Tutoring is designed to further students' understanding of basic concepts in subjects in which they are experiencing difficulties. Students may be tutored up to two hours a week in any one subject. To apply for tutoring, students go to a Tutoring Center and fill out an application. Students receive weekly appointments and instructors are informed of students' progress after each tutoring session. Tutors are recruited and hired through individual BMCC departments. BMCC students, as well as students and graduates of CUNY senior colleges and other institutions of higher learning, are eligible to tutor if they are considered qualified.

TUITION AND FEES

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

All fees and tuition charges listed in the College Catalog and in any registration material issued by the College are subject to change by action of the Board of Higher Education without prior notice. In the event of any increase in the fees or tuition charges, payments already made to the College will be treated as a partial payment, and notification will be given of the additional amount due and the time and method for payment. Any student who has not paid the total fees and tuition by the time indicated will not be considered as registered and will not be admitted to classes. The consolidated fee or any part thereof is not refundable at any time. All fees paid by mail should be sent to the Business Office, Room H-408.

Students with financial problems should consult the section of this Catalog describing available scholarships and loan funds.

TUITION AND FEES—(per semester)

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 four (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 limits of earned tuition-free credits as defined in (1), 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.

TUITION RATES

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. \$275. (per semester)

2. A student who commenced work on an Associate degree and changed the degree objective more than once
. \$275. (per semester)

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 free basis.

3. A student who exceeds by more than 4 credits the number of credits required for a degree. . . \$18. (per contact hour)

B. Non-residents of New York City

1. Residents of New York State:

a. With a Certificate of Residency, maximum tuition to be charged
. \$275. (per semester)

b. Without a Certificate of Residency, maximum tuition to be charged
. \$600. (per semester)

2. Non-residents of New York State (applies also to foreign students)
. \$600. (per semester)

Matriculated Students—Part-time (Includes Summer Session)

A. Bona fide residents of New York City
Tuition free up to 4 credits above the degree requirement except for:

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

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

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

3. A student who exceeds by more than 4 credits the number of credits required for a degree.. \$ 18. (per contact hour)

B. Non-residents of New York City

1. Residents of New York State:

a. With a Certificate of Residency
..... \$ 20. (per contact hour)

b. Without a Certificate of Residency
..... \$ 40. (per contact hour)

2. Non-residents of New York State (applies also to foreign students)
..... \$ 40. (per contact hour)

Non-matriculated Students—Full-time

A. Bona fide residents of New York City
..... \$ 15. (per contact hour)

B. Bona fide residents of New York State:

1. With a Certificate of Residency, maximum tuition to be charged
..... \$275. (per semester)

2. Without a Certificate of Residency, maximum tuition to be charged
..... \$600. (per semester)

C. Non-residents of New York State
..... \$600. (per semester)

Non-matriculated Students—Part-time (Includes Summer Session)

A. Bona fide residents of New York City
..... \$ 15. (per contact hour)

B. Bona fide residents of New York State:

1. With a Certificate of Residency
..... \$ 20. (per contact hour)

2. Without a Certificate of Residency
..... \$ 40. (per contact hour)

C. Non-residents of New York State
..... \$ 40. (per contact hour)

D. Senior Citizens (all citizens 65 and older)..... Free Tuition

GENERAL FEE (per semester—non-refundable)

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

A. Full-time Student (12 contact hours or more)..... \$ 47. (per semester)

B. Part-time Student (less than 12 contact hours)..... \$ 17. (per semester)

SPECIAL FEES (for all students)

A. Application Fee (non-refundable)
..... \$ 10.
(payable to University Application Processing Center for applications processed by the Center, or to the College for applications processed by the College.)

B. New Students Fee (non-refundable)
..... \$ 10.
(payable to the Borough of Manhattan Community College. This fee is charged to 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 with permission 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.)
- 3. Duplicate ID card. \$ 2.

Damage to College Equipment

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

Veterans Benefits

Veterans filing for benefits under Public Law 634 or 89-358 are required to 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. Veterans who are not able to pay applicable tuition and fees at the time of registration may apply for a deferment of payment at the Financial Aid Office. Veterans receiving this deferment are expected to pay such fees at the receipt of their first educational benefits check. Veterans failing to pay the fees will not be allowed to register for the following semester.

Veterans should be aware that the Veterans Administration recognizes an undergraduate student as being full-time, only if he or she is registered with a class load of at least twelve (12) credits.

The Veterans Administration Regional Office is located at 252 Seventh Avenue, New York, N. Y. 10001.

Forms for Veterans Administration are processed in the Registrar's Office.

Foreign Students

The Board of Higher Education has empowered the President of the College to waive up to seven per cent of the total tuition paid by foreign students, excluding fees.

For further information, contact the Foreign Student Advisor in the Admissions Office.

Senior Citizens

By a ruling of the Board of Higher Education, New York City residents who are 65 years or older are granted free tuition. (All students must pay consolidated fees and application fees.)

Refunds

In general, no refund of fees can be made in the event of a student's withdrawal during the school term. (See "Refund Regulations of the Board of Higher Education" below for exceptions.)

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.

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 circumstances 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.

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

<i>Date of Formal Withdrawal From Course(s)</i>	<i>Regular Session</i>	<i>Summer Session</i>
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	25%	None
Thereafter	None	None

Military Refunds

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

A. Military service must be documented with a copy of 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 fifth calendar week (third calendar week for summer session) after scheduled opening date. 100%
2. Withdrawal thereafter. 50%

BOOKS AND SUPPLIES

Students are required to purchase their own books and supplies. Savings may be effected by purchasing used books if they are available.



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 handles all information concerning academic standing.

Veterans Administration and Immigration Forms are processed by the Registrar's Office, H-459.

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 beginning 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 close of the official Late Registration period. A student is not considered registered until the appropriate forms have been filed with the Registrar's Office and payment of tuition and/or fees have been completed.

Change of Registration (Program Change)

Students are permitted to change their semester program registration only during the official Change of Program period. 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 Change of Program period. 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," page 102). 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 Office of Academic Advisement.

Effective with the Fall semester, 1974:

1. Each student will be required to complete at least 50% of the credits for which the student registers. Failure to complete such credits automatically places student on probation during the semester following that in which the student failed to earn sufficient credits. Continued failure by the student during the subsequent semester to complete 50% of the credits for which such student registers makes such student liable to academic dismissal from the College.

2. Each full-time matriculated student (registered for 12 or more contact hours per semester) will be expected to complete all degree requirements at the Collège within six semesters of full-time enrollment. Failure by a student to complete the requirements within this period of time will constitute grounds for probation and dismissal as specified above.

3. These regulations shall also apply to those non-matriculated students who had held matriculated status but who had been assigned to non-matriculated status on the basis of academic deficiencies.

4. Any student so dismissed, may appeal to the Committee on Academic Standing for reinstatement and may submit documentary evidence in support of the appeal and/or written recommendation from a college counselor or academic advisor.

Assignment of Grades

Final Grades are given at the end of the semester for each course. Grades assigned at the completion of a course are as follows:

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

INC (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 or her control. If an "INC" grade is assigned, the student must contact the instructor immediately to make suitable arrangements to remove the "INC" grade.

All "INC" grades must be removed according to the following table:

Semester	Deadline Date
Fall Semester	March 15
Spring Semester	October 1
Summer Session	October 1

Any "INC" 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 compute Grade-Point Average, see page 104.)

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

ABS (Absence)

This grade may be given by an instructor to a student who missed the final examination. If the "ABS" grade is given, the student must obtain the permission of 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 "ABS" grades must be removed according to the following table.

Semester	Deadline Date
Fall Semester	March 15
Spring Semester	October 1
Summer Session	October 1

F (Failure)

K (Indicates an academic failure)

In the case of students for whom attendance is compulsory, such a 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.

WU (Withdrawal Unofficial)

This grade is given to a student who unofficially withdraws from the class. "WU" 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.

PEN (Pending)

This grade requires prior clearance from the Registrar's Office. This grade is given by an instructor who can not evaluate the completed work of a student by the deadline established to submit final grades.

J (Failure for Non-academic Reasons)

This grade is given to a student who fails for non-academic reasons. "J" is treated as an "F" in the computation of a student's Grade Point Average.

X (Failure Removed)

This grade is given to students in place of an "F" grade after the student has successfully repeated a previously failed course.

Z (No Grade Submitted by Instructor)

A "Z" indicates that no grade has been submitted by the instructor. This grade is not computed in the student's Grade-Point Average.

Grades for First-Term Freshmen

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

To carry out this policy, instructors must determine during the last week of classes which first-term freshmen elect to accept an "R" 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 "R" entries for freshmen will be permitted after the instructor submits grades. All students who receive "R" grades **MUST** repeat a required course. First-term freshmen faced with the decision of electing an earned "D" grade or an "R" grade should consult advisors or counselors in the Department of Student Life before the last weeks of the semester to understand the implications involved in their choice between the "D" or the "R". For some the "R" 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

The Grade-Point Average is the numerical average of academic achievement based upon Grade-Point value of the final grade 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, WU, J	0

Grades of "INC."/"W"/"WP"/"S"/"U"/"PEN"/"R"/"X", and "Z" are not included in the Grade-Point Average.

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	WU	0	x 4 =	0
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	29

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

To compute the Grade-Point Average, multiply the number of points shown for 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 examples given above, substituting your courses, grades and credits.

For courses having transfer credit, grades received are not computed in the 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.

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 Chairperson 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 an "X". If a course is failed more than once, only the first failure "F" is recorded. Subsequent failures are recorded as "X".

These policies (instituted Spring, 1971) are retroactive. However, the Registrar will not change the "F" grades to "X" 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 policy with any student who wishes clarification of that 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 Chairperson, 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 1 for the Spring semester and August 1 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/her cumulative Grade-Point Average above the dismissal level. It is the student's responsibility to apply immediately to the Admissions Office upon receipt of the improved Summer Session grades so that the student may be reinstated and may 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 Department of Student Life, or an Academic Advisor in the Office of Academic Advisement.

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).

In order to obtain a grade in courses where attendance is compulsory, students must attend for approximately thirteen (13) weeks during the Fall and Spring semesters, and five (5) weeks during the Summer Session.

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 official transcripts of their academic record at the Borough of Manhattan Community College, to forward to an 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. Official transcripts are not issued to students or alumni. Official transcripts sent to other units of the City University or to any unit of the State University are issued without a charge. A fee of \$2 is charged for all other transcripts. Payment should be made directly to the Bursar's 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 of 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. Students who request such a change must confer with a counselor and the Chairpersons 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 first 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 102). Students who terminate their attendance at the College without filing formal notification of withdrawal on the appropriate form will be automatically assigned a "WU" grade in each course for which they are registered.

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

Changes in Regulations and Offerings

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

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.
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, honesty, behavior, and dress. 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 for men; Basketball, Bowling, Softball, and Volleyball for women.

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

An Alumni Association was formed by the first graduating class in the Fall of 1966. It is dedicated to furthering the interests of the College, its students, and its 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 annual alumni questionnaire is mailed to each graduating class to help evaluate the College's educational offerings. The College has an Office of Alumni Services to aid in the development of programs and services for alumni.

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

PRIZES AND AWARDS

The Dean's Prize

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

The Liberal Arts Award

A Liberal Arts Curriculum student receives an award for outstanding achievement.

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 Advisory 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.

The Business Advisory Board Award

A suitable award is presented to a Business Administration student who has achieved an outstanding record in his studies. In addition, numerous departmental awards are made available to business students through the generosity of the Advisory Board.



DEPARTMENT AND COURSE DESCRIPTIONS

COURSE CODES			
	Subject	Department	Course Descriptions on Page
ACC	Accounting	Accounting	112
ADV	Advertising	Business Management	127
ANT	Anthropology	Social Science	183
ART	Art	Music & Art	158
AST	Astronomy	Science	175
BIO	Biology	Science	175
BKG	Banking & Finance	Business Management	128
BLK	Black Studies	Center for African & African American Studies	121
BPR	Black & Puerto Rican Studies		121/171
BUS	Business Administration	Business Management	129
CED	Cooperative Education	Cooperative Education	192
CHE	Chemistry	Science	175
DAT	Data Processing	Data Processing	132
EAP	Educational Assistant	Public Service & Urban Affairs	167
ECO	Economics	Social Science	184
ENG	English	English	137
ESL	English As A Second Language	Developmental Skills	136
FRN	French	Modern Languages	147
GOV	Government Administration	Public Service & Urban Affairs	168
HEB	Hebrew	Modern Languages	149
HED	Health Education	Physical Education, Health & Recreation	165
HIS	History	Social Science	184
ITL	Italian	Modern Languages	150
LTP	Library Technology	Instructional Resources	141
MAR	Marketing	Business Management	130

MAT	Mathematics	Mathematics	143
MET	Medical Emergency Technology	Allied Health Sciences	116
MHT	Community Mental Health Technology	Allied Health Sciences	114
MRT	Medical Record Technology	Allied Health Sciences	117
MUS	Music	Music & Art	155
NUR	Nursing	Nursing	160
PED	Physical Education	Physical Education, Health & Recreation	161
PHI	Philosophy	Social Science	185
PHY	Physics	Science	175
POL	Political Science	Social Science	186
PRN	Puerto Rican Studies	Center for Puerto Rican & Latin American Studies	171
PSY	Psychology	Social Science	187
RDG	Reading Skills	Developmental Skills	136
REC	Recreation Leadership	Physical Education, Health & Recreation	165
RET	Retailing	Business Management	131
RLS	Real Estate	Business Management	132
RTT	Respiratory Therapy Technology	Allied Health Sciences	118
SCI	Science	Science	175
SEC	Secretarial Science	Secretarial Science	178
SLS	Sales Management	Business Management	132
SOC	Sociology	Social Science	187
SPE	Speech	Speech Communication & Theatre Arts	189
SPN	Spanish	Modern Languages	151
SSC	Social Science	Social Science	188
SSR	Social Service	Public Service & Urban Affairs	169
SWA	Swahili	Center for African & African American Studies	154
THE	Theatre	Speech Communication & Theatre Arts	190
URB	Urban Planning	Public Service & Urban Affairs	170

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.

The Accounting curriculum is designed to satisfy many of the requirements of senior colleges towards a Bachelor's degree in Accounting, as well as to prepare BMCC graduates for jobs in that field. Students should be aware that job and advancement opportunities in Accounting are usually limited for those who do not intend to continue their Accounting education after graduating from BMCC. For the curriculum in Accounting leading to the Associate in Applied Science degree (A.A.S.), see page 53.

ACC100 Elementary Accounting IA/ 4 hrs. 2 cr.

The course covers the fundamental principles of accounting and the practical use of accounting tools and techniques. Topics covered include the definition and scope of accounting, accounting records and processes, books of original and subsequent entry, work sheets, adjusting entries and closing entries, payroll taxes, and accounting for cash. An investigation is made of accounting for service businesses and trading concerns. Also studies are made of basic business papers and procedures and classified financial statements. This course covers much of the same material as is covered in ACC120 but less intensively and at a slower pace. Students completing this course who intend to continue with Accounting are required to take ACC110.

ACC110 Elementary Accounting IB/ 2 hrs. 1 cr.

The course covers accounting for negotiable instruments, adjusting and closing entries, classified financial statements, disposal of plant assets, and various methods of depreciation. This course supplements the preceding ACC100 course and, together with it, generally parallels most introductory college courses in accounting.

ACC120 Elementary Accounting I/ 4 hrs. 3 cr.

The course covers the fundamental principles of accounting and the practical use of accounting tools and techniques. Topics covered include the definition and scope of accounting, accounting records and processes, books of original and subsequent entry, work sheets, adjusting entries and closing entries, accounting for cash, and accounting for negotiable instruments. An investigation is made of accounting for service businesses and trading concerns. Also studies are made of basic business papers and procedures and classified financial statements.

ACC220 Elementary Accounting 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 the 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 Intermediate Accounting I/ (Accounting III)/4 hrs. 3 cr.

The course commences with a review of the accounting process. A study is made of balance sheet and income statement presentation. Methods of correcting errors in recording and summarizing are covered. A detailed examination is made of accounting for cash and temporary investments, receivables and inventories (including cost and valuation procedures). The statement changes in financial position also is studied. Attention is given to pronouncements issued by the Accounting Principles Board and the Financial Accounting Standards Board.

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 Intermediate Accounting II/ 4 hrs. 3 cr.

The course is a continuation of Intermediate Accounting (Part I). A detailed study is made of the accounting for investments in stocks, bonds, funds, and other items; plant and equipment accounting—acquisition, use, retirement and special valuation problems; and accounting for intangible assets. The stockholders' equity section of the balance sheet is examined with particular reference to the accounting for capital stock, additional paid-in-capital, and retained earnings. Attention is given to pronouncements issued by the Accounting Principles Board and The Financial Accounting Standards Board.

Prerequisite: Accounting III

ACC450 Cost Accounting I/4 hrs. 3 cr.

The course discusses cost accounting as a tool for planning and controlling the operations of a business. The course emphasizes the conceptual, analytical and practical aspects of the subject. The cost accounting cycle is studied, and attention is given to job order cost systems, process cost accounting, allocation of costs, joint and by-product costs, payroll accounting and budgeting.

Prerequisite: Accounting II

ACC451 Cost Accounting II/4 hrs. 3 cr.

The course discusses the use of cost accounting concepts and methods that are used to guide management in controlling operations and in making decisions. A study is made of cost-profit-volume analysis, standard costs, flexible and capital budgeting, inventory planning and control, direct costing, and the contribution margin approach to product costing.

Prerequisite: Cost Accounting I

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.

ALLIED HEALTH SCIENCES

The Department of Allied Health Sciences offers four professional programs: Community Mental Health Technology, Medical Emergency Technology (not offered during 1974-75), Medical Record Technology, and Respiratory Therapy Technology. Students successfully completing these programs are awarded the Associate in Applied Science (A.A.S.) degree, and are qualified to work as technicians in a variety of health care agencies.

Allied Health Science Laboratories

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

Community Mental Health Technology

The program provides training in the techniques essential to becoming a Community Mental Health Technician. Successful graduates will serve in the mental health field as a vital link between professionals, aides, the community, and mentally and emotionally ill individuals. For the curriculum in Community Mental Health Technology leading to the Associate in Applied Science (A.A.S.) degree, see page 55.

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

An overview of the community mental health field and resources, with discussion of the role of the Mental Health Technician in the multidisciplinary team approach. Emphasis is placed on the planning and delivery of comprehensive services within the community. Field visits to mental health facilities are included.

Prerequisites: Matriculation in the Community Mental Health Technology Program; or Departmental approval

MHT201 Introduction to Rehabilitation/4 cl. hrs. 4 cr.

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 on data collection, case analysis, referral processes, and selective vocational placement.

Prerequisites: MHT101; or Departmental approval

MHT215 Abnormal Psychology/3 cl. hrs. 3 cr.

Same as PSY510 Abnormal Psychology Discussion of 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.

Prerequisites: MHT Matriculated Status: PSY100; or Departmental approval

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

Selected field learning placements designed 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.

Prerequisites: MHT201 or Departmental approval; must be taken with MHT311 and MHT321

MHT311 Counseling and Guidance Techniques/3 cl. hrs. 3 cr.

Instruction in the basic elements and essentials of group and individual counseling. Students 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 mental handicapped clients, including mentally ill, mentally retarded, 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.

Utilization of the techniques and materials designed to develop coordination, perception, and thought of 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

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

The second half of the full year sequence in supervised clinical experience.

Prerequisite: MHT301 or Departmental approval

**MHT431 Mental Health Practicum/
2 lab. hrs. 1 cr.**

An opportunity for student critical introspection and self-evaluation, for the purposes of enhancing personal growth, developing insight and empathy, and the integration of skills and knowledges. Emphasis is on the facilitation of the personal performance of the duties of the community mental health assistant in the provision of services to the mentally handicapped individual.

Prerequisite: Student must be currently registered in MHT401

**MHT421 Social Disability/3 cl. hrs.
3 cr.**

An overview of the prevailing socioeconomic situation giving rise to socially handicapping conditions. Included will be emphasis 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

**MHT411 Measurement and Evaluation
Techniques/2 cl. hrs. 3 lab. hrs. 3 cr.**

An introduction to the principles and practice of psychological assessment. Survey of 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

Medical Emergency Technology
(Not Offered 1974-75)

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 57.

**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 Techno-
logy 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 im-

portance 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 cardio-pulmonary 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 craniocerebral 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. Stu-

dents then enter into an extensive period of training involving advanced techniques of cardio-pulmonary 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 Medical Record Technology program prepares students to maintain records, prepare and analyze 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 59.

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.

Prerequisites: Matriculation in MRT Program or Departmental approval; must be taken with MRT101

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.

Prerequisites: Must be taken with SEC510 and MRT100

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; Medical Terminology I; must be taken with MRT201

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; must be taken with SEC530 and MRT200

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, outpatient 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; must be taken with MRT 310

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 II; Medical Terminology II; must be taken with MRT300

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; must be taken with DAT125

MRT410 Medical Record Clinical Practice II/12 lab. hrs. 4 cr.

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

Prerequisite: Medical Record Clinical Practice I

Respiratory Therapy Technology

Students are taught the life-saving techniques of Respiratory Therapy. Skilled and swift application of the various devices used to maintain proper breathing can make the difference between life and death for a critically ill or seriously wounded individual. For the curriculum in Respiratory Therapy Technology, leading to the Associate in Applied Science (A.A.S.) degree, see page 60.



RTT100 Fundamentals of Respiratory 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.

Prerequisite: Matriculation in the RTT Program

RTT201 Respiratory Therapy Technology I/4 cl. hrs. 4 cr.

This continuation of applied science principles is fundamental to Respiratory Therapy. Special emphasis is placed on the theory of airway management, respiratory diseases, introductory pharmacology, ventilators used in IPPB therapy, Acid-Base chemistry and a knowledge of emergency care.

Prerequisites: RTT100; General Chemistry; RTT202 must be taken with RTT201

RTT202 Respiratory Therapy Clinical Practicum I/9 lab. hrs. 3 cr.

Supervised clinical experience in Respiratory Therapy hospital affiliations. Work with patients utilizing equipment such as oxygen catheters and cannulae, masks, tents, nebulizers, flowmeters and regulators, oxygen analyzers, and oxygen supply systems.

Prerequisites: RTT100; General Chemistry; must be taken with RTT201.

RTT210 Respiratory Therapy Summer Clinical Practicum/40 lab. hrs. 6 cr.

(This course is a 10 week, 40 hour per week practicum required of students registered in the Respiratory Therapy Technology Curriculum). The Respiratory Therapy Summer Clinical Practicum is a continuation of the clinical training and experience introduced during the second semester of the program (RTT201 and RTT202). The schedule is structured to rotate groups of the class through various of the participating clinical facilities where students will have patient bedside instruction and practice in IPPB, Oxygen therapy, aerosol treatment and ventilation, and bedside intensive care for adults and pediatric patients.

Prerequisites: RTT201; RTT202

RTT301 Respiratory Therapy Technology II/3 cl. hrs. 3 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 Respiratory Therapy services are discussed.

Prerequisites: RTT210; BIO426

RTT302 Respiratory Therapy Clinical Practicum II/16 lab. hrs. 4 cr.

A continuation of the supervised hospital Respiratory Therapy clinical experiences, dealing with complex patient equipment such as ventilators, resuscitators, respirators, and use of blood-gas analyzers, and aerosol apparatus.

Prerequisites: RTT210; BIO426; must be taken with RTT301

RTT310 Cardio-Respiratory Physiology/2 cl. hrs. 2 cr.

This course exceeds the scope of Anatomy and Physiology I & II, and stresses those physiological properties of the heart, blood vessels and lungs, particularly as they are interrelated and as they contribute to preserving the integrity of the human nervous system. The material will be taught in a clinically oriented manner to reinforce those aspects of cardio-pulmonary physiology most relevant to the care of patients.

Prerequisites: RTT202; BIO426; or Departmental approval

RTT401 Respiratory Therapy Technology III/3 cl. hrs. 3 cr.

This course provides students with a knowledge of the various methods of sterilization, diseases and problems resulting in respiratory failure, cardio-pulmonary function testing and diagnosis, pediatric respiratory care, percussive therapy and postural drainage, and administrative responsibilities of the technician. Preparation is included for the written and oral Respiratory Therapy Registry Examination.

Prerequisites: RTT302; RTT310; must be taken with RTT402 and RTT410

RTT402 Respiratory Therapy Clinical Practicum III/16 lab. hrs. 4 cr.

This last course of supervised hospital Respiratory Therapy clinical experience continues emphasis on administration of Respiratory Therapy care to patients. With additional work in hospital departmental operations including patient record-keeping, reporting, and charting. Interdisciplinary team relationships are also stressed.

Prerequisites: RTT302; RTT310; must be taken with RTT401 and RTT410

RTT410 Fundamentals of Clinical Medicine/2 cl. hrs. 2 cr.

An assimilation of the basic and clinical sciences from several areas of medicine, to help students develop a deeper understanding of the patho-physiological consequences of such diseases as asthma, atelectasis, pneumonia, pulmonary embolism, infant respiratory distress syndrome and others. Independent study and student participation in teaching will be encouraged.

Prerequisites: RTT302; RTT310; must be taken with RTT401 and RTT402; or Departmental approval

BLACK STUDIES:

CENTER FOR AFRICAN AND AFRICAN-AMERICAN STUDIES

In 1970, BMCC initiated a Black Studies program to include in the curricula relevant material previously neglected. Courses offered by the Center for African and African-American Studies may be taken by all students as electives and, in some cases, may be substituted for the traditional required courses. For further information, see the Coordinator of the program.

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 causes of the high rate of failure of Black entrepreneurs and the under-representation of Black executives in middle and top management. Class discussions cover measures to correct 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 ENG831

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 ENG832

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 ENG833

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.

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 Bullines and others. Visits to Black theater companies in the New York area are included.

BLK236 Black Theater Workshop I/3 hrs. 3 cr.

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.

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/3 hrs. 3 cr.

In this course the student reads and discusses selected works from the English and French speaking areas of the Caribbean. The emphasis is twofold: 1) The concept of negritude as exemplified in the works of Aime Cesaire, Leon Damas and the seminal role played by their literary review *Presence Africaine*, 2) Frantz Fanon and the ideology and technique of national liberation. All readings in English.

BLK331 African Literature/3 hrs. 3 cr.

A survey of the literature of continental Africa from the oral tradition to contemporary writings in English, French, and the vernacular languages of Africa. All readings will be in English.

Modern 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, guest speakers.

SWA110 Elementary Swahili II/4 cl. hr. 1 lab. hr. 4 cr.

This course provides intensive practice in speaking Swahili using the audiolingual 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: Swahili III or Instructor's permission

SWA200 Intermediate Swahili III/3 cl. hr. 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. hr. 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

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.

BLK102 Afro-American Art/2 hrs. 2 cr.

A survey of Afro-American artists and craftsmen from the eighteenth century to the present. Emphasis will be placed upon major styles and movements in chronological order. Consideration is given to concurrent developments in the religious, political, and intellectual life of each period. Slides, talks, and artists as guests. Museums and gallery visits.

BLK145 Music in African Culture/ 2 hrs. 2 cr.

Same as MUS845

This course is designed to achieve several 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.

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 poor health as a result of inadequate housing, environmental pollution, economic and welfare inadequacies, and the use and abuse of alcohol and drugs are discussed.

Physical Education, Health and Recreation

BPR161 Health Problems in Urban Communities/3 hrs. 3 cr.

Same as NUR861

This course is concerned with the close 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 Civilization/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.

BLK 122 History of Africa from 1500 to the Present/3 hrs. 3 cr.

Same as HIS 822

This course includes 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 the 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.

BLK126 Caribbean History/3 hrs. 3 cr.

Same as HIS826

The aim of this course is to explain the emergence of the Caribbean during the century following the Emancipation Declaration. The political, social and economic institutions which characterize the modern Caribbean had their roots in that crucial transitional period. The course will also examine the nature of present Caribbean society especially its political and economic position in the modern world.

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. Nkruma, J. Nyerere, L. S. Senghor, E. Huhammed, 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 study 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.

BLK254 The Sociological Foundations of Black Culture/3 hrs. 3 cr.

Same as SOC854

A study of the factors operative in the socialization process that are distinctive in the Black cultural context in the U.S.A. The course will provide classifications within the conceptual framework of theoretical and applied sociology with special reference to early childhood, adolescent and post-adolescent adjustments in family and inter-group relationships. The inter-disciplinary aspects of sociological inquiry and practice will be stressed. Field experience will be designed to provide progressions through modules in investigation and field visits in settings of interest to the student.

Prerequisite: SOC100

BLK255 Nation Building in Africa/3 hrs. 3 cr.

The course analyzes the impact of 19th century imperialism and the development of nationalism in Africa with the aspiration for self determination. It also discusses the problems of the newly independent states; namely, political and social modernization, economic development and stresses the ideological movement towards socialism. Selected developmental institutions such as political parties, bureaucracy, military and internal groups vis-a-vis special problems of leadership roles, ethnicity, traditionalism, regionalism and neo-colonialism will be reviewed.

BLK271 Foundations of Black Psychology/3 hrs. 3 cr.

Same as PSY871

The course will provide an overview of the psychological foundations of individual and group identity perceptions shared by Afro-Americans as these factors relate to historical experience. The dominant themes of the American humanistic and behavioral science assessments of Afro-Americans and resultant assignment of negative values to the Black cultural context will be explored. The literature and research on which such assessments have been made and perpetuated will be examined with a view towards illuminating the psychological foundations upon which self-concepts are developed and sustained. The course will include study trips to Black neighborhoods.

Prerequisite: PSY100

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, Neo-Colonialism and Underdevelopment in the Third World/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.

BUSINESS MANAGEMENT

Students registered in the Business Management Department may choose to pursue specializations in either a transfer or a career program. Students develop expertise in their primary fields of interest, such as Advertising, Banking and Finance, Business Administration, and Marketing via successful completion of the courses available.

Advertising

This curriculum is designed to train students for employment and career advancement in advertising. It covers both the broad concepts and the practical problems in the major areas of media, copy, production and research for print and broadcast media. For the curriculum in Advertising leading to Associate in Applied Science degree (A.A.S.), see pages 63-64.

ADV200 Essentials of Advertising/3 hrs. 3 cr.

This course is designed to provide an introduction and overview of Advertising, its use as a management tool, and its place in the marketing picture. Included are the approach to its creativity, media mathematics planning and strategy, campaign concepts, research, and retailing application.

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; monochrome 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 studies 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 ad-

vertising 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 in other financial organizations. For the curriculum in Banking and Finance leading to an Associate in Applied Science degree (A.A.S.), see pages 63-65.

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.

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.

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.

BKG311 Banking Organization and Management/3 hrs. 3 cr.

The operation of banking institutions with particular emphasis on commercial banks are surveyed and the relationship between banks, the Federal Reserve System, and the money market is 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.

Business Administration

The courses in this curriculum create student awareness of the roles business and industry play in our contemporary economic order society. The business environment, its historical background, methods of operation, and the new trends in business administration are emphasized. For information regarding the Business Administration program, see page 62.

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 the 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.*

BUS101 Introduction to Business Administration (Part A)/3 hrs. 2 cr.

BUS102 Introduction to Business Administration (Part B)/3 hrs. 2 cr.

Designed for the student who needs a slower-paced introduction to the ideas, concepts, problem solving skills of Business Administration. The two-semester sequence (Parts A and B) covers the same content as BUS100 (Introduction to Business Administration). Successful completion of the two-semester sequence by the student will meet all the requirements for BUS100. Any student who is required to take developmental skills courses in at least two areas after testing will be required to enroll in the BUS101 sequence.

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.

BUS120 Personal Finance/3 hrs. 3 cr.

The principles of effective personal financial management are presented in this course. Topics include budgeting, buying on credit, investing, borrowing, insurance, and planning for retirement. The growth of consumerism and its effect on the individual and the business environment will be analyzed.

BUS130 Personal Law/3 hrs. 3 cr.

This course examines the relationship between the law and the American citizen on a practical level. It emphasizes the rights and protections of the individual as citizen, consumer, tenant, debtor, party to a lawsuit, employee, business person, and homeowner. The course is a unique approach in that it encourages the student to use the law in the conduct of everyday life.

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 covered. 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 psy-

chology of business management and human relations are reviewed. Scientific analysis and control of office procedures and office operating costs are considered.

BUS410 Essentials of Small Business/3 hrs. 3 cr.

Students are acquainted with small business enterprises; their organization, operation and management are surveyed. Emphasis is placed upon problem-solving in location, organization, operation and management; it 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 121).

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 63-66.

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



MAR320 Retail Organization, Operation and Buying/3 hrs. 3 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

RET300 Consumer Motivation/3 hrs. 3 cr.

This course develops the student's understanding of the relevancy of consumer motivation and behavior to modern marketing techniques and strategies. It offers insights and information vital to the consumer oriented firm.

RET410 Current Trends in Retailing /3 hrs. 3 cr.

This course is designed to give the student an understanding of the present retail market situation and a comprehension of current and foreseeable trends in retailing due to the pattern set by past and present happenings. The unique, innovative feature of this course will be to introduce guest specialists from the retailing field to brief students on important issues as they develop in this field.

RET420 Business Communication/ 3 hrs. 3 cr.

This course is designed to present principles common to all communicating situations but which apply predominately to business. Considered will be applicability and construction of letters, memos, reports, telephone messages, and telegrams. It explores relationships of creative, logical, and critical thinking of the problem-solving nature of business communication—all directed to helping the student develop his ability to think, to express himself in business situations, and to use the most effective methods in the most effective way.

**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.

SLS300 Sales Management I/3 hrs. 3 cr.

A study of the problems of sales management covers sales policies, selection and training of salesmen, methods of compensation and sales stimulation, sales administration, budgeting, and

sales forecasting. Analysis and evaluation of current practices in sales management will be thoroughly discussed.

**SLS400 Sales Management II/
3 hrs. 3 cr.**

This course concentrates on the actual administration or management of the outside salesforce and involves a thorough evaluation of the activities involved in managing salesmen. The emphasis is on problem solving and the creative development of plans and programs which contribute to the effective and economical use of sales organizations.

DATA PROCESSING

The Data Processing courses introduce students to 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. The College maintains a modern Electronic Data Processing Center which is used for instructional purposes by the Department of Data Processing. The installation is also used by the administration and faculty. In addition, institutional research is conducted at this facility. For the curriculum in Data Processing leading to an Associate in Applied Science degree (A.A.S.), see pages 69-71.

Data Processing Laboratories

There are four data processing laboratories in the A 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 Terminal laboratory consists of several computer terminals connected to an IBM 370/168 computer at the City University Central Computing Facility. The Remote Job Entry laboratory consists of an IBM 2922 Batch Terminal connected to the IBM 370/168 CUNY Central Computer, as well as various pieces of unit record (EAM) 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.

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 Computer Science/4 hrs. 3 cr.

This course develops an understanding of the importance and use of computers for the solution of mathematical and scientific problems.

Prerequisite: MAT204 or Departmental approval. Not open to anyone having another Data Processing 100 series course.

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. Practical study on an RJE (Remote Job Entry) Terminal operating in an OS environment, as well as exposure to various types of computer terminals is an integral part of the course. Students learn to run the computers including the operation of disc and tape drives, card reader and punch, console typewriters 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, sub-routings, 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

**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, and 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 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 Operating Systems in general. Specific attention will be given to 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 Systems/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 Chairperson.

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.

**DAT510 Computers & Society/
3 hrs. 3 cr.**

An investigation of the social implications of the computer in our society and the many ways the computer affects the "quality of life" today. This course will present technical facts about computers and analyze social issues which this new technology has nurtured.

DEVELOPMENTAL SKILLS

The College has a comprehensive program to help students in developing skills essential to continued academic progress. The Department of Developmental Skills offers courses in English as a Second Language and in Reading.

After placement examinations, those students whose results indicate a need for the development of essential skills will be assigned to the appropriate Developmental Skills or other courses.

In addition, these courses are open to any other student who feels the need for special work in English as a Second Language and reading. The Department of Developmental Skills works in close cooperation with the other members of the faculty from the Department of English, the Department of Mathematics, and the Tutoring Services — all of whom seek to provide each student needing assistance with services and instruction for progress at the proper academic level.

NOTE: No student requiring a Developmental Skills course is allowed to register for more than a total of fifteen contact hours.

ESL005 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.

ESL032 English as a Second Language/6 hrs. 3 cr.

Required for all entering students of foreign language background whose placement examinations show a need for instruction in English as a Second Language. This is a comprehensive English language course combining listening, speaking, reading, and writing skills. Open to students of foreign language background who feel the need for special work in the English language. *Credit is granted when student's essay writing performance is judged satisfactory according to standards established by the English Department for entrance into Intensive Writing (ENG091) or English I (ENG100).*

RDG071 Reading and Study Skills/6 hrs. 3 cr.

This course is designed to improve the student's ability to read college level textbooks and other written materials. The course develops necessary vocabulary comprehension and study skills. Students use a variety of multi-level resources including speed-reading machines, cassette listening tapes and other relevant reading materials. Students meet three hours a week in classes and an additional three hours a week in supervised laboratory practice for a total of six hours a week.

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

ENGLISH

The English courses teach students to write clearly and effectively. In the composition courses, students will write frequent themes, attend individual conferences, and further develop writing skills through laboratory experiences. Free tutoring for students with special needs or deficiencies is provided on the recommendation of the instructor.

Liberal Arts students are required to take three English courses in sequential order: English I, any elected course under the heading of English II, and finally any elected course in the English II category with a different code number or a course from English III grouping. Students required to take two basic English courses take English I and II. (Before selecting the third required course in the sequence, students must consult their advisor. 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 catalog of that school or an advisor in order to ascertain whether there are specific courses they are required to take.

Under the Remedial Program, all entering freshmen must take placement examinations prior to registration. The results of these examinations will determine the courses in which the freshmen will register.

ENG100 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

ENG091 Intensive Writing/ 6 hrs. 0-6 cr.

This is an intensive writing course which begins at a pre-college level. Students are instructed in such writing aspects as sentence structure, paragraph structure and composition clarity, coherence and unity. Upon completing the course, a student may receive 6 credits by passing an exemption examination and permission to enroll in Composition II, 3 credits and promotion to Composition I, or no credits.

ENG120 Introduction to Literature and Composition/6 hrs. 3 cr.

This course, which qualified students may take as an alternative to ENG100, meets six hours a week rather than three, and combines frequent writing with analysis and discussion of literature, and the preparation of a research paper. In effect, the students cover two semesters' work in one.

English II/3 hrs. 3 cr.

Prerequisite: English I

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 fulfill the English II course requirement:

ENG111 Fiction and Composition

ENG112 Drama and Composition

ENG113 Poetry and Composition

ENG114 Mixed Genre: Fiction, Drama, Poetry and Composition

English III/3 hrs. 3 cr.

Prerequisite: English II is a prerequisite for all courses listed below.

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.)

ENG200 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.

ENG210 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.

ENG250 Introduction to Drama/3 hrs. 3 cr.

The forms of drama (tragedy, comedy, melodrama, farce, tragicomedy, problem plays, 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.

ENG251 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.

ENG252 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.

**ENG253 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.

**ENG254 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.

**ENG255 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.

**ENG256 World Literature II: The Re-
naissance 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.

**ENG257 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.

ENG259 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.

**ENG260 Comparative Literature I: Sur-
vey 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.

**ENG261 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.

ENG275 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.

**ENG280 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.

ENG301 Journalism/3 hrs. 3 cr.

Students are taught the techniques of newspapers, magazine, radio and television journalism by practical experience, starting in the classroom; are given an insider's perspective to better understand the external, as well as internal, problems facing American journalism today; are shown contemporary American journalism in its historical perspective and compared to journalism abroad; are led to appreciate journalism's contributions and limitations, and are exposed to current journalism trends.

INSTRUCTIONAL RESOURCES

The Department of Instructional Resources is an amalgam of two service programs—The College Library and Media Service—and one career development program—Library Technology. The objective is twofold: to provide a unified service of resources, the supportive delivery systems to facilitate implementation of instructional and learning goals, and to prepare competent support personnel to serve in resource centers.

Media Service

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

Media Service personnel cooperates with the reading and mathematics remediation programs, with the English as a Second Language program, and the Foreign Language and Nursing departments in the operation of mediated laboratories for self-directed learning of essential skills. This personnel also serves the photographic needs of the College's public relations staff.

Media Service is housed in two locations, one in the "E" Building, and one in the "M" Building, open from 8:30 a.m. to 9:00 p.m. Monday through Thursday; 8:30 a.m. to 5:00 p.m. Friday.

Library

The Library is an instructional instrument designed to support the College's educational program. The book collection contains over 50,000 volumes, more than 500 periodicals and newspapers, reference and research material, and a large microfilm collection.

The Library maintains two large, well-lighted facilities equipped with modern tables, comfortable chairs, and study carrels. The library atmosphere is conducive to research, study, and preparation of documents to fulfill assignments.

To protect library patrons, staff, and resources, it is necessary to present the ID card upon entering. The user will find reserve books which are required reading for courses, reference books and periodicals which reflect curricular needs, and an array of circulating materials. General and specialized library lectures are offered to familiarize students with relevant resources. The Library has taken the responsibility to assemble materials for BMCC archives.

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 main floor of the "M" Building is open from 9:00 a.m. to 5:00 p.m., Monday through Friday. The uptown Library is closed during the Summer months.

The staff extends itself to provide adequate and efficient service to the College.

Library Technology

The courses are designed to prepare students to work in libraries as supportive personnel with competencies in handling print and non-print resources. LTP100 is a general introduction to the use of books and libraries, which will be of value to all students in post secondary learning experiences. For the curriculum in Library Technology leading to an Associate in Arts (A.A.) degree, see page 72.

LTP100 Library Technology I: Introduction to the Use of Libraries and Library Resources/3 hrs. 3 cr.

Basic instruction in the use of libraries and library resources is presented. The parts of a book, the organization of libraries, and the classification and cataloging of books are studied. Basic forms of reference books—dictionaries, encyclopedias, indexes, etc.—are examined, with emphasis on their use in preparing an undergraduate research paper.

LTP110 Library Technology II: Technical Processes in Libraries/3 hrs. 3 cr.

The organization of work involved in technical services is taught, as students learn the necessary procedures for the acquisitions of library materials and their preparation for use. An introduction is given to the principles and practices of assistance in cataloging and classification.

LTP200 Library Technology III: Media Materials and Equipment—their Use, Operation, Maintenance, and Organization in Libraries/3 hrs. 3 cr.

In LTP200, the library is conceived as an information resource which includes media in many forms. The basic instructional goal is that on completion of the course, the student will demonstrate measurable competency in the use, operation, maintenance and control of media materials (software) and equipment (hardware).

The means by which these skills will be gained are classroom lecturers and demonstrations, "hands-on" experience, audiovisual presentations, field trips, and use of instructional modules.

LTP210 Library Technology IV: Public Service in Libraries/3 hrs. 3 cr.

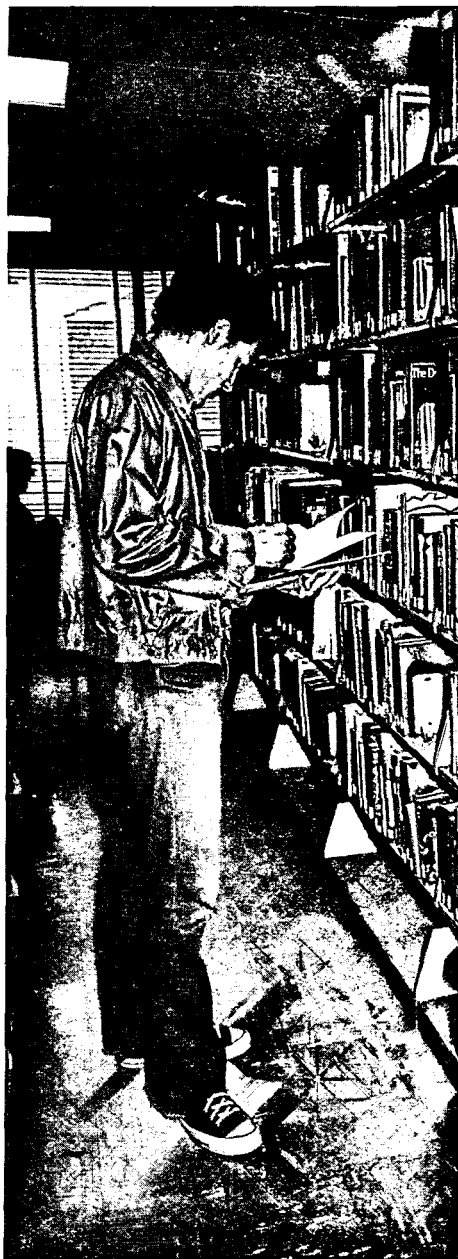
Students learn to give circulation and reference technical assistance. Included is instruction in the circulation and periodicals departments, the reserve desk, and the inter-library loan office. In addition, students also examine basic reference sources in a wide variety of subject areas.

Prerequisite: Library Technology III or Departmental approval

LTP300 Library Technology V: Applied Library Service/3 hrs. 3 cr.

Students in this advanced course are prepared for the practical application of the various techniques and devices studied in the earlier courses. Instruction in the organization of basic bibliographies, in the preparation of resumes and applications for employment, and in the various types of libraries in which a graduate may work is included.

Prerequisite: Library Technology IV or Departmental approval



MATHEMATICS

Every student enrolled in a degree program is 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 as are the development of applications and skills. In general, the mathematics program attempts to strengthen and enrich the student's basic understanding of mathematics. The Department offers the following sequences: (NOTE: Students who have taken 12th-year Mathematics in high school, Advanced Algebra or Mathematics 12X, should confer with the Department chairperson before pursuing any of the previously-mentioned 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 chairperson of the Data Processing Department, MAT301 or MAT402.

2. Other Career students: MAT103 or, with written permission of the chairperson of the student's major department, MAT402.

Health Service Technologies:

A. Community Mental Health Technology students: MAT103

B. Medical Records Technology students: MAT103

C. Respiratory Therapy Technology students: MAT100

D. Other Health Service students: MAT104

Mathematics Laboratory

The Mathematics Laboratory is for use by students enrolled in the Remedial Mathematics Program (MAT010 or MAT011). Working from a semi-programmed text, the students progress at their own rate under the guidance of a teacher and tutors. In addition, color video-taped lessons on appropriate topics are available for viewing.

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.

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. 2 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

MAT010 Basic Mathematics I/6 hrs. 0 cr. (3 hrs. class, 3 hrs. lab.)

This is a self-paced course in basic arithmetic skills and the rudiments of algebra. Topics covered include: whole numbers, fractions, decimals, percents, proportions, signed numbers and the solving of simple linear equations. Required of students whose placement exam indicates a low level of proficiency in simple arithmetic skills.

MAT011 Basic Mathematics II/0 cl. hrs. 3 lab. hrs. 0 cr.

This is a self-paced course in basic arithmetic skills and the rudiments of algebra. Topics covered include: whole numbers, fractions, decimals, percents, proportions, signed numbers and the solving of simple linear equations. Required of students whose placement exam indicates a marginal level of proficiency in simple arithmetic skills.

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 and Respiratory Therapy. 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 Technology, 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: 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, operation, and the real number system.

Prerequisites: 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

MAT204 Mathematical Foundations for Calculus/4 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.

MAT205 College Mathematics/4 hrs. 4 cr.

This course is an individualized instructional program of mathematics preparatory to calculus. Students with foreign or uneven backgrounds in mathematics pursue a differentially-paced course which includes arithmetic, algebra, geometry, trigonometry, and college algebra. Students begin the program at their own academic level in mathematics.

Prerequisite: Departmental interview and approval

Optional (instead of MAT001, MAT002, MAT003, and MAT204) for mathematics-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, hyper-geometric distribution, central tendencies, normal distribution, precision and confidence levels, sample design, and projects.

Prerequisite: Intermediate Algebra

MAT215 Elements of Linear Algebra/3 hrs. 3 cr.

This course reflects a current trend of introducing abstract concepts prior to or concurrent with calculus. This course includes algebra and geometry of vectors, matrices, and linear transformations. The emphasis is on matrices.

Prerequisites: Intermediate Algebra and Trigonometry

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 chairperson of the Department in which they are majoring.

MAT501 Ordinary Differential Equations/3 hrs. 3 cr.

A first course in the theoretical and applied aspects of ordinary differential equations. Topics include first order equations; exact equations; linear equations; series solutions; Laplace transforms; Fourier series; boundary value problems.

Prerequisite: Analytic Geometry and Calculus II

MODERN LANGUAGES

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, using the latest equipment, serve modern language, speech, and music students. Intensive practice in the language laboratory is an essential part of all language classes.

Modern Languages Laboratories

There are three Modern Languages Department laboratories which can accommodate 95 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.

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.

While reviewing advanced grammar, 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 century are read and discussed with emphasis on ideas and style. Included are selections from Corneille, Moliere, Racine, la Fontaine, Bossuet, Fenelon, Fontenelle, Marivaux. (Introduction to early 18th century trends and post-revolution changes in classical literature). 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, (surrealism, avant-garde, existentialism) emphasis is placed on novelists like Proust, Mauriac, and Camus; playwrights such as Claudel, Giraudoux, Sartre, Anouilh, Ionesco, and Beckett; and the poets Valery, Eluard, and Aragon. 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 19th 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 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 Mishnah 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 cultural 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 of 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, Moratin, Cadalso, el Duque de Rivas, Zorrilla, Larra, Bécquer, Alarcón, Galdós and other important Romantic and Realistic authors are read and analyzed. Written reports are required.

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 Ines de la Cruz, Sarmiento, José Hernandez, 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 1 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 will 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 transmissions of traditions; the struggle for independence; movements for political, social, and economic reforms; the cultural obstacles; the emergence of linguistic distinctiveness; and the quest for self-realization. Readings are in Spanish, discussions are in English or Spanish.

Prerequisite: Spanish IV or Departmental approval

SPN472 Literature, Culture and Civilization of the Greater Antilles/3 hrs. 3 cr.

A survey of the literature, culture and civilization of the Greater Antilles (Cuba, Puerto Rico, Santo Domingo, Haiti and Jamaica), geared to the understanding of their heritage as it is preserved by their languages and their artistic achievements.

**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 171)

SPN832 Puerto Rican Literature II/3 hrs. 3 cr.

Same as PRN232 (for description, see page 171)

SPN833 Representative Puerto Rican Writers/3 hrs. 3 cr.

Same as PRN233 (for description, see page 172)

SPN835 Puerto Rican Theater/3 hrs. 3 cr.

Same as PRN235 (for description, see page 172)

SPN855 Spanish Composition for Puerto Ricans: Intermediate/3 hrs. 3 cr.

Same as PRN455 (for description, see page 172)

SPN856 Spanish Composition for Puerto Ricans: Advanced/3 hrs. 3 cr.

Same as PRN456 (for description, see page 172)

Swahili

SWA101 Elementary Swahili I/4 cl. hr. 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 123.

MUSIC AND ART

These courses in music and art are 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 Chairperson of the Department of Music and Art. The curriculum for a Concentration in Fine Arts is on page 74; the curriculum for a Concentration in Music is on page 75.

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.

MUS112 Music Theory I: Fundamentals of Music Theory/3 hrs. 2 cr.

Study of notation in treble and bass clefs, major and minor scales, key signatures, intervals, and chord structures.

MUS212 Music Theory II: Elementary Harmony/3 hrs. 2 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.

MUS312 Music Theory III: Advanced Harmony and

MUS412 Music Theory IV: Advanced Harmony/3 hrs. 2 cr. each

Chromatic harmony, including 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/2 hrs. 2 cr.

Beginning with fundamentals and continuing through large ensemble arranging, including composing for various ensemble combinations. Contemporary techniques such as those of Stockhausen, Ornette Coleman, Penderecki, Persichetti etc., will be explored. Prerequisite: Music Theory II or Departmental approval.

MUS113-213 Musicianship I and II/2 hrs. 1 cr. each

Sight singing, ear training, rhythmic reading, and dictation, coordinated with Music Theory I and II.

MUS313-413 Musicianship III and IV/2 hrs. 1 cr. each

Continuation of Musicianship I and II

MUS611-648 Private Instruction/1/2 hr. 1 cr. each

Beginning with scales and arpeggios. Study of standard repertoire with emphasis on stylistic interpretation. Development of sight-reading skills. (Private instruction is restricted to students who are concentrating in Music-Performing Arts. Entry into the program must be approved by the Chairperson following an audition).

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 repertoire.

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



**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.

**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.

**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 repertoire 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 124)

MUS881 Puerto Rican Music/2 hrs. 2 cr.

Same as PRN141 (for description, see page 172)

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 124)

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

ART271 Painting I/4 hrs. 2 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: Introduction to Painting.

ART371 Painting II/4 hrs. 2 cr.

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

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

ART281 Sculpture I/4 hrs. 2 cr.

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

Prerequisite: Introduction to Sculpture

ART381 Sculpture II/4 hrs. 2 cr.

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

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

ART291 Filmmaking I/4 hrs. 2 cr.

This course is for those who have completed Introduction to Filmmaking. It 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: Introduction to Filmmaking.

ART391 Filmmaking II/4 hrs. 2 cr.

This course, geared toward individual study, is an extension of Filmmaking I principles and the use of materials for specific creative expression of the film maker.

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

NURSING

These courses make it possible for male and female students to best serve humanity and themselves. The function of the nurse is to assist the individual, the family, and therefore society, sick or well, in the performance of those activities contributing to the maintenance of health, prevention of illness, improvement of health status, and support in death. Nursing intervention at all levels of health is planned to encourage and respect patient independence. The nurse also, as a member of the health team, helps other members as they in turn help her/him to plan and carry out the total health regime.

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 77.

NUR110 Fundamentals of Patient Care/4 cl. hrs. 10 lab. hrs. 6 cr.

An introduction to the bio-psycho-social and cultural factors that influence the nursing care of any patient who needs minimum assistance in the maintenance of health. Concepts and principles underlying basic nursing care are stressed.

Co-requisite: Anatomy and Physiology I, Math for the Health Sciences

NUR210 Medical Surgical Nursing/4 cl. hrs. 12 lab. hrs. 8 cr.

The development of fundamental nursing knowledge and techniques is continued. Major emphasis is placed upon common recurring health problems. Psycho-social nursing techniques are introduced as they relate to the care of the patient with selected health problems. Clinical practice in the hospital is provided.

Prerequisites: Fundamentals of Nursing Care; Anatomy and Physiology I
Co-requisite: Anatomy and Physiology II

NUR311 Maternal and Newborn Care/4 cl. hrs. 12 lab. hrs. 4 cr. (8 weeks)

Course focuses on the role of the nurse in the care of the pregnant family during the antepartal, intrapartal, and postpartal phase of the maternity cycle as well as the care of the normal newborn, premature and low birth weight infants during the neonatal period.

All previous prerequisites
Co-requisite: Microbiology

NUR312 Nursing Care of Children/4 cl. hrs. 12 lab. hrs. 4 cr. (8 weeks)

Course focuses on the child's physical, social and emotional reaction to illness, the nurse's role in providing support to the child and members of his family constellation during periods of stress. Emphasis is placed upon differences occurring during each phase of growth and development, trends in care and measures utilized to promote a healthy childhood.

Co-requisite: Developmental Psychology

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.

Co-requisite: All previous prerequisites

NUR415 Nursing Today and Tomorrow/1 cl. hr. 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 registered in NUR410.

PHYSICAL EDUCATION, HEALTH AND RECREATION

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

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.

Team Sports

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.

Individual and Dual Sports

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.

PED122 Cycling/2 hrs. 1 cr.

One or two classroom meetings to be used as orientation periods to study bicycle repairs, maintenance, and safety. A minimum of five one-day trips in the general N.Y. area, progressing in degree of difficulty. Students must be able to ride a bicycle.

Martial Arts

PED131 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.

PED132 Karate/2 hrs. 1 cr.

A beginning course in which students learn to deliver the basic punches, blocks, strikes, and kicks from the stances most often used in karate. After some weeks these karate movements are employed in the first steps of sparring. Although the course begins slowly with emphasis on learning technique, it becomes fairly strenuous as students become more proficient. Therefore, it is expected that students also set aside some time for additional practice at home. Traditional karate discipline is maintained during class.

Dance and Movement

For the curriculum in Dance leading to an Associate in Arts (A.A.) degree, see page 79.

PED150 Posture, Relaxation and Movement/2 hrs. 1 cr.

Tension and poor posture habits interfere with the efficiency and ease of movement. This course aims to explain the theory behind good body alignment, and to utilize specific exercises to relieve unnecessary body tension. Basic dance steps and movement patterns will then be practiced accordingly.

Conditioning

PED140 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.

PED141 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 life-long 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.

PED145 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.

PED152 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.

PED153 Modern Dance I/2 hrs. 1 cr.

During this course, students are introduced to modern dance techniques, including improvisation.

PED253 Modern Dance II/3 hrs. 2 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 principles in the visual arts and music. Field trips are made to museums and concerts.

Prerequisite: Modern Dance I or Departmental approval

PED801 Ethnic Dance/2 hrs. 1 cr.
Same as BPR101
This course satisfies the Physical Education requirement. 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.

PED255 Afro-American and Caribbean Dance/3 hrs. 2 cr.
This course will explore in depth material from African tribal dances, Caribbean dances, and various Afro-American techniques. The influences of these areas of movement on American dance as an art form will then be explored.

Prerequisite: Ethnic Dance I—PED801 (Same as BPR101) or Departmental approval
Does not meet Physical Education requirement

PED156 Ballet I/2 hrs. 1 cr.
This first level course will introduce barre and center work in a traditional classical ballet style, following the Cecchetti curriculum. Stamina, basic skills, and experience of ballet aesthetics will be gained as well as stretch, strength, and control.

PED256 Ballet II/3 hrs. 2 cr.
This course is a continuation of Ballet I. It will repeat the material of Ballet I as part of the basic training with the addition of new exercises to develop the body further by more complicated de-

mands on strength, speed, and coordination within the framework of the ballet vocabulary.

Prerequisite: Ballet I or Departmental approval
Does not meet Physical Education requirement

PED157 Sound and Movement Workshop/2 hrs. 1 cr.
This course will develop the individual's sense of rhythm, both intellectually and experientially in relation to traditional and contemporary music and dance forms. The student will study basic music notation, time signatures and dynamics.
Departmental approval required
Does not meet Physical Education requirement

PED159 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 the elective requires Departmental approval
Does not meet Physical Education requirement

PED260 Dance Composition/4 hrs. 2 cr.
This course is an introduction to fundamental movement qualities and their use in basic dance forms.

Prerequisite: Modern I (PED154) or Departmental approval
Does not meet Physical Education requirement

PED261 Dance Workshop I/2 hrs. 1 cr.
The purpose of this course is to provide the student with the opportunity to utilize the technical dance skills he has learned to date in specific group dances choreographed by members of the faculty and/or guest artists.

Prerequisite: Modern Dance I or Departmental approval
Does not meet Physical Education requirement

PED361 Dance Workshop II/3 hrs. 2 cr.

This course is designed to be a continuation of Dance Composition and Dance Workshop I. Students will choreograph and rehearse their own dances and work as performers in the dances of fellow students. Self-reliance and leadership will be stressed.

Prerequisite: Dance Composition (PED260) or Departmental approval

PED262 Cultural Resources/4 hrs. 2 cr.

This course is designed to expose students to a wide variety of aesthetic stimuli available in New York City. This will be achieved by co-ordinating a series of field trips to museums, plays, musical concerts, art galleries, multimedia projects, etc; with related studio labs. The four hours of class time will be divided between the field trips and labs.

Departmental approval needed

Does not meet Physical Education requirement

Swimming

PED190 Fundamentals of Swimming I/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

PED191 Fundamentals of Swimming II/2 hrs. 1 cr.

This course is designed for those students who can swim, but not efficiently. The course is a follow-up to PED190, Fundamentals of Swimming I, with further development of fundamental strokes, elementary water entries, and basic safety procedures in aquatic activities.

PED192 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

PED197 Synchronized Swimming/2 hrs. 1 cr.

This course is designed for the more experienced swimmer. Emphasis is placed on individual and group stunts, numerous water entries, adapting and combining the various swimming strokes—performed in unison and to music.

Prerequisite: Intermediate swimming or Departmental approval

PED295 Senior Life Saving/2 hrs. 1 cr.

In this course, designed to develop personal water safety skills and knowledge, students learn the elementary forms of rescue, use of basic rescue equipment, and swimming rescues.

Prerequisite: Ability to swim 440 yards, swim underwater, and tread water for one minute

PED395 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
Does not meet Physical Education requirement

Health Education

HED100 Health Education/2 hrs. 2 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.

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 80. For the curriculum in Physical Education leading to an Associate in Arts (A.A.) degree, see page 78.

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.

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.

HED225 Health Concerns of Women/3 hrs. 3 cr.

This health course is aimed to be a practical course for students. It is hoped that it will directly affect their lives in a positive way. It will provide an opportunity to gain information and insight into the physical, psychological, and social aspects of women's health concerns.

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 Educa-
tion/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 Experi-
ence/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.

PUBLIC SERVICE AND URBAN AFFAIRS

The overall educational objective of the Department of Public Service and Urban Affairs is to provide students with an understanding of complex urban problems through course study combined with supervised internships in the urban arena. Four programs are currently conducted by the Department: Urban Planning, Social Service, Government Administration, and the Educational Assistant program.

Supervised field work offers students the opportunity to learn through direct observation about the areas of urban life that interest them, and to reality-test and the ideas they acquire in the classroom. The Department is committed to the principle of supervision by professionals and, to that end, carefully safeguards the quality of internships.

Educational Assistant

For the curriculum in the Paraprofessional Teacher Education Program (PTEP) leading to an Associate in Arts (A.A.) degree, see page 81.

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 paraprofessional, the relationship of school to student, parents, agencies, community and social control of schools. Readings, lectures, case studies, and guided observation are included.

Prerequisite: Introduction to Sociology

EAP220 Seminar and Practicum in Education/2 cl. hrs. 2 lab. hrs. 4 cr.

The seminar 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 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 1 or Music I

EAP320 Seminar and Practicum in Education and Communication Arts/2 cl. hrs. 2 lab. hrs. 4 cr.

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 will be assigned a staff-supervisor to visit her or him in a classroom setting. The supervisor, by means of individual conferences and this seminar, will assist the student to sharpen communication skills as well as to gain insights into specific problems encountered in the learning environment.

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

Government Administration

The Government Administration program offers Federal employees specialized courses which will improve their career opportunities. The courses are also of value to those seeking careers in the Federal service. For curriculum in Government Administration leading to the Associate in Arts (A.A.) degree, see page 82.

GOV100 Federal Personnel Management/3 hrs. 3 cr.

A survey of personnel administration in the Federal service, this course covers 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.

EAP420 Seminar and Practicum in Education and the Behavioral Sciences/2 cl. hrs. 2 lab. hrs. 4 cr.

The seminar draws upon 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 specific problems to the seminar. Readings, case studies and guided observations will be used.

In the practicum, the student will be assigned a staff supervisor. The supervisor, by means of individual conferences and seminars, will assist the student to gain insight into specific problems encountered with pupils, teachers, parents and the community in order to strengthen the ability to teach.

Prerequisites: Introduction to Sociology, General Psychology, Child Psychology

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, 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.*

Social Service

For the curriculum in Social Service leading to an Associate in Arts (A.A.) degree, see page 83.

SSR100 Field Experience in Social Work/2 cr.

In this course students are assigned to field work in a social work agency under professional supervision. At least one-half day a week is spent in the field work experience, working in such selected areas of social work as community centers, hospitals, child care agencies, and agencies which work with the aged. This course is taken concurrently with Introduction to Social Work. (SSR150).

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 how to prepare 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.*

In addition, the following courses in field assignments are given only to special project, social service students and must be taken in sequence.

SSR101 Field Experience in Social Work/2 cr.

SSR102	''	''	''	''
SSR103	''	''	''	''
SSR104	''	''	''	''
*SSR105	''	''	''	''
*SSR106	''	''	''	''

**SSR 105 and 106 are offered during the Summer Semester only.*

SSR150 Introduction to Social Work/3 hrs. 3 cr.

The objectives of this course are to help students understand the concept of social work as a profession and to deepen their understanding of social work goals, values, knowledge, methods, and settings.

This course is taken concurrently with Field Experience in Social Work (SSR100). Open only to students enrolled in the Social Service Program

SSR300 Social Welfare Programs and Policies/3 hrs. 3 cr.

Concurrent private and public social welfare programs are studied in this course within an historical perspective. Attention is given to the roles that government, social welfare leaders, organized labor, and the business community play in the determination of welfare programs and policies. *Open as an elective to Liberal Arts students.*

Urban Planning

For the curriculum in Urban Planning leading to an Associate in Arts (A.A.) degree, see page 84.

URB100 Urban Bureaucracies/3 hrs. 3 cr.

Bureaucracies and their clients; bureaucracies and city politics; the career of the bureaucrat. Approaches to the study of bureaucracies, with an emphasis on organizational values, purposes, and problems. Case studies from experience of city agencies, metropolitan school systems, hospitals, and social welfare agencies.

Recommended for all students in programs under the Department of Public Service and Urban Affairs. Open to all Liberal Arts students

URB200 Urban Government and Politics/3 hrs. 3 cr.

In this course, students examine the major aspects of city politics with special emphasis on the role of local party organizations, the bureaucracies, and interest groups in the decision-making process. Case studies of selected political issues in the city such as poverty, education, planning, housing and law enforcement are included.

Prerequisite: American Government

SSR400 Marriage and the Family/3 hrs. 3 cr.

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

Prerequisite: Introduction to Sociology

SSR500 Seminar on Social Welfare/2 hrs. 2 cr.

In-depth exploration of social work practice is made through the use of case materials during this seminar.

Prerequisites: Field Experience in Social Work (SSR100), Introduction to Social Work (SSR150), or Departmental approval

URB400 Urban Planning/3 hrs. 3 cr.

Planning principles and processes are analyzed in this course. Issues of concern to planners and planning agencies and the methods employed to evaluate them are examined. The historical development of urban planning and the role of urban planners are also considered.

Prerequisite: Urban Government and Politics

URB500 Politics and Government in New York City/3 hrs. 3 cr.

(Same as POL500)

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.

URB700 Seminar in Politics of Urban Problems I

and

URB701 Seminar in Politics of Urban Problems II/2 hrs. 2 cr. (per term)

Same as POL600 and POL601

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

URB702 Field Experience in Urban Bureaucracies/2 cr.

Students are assigned to agencies of the municipal government, where they work one day each week under selected supervisors from the agencies. The field work experiences are monitored by the Department of Public Service and Urban Affairs by means of periodic tutorial sessions and review of field reports so as to insure that the students are placed in appropriate learning situations.

PUERTO RICAN STUDIES:

CENTER FOR PUERTO RICAN AND LATIN AMERICAN STUDIES

The Puerto Rican Studies Program was initiated in 1970 to meet the needs of many Puerto Rican students within our College. Courses offered by the program, now called the Center for Puerto Rican and Latin-American Studies, may be taken by all students as electives and, in some cases, may be substituted for certain traditional required courses. For further information, see the Coordinator of the program.

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, Jose de Diego, Eugenio Maria de Hostos, Manuel Zeno Gandia, Antonio S. Pedreira, Luis Pales 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 Rican: 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 expose 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, 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

Music and Art

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 20th 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.

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 poor health as a result of 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.

Social Science

BPR111 Economics of Urban Communities/3 hrs. 3 cr.

Same as ECO811

This 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 de-colonization. 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.

SCIENCE

The courses offered by the Science Department are designed to meet the needs of students with specific interests in science and career goals in this field. The courses introduce students to the study of fundamental scientific laws and theories, and provide knowledge, basic skills, and an appreciation of science as a human enterprise.

Science Laboratories

There are six science laboratories. Four are utilized in life sciences such as biology, anatomy, physiology, and microbiology. The laboratories 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 chemistry laboratory contains all necessary 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 equipped with all utilities and electronic power supplies to provide proper current and voltage for student experiments. It also has available instruments such as optical interferometers, oscilloscopes and radioactivity-measuring equipment.

AST110 General Astronomy/3 cl. hrs. 2 lab. hrs. 4 cr.

This course introduces students to the world beyond the Earth. The methods of astronomy and our knowledge of the structure of the universe is presented as an ongoing human endeavor that has helped shape modern man as he takes his first steps into space.

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

BIO420 Microbiology/3 cl. hrs. 2 lab. hrs. 4 cr.

Micro-organisms pathogenic to humans: their characteristics, pathogenicity, and modes of transmission are studied. Instruction includes a study of the sterile technique, and maintenance of the sterile field.

Required in selected programs in the Health Sciences, available to other students through Departmental approval.

**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, in which 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, available to all other students for elective credit.*
Two terms required.

**CHE110 General Chemistry/3 cl. hrs.
2 lab. hrs. 4 cr.**

This course is designed specifically for the non-science major. It explores the world of atoms and molecules and relates this submicroscope world to the daily life of the student. Topics to be discussed will include plastics, foods, the environment, genetics and drugs.

**CHE115 Chemistry for Medical Health
Technology/3 hrs. 3 cr.**

A one-semester course including the fundamentals of general, organic and biochemistry designed especially to meet the needs of students in the Health Technology programs.

**CHE116 Chemical Laboratory for IHT
Students/2 lab. hrs. 1 cr.**

A laboratory course especially designed to meet the needs of students in the Respiratory Therapy Technology program including experiments in gas laws, acid-base equilibria, redox systems, and biochemistry.

Prerequisite or Co-requisite: CHE115

**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 other solutions 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, and atomic physics plus an introduction to quantum physics and relativity theory. Algebra and simple trigonometry will be used.
Two terms required

PHY400 The Physics of Music/3 cl. hrs. 2 lab. hrs. 4 cr.

This course is designed to give the music student a fundamentally qualitative understanding of all the physical processes associated with the production, reproduction and perception of musical sounds. *(This course is required by Music majors and is available to all other students for elective credit.)*

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 Allied Health Services), available to all other students for elective credit*

SCI310 Living Systems/3 cl. hrs. 2 lab. hrs. 4 cr.

SCI320 Environmental Biology/3 cl. hrs. 2 lab. hrs. 4 cr.

The first term includes a comprehensive approach to the interactions among the biological, chemical and physical components of the biosphere; diversity of species in relation to their adaptations, habitats, and evolutionary relationships. The second term involves an in-depth study of the interactions between man and his environment. Present day problems of population, pollution, malnutrition, health, technology and urban ecology are investigated. *(Limited to PTEP students only).*

SCI410 Man and Environment/3 cl. hrs. 3 cr.

This course is a study of the interaction of man and his environment. Topics to be examined will include ecology, air and water pollution, pesticides, radioactivity, power generation, noise pollution, waste disposal, population control, food additives and food contamination. *This course is offered as an elective in all curricula.*

Prerequisite: One semester of any science

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 Allied Health Sciences, 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 124)

SECRETARIAL SCIENCE

The Department of Secretarial Science prepares students 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 a four-year college, which will prepare them as teachers of business subjects or for middle management positions.

Secretarial Science curricula are on pages 85-91.

Stenography and Transcription

SEC100 Stenography I: Theory—Gregg
or

**SEC111 Stenography I: Theory—
Pitman/5 hrs. 3 cr.**

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 in 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

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

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

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

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

SEC371 Transcription I—Pitman/6 hrs. 3 cr.

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

SEC471 Transcription II—Pitman/6 hrs. 3 cr.

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

SEC391 Legal Transcription I—Pitman/6 hrs. 3 cr.

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. *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

SEC491 Legal Transcription II—Pitman/6 hrs. 3 cr.

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

SEC381 Bilingual Stenography

I—Pitman/6 hrs. 3 cr.

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 Composition and Grammar I

SEC480 Bilingual Stenography II—Gregg

or

SEC481 Bilingual Stenography II—

Pitman/6 hrs. 3 cr.

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

At the end of the semester, students are expected to achieve a speed of 50-60 words per minute.

Prerequisite: Typewriting 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.

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 expected 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 an 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.

SEC510 Medical Typewriting/4 hrs. 2 cr.

This course for Medical Records Technology students is designed to instruct beginners, and those who have had a minimum of instruction in typewriting, in the fundamentals of skill building. Students will be taught the machine parts and care of the machine as basic to the acquisition of facility in touch typewriting. Keyboard mastery will be followed by training in setting up medical forms, tabulations, letters and manuscripts. Students will be familiarized with headline carbon copies, envelopes, proper corrective techniques and stencils. Proofreading will be stressed.

Office Practice

SEC431 Office Practice/4 hrs. 2 cr.

The student is confronted with everyday office problems and must apply his technical skills to solve them. Additionally, he is challenged by numerous difficulties and situations which cannot be solved by technical skills alone. The emphasis is on "doing" and the approach is basically self-directive.

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

SEC530 Medical Office Practice I/2 hrs. 1 cr.

This course is designed to further improve the typing skills of the Medical Record Technology student. Instruction includes setting up and using the dictaphone, preparing and typing medical reports. Case histories and medical letters will be stressed.

Prerequisites: Medical Typewriting or equivalent

SEC540 Medical Office Practice II/2 hrs. 1 cr.

This course is designed to further improve the Medical Record Technology student's command of typing medical materials from copy and Dictaphone dictation. The student will be required to apply technical skills to solving those advanced typing assignments actually performed on the job.

Prerequisite: Medical Office Practice 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

SEC311 Legal Vocabulary I—Pitman/ 3 hrs. 3 cr.

Designed to introduce students to the language of the law, this course stresses English, spelling, definition of terms, shorthand rendition, and 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

SEC411 Legal Vocabulary II—Pitman/ 3 hrs. 3 cr.

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

Elective

SEC375 Secretarial Correspondence/ 4 hrs. 2 cr.

Secretarial Correspondence deals specifically with planning, organizing, and composing business letters, memoranda, and written reports. This area of study is a vital part of secretarial training because of its importance in the field of management.

SOCIAL SCIENCE

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

Anthropology

ANT100 Introduction to Anthropology/3 hrs. 3 cr.

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

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 perspective. Particular emphasis is given to the socio-cultural forces underlying the women's rights movements in the 19th century and the present resurgence of feminism.

ANT400 People and Societies of Asia/3 hrs. 3 cr.

This course introduces students to the people and societies of Asia. Emphasis will be placed on the socio-cultural aspect of Asian societies, and social institutions such as family, religion, education, etc., in their historical setting and cultural context. The cross-cultural relationship between social institutions of different Asian societies will be explored.

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 examined.

ECO200 Labor Relations/3 hrs. 3 cr.

This course explores and studies the labor movement in the United States and the basic economic problems in the labor field such as the labor force, the evolution of trade unionism, collective bargaining and arbitration, the role of government in labor and industrial relations.

Limited to students in their final two terms.

Prerequisite: Introduction to Economics

History

HIS100 History of Western Civilization I/3 hrs. 3 cr.

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

HIS110 History of Western Civilization II/3 hrs. 3 cr.

This continuation of History of Western Civilization I traces the growth of the modern world to the present, surveying the political, economic, social ideas, and institutions fundamental to contemporary civilization.

HIS200 Early American History: Colo- nial 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.

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.

HIS400 History of Latin America/3 hrs. 3 cr.

A survey of the history of Latin America from the age of discovery and exploration to the onset of the twentieth century. Emphasis will be placed upon the traditions and institutions of Latin American civilization including the Iberian conquest and colonization, the role of the Church, the hacienda and peonage economy, along with the problems of race relations, wars, dictatorship and revolution.

HIS450 Latin America in the 20th Century/3 hrs. 3 cr.

This course will examine the people, institutions and problems of Latin America in the twentieth century. Special focus will be placed upon the historical and contemporary forces contributing to change, revolution and reform in the region, and the implications for United States' policy.

HIS600 History of Women/3 hrs. 3 cr.

This course in social and intellectual history examines ideas about women, and women's status in society in selected periods of history. Emphasis will be placed on the reading and interpretation of primary source material. Topics included are: the historiography of women's history; examples of matriarchy; women in the Ancient Near East, Greece and Rome, in the Middle Ages and the Renaissance; the role of women in American slave and plantation society; women in the modern capitalist and socialist worlds.

Prerequisite: One semester of history or Departmental approval

HIS650 Asia in the 20th Century/3 hrs. 3 cr.

This course is primarily concerned with social and political change in Asia in the twentieth century. Some of the topics to be considered are imperialism and colonialism, revolts and wars of liberation, collapse of regimes, the emergence of new states, and the evolution of new politics.

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

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

Prerequisite: 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.

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, the criteria which justify ethical evaluations, the philosophical considerations which are relevant to belief or disbelief in God, and knowledge and illusion are examined during this course.

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. The 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 concepts 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

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, neuro-physiological 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

PSY510 Abnormal Psychology/3 hrs. 3 cr.

Same as MHT215; see page 115.

Prerequisites: General Psychology and permission of the Instructor

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 accommodations 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 analyses with selected countries are made.

Prerequisite: Introduction to Sociology

SOC400 Urban Sociology/3 hrs. 3 cr.

This course involves a sociological analysis of the modern city and the urban ways of life. Among the topics discussed are the growth and decline of urban neighborhoods, social forces responsible for the modern urban community, urban ecology, urban blight and shifts in the residential distribution of racial, ethnic and income groups, plans and policies for urban development, and the future of the central city.

Prerequisite: Introduction to Sociology

SOC500 The Family/3 hrs. 3 cr.

An examination of the basic functions of the family in contemporary society. The social processes involved in courtship, marriage, parenthood, alternative family models, the roles of family members, and the relationship between the various models and the community will be examined.

Prerequisite: Introduction to Sociology

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.

SPEECH COMMUNICATION AND THEATRE ARTS

The courses offered by the Department of Speech Communication and Theatre Arts are aimed at developing and enriching the student's skills in communication.

The Fundamentals course (SPE100), required of all students in the college, offers instruction and practice in the techniques of effective oral communication, including performances by students of a variety of speeches of their own design. Special instruction is offered by those needing improvement in vocabulary, pronunciation and articulation through individualized help or in the speech workshop and language laboratory.

The electives in Speech introduce the students to study in Oral Interpretation, Public Address, the Mass Media, and Interpersonal Communication.

The Theatre electives (THE), provide students with a broad selection of courses designed to develop an understanding and appreciation of the theatre and drama as a humanistic study and an art form. In addition to courses in the history and criticism of theatre, courses in Acting and Playwrighting afford practical and professional training in the theatre.

**SPE100 Fundamentals of Speech/3 hrs.
3 cr.**

This course develops skills in oral communication necessary for effective participation in all areas of life. Self-exploration, group interaction are included. Voice, articulation and pronunciation, and performance in speaking are considered. The student examines generation and organization of ideas, audience psychology and techniques of presentation designed to build student confidence.

Required of all students

SPE101 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.

SPE102 Fundamentals of Speech: Language Skills/3 hrs. 3 cr.

For those who desire special emphasis on vocabulary building, pronunciation, enunciation, mechanics of effective delivery. This class is particularly recommended to those whose native language is not English as well as those wishing concentration in speech and language skills. Class work will be implemented through the use of recordings, individual and group drill, interpersonal exercises, oral reading, impromptu and prepared group discussions and speeches.

This course may be taken in place of Fundamentals of Speech (SPE100)

Prerequisite: Composition I

SPE110 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.

SPE120 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

SPE230 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.

SPE240 Interpersonal Communication/3 hrs. 3 cr.

Introduction to basic concepts and theories of interpersonal communication in personal, educational and business settings. This will include a study of self as communicator, the effect of language on others, verbal and nonverbal expression of thoughts and feelings, factors which contribute to effective communication.

Prerequisite: Fundamentals of Speech

SPE245 The Mass Media/3 hrs. 3 cr.

To provide an understanding of the influence and impact on our lives and society by the mass media. Will examine the history, law, technology, economics, politics of the mass media through independent study, field trips, etc. Encourages student to be aware of techniques of influence used by the mass media to determine social and political values. Helps student develop tools for critical analysis of and standards for discriminating consumption of the mass media.

Prerequisite: Fundamentals of Speech

THE101 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.

THE102 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.

**THE150 Introduction to Theatre/3 hrs.
3 cr.**

This is a conceptual rather than purely chronological approach to the origins and influences of significant movements from Classic Theatre to Contemporary European and American. This study of playwrights, production history, schools of acting, and theatre criticism, includes discussion of such figures as Euripides, Shakespeare, Betterton, Moliere, Gordon Craig, Stanislavski, Chekhov, Grotowski, Pinter, LeRoi Jones, Brustein. A minimum of two projects dealing with specific aspects of theatre history, subject to student's choice; playgoing and assigned movies will be part of course requirements.

**THE251 Theatre of Confrontation/
3 hrs. 3 cr.**

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

THE255 Theatre in Society/3 hrs. 3 cr.

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

THE256 Classical Greek Theatre: A Contemporary Encounter/3 hrs. 3 cr.

A survey of the theatre of classical Greece as the earliest form of dramatic art in the western world. The course will consider the origins of drama in religious cult ritual, the Attic dramatists of tragedy (Aeschylus, Sophocles and Euripides) and comedy (Aristophanes and Menander). The place of the classical theatre in the contemporary world will be evaluated through modern translations and productions of classical plays.



THE257 Women in Dramatic Literature/3 hrs. 3 cr.

The role of women in the history of the theatre insofar as their contribution to playwriting and acting as well as the characterizations of women as conceived by major playwrights in the mainstream of theatrical activity and the role of woman in her society as reflected on the stage will be emphasized.

**THE260 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.

**THE262 Elements of Playwriting/
3 hrs. 3 cr.**

Introduction to basic theories and techniques for writing the one-act play. This will include lectures on how to observe ones own plays, as well as introducing the student to the contemporary theatre and the type of plays it produces.

Prerequisite: Fundamentals of Speech

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 of students majoring in Accounting, Advertising, Marketing, Banking & Finance, Secretarial Science, Government, and Library Technology. It is optional in the Data Processing curriculum.

At the beginning of the second semester, students who are required to complete six credit hours of Cooperative Education register for CED201 Career Planning, a two-credit course taught within the College. At the beginning of the third semester, those with cumulative averages of 2.0 or above register for Internship II. Students work fifteen (15) hours a week in a field related to their majors and receive remuneration from employers as well as two academic credits per semester.

The program is under the supervision of the Assistant Dean for Cooperative Education assisted by academic faculty, business leaders, and Advisory Council members.

CED201 Career Planning (Classroom Course)/2 hrs. 2 cr.

Designed to help students creatively plan their careers, the course covers interest inventories, case studies in human relations, employment settings, 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, product and industry research.

CED (300, 400, 500 series) Cooperative Education Internships /15 hrs. 2 cr.

An internship is work experience allied to a student's major, enhancing theories learned in the classroom. At registration, a student must block-in College classes in the morning or afternoon leaving the other half-day open for internship assignment in a business, industry, government or service organization. A student intern works fifteen (15) hours a week, is paid by the company for which he works, and receives two hours academic credit per semester.

Secretarial Science majors have the option of completing their internships either during the academic year or in the summer. It is recommended they

fulfill internships the summer following their freshman year in order to maintain the level of secretarial skills previously achieved. Students from other majors will not be allowed summer internships except by special permission.

Each student is assigned to a Coordinator, a faculty member in the Department of Cooperative Education, who is knowledgeable about his field. The Coordinator helps him secure internship placement and serves as his instructor and advisor during his field experience.

It is the responsibility of the student to report to the Department of Cooperative Education within the first two weeks after the beginning of the semester to arrange for an appointment with his or her Coordinator.

A student who does not register for a Cooperative Education Internship during his third term because of class conflicts, low academic average or other reasons should arrange for an interview with his Coordinator during the course of the third semester. At that time, arrangements can be made that will enable him to fulfill the requirements before his proposed graduation date.

The following courses are offered by the Department:

- 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



Job Placement Services

The College offers job placement services through 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, and also to alumni. Further information may be obtained from the Cooperative Education Department.

THE CONTINUING EDUCATION AND SUMMER SESSION PROGRAMS

The Office of Continuing Education bears the major responsibility for adult education, primarily through part-time programs conducted on and off campus. The Office of Continuing Education also offers a six-week summer session program which is open to both day and evening students in all the degree programs. The College holds firmly to the principles of higher education as a continuing process—designed to meet the objectives and life styles of the community it serves.

Since the College is in a position to adapt, expand, or substitute programs and courses to meet changes brought about by technological advances, shifting economic patterns, and other factors, there is an increasing attempt to seek out the students; meet them where they are, at the level they have attained, and provide the means for them to proceed at their own pace.

The College is dedicated to serving the community by adapting its resources to anticipate and to meet widely varying needs for continuing education. To perform the several tasks required by such a purpose, the College works in close cooperation with community groups and organizations.

The College is distinctly aware of the unique strengths of the continuing education student—high motivation, maturity, and deep commitment. These strengths, together with corresponding limitations imposed by occasional deficits in background preparation and by part-time study and class attendance, require special objectives and methods on the part of the faculty and the programs in order successfully to challenge the student. The purposes of these objectives are:

To provide opportunities for development and updating of technical and/or professional knowledge and skills through special programs or through curricula leading to a degree.

To offer equally meaningful educational opportunities for those individuals for whom the attainment of a degree is a less important consideration.

To encourage in each student the development of a view of continuing education as a lifetime endeavor and to inculcate the perceptions, attitudes, and habits of mind requisite to such endeavor.

To continue extending the privilege of higher education to all who wish to engage themselves in it.

For further information, details, and the Summer Session and Continuing Education Division Brochure, call 262-3512.

Programs administered by the Office of Continuing Education during the 1973-1974 academic year included the following:

1. American Broadcasting Company Program

This program, sponsored by the American Broadcasting Company for its employees, was initiated during the Fall Term 1973 and includes courses in the Accounting curriculum.

2. Columbia Presbyterian Hospital Career-Ladder Program

A program for employees of the Columbia Presbyterian Hospital was introduced in September 1970; this is gradually being developed as a career-ladder program patterned within the structural context of the Mt. Sinai concept. Since the Fall Term 1973, this has included preparation for the high school equivalency examination and an English Workshop. The latter provides training in oral and written English usage for Spanish-speaking employees at the Hospital.

3. Government Administration Program

The Government Administration Program, which began as a pilot project during the Fall Term 1968, was initially structured for Federal employees to upgrade skills for a government work setting; in February 1969, it was opened to the general public as preparation for careers in the Federal Service. The Associate Degree program, developed and sponsored by the Federal Executive Board Task Force and the Borough of Manhattan Community College, is particularly suited to the convenience and professional objectives of Federal employees working in the metropolitan area; courses are conducted on campus and at the government complex at 26 Federal Plaza. The program aims to accelerate qualifications of Federal employees and to facilitate the transfer of credits to four-year institutions.

4. High School Equivalency Preparation

To enhance the eligibility status of individuals seeking a college education, a special course has been designed to prepare adults for the high school equivalency examination; holders of the high school equivalency diploma qualify for enrollment at the College as non-matriculated students. The Borough of Manhattan Community College was the first community college in the city to offer this program; courses are conducted on campus and at several locations in the City.

5. Licensed Practical Nurse Program

This program, introduced during the Spring Term 1972, is offered in cooperation with the Licensed Practical Nurses Association of New York, Inc. The program includes specialized courses in anatomy, physiology, chemistry, microbiology, and pharmacology.

6. Mt. Sinai Hospital Career-Ladder Program

This college credit program for employees at Mt. Sinai Hospital began in February 1970; it was planned by the hospital and the Borough of Manhattan Community College to help students advance to specialized better paid jobs. Freshman courses in liberal arts (English, Speech, Mathematics, General Psychology, and Sociology) are conducted at Mt. Sinai. In addition to the college credit courses, the program includes preparation for the high school equivalency examination

and an English Workshop. The project is part of City University's effort to provide educational programs that qualify employed adults for higher level jobs in the health professions. The men and women in the classes at Mt. Sinai are older students, and many are supporting families. Through CUNY's "career-ladder" system, participants are able to complete their higher education while continuing to work full time.

7. National Urban League Secretarial Training Program

This program, sponsored by the National Urban League, aims to widen job opportunities for young women of minority groups by developing and upgrading skills to meet the work standards set by the business community. Students in the National Urban League Secretarial Training Program study typing, shorthand, business English, and office practice. The program, which has been conducted since 1965, is being used by the National Urban League as a model for similar ones planned for implementation in other cities; it is funded by the National Urban League from contributions by twenty sponsoring corporations.

8. New York State Civil Service Program

This non-credit program, funded by the New York State Department of Civil Service, began during the Fall Term 1970. Involving a series of courses offered in ten-week cycles, the program provides opportunities for New York State Civil Service employees to develop job-related skills.

9. Park East High School Program

This program, initiated in the Spring Term 1974, provides an opportunity for selected high school seniors to earn college credit prior to formal admission to units of CUNY; college-level courses are offered at Park East High School in East Harlem, with fees waived by the Board of Higher Education.

10. Senior Citizen Programs

This program, initiated in the Spring Term 1974, provides an opportunity for selected high school seniors to earn college credit prior to formal admission to Borough of Manhattan Community College administers seven programs, which are federally-funded, at various centers in Manhattan: "Psychology of the Aging" at the New York Foundling Hospital; "Today's Youth and Tomorrow's Man" and "The United Nations" at the Jewish Home and Hospital for the Aged; "Basic English Part II" and "The Older Adult in American Society" at the Canaan Baptist Church; "Tai Chi Chuan" at the Chinatown Planning Council; "The Older Adult in American Society" at the East Harlem Casita Maria Senior Center and the Jewish Guild for the Blind; "Spanish Conversation" at the Lenox Hill Senior Center.

11. State University of New York Independent Study Program

The Independent Study Program, which is sponsored by the State University of New York through its Empire State College, provides an opportunity for students to earn college credit by correspondence. The Borough of Manhattan Community College, which has participated in the program since 1968, offers thirty courses in liberal arts and business.

12. Syndeham Hospital Career-Ladder Program

This program, introduced during the Spring Term 1974, is designed to provide educational opportunities for employees of Syndeham Hospital in Harlem; it is patterned as a career-ladder program similar to ones offered at Columbia Presbyterian Hospital and Mt. Sinai Hospital.

13. Vocational-Technical Teacher Education Program

This program, offered in cooperation with the Division of Teacher Education of the City University of New York, enables trade and technical teachers in the vocational high schools to meet State certification requirements. The Vocational-Technical Teacher Education Program, implemented in September 1968, is being articulated with the baccalaureate program in the City College School of Education; plans are presently being developed to restructure the program to lead to an Associate degree.

More Ways to Earn Your Degree

During recent years, interest in non-traditional study has widened and the need for new approaches to extend and improve higher education opportunity has been recognized. State and national "college proficiency examination" programs have been inaugurated, "continuing education" programs expanded, "colleges without walls" established, and "external degree" programs initiated.

The important difference between traditional and non-traditional study is the variety of educational experience; the former is characterized by classroom study, and the latter by a combination of approaches.

Since non-traditional study includes options toward meeting degree requirements, its acceptance has special meaning for adult students: non-traditional study provides increased flexibility for adults to pursue educational objectives while meeting work and family commitments and provides means for the assessment of life experiences, prior knowledge, and skills acquired on the job.

At the Borough of Manhattan Community College, requirements include enrollment in on-campus courses. But, there is flexibility toward meeting over-all degree requirements; this involves a number of other options:

- A. Transfer Credit: a maximum of 30 college credits
- B. Directed Study: a maximum of 9 college credits
- C. Independent Study: a maximum of 15 college credits
- D. Proficiency Examinations: a maximum of 30 college credits

As a service to students, the Office of Continuing Education provides counseling and advisement relative to the available options and alternative routes to learning. For further information, contact the Independent Study Office, Room H-412 (telephone: 262-5442).

Transfer Credit

Students may be granted transfer credit for courses completed at other colleges or universities. Credit is awarded for passing grades from any unit of City University and for grades of "C" or better from any other accredited institution.

Upon application for matriculation, official transcripts from other colleges or universities should be filed in the Admissions Office. Transcripts are evaluated, and acceptable credit may be applied towards degree requirements; a maximum of 30 credits may be transferred.

Questions pertaining to transcript evaluation should be directed to the Admissions Office, Room H-451 (telephone: 262-3581).

Directed Study

A project-oriented program is available for advanced students who may wish to work independent of a formal classroom situation.

Upon completion of prerequisites in specific subject areas, students may investigate and research individual topics of interest through a process of directed study. Projects are developed in consultation with an assigned faculty member who is responsible for supervision and evaluation; a maximum of 9 credits may be earned through directed study.

Questions pertaining to eligibility and procedures should be addressed to the Department Chairperson of the particular field of interest (telephone: 262-5460 for connection to the appropriate office).

Independent Study

The Independent Study Program, which is sponsored by the State University of New York through its Empire State College, provides an opportunity for students to earn college credit by correspondence.

Independent Study is a carefully structured learning experience designed to meet the needs of those who wish to undertake college studies but who are unable to attend classes at a campus:

- Unlike the general academic pattern, Independent Study courses are available all year around; students may register at any time and may take twelve months to complete a course.

- Students study at home or at any convenient location; the campus is as close as the nearest mailbox. Students work at their own pace; instructors give individual attention to lessons submitted and respond to the questions raised.

- The courses are open to anyone who believes he or she is capable of completing the requirements; students enroll to earn credit toward a degree within the State University of New York or at other accredited institutions.

- In addition to correspondence with instructors, students are assisted by a study guide, textbooks, and other materials appropriate to individual courses; supplementary (optional) books and references are available in the College library and in many local public libraries.

Within the State University of New York, 15 credit hours for the Associate Degree may be earned by Independent Study and 30 credit hours for the Bachelor's Degree.

Independent Study courses which are available for credit at this College include the following:

CODE	COURSE	CODE	COURSE
3:1	Anthropology	22:5	American Literature
4:1	Survey of Western Art (4)	22:7	Shakespeare
7:1	Accounting I	33:1	Western Civilization I (4)
7:2	Accounting II	33:2	Western Civilization II (4)
7:3	Intermediate Accounting (Prerequisite: 7:1 Accounting I, and 7:2 Accounting II, or equivalent.)	33:3	American History
7:5A	Introduction to Marketing (4)	33:4	History of the U.S.: 1865 to Present
7:6	Cost Accounting (Prerequisite: 7:1 Accounting I, and 7:2 Accounting II, and 7:3 Intermediate Accounting, or equivalent.)	47:1A	Calculus & Analytic Geometry I (4)
7:7	Introduction to Organizational and Administrative Process	47:2A	Calculus & Analytic Geometry II (4)
7:8	Business Law	52:1	Philosophy
7:11	Salesmanship	52:3	Introduction to Formal Logic
7:12	Retail Management	57:1	American National Government
17:1	Introduction to Economics	59:1	General Psychology
22:1A	English Composition I	59:3A	Child Psychology (Prerequisite: 59:1, or equivalent.)
22:2	English Composition II	71:1	Introduction to Sociology
22:3	History of English Literature I		
22:4	History of English Literature II		

Courses are three (3) credit courses, except where four (4) indicates a four credit course.

Students need not be admitted to the College to enroll in courses for credit. People with full-time jobs find this method a good way to satisfy a vocational objective, add to their personal enrichment, or begin working toward an academic degree.

Independent Study does not require attendance at the College campus; final examinations are administered in the Office of Continuing Education or, by special arrangement, in another institution in proximity to the student's home.

	Per 3-Credit Course	Per 4-Credit Course
<i>Tuition Charges for Independent Study:</i>		
New York City Residents	\$ 45.00	\$ 60.00
New York State Residents		
With Certificate of Residency*	60.00	80.00
Without Certificate of Residency	120.00	160.00
Non-Residents of New York State	120.00	160.00
Application Fee, New Students (Not previously enrolled in the ISP at BMCC or in a unit of CUNY.)		10.00

**All New York State Residents who live outside New York City must present a Certificate of Residency (Form B-81) at the time of registration. This form may be obtained from the Chief Fiscal Officer of the County of Residence.*

For descriptive literature, registration forms, and further information, write or call:

**Independent Study Program
Office of Continuing Education
Borough of Manhattan
Community College
1633 Broadway (Room H-412)
New York, New York 10019
Telephone: 262-5442**

The College-Level Examination Program (CLEP)

The College-Level Examination Program (CLEP) was conceived to serve the non-traditional student who has acquired knowledge through correspondence and university extension courses, educational television, adult education programs, on-the-job training, and independent study. It is also proving extremely useful to the traditional student who moves directly from secondary school to college. Underlying CLEP is the conviction that the future calls for more education for all citizens; that flexibility, innovation, and independent study are essential in education; that what a person knows is more important than how he came to know it; and that academic credit by examination is the key to a more flexible and innovative educational system.

The College-Level Examination Program was established in 1965 as a new activity of the College Board. Developed with the broad purpose of establishing a national system of awarding college credit by examination, the Program has grown in many different directions. CLEP is presently utilized to:

- Enable adults and unaffiliated students to demonstrate their knowledge and validate their learning by receiving college credit on the basis of examinations.
- Assist transfer and continuing students in the transition to upper-class study.
- Provide measures of college equivalency for use by business, industry, and other non-collegiate organizations.
- Aid enrolled students to get placement and credit by examination.
- Help meet licensing and certification requirements and provide a means of qualifying for job advancement.

There are two types of CLEP examinations: the *General Examinations* designed to provide a comprehensive measure of undergraduate achievement in five basic areas of liberal arts (English composition, mathematics, natural sciences, humanities, social sciences—history) and the *Subject Examinations* designed to measure achievement in specified undergraduate courses.

A maximum of thirty (30) credits earned by scores achieved in CLEP and/or CPEP may be applied towards degree requirements. The decision to grant credit on the basis of performance on the General Examinations is made by the individual college Departments. The following Subject Examinations may be taken for credit:

CLEP Subject Examination	College Course	Credit
American Government	POL 100	3
American History	HIS 200,210	6*
Analysis and Interpretation of Literature	ENG 114	3
College Algebra	MAT 204	3
Computers and Data Processing	DAT 101	4
English Composition	ENG 100	3
General Biology	BIO 110	4**
General Chemistry	CHE 110	4**

CLEP Subject Examination	College Course	Credit
General Psychology	PSY 100	3
Introduction to Business Management	BUS 200	3
Introductory Accounting	ACC 120	3
Introductory Business Law	BUS 110	3
Introductory Calculus	MAT 301	4
Introductory Economics	ECO 100	3
Introductory Marketing	MAR 200	4
Introductory Sociology	SOC 100	3
Money and Banking	BKG 200	4
Statistics	MAT 207	3
Western Civilization	HIS 100, 110	6*

The examinations are given at testing centers during the third week of each month, and candidates should register for them three weeks before the test date. In New York City, the City University's Office of Admissions Services located at 101 West 31 Street, New York, N.Y. 10001. (telephone number: 790-4581), is certified as a Testing Center for the College-Level Examination.

The fee for one General Examination is \$15; the fee for two to five General Examinations is \$25; the fee for each Subject Examination is \$15.

Publications about the College-Level Examination Program are available free on request to individual candidates wishing to take the examinations. *CLEP May Be for You* describes generally how the Program works and the content of each examination. The CLEP registration packet has three parts: *Registration Guide*, *List of Test Centers*, and *List of Participating Institutions*. *A Description of the General Examinations* and *A Description of the Subject Examinations* give detailed information about the examinations themselves; *What Your Scores Mean* interprets the meaning of test scores for individuals who have taken the tests.

To order publications, write to: Publications Order Office, College Entrance Examination Board, Box 592, Princeton, New Jersey 08540.

For additional information, write to: College-Level Examination Program, Post Office Box 1821, Princeton, New Jersey 08540.

*Essay and other optional examination questions are to be completed as an eligibility requirement.

**If personal interview with the Department Chairperson indicates competence in laboratory work; consultation with the Department Chairperson is mandatory prior to registration for the examination.



The College Proficiency Examination Program (CPEP)

In 1963, the Board of Regents of the State of New York established the College Proficiency Examination Program (CPEP) to enable qualified individuals to earn college credit or other educational advantages without classroom attendance. Colleges and universities have granted over 40,000 credits for passing grades in some thirty tests in the arts and sciences, nursing, health, and teacher education.

College Proficiency Examinations credits may be applied directly toward degrees awarded under the New York State Regents External Degree Program.

Through the College Proficiency Examination Program, educational opportunity is offered to those who acquire college level knowledge and skills through independent study, correspondence courses, educational television, or other non-traditional means.

College Proficiency Examinations are used primarily for college credit or advanced college placement and to meet certain teacher certification requirements. They are also used to fulfill requirements for job advancement, for entry into new areas of employment, for measuring achievements of in-service training, to obtain salary credits, and for personal assessment.

Anyone may take a College Proficiency Examination if the person believes he or she is proficient in one or more fields of college study for which examinations have been developed. It is not necessary to be a New York State resident to take a College Proficiency Examination.

The examinations are usually graded on a five-letter scale (A,B,C,D, and F) and most colleges require a minimum grade of "C" before credit will be granted. Credit is not granted automatically and will be translated into course credit only when accepted by a college or credited toward a degree at that institution.

The College Proficiency Examinations are administered four times a year, in early February, May, August, and November, at conveniently located testing centers throughout the State.

College Proficiency Examination fees range from \$20 to \$30 per examination and are determined by the credit value of the examination.

A maximum of thirty (30) credits earned by scores achieved in CLEP and/or CPEP may be applied towards degree requirements. The following Subject Examinations may be taken for credit:

CPEP Subject Examination	College Course	Credit
Accounting	ACC 120, 220	6*
American History	HIS 200, 210	6*
Applied Music (Instrumental)	MUS 120 or MUS 130, or MUS 140, or MUS 160	1
Foreign Languages (French, Italian, Spanish)	***	***
Freshman English	ENG 100, 114	6*
General Biology	BIO 110	4**
Shakespeare	ENG 252	3

*Essay and other optional examination questions are to be completed as an eligibility requirement.

**If personal interview with the Department Chairperson indicates competence in laboratory work; consultation with the Department Chairperson is mandatory prior to registration for the examination.

***Only for advanced students with permission of the Department Chairperson; consultation with the Department Chairperson is mandatory prior to registration for the examination.

For further information, free study aids, and application forms, write to: College Proficiency Examination Program, New York State Education Department, Room 1924, 99 Washington Avenue, Albany, N.Y. 12210.

Regents External Degree Program

The Regents External Degree Program provides an alternate route to a college degree for those who choose to learn on their own.

Flexible approaches are used to measure the knowledge expected of external degree candidates, including written, oral, and performance examinations. Formal study at accredited colleges and courses taken in governmental, industrial, military, extension, correspondence, and other programs are evaluated for credit.

No formal instruction is offered; examination descriptions and suggested study guides and bibliographies are available to degree candidates.

Degrees are awarded to all who qualify, without regard to age, residence, or method of preparation.

Degree programs presently offered include the following:

1. Associate in Arts (A.A.)
2. Associate in Applied Science (A.A.S.) in Nursing
3. Bachelor of Science (B.S.) in Business Administration

A Bachelor of Arts degree (B.A.) and a Bachelor of Science (B.S.) in Nursing degree are currently under development.

For an outline of requirements and application forms, write to: Regents External Degree Program, State Education Department, 99 Washington Avenue, Albany, New York 12210.

Empire State College

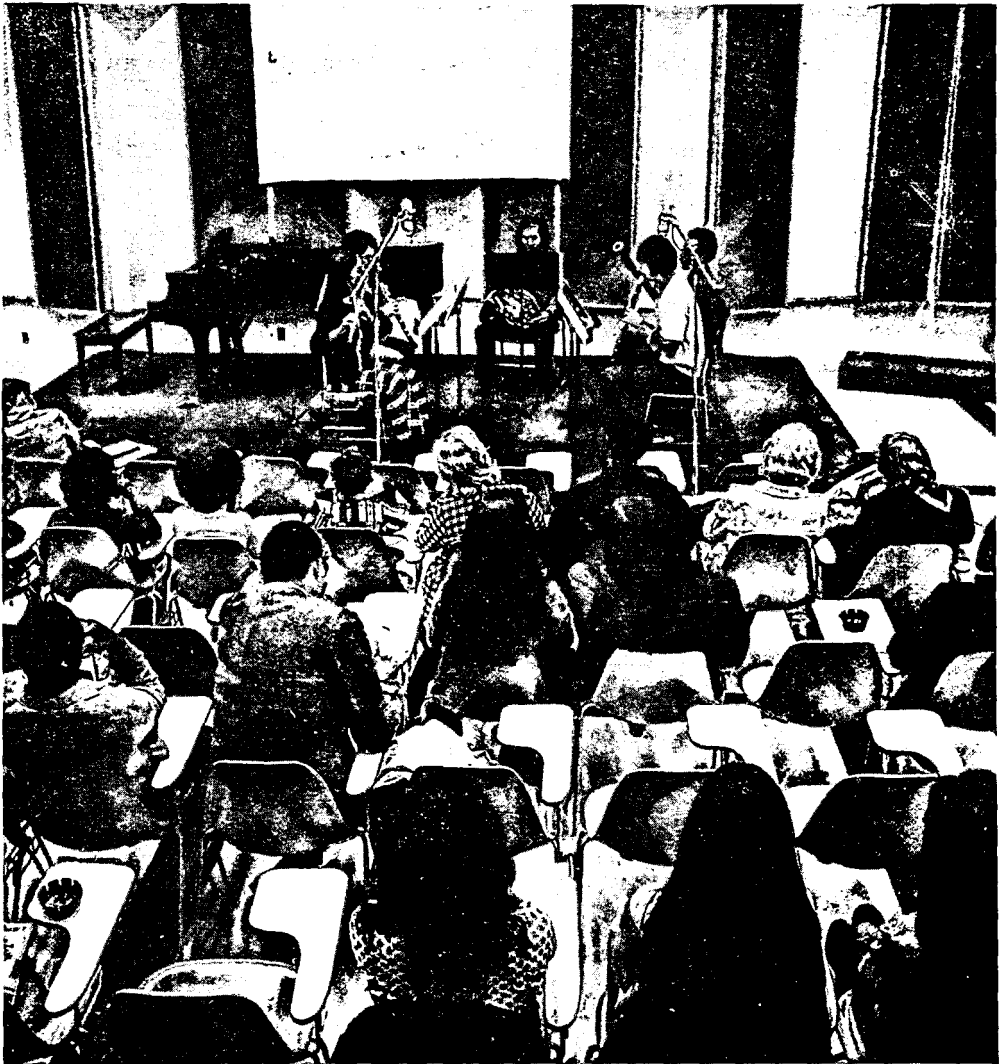
Empire State College is a "college without a campus". It rests upon the assumption that learning is an individual experience and that the highly motivated student can pursue degree study without spending full time at a campus.

The College serves people of all ages who wish to study according to their own needs and interests:

1. Those students who wish more flexibility in educational environment and modes of learning.
2. Persons who may wish to pursue a degree at home for personal reasons.
3. Persons who wish to pursue an individual educational objective or to complete a degree program.
4. Employed persons wishing to pursue education part-time for career objectives.
5. Selected secondary students.

Each student collaborates with a Mentor in planning and pursuing an individualized, independent study program through the use of tutorials, cooperative studies, courses offered at other institutions, and community resources such as museums, service organizations, businesses, and libraries; evaluation of prior experience is considered in granting a degree. The A.A., A.A.S., B.A., and B.S. degrees are offered.

The College's Coordinating Center is located in Saratoga Springs; Regional Learning Centers accept students at Albany, Rochester, New York City, and Old Westbury. The address for the New York Metropolitan Center is 56 Lexington Avenue, New York, New York 10001 (telephone: 475-3267). Written inquiries should be directed to: Empire State College, 2 Union Avenue, Saratoga Springs, New York 12866.



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 deadline date for applying is May 1.

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, personal, educational and vocational counseling, student activities, financial aid, work-study, and health services.

Orientation Program

A first-term student registered at the Borough of Manhattan Community College is required to attend a special pre-registration orientation session.

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

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.

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.

Veterans Counseling

Services provided or administered by the Veterans Office include counseling for veterans, a veterans work-study program, a veterans tutorial program, and discharge upgrading referrals. The Veterans Counselor will be available to assist veterans expedite the necessary papers and to answer questions related to veterans benefits. All veterans enrolled at BMCC are requested to see the Veterans Counselor during their first semester.

College Discovery Program

College Discovery provides supportive services for disadvantaged and under-achieving students who have been admitted to the College. These services include an outreach counseling program and financial assistance consisting of weekly stipends and monies to cover college fees and textbooks.

The program also provides academic support for the College Discovery students through tutoring, remediation, developmental skills workshops, and cultural enrichment.

Medical Services

The Medical Offices, staffed by Registered Nurses, provide temporary and emergency medical care needed by anyone in the College. The required "student medical history" records are maintained by this office. The medical services also offer health education materials and provide 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 to BMCC.

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 this 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 to BMCC 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 (EOG) 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.

NOTES

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 amended Higher Education Act of 1965.

Students who have been accepted as full matriculants are eligible to work on a full-time basis on or off campus immediately after graduation from secondary school and before the commencement of their term of entry. However, employment during this period depends on availability of funds. Work hours are limited to fifteen 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.

Scholarships

The College has only a limited amount of student aid from 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 guarantee 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 Scholarships 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 twelve (12) credits.

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 BMCC have established many organizations which serve their educational, vocational, and avocational interests and needs. Some of the clubs and activities available to students are the Student Government Association, Accounting Club, Advertising Club, Circulo Boricua, Hillel, Phi Theta Kappa (community college scholastic honors society), Performing Arts Club, Society of the Golden Drums, fraternities and sororities, and the College newspaper.

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, the Borough of 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.

PUBLIC ORDER (EDUCATION LAW)

Rules and Regulations for the Maintenance of Public Order Pursuant to Article 129A of the Education Law (Henderson Rules)

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

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

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

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

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

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

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

I. Rules

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

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

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

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

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

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

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

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

II. Penalties

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

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

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

Appendix

SANCTIONS DEFINED:

A. **ADMONITION.** An oral statement to the offender that he has violated university rules.

B. **WARNING.** Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may be cause for more severe disciplinary action.

C. **CENSURE.** Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any university regulation within a period stated in the letter of reprimand.

D. **DISCIPLINARY PROBATION.** Exclusion from participation in privileges or extra-curricular university activities as set forth in the notice of disciplinary probation for a specified period of time.

E. **RESTITUTION.** Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

F. **SUSPENSION.** Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.

G. **EXPULSION.** Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of expulsion.

H. **COMPLAINT TO CIVIL AUTHORITIES.**

I. **EJECTION.**

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

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

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

INDEX

A

Absences / 102, 106
Academic Advisement / 95
Academic Programs / 50
 Career / 51
 Transfer / 51
Academic Regulations / 101
Academic Standing
Accounting / 53, 112
Accreditation / 14
Administration, Officers of / 17
Admissions / 7, 92
 Transfer Students and Credits / 94
Advertising / 64, 127
Advisory Councils, Boards / 18
Allied Health Sciences / 54, 114
Alumni Association / 108
Anthropology / 183
Appeals
 Dismissal / 105
 Grades / 105
Art / 154
Astronomy / 175
Athletics / 107
Attendance / 106
Averages (Grade-Point) / 104
Awards / 108

B

Banking and Finance / 65, 128
Biology / 175
Black Studies / 121
Board of Higher Education / 10
Books and Supplies / 100
Borough of Manhattan
 Community College / 13
Business Administration / 62, 129
Business Management / 63, 127

C

Calendar / 4
Career Programs / 51
Chemistry / 175
Center for African and
 African-American Studies / 121
Center for Puerto Rican and
 Latin American Studies / 171
City University of New York / 7
College Discovery / 208
Community Mental Health / 55, 114
Continuing Education / 194
Cooperative Education / 192
 Job Placement Services / 193
Counseling / 207
Course Codes / 110
Course Selection / 101
Credit Load / 101
Curricula (see Degree Programs)
Curriculum Change / 107

D

Dance / 79, 162
Data Processing / 69, 132
Department, Course Codes / 110
Degree Programs / 50
 Associate in Applied Science (AAS):
 Accounting / 53
 Business Management (Advertising,
 Banking and Finance, Marketing) / 63
 Community Mental Health / 55
 Data Processing / 69
 Medical Emergency Technology / 57
 Medical Record Technology / 59
 Respiratory Therapy Technology / 60
 Secretarial Science / 85
 Associate in Arts (AA):
 Business Administration / 62
 Educational Assistant / 81
 Government Administration / 82
 Liberal Arts-Transfer / 52
 Library Technology / 72
 Physical Education / 78
 Recreation Leadership / 80
 Social Service / 83
 Urban Planning / 84
Developmental Skills / 136
Dismissal / 105

E

Economics / 184
Educational Assistant / 81, 167
Educational Opportunity Center / 16
English / 137
Entrance Requirements / 92
Extra-Curricular Activities / 210

F

Faculty / 25
Fees / 97
Financial Aid / 208
 Cooperative Education / 192
 Job Placement Services / 193
Fine Arts / 74
Foreign Students / 96, 99
French / 147

G

Government Administration / 82, 168
Grade Point Average / 104
Grades / 102

H

Health Education / 52
Health Requirements / 92

Hebrew / 149
Henderson Rules / 211
History / 184

I

Independent Study / 198
Instructional Resources / 140
Instructional Testing / 96
Italian / 150

J

Job Placement Services / 193

L

Languages (see Modern Languages) /
146
Liberal Arts / 52, 73
Library / 141
Library Technology / 72, 141

M

Marketing / 66, 130
Mathematics / 143
Matriculation / 92-95
Media Service / 140
Medical Services / 208
Medical Emergency Technology / 57,
116
Medical Record Technology / 59, 117
Modern Languages / 146
Music and Art / 74, 75, 154

N

New Campus / 14
Nursing / 77, 160

O

Operations, Data Processing / 71, 132
Orientation / 207

P

Paraprofessional Teacher Education
(see Educational Assistant)
Philosophy / 185
Physical Education, Health and
Recreation / 161
Physical Education Program / 78, 165
Recreation Leadership / 80, 165
Physics / 175
Political Science / 186
Probation / 105
Program Change / 107
Programming, Data Processing / 70, 132
Programs (see Degree Programs)
Psychology / 187
Public Order Law / 210

Public Service, Urban Affairs / 81, 167
Educational Assistant / 81, 167
Government Administration / 82, 168
Social Service / 83, 169
Urban Planning / 84, 170
Puerto Rican Studies / 171

R

Readmission / 95
Recreation Leadership / 80, 165
Refunds / 99
Registrar, Registration / 101
Respiratory Therapy / 60, 118

S

Scholarships / 209
Science / 175
Secretarial Science / 85, 178
Advertising Secretary / 86
Bilingual Secretary / 87
Education Secretary / 88
Education Bilingual Secretary / 89
Executive Secretary / 90
Legal Secretary / 91
Senior Citizens / 99
Social Science / 183
Social Service / 83, 169
Sociology / 187
Spanish / 151

Speech and Theatre Arts / 189
Sports / 107
State University of New York / 11
Student Life Department / 207
Student Activities / 209
Student Responsibilities / 107
Study Abroad / 8
Summer Session / 206
Swahili / 123, 154

T

Theatre Arts / 189
Transcripts / 106
Transfer Counseling / 96
Transfer Programs / 51
Tuition / 97
Tutoring / 96

U

Urban Planning / 84, 170

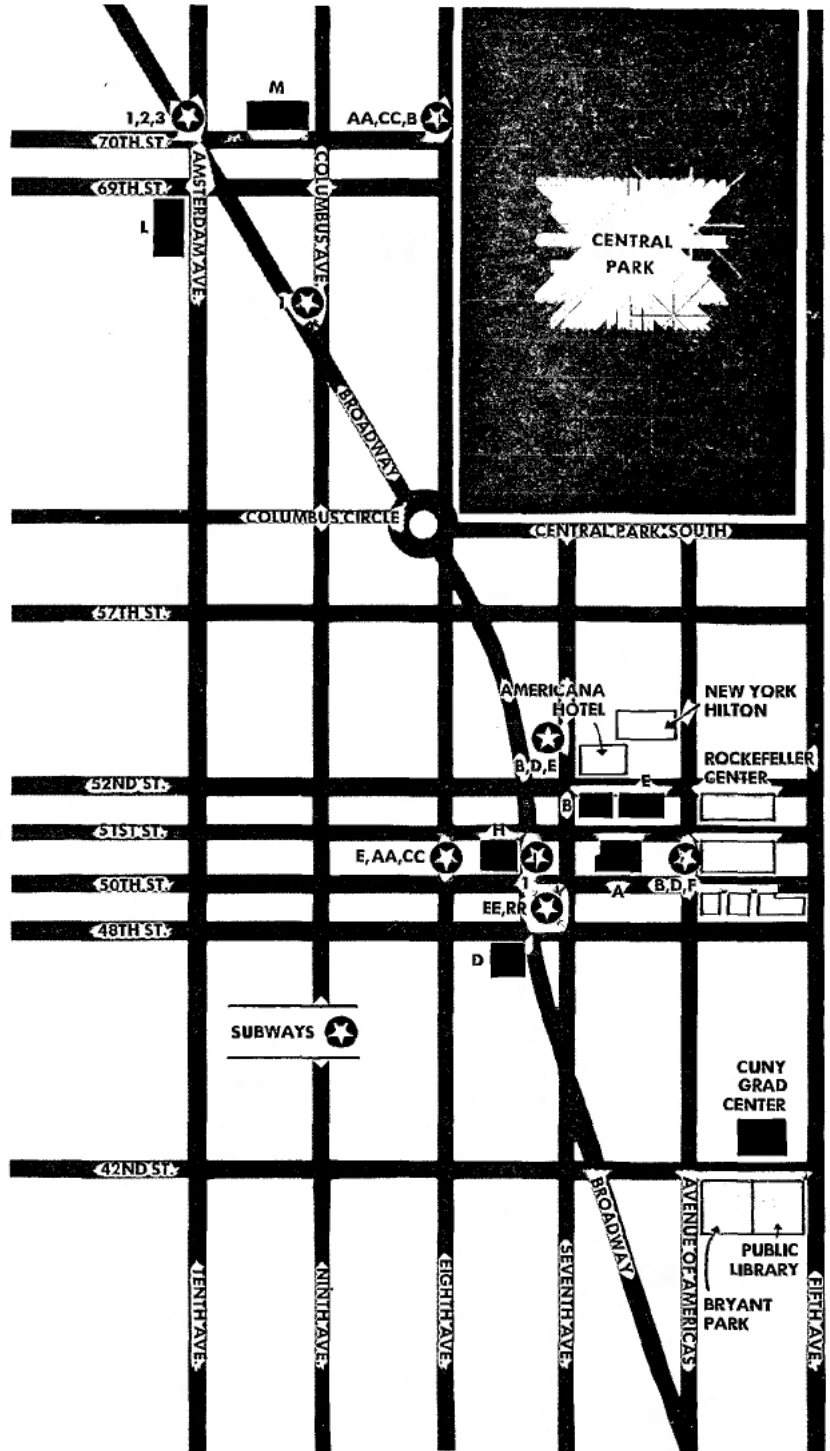
V

Veterans / 99, 207

W

Withdrawal / 107
Work-Study Program / 209

WHERE B.M.C.C. IS LOCATED IN MANHATTAN



ADDRESSES OF B.M.C.C. BUILDINGS

Classrooms, laboratories and other facilities used by the Borough of Manhattan Community College are at these addresses:

“A” Building: 134 West 51st Street, between Avenue of the Americas (Sixth) and Seventh Avenue

“B” Building: 799 Seventh Avenue, between 51st and 52nd Streets

“D” Building: 1585 Broadway, between 47th and 48th Streets

“E” Building: 136 West 52nd Street, between Avenue of the Americas (Sixth) and Seventh Avenue

“H” Building: 1633 Broadway, between 50th and 51st Streets

“L” Building: 172 Amsterdam Avenue, between 68th and 69th Streets

“M” Building: 135 West 70th Street, between Broadway and Columbus Avenue

The most convenient subway trains and station locations are:

AA, CC, B — 72 St./Central Park West

AA, CC, E — 50 St. and 8th Avenue

B, D, E — 53 St. and 7th Avenue

EE, RR — 49 St. and 7th Avenue

B, D, F — 47-50 St. and 6th Avenue

1, 2, 3 — 72 St. and Broadway

1 — 66 St. and Broadway

1 — 50 St. and Broadway





Borough of Manhattan Community College

1633 Broadway at 50th Street, New York, New York 10019