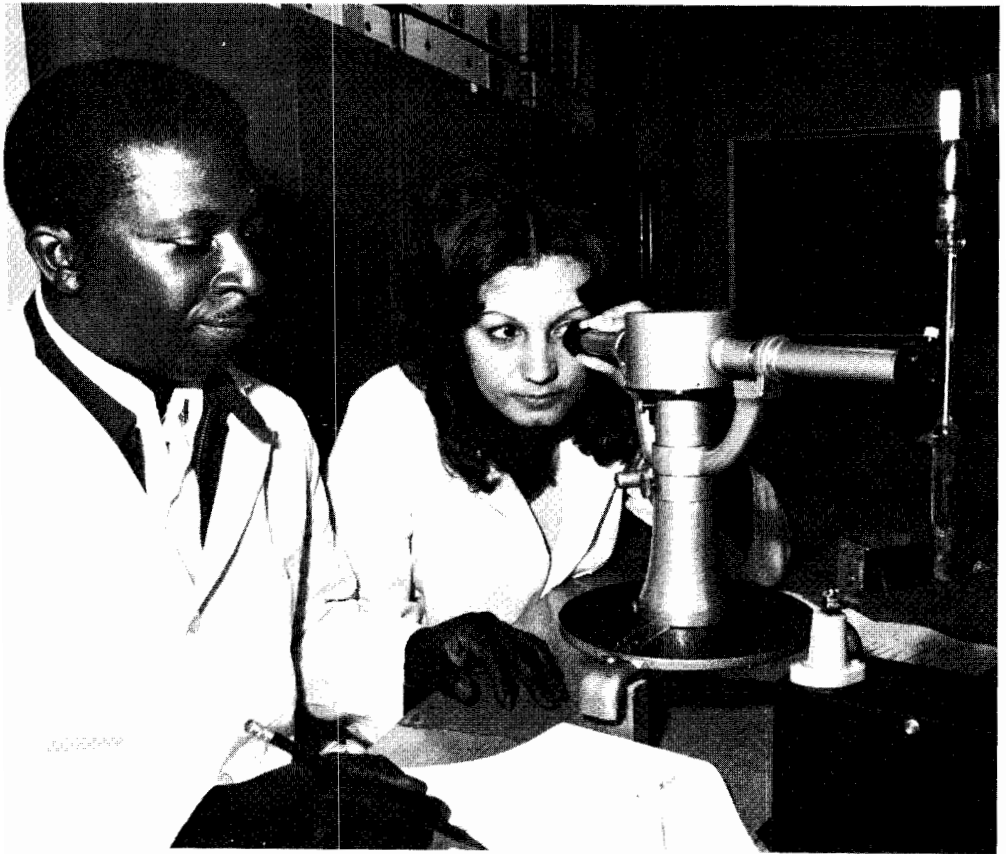


Borough of Manhattan
Community College of
The City University
of New York Catalog '76/77



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: Dance, Educational Associate, 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, Allied Health Sciences, with concentrations in Community Mental Health Assistant, Medical Emergency Technology, Medical Record Technology and Respiratory Therapy Technology; and 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 Associate(1)
Government Administration (1) (2)
Library Technology (1) (2)
Physical Education
Recreation Leadership
Social Service (1)
Urban Planning (1)

Black Studies
Puerto Rican Studies
Dance
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*

Electives and Requirements

To earn a degree, the student must take the courses needed in specific fields for an education in that degree program. The faculty of the College sets up the fields and a list of courses for every degree offered. These are called “requirements for the degree.”

Some of these requirements list specific courses which the student must pass to earn the degree. Some of these requirements specify a field and then offer the student a chance to pick a course—called an “elective”—to fulfill the requirement.

Electives differ among the degree programs. In some, the student has the choice from among only two, three, or four courses to fulfill the requirement. In others, the student has a wider choice of courses to fulfill the requirement. In the pages that follow, electives are shown in the individual Transfer Programs or Career Programs. The student is encouraged to make a wise selection to benefit both the student’s personal growth and higher educational aims.

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

- Dance
- Educational Associate
- 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 Dance, *Fine Arts, Government Administration, Library Technology, *Performing Arts, Physical Education, Recreation Leadership, Social Service and Urban Planning. In addition, the Educational Associate 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
	<u>16</u>

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
	<u>18</u>

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
	<u>17</u>

Fourth Semester

Intermediate Accounting II (ACC 430).....	3
Two Accounting/Data Processing electives (g).....	6
Science Elective (h).....	3-4
Health Education (HED 100).....	2
Cooperative Education (Accounting Internship II) (CED 401) (e).....	2
	<u>16-17</u>

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 have taken MAT 053 at BMCC (in addition to curriculum requirements), or Intermediate Algebra and Trigonometry in high school as a prerequisite to MAT402.

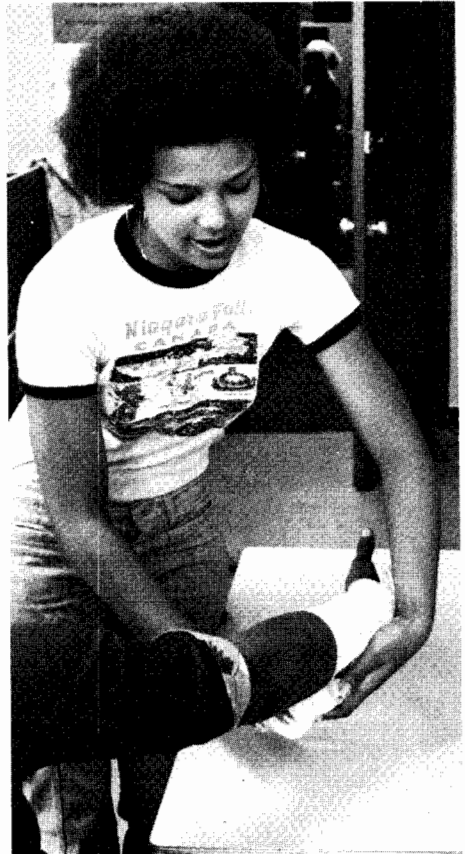
- (e) In certain cases, special options and electives are available in lieu of Cooperative Education courses. In such instances, students must obtain written permission from the Cooperative Education Department.
- (f) This requirement may be fulfilled by English (ENG115 or any course in the 200 series), 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
DAT120 Introduction to Computer Concepts
Each of these three courses is three credits. The combination of ACC340 and DAT120 is recommended for those students who do not intend to transfer to a four-year school.
- (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

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
Mathematical Foundations (MAT204).....	4	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
Introduction to Psychology (PSY100).....	3	0	0	3
				18

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
Modern Language I... ..	4	1	0	4
				18

Fourth Semester

Speech.....	3	0	0	3
Modern Language II ..	3	1	0	3
Medical Emergency Technology IV.....	5	8*	2	7
Abnormal Psychol- ogy (MHT215).....	3	0	0	3
				16

TOTAL CREDITS 69

*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				
English I.....	3	0	0	3
Mathematics through Statistics I (MAT103).....	3	0	0	3
Introduction to Sociology.....	3	0	0	3
Medical Terminology I.....	3	0	0	3
Secretarial Practice (Typing).....	0	4	2	2
Medical Record Science I.....	2	0	0	2
				16

Second Semester				
English II.....	3	0	0	3
Anatomy & Physiology I (BIO425).....	3	2	1	4
Medical Terminology II.....	2	0	0	2
Office Practice & Machines I (SEC330).....	2	0	0	1
Medical Record Science II.....	2	3	1	3
Music or Art.....	2	0	0	2
				15

Third Semester				
General Psychology... Medical Record Science III.....	3	0	0	3
Medical Record Science III.....	2	3	1	3
Medical Record Clinical Practice I.....	2	6*	2	4
Anatomy & Physiology II (BIO426).....	3	2	1	4
Office Practice & Machines II (SEC430).....	2	0	0	1
Physical Education....	2	0	0	1
				16

Fourth Semester				
Fundamentals of Speech.....	3	0	0	3
Medical Record Science IV.....	2	3	1	3
Medical Record Clinical Practice II.....	0	12*	4	4
Medical Records Applications in Data Processing.....	2	2	1	3
Elective (Social Science).....	3	0	0	3
				16

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
				18
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
				18
Summer Semester				
Respiratory Therapy Summer Practicum	0	400	6	6

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
				16

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
				14

TOTAL CREDITS 72



BUSINESS MANAGEMENT

The Business Management Department's goals are to:

1. Enable the student to achieve upward career mobility in an honorable and satisfying manner. It is hoped that the student will become personally motivated to succeed and to achieve at the highest level in any endeavor.
2. Enable the student to develop humanistic and citizenship values.

The department seeks to achieve these goals by encouraging students who are interested in the operations of business, government organizations, or organizations in the voluntary (non-profit) sector of the economy to enter either the transfer program or career program in Business Management.

Under these programs, students learn about the management aspects of business and other organizations. Everything from the financing of an organization to managing its daily operation, or production to marketing its product, is covered by appropriate subjects in the department's programs. No organization exists which does not require the services of people who are familiar with the various aspects of management.

Graduates of the career program are eminently equipped to perform useful work for an employer after completing the two years at BMCC at a junior management level or to go on to a senior college if they so desire. Graduates of the transfer program usually expect to make an immediate transition to se-

nior college and do not seek the immediate employability feature at the junior level of management. Students who are not sure of their future plans should examine both programs carefully and may find the career program more to their liking.

For Business Administration-Transfer program, see Page 63.

For Business Management Career programs, see Pages 64-67:
Career Option courses
in General Management, Page 66;
in Banking and Finance, Page 66;
in Marketing, Page 66;
in Retailing, Page 66;
in Credit and Collections, page 67;
in Sales Management, Page 67.

**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.

Students who desire a more career oriented, specialized education should enroll under the Business Management Career Program. This program is designed to prepare students for careers in a specific business function, or for management work in an organization, or for self employment in one's own business. Transfer arrangements with the senior colleges also allow a smooth transition to higher education for those students who complete the program and do not seek immediate employment. Career-oriented programs provide greater opportunity to take business-oriented courses and, after the first semester's work, the student takes more advanced work in the area of business of interest to him or her.

**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 (ENG115)**	3
Modern Foreign Language*	
or Introduction to	
Finance (BKG100)	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
Introduction to Marketing	3
Economics	3
General Psychology	3
History of Western Civilization II	3
	<u>15</u>

TOTAL CREDITS..... 64-66

*Students with 3 units of a modern foreign language in high school may opt to take an elective in lieu of a modern foreign language.

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

***This requirement may be fulfilled by English (ENG 115 or ENG 200 and above) or Black (BLK) Literature courses. Puerto Rican Literature cannot be used as a substitute for the English requirement.

The Business Management Career Program

The Business Management Department offers a strong career-oriented program which allows specialization in one of six distinct concentrations or "options." Students take a series of background and experience building courses, management skill building, and liberal arts courses throughout their stay at the college.

After the completion of the first semester of work, a student will have the knowledge and the exposure to the management field sufficient to make a choice of any of four options open to all students, and of two options which carry certain entrance pre-requisites.

Options open to all students are:

General Management—Designed for those who seek entrance to the business world as a management trainee, or who seek to run a small business, or who want the exposure to the broadest types of business problems.

Banking & Finance—For those students who are interested in jobs with banks, as junior management train-

ees in finance departments, or have a general interest in the financial aspects of management.

Marketing—For those students who are interested in why people buy, how they are reached by the marketer through advertising and marketing campaigns, and how the selling of a product is actually accomplished.

Retailing—For those students interested in the merchandising and fashion industries as well as the general operation of a selling operation dealing with the consumer.

Two options offered by the Department are intended for persons who are in the business world and want to take theory and classroom exercises in job related courses. These options help a person already in the field to win promotion or perform their present jobs in a more thorough manner. They are not intended for students who seek careers in a field by examining positions open with many different types of businesses or other organizations. Entrance to these options is by permission of the Department chairman or designated advisor only.

Credit & Collections—For those dealing with the credit aspects of a business and the collection of outstanding debts to firms.

Sales Management—For those interested in the selling of goods and services to the public, to industry, to government, etc., and the specific techniques and management aspects involved.

Students who successfully complete any one of the options plus the courses listed for each term 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
CAREER PROGRAM**
(Courses and Credits)

First Semester

Introduction to Business Administration (BUS103)*	3
Mathematics through Statistics I, or Finite Mathematics	4
English I.....	3
Introduction to Marketing (MAR100) ..	3
Introduction to Finance (BKG100)	3
Physical Education	1
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Second Semester

Accounting I	3
Business Method (BUS210)	3
Career Option Course**	3-4
English II (ENG115)	3
Introduction to Economics	3
	<hr style="width: 100%; border: 0; border-top: 1px solid black; margin: 0;"/> 15-16

Third Semester

Business Law (BUS110).....	3
Career Option Course**	3
Cooperative Education †	2
Health Education	2
Business Communications (BUS150) ...	3
Introduction to Computer Concepts (DAT120).....	3
Fundamentals of Speech (SPE100)	3
	<hr style="width: 100%; border: 0; border-top: 1px solid black; margin: 0;"/> 19

Fourth Semester

Business Elective***	3
Career Option Course**	3
Cooperative Education (Field Experience).....	2
Laboratory Science***	4
Liberal Arts Elective.....	3
Managerial Decision Making (BUS220).....	3
	<hr style="width: 100%; border: 0; border-top: 1px solid black; margin: 0;"/> 18

TOTAL CREDITS 69-70

*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.).

**A student takes one of the three courses listed under the Career Option chosen. Care must be taken to see that all prerequisites are completed in proper sequence before registering for each course. See Pages 66-67 for listing of options.

Where Real Estate (RLS200) is substituted or used as one of the option courses, this course will carry 4 credits—a State requirement for admission to the Real Estate Licensing examination.

†Upon recommendation of the Cooperative Education Department, this course can be either Cooperative Education Internship (Field Experience) or Career Planning (CED201).

***A Business Management Department Course listed under regular or option offerings. Seek advice of Department chairperson or designated advisor to assure a choice compatible with student's interests.

****Students may choose General Chemistry (CHE110), General Biology (BIO110), or General Physics (PHY110).

**CAREER OPTION COURSES
For the General Student Body
in Business Management**

A student who develops an interest in a specific field of Business Management should seek faculty advice in addition to his or her own research to determine the career option to choose.

The career option is designed to allow a student who enters employment upon graduation to take on the duties of a position in business or with government, or in self employment, on an entrant level with a reasonable degree of confidence and competence. The more mature graduate will find that he or she is given a career advantage and increased upward mobility by the specialization in the field of his or her interest.

General Management

Business Organization and Management (BUS200)..... 3
 Essentials of Small Business (BUS410).. 3
 Office and Personnel Management (BUS300) 3

Banking and Finance

Financial Management (BKG230)..... 3
 Money and Banking (BKG250)..... 3
 Principles and Problems of Investment (BKG300) 3

Marketing

Consumer Motivation (RET300) 3
 Essentials of Advertising (ADV200)..... 3
 Sales Principles and Practices (MAR300) 3

Retailing

Consumer Motivation (RET300) 3
 Retail Merchandising and Promotion (RET310) 3
 Retail Organization, Operation, and Buying (MAR320)..... 3

A student trying to decide which option to choose should examine his or her self interests quite closely and should discuss them with the members of the Business Department faculty, advisors from the Department of Student Life, and advisors in the Department of Cooperative Education.

Members of the Business Management Department have available extensive statements of the educational objectives—what the student should get out of each of the options—and description of the types of career openings available to graduates in each area.

**CAREER OPTIONS
For Career Specialists
in Business Management**

The options listed below are designed for students with sufficient experience or exposure to the world of business to need very specialized job-oriented courses within a specific field. These options are not open to the general student body and may be selected only with the approval of the Chairperson of the Business Management Department or designated advisor.

Credit & Collections

Credit & Collections Management
(BKG220)..... 3

Consumer Credit Management
(BKG240)..... 3

Financial Management (BKG230) 3

Sales Management

Sales Principles and Practices
(MAR300)..... 3

Sales Management I (SLS300) 3

Sales Management II (SLS400) 3





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

Second Semester

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

Third Semester

Advanced Cobol Programming.....	3
Programming Systems.....	3
Science*.....	3-4
Accounting II or Managerial Accounting.....	3
Liberal Arts Elective.....	<u>3</u>
	15-16

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

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.....	<u>3-6</u>
	15-17

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

Operating Systems 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
	17-18

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
	15

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
	18

Fourth Semester

General Psychology.....	3
Field Experience in	
Library Service.....	2
Library Technology V:	
Applied Library Service.....	3
Introduction to Sociology.....	3
Health Education.....	2
Music or Art.....	2
Science.....	4
	19

TOTAL CREDITS..... 69-70

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.

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 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.....	<u>2</u>
	16-18

Second Semester

Modern Language.....	3
English Composition II.....	3
Social Science.....	3
Design II.....	2
Drawing II.....	<u>2</u>

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

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
Music Elective: Choice of one of the following courses at 1 credit each: each course meets for 2 hours.	
Chorus I	
Instrumental Ensemble I	
Jazz Performance Workshop I	
Brasswind Class	1
	<hr/> 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
Music Elective: Choice of one of the following courses at 1 credit each: each course meets for 2 hours.	
Chorus II	
Instrumental Ensemble II	
Jazz Performance Workshop II	
Woodwind Class	1
	<hr/> 17

Third Semester

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

Fourth Semester

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

Any student accepted into the Nursing curriculum must first complete a Pre-Nursing sequence of courses. This requirement was established by the Board of Higher Education for all students effective Fall 1975. Students therefore are accepted only into the Pre-Nursing program; to enter the clinical portion of the regular Nursing curriculum at BMCC a student must meet the following conditions: (1) Complete all remediation courses indicated by the placement tests; (2) Pass all the courses in the Pre-Nursing program with at least a 2.5 (C+) grade point average, and (3) Pass the Pre-Nursing examination of the National League for Nursing with an acceptable score.

In addition, the Nursing Department has set the following "Criteria for Evaluation" for each student in its department and requires each student to agree to these Criteria:

1. Each course grade in nursing is comprised of three parts. Each student must successfully complete each of the three parts in order to pass the course. The three parts of the nursing course are as follows:
 - 1. Departmental Examinations (Quizzes, Midterm and Final Examinations)

- 2. Clinical
 - 3. National League for Nursing Achievement Examination (at or above the 20th percentile)
2. In order to progress to succeeding nursing courses, and/or meet the requirements for satisfactory completion of the Nursing Program, the student must attain all of the following
 - 1. A minimum of "C" (70-79) on departmental examinations
 - 2. Pass in clinical
 - 3. Pass the National League for Nursing Achievement Examination at or above the 20th percentile
 3. The student must pass the clinical experience in order to pass the course. For example, although a student may achieve an average of "B" (80-89) in departmental examinations, failure in the clinical setting means that he/she will receive the grade of "F" as a final grade.
 4. The student must pass the N.L.N. Achievement Examination at or above

the 20th percentile in order to pass the course. For example, although a student may achieve an average of "B" (80-89) in departmental examinations, and pass in clinical, but falls below the 20th percentile on the N.L.N. achievement examination, he/she will not pass the course. The student will receive a grade of "R" if this is the first time registered for the course. The student who has registered for the course a second time, under the same set of circumstances, will receive a grade of "F".

5. A student may receive the grade of "R" only once for the same course. At the end of the repeat semester, if the student has not satisfactorily met all of the criteria for evaluation, he/she will receive the grade of "F".

6. The student must pass the departmental examinations with an average of "C" (70-79) or better in order to pass the course. For example, although a student receives a pass in clinical, and achieves

at or above the 20th percentile on the N.L.N. Achievement Examinations and below the average of "C" in departmental examinations, he/she will not pass the course.

7. A student who received an "R" or "F" grade in a course and—on repeating that course received a grade of less than "C"—**may not** continue in the Nursing Program. Example: A student who is registered in a nursing course for the second attempt and who attains less than an average of "C" on departmental examinations or an "F" (Fail) in the clinical or below the 20th percentile on the N.L.N. Achievement Examinations or any combination of the above, will receive an "F" in the course and **may not continue** in the Nursing Program.

8. Students who receive an "R" or "F" grade will be admitted the following semester on the basis of space available. In addition, the cumulative average of 2.5 must be maintained.

NURSING PROGRAM

(Courses and Credits)

	Class Hours	Lab Hours	Lab Credits	Total Credits	
First Semester					
English Composition I.....	3	0	0	3	
Introduction to Sociology.....	3	0	0	3	
Anatomy and Physiology I.....	3	7	0	4	
Fundamentals of Patient Care.....	4	10	0	6	
				<hr/>	
				16	
Second Semester					
Math for Health Sciences.....	3	0	0	3	
Anatomy and Physiology II.....	3	0	0	4	
Medical-Surgical Nursing.....	4	12	0	8	
				<hr/>	
				15	
Third Semester					
English Composition II.....	3	0	0	3	
Microbiology.....	3	2	1	4	
Maternal & Newborn Care (8 weeks).....	4	12	0	4	
Nursing Care of Children (8 weeks)..	4	12	0	4	
Developmental Psychology.....	3	0	0	3	
				<hr/>	
				18	
Fourth Semester					
Speech.....	3	0	0	3	
Comprehensive Nursing Care.....	4	12	0	8	
Nursing Today and Tomorrow.....	1	0	0	1	
Music or Art.....	2	0	0	2	
Physical Education....	2	0	0	1	
Elective.....	3	0	0	3	
				<hr/>	
				18	
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.....	<u>2</u>
	<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.....	<u>2</u>
	<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.....	1
	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.....	1
	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.....	2
	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.....	2
	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
	17-18

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
	17

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
	17

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
	17

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.*

**P.T.E.P.
(PRE-PROFESSIONAL TEACHER
EDUCATION PROGRAM)**

Educational Associate Degree

The Pre-Professional Teacher Education Program (PTEP) is a two-year undergraduate curriculum which satisfies the latest New York State Department of Higher Education mandate requiring competency-based instruction for all students preparing to teach in public schools. The competencies established for each of the related courses prescribe minimum learning outcomes and performance objectives for the development of skills appropriate to field-based standards of teaching.

The program satisfies both career and transfer objectives. As originally conceived, educational assistants employed by the New York City Board of Education receive the professional career ladder instruction required for the Associate in Arts (A.A.) degree and promotion to the employment level of Educational Associate. They are likewise eligible for admission into a baccalaureate degree program in teacher education in the senior colleges of The City University. Presently the New York City Board of Education permits persons employed as Educational Assistants in the public schools to enroll in some programs which lead to careers other than teaching. Such careers are limited to those for which a licensing examination is required. The program at BMCC is administered under the direction of the Associate Dean for General Studies.

**PRE-PROFESSIONAL TEACHER
EDUCATION PROGRAM
Educational Associate Degree
(Courses and Credits)**

First Semester

English I (ENG100).....	3
Mathematics (MAT100).....	4
Physical Education (PED100).....	1
General Psychology (PSY100).....	3
Music or Art.....	2
Education and Modern Society (EAP150).....	2
Health Education (HED100).....	2
	<u>17</u>

Second Semester

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

Third Semester

Fundamentals of Speech (SPE100)...	3
History of Western Civilization II (HIS110).....	3
Science (SCI320)*.....	4
Spanish**.....	3-4
Seminar and Practicum in Education & Communication Arts (EAP320)	4
	<u>17-18</u>

Fourth Semester

English III (any English Literature course)***.....	3
Spanish**.....	3
Seminar & Practicum in Education & the Behavioral Sciences (EAP420).	4
Social Science Elective (POL100, ANT100, or SSR400).....	3
Elective.....	2-3
	<u>15-16</u>

TOTAL CREDITS..... 65-67

*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 is determined by a placement examination.

***A Black Literature course fulfills the English III 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 Concentration
 (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 (ENG115)	3
Essentials of Advertising (ADV200)	3
Mathematics through Statistics I (MAT103)	4
Liberal Arts Elective	2
	<u>17</u>

Third Semester

Stenography III: 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, 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

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 Concentration
 (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 (ENG115)	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, 371, 471) 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, 306, 406). 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
	<hr/> 16

Second Semester

Stenography III: Introduction to Transcription (SEC220)*	3
Typewriting II (SEC210)	2
Business Law (BUS110)	3
Office & Personnel Management (BUS300)	3
English (ENG115)	3
Spanish III or IV (SPN200 or SPN210)	3
	<hr/> 17

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
	<hr/> 16-17

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
	<hr/> 16
Cooperative Education Internship** (CED351)	2
	<hr/> 18

TOTAL CREDITS..... 67-68

*The Pitman sequence (SEC201, 221, 381, 481) 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, 346, 446). 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.

SOCIAL SCIENCE

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 Social Science. Graduates are eligible to transfer to a senior college for further study in public administration.

SOCIAL SCIENCE

**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
	16-17

Second Semester

English II (ENG115).....	3
Language*.....	3
Mathematics (MAT100 or MAT103).....	3
Urban Sociology (SOC400).....	3
Federal Personnel Management (GOV100).....	3
Physical Education (PED100).....	1
	16

Third Semester

Science.....	4
Fundamentals of Speech (SPE100).....	3
Federal Administrative Practices (GOV120).....	3
Seminar in Labor Relations (GOV200)	3
Federal Financial Management (GOV210).....	3
Field Work in Federal Agencies (CED381).....	2
	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 Computer Concepts (DAT120).....	4
	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.*

SOCIAL SCIENCE

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 Social Science, and its graduates are awarded the Associate in Arts (A.A.) degree.

SOCIAL SCIENCE

Social Service Program

(Courses and Credits)

First Semester

American Government (POL100)	3
English I (ENG100)	3
Fundamentals of Speech (SPE100)	3
Spanish*	3-4
Health Education (HED100)	2
Music or Art	2
	<hr/>
	16-17

Second Semester

Spanish*	3
Mathematics (MAT100)	4
English II (ENG115)	3
Physical Education (PED100)	1
Introduction to Social Work (SSR150)	3
Field Experience in Social Work (SSR100)	2
	<hr/>
	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
	<hr/>
	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
	<hr/>
	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.

SOCIAL SCIENCE

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 Social Science, and graduates are awarded the Associate in Arts (A.A.) degree.

Third Semester

Science..... 4
 Urban Government & Politics (URB200) or Politics and Government in New York City (URB500)..... 3
 Fundamentals of Speech (SPE100).... 3
 Social Problems (SOC200)..... 3
 Spanish Conversation I (SPN301)**... 2
 Seminar in Politics of Urban Problems (URB700 or 701)... 2
 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**..... 2
 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.*

SOCIAL SCIENCE

Urban Planning Program

(Courses and Credits)

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
 16-17

Second Semester

English II (ENG115)..... 3
 Spanish*..... 3
 Mathematics (MAT100 or MAT103)... 4
 Introduction to Economics (ECO100)... 3
 Urban Sociology (SOC400)..... 3
 Physical Education (PED100)..... 1
 17

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 Admission**, for use by students who are applying to regular City University programs. The application permits students to apply to as many as six programs on a single form, even if the six programs are offered in six different CUNY colleges. 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.
 4. Permanent residents, immigrants, and refugees.
- B. **The Application for Advanced Standing (Transfer) Admission**, for use by students who have had previous college work. The student must meet the Advanced Standing deadline for all credentials: application, high school transcript, and all previous college credit transcripts. Applicants must have a 2.0 ("C") cumulative Grade Point Average at the time of submission of application. (For purposes of evaluating a record for transfer admissions, the CUNY Office of Admission Services equates all non-passing grades as F's except non-penalty withdrawals and incompletes, absences, and no grade reported less than 6 months old.)
- 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, 101 West 31 Street (Seventh Floor), New York, New York 10001.

Where to Apply

Application Blanks are available from public high schools, selected community centers, the City University's Office of Admission Services, 101 West 31 Street (Seventh Floor), 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.

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 attaining 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 reinstatement to matriculated status. A student who has been academically dismissed twice is not eligible for readmission (see “Appeal of Dismissal,” page 105).

Applications for reinstatement 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.

Students with financial problems should consult the section of the 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. If, however, the number of earned tuition-free credits, plus the credits enrolled for (as measured at the end of the registration period for the term in which billing takes place), exceed the allowable limit of earned tuition-free credits outlined in (1), such credits shall be paid for at the rate of \$30 per credit hour.

TUITION RATES

Matriculated Students—Full-time

A. Bona fide resident 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. \$25. (per credit);
\$25. first additional contact hour;
\$15. each additional hour

The 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.

- 2. A student who exceeds by more than 4 credits the number of credits required for a degree. \$30. (per credit hour)

FOR CURRENT TUITION AND FEE SCHEDULES OR CONTACT ADMISSIONS OR REGISTRARS OFFICES

- B. Non-residents of New York City
 - 1. Residents of New York State, maximum tuition to be charged \$700. (per semester)
 - 2. Non-residents of New York State (applies also to foreign students) \$700. (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 requirements except for:

- 1. A student who received one Associate degree from any college of the City University either wholly or partially tuition free. \$25. (per credit hour);
 \$25. first additional contact hour;
 \$15. each additional contact hour

- 2. A student who exceeds by more than 4 credits the number of credits required for a degree. \$30. (per credit hour)

B. Non-residents of New York City

- 1. Residents of New York State (applies also to foreign students) \$55. (per credit hour), plus \$35. per additional contact hour(s)
- 2. Non-residents of New York State (applies also to foreign students) \$55. (per credit hour), plus \$35. per additional contact hour(s)

Non-matriculated Students—Full-time

A. Bona fide residents of New York City \$25. (per credit hour)
 Excess contact hours, \$25 the first excess hour, \$15 each additional contact hour

B. Bona fide residents of New York State, maximum tuition \$700. (per semester)

C. Non-residents of New York State \$700. (per semester)

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

A. Bona fide residents of New York City \$25. (per credit hour)
 Excess contact hours, \$25 the first excess hour, \$15 each additional contact hour

B. Bona fide residents of New York State \$55. (per credit hour)
 Excess contact hours \$35. (per contact hour)

C. Non-residents of New York State \$55. (per credit hour)
 Excess contact hours \$35. (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) \$57. (per semester)

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

C. Senior Citizens. . . \$10. (per semester)

SPECIAL FEES (for all students)

A. Application Fee (non-refundable) \$20. (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) \$20. (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 \$4. (There will be no charge for transcripts requested to be forwarded to other units of the City University of New York.)

D. Special Examination Fee. \$15. (must be charged to students requesting an examination at a time other than the scheduled time and with permission granted by the College.)



E. Penalty Fees

1. Late Registration Fee. \$15.
(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. \$20.
(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. \$5.
4. Duplicate diploma. \$15.
5. Readmission fee. \$10.
6. Reinstatement fee. \$15.
7. Payment reprocessing fee. \$15.

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.

To comply with the requirements of a student visa and to be eligible for an I-20 form (Certificate of Eligibility), all foreign students must be full-time, matriculated students.

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, general 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 \$15 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 sixth week of classes. Students will be assigned either "WP" (withdrawal passing) or "WF" (withdrawal failing) by their instructors 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 \$20 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 College 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	November 1
Summer Session	November 1

Any "INC" grade which is not removed 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 \$15 for the first examination and \$5 for each additional examination, to a maximum of \$25, 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	November 1
Summer Session	November 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.

The attendance regulation at this College, approved by the Faculty Council on October 25, 1972, is: "Students are required to attend all scheduled classes. The maximum number of absences per semester shall be limited to one more than the number of contact hours a class meets in one week."

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 are issued without a charge. A fee 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 stu-

dent 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 supervised by the Director of Athletics.

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

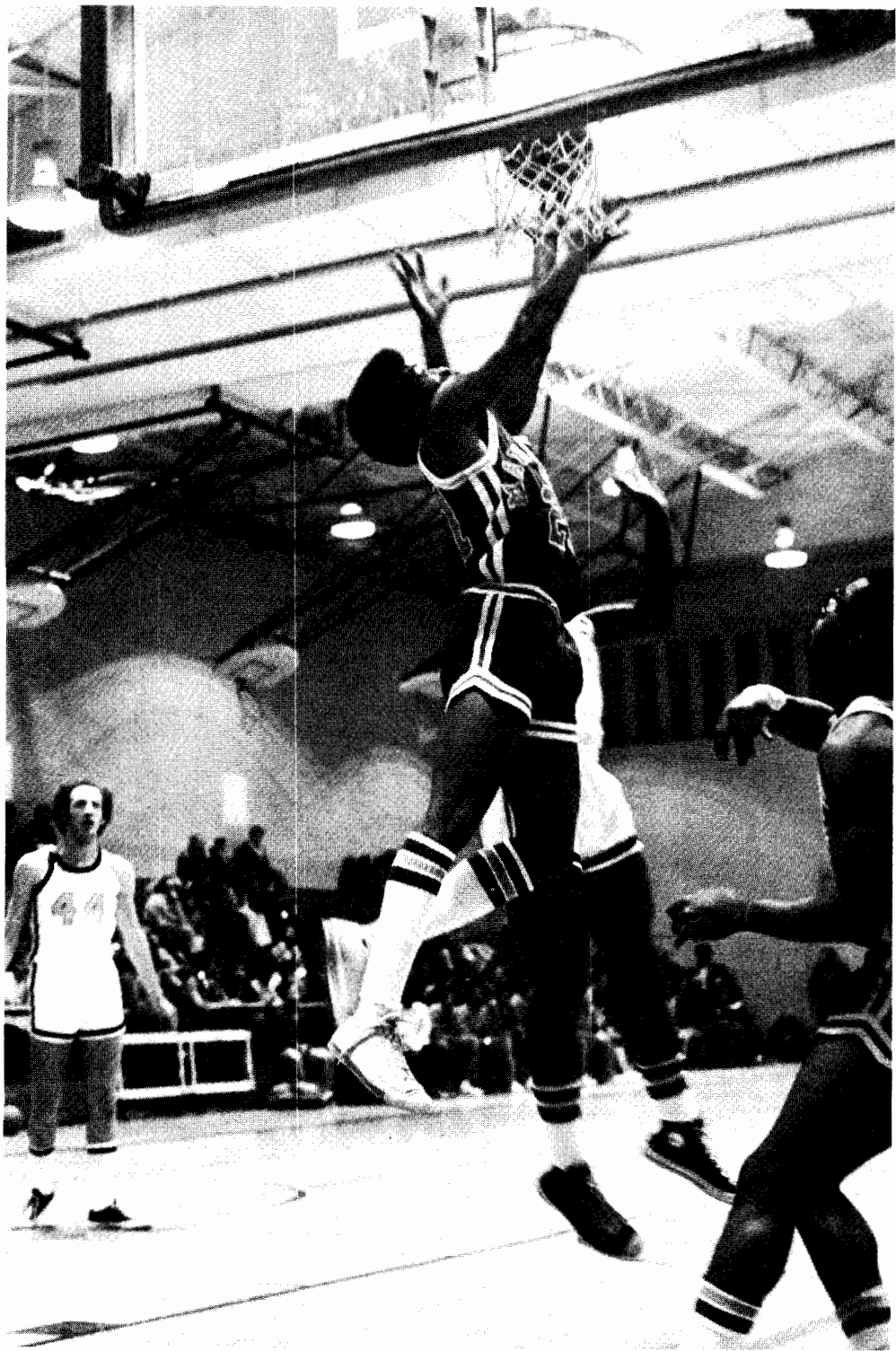
Donated by a member of the President's Advisory Council, this annual award is presented to the College athlete with the highest cumulative academic average.

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	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	127
BLK	Black Studies	Center for African & African American Studies	121
BPR	Black & Puerto Rican Studies		121/168
BUS	Business Administration	Business Management	127
CED	Cooperative Education	Cooperative Education	192
CHE	Chemistry	Science	175
DAT	Data Processing	Data Processing	132
EAP	Educational Associate	Pre-Professional Teacher Education Program	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	Social Science	188A
HEB	Hebrew	Modern Languages	149
HED	Health Education	Physical Education, Health & Recreation	165
HIS	History	Social Science	184
INT	Interdisciplinary Studies		193-A
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	168
PSY	Psychology	Social Science	186
RDG	Reading Skills	Developmental Skills	136
REC	Recreation Leadership	Physical Education, Health & Recreation	165
RET	Retailing	Business Management	130
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	130
SOC	Sociology	Social Science	187
SPE	Speech	Speech Communication & Theatre Arts	189
SPN	Spanish	Modern Languages	151
SSC	Social Science	Social Science	183
SSR	Social Service	Social Science	188B
SWA	Swahili	Center for African & African American Studies	154
THE	Theatre	Speech Communication & Theatre Arts	190
URB	Urban Planning	Social Science	188C

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.

Prerequisite: ACC100

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: ACC120

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: ACC120

ACC330 Intermediate Accounting I/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: ACC220

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: ACC220

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: ACC330

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: ACC220

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: ACC450

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: ACC220

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, 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

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

An overview of the prevailing socio-economic 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

Medical Emergency Technology

Students who complete the MET courses have an opportunity to fill one of the most serious gaps in our current health service pattern. Medical Emergency Technicians are trained to give life-saving services required before a patient can be placed in the hands of a qualified physician or treated in a hospital. For the curriculum in Medical Emergency Technology leading to an Associate in Applied Science (A.A.S.) degree, see page 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 Technology I/3 cl. hrs. 3 lab. hrs. 4 cr.

Students are introduced to an overview of the existing medical emergency services and supportive agencies. In addition, they examine the need for effective communication systems (verbal and network), record maintenance, legal guides, properly conducted critiques, and become aware of the im-

**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 concurrently registered in MHT401

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

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 Bullins 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 student-actor in the fundamentals of play performance before a live audience. It covers the development of that craft through the students' specific experiences which relate to their 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 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 will be 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 I 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, Recreation and Dance

BPR101 Ethnic Dance/2 hrs. 2 cr.

This course will concentrate on the elementary dances 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 Islamic revolution; Moorish domination of the Iberian peninsula; early empires in West, East, Central and South Africa.

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

Same as HIS 822

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

BLK123 Afro-American History I/3 hrs. 3 cr.

Same as HIS823

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

BLK124 Afro-American History II/3 hrs. 3 cr.

Same as HIS824

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

BLK125 Cultural, Political and Economic History of West Africa/3 hrs. 3 cr.

Same as HIS825

This course covers the cultural, political and economic history of West Africa from Mauritania to Angola.

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 student is exposed to traditional African dance, music, and art through participation at festivals such as the Homowe Festival in Ghana and the Shango Festival in Nigeria. Personal contacts with West African students, workers, journalists, legislators, and artists are arranged. *Offered in the Summer Semester only.*

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 one of six distinct concentrations. Options open to all students in the College are in four fields: General Management, Banking and Finance, Marketing, and Retailing. Options open only to students with the necessary pre-requisites are: Credit and Collections, and Sales Management. Students who successfully complete the degree program in any of these six options receive an Associate in Applied Science (A.A.S.) degree. The Business Management Department also administers the Business Administration—Transfer degree program, which leads to the Associate in Arts (A.A.) degree. For the curricula offered, see pages 62-67.

Advertising and Business

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: BUS103

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.

BUS103 Introduction to Business Administration/3 hrs. 3 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.*

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.

**BUS150 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.

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.

BUS210 Business Methods/3 hrs. 3 cr.

A survey of the fundamental quantitative concepts and tools used in the field of business is presented in this course. Topics in the course include annuities, present value, compound interest, markup and markdown, graphing, equations, inventory, depreciation, breakeven, cost, revenue, elasticity, inequalities, and certain aspects of linear programming.

**BUS220 Managerial Decision Making/
3 hrs. 3 cr.**

The course develops students' abilities in two stage thinking—ideation and processing, by means of creative thinking exercises, information research problems, development of evidence methods (fact vs. inference), and problem solving/decision analysis techniques. The latter include Kepner Tregoe, model building, classification, cost/effectiveness, incremental analysis, and basic decision trees. Emphasis is on developing student skills in coping with problems and decisions as opposed to theoretical methodological explorations.

Prerequisites: Math through Statistics; Business Methods (BUS210) (for business students only)

BUS300 Office and Personnel Management/3 hrs. 3 cr.

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

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).

Banking, Finance, and Credit Management

BKG100 Introduction to Finance/3 hrs. 3 cr.

This course focuses on the three general areas of money and financial institutions, business financial management, and investments. These areas are surveyed through coverage of topics such as value and creation of money, the Federal Reserve System, commercial banks, short and medium term financing, and the behavior of securities markets in relation to financing the business enterprise. This is a foundation course for finance/banking majors and a survey course for all others.

BKG230 Financial Management/3 hrs. 3 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.

Prerequisite: BKG100

BKG220 Credit and Collections Management/3 hrs. 3 cr.

Student is introduced to the principles and practices involved in the extension of credit in the business world. The course covers operation of the credit department including the duties of the credit manager, credit investigators, credit analysis of financial statements, bases for credit judgment, collection procedures, legal problems, accounts receivable financing and factoring.

BKG240 Consumer Credit Management/3 hrs. 3 cr.

This course emphasizes the principles, policies, and practices followed in the granting of consumer and retail credit, bases for credit judgment, collection policies and procedures, government regulations, retail revolving and installment credit, charge accounts, bank credit card and non-bank card credit, and the management of a consumer or retail credit department.

Prerequisite: BKG100; BUS210; prerequisites may be waived for experienced business persons

Prerequisite: BUS210; BKG100; prerequisites may be waived for experienced business persons

**BKG250 Money and Banking/
3 hrs. 3 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.

Prerequisite: BKG100

Marketing, Retailing, and Sales

**MAR100 Introduction to Marketing/
3 hrs. 3 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: MAR100

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.

Prerequisite: BKG100

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.

Prerequisite: BKG100

MAR300 Sales Principles and Practices/3 hrs. 3 cr.

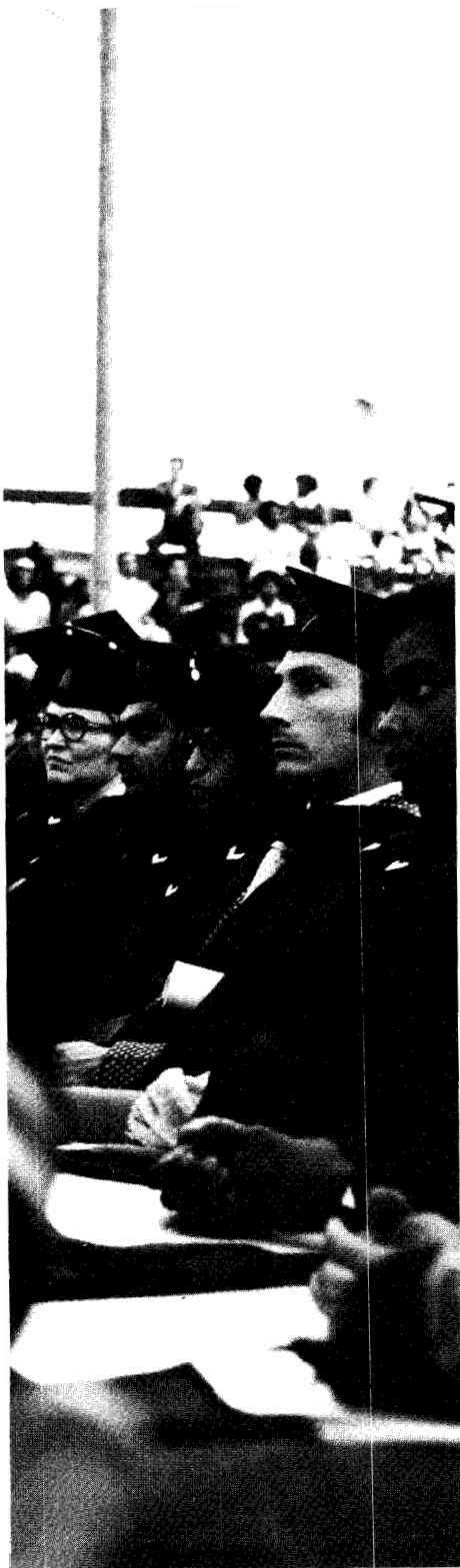
The selling technique topics include analyzing a product, evaluating customer needs and buying motives, handling objections, closing sales, and developing salesman's personality. Organization and presentation of sales talks are emphasized.

Prerequisite: MAR100

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: MAR100



**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.

RET310 Retail Merchandising and Promotion/3 hrs. 3 cr.

A comprehensive analysis of retail merchandising and promotion which completes the Retail curriculum option. The career-oriented student develops the skills necessary to construct a merchandise plan, make decisions on stock turnover, identify pricing techniques, prepare promotional campaigns for selected products, store displays, and identify the promotional characteristics of textiles, fashion accessories, and home fashions.

Prerequisite: MAR320

**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.

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.

Real Estate**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.

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.*

DAT102 Accelerated Introduction To Data Processing (Experimental)/5 hrs. 4 cr.

This course is specifically designed for students accepted into the experimental program for articulation between Brandeis High School, Central Commercial High School and the Borough of Manhattan Community College. The course is intended to bridge any content gap which exists between the high school program and the first two Data Processing courses in the programming concentration A.A.S. degree curriculum in Data Processing (DAT101, DAT201). The course will give the student a general overview of the data processing industry. It will acquaint the student with the principles of data processing and the various types of equipment used in electronic data processing. The principles of flowcharting and computer logic will be discussed in detail. The programming of computers from simple to fairly complex applications will be presented, utilizing the language of Cobol. Hands-on computer experience will be provided to implement practical portions of the syllabus.

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.

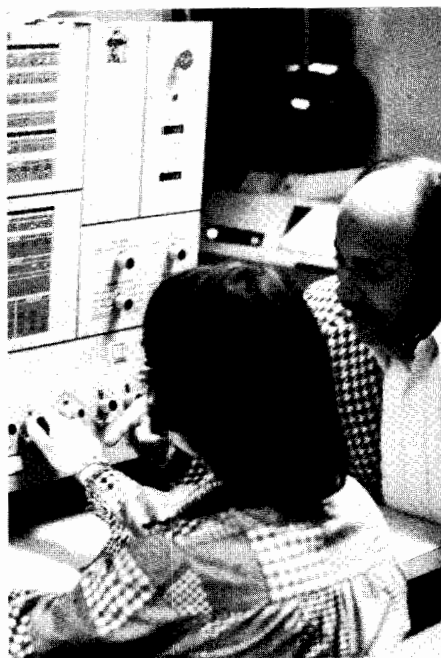
This course develops an understanding of the importance and use of computers for the solution of mathematical and scientific problems.

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 Implementation/
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.

Prerequisite: Advanced Cobol Programming or Departmental approval

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: Advanced 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: Advanced 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. The Reading and ESL programs are divided into proficiency levels. The students are placed in the appropriate level as determined from their performance in the placement examinations.

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—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.

ESL080;081;082;083 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. Each number represents a different proficiency level of the course. Students are placed, according to their ability, in one of the levels. The course is comprehensive, combining listening, speaking, reading and writing skills.

Credit is granted when student's essay-writing performance is judged satisfactory for entrance into Intensive Writing (ENG090 or ESL084) or English I (ENG100).

ESL084 Intensive Writing/6 hrs. 3 cr.

ESL085 Intensive Writing/6 hrs. 6 cr.

Required for all entering students whose placement examinations show a need for intensive work in writing and whose major problems with writing stem from a foreign language background. This course focuses on the processes of essay writing, including para-

graph structure, sentence structure and content.

Credit is granted when student's essay-writing performance is judged satisfactory for entrance into English I (ENG100).

RDG071;072;073 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 department prepares students, who come to the College with a wide variety of levels of proficiency, to reach an optimum level of performance in writing and reading. It enables them to qualify for graduation and leads to successful performance in four-year colleges, including those in the City University. It also qualifies these students to assume positions in the professional and business world as aware, educated, literate persons.

Prior to enrollment in any English course at the College, each student is required to participate in a three-hour comprehensive examination, mainly on writing skills, and including a full length essay. Students found to be below the minimum level for admission to the regular English course will enroll in an intensive remedial writing program. Those who pass the examination enroll in English 100. All students are required to enroll in English 100 and all take English 115. Many students enroll in English electives numbered 200 to 310, at least one of which is required for some students.

Students are advised to determine their curriculum requirements before enrolling in an English course numbered 200 or higher. Transfer candidates are urged to contact their likely next college to see if a particular English elective here is required there.

ENG090 Intensive Writing/6 hrs. 0-3 cr.

ENG091 Intensive Writing/6 hrs. 6 cr.

This is an intensive writing remediation course which begins at a pre-college level. Students are instructed in basic components of effective writing, including word selection, punctuation, spelling, grammar, sentence structure, and paragraph development. Individual conferences with the instructor are frequent. Successful completion awards the student three credits; students who excel may receive six credits.

ENG092 Writing Laboratory/3 hrs. 3 cr.

English 092 is intended for students who have made progress in English 090 but have failed the course. It is designed to help the student solve basic writing problems through close, individual attention that does not repeat the material of English 090. Classroom instruction will be conducted in small groups of three or less, with emphasis on one to one teaching. Approaches to writing problems will focus on individual needs to prepare the student for Composition I.

Prerequisite: Recommendation of previous English 090 instructor.

ENG100 English Composition I/3 hrs. 3 cr.

This is the standard introductory English Composition course, similar in requirements and scope to such courses in other colleges and universities. The student's abilities to write are developed from word selection, punctuation, spelling, grammar, and sentence structure, into coherent, comprehensive, and articulate paragraphs and short compositions.

ENG102 English Composition I and II, in Tandem/6 hrs. 6 cr.

This course combines English 100 and 115 into a one-semester course. It is recommended for students who have demonstrated proficiency, such as on the placement examination.

ENG115 English Composition II/3 hrs. 3 cr.

This course develops the student's abilities to write longer compositions. It culminates in the submission of a term paper which must demonstrate that the student has mastered essential skills of research, organization, documentation, and prose. The course introduces the student to genres, such as the short story, essay, poetry, play, or novel, devel-

oping literary awareness and language comprehension abilities while providing ideas for student themes.

English III

English III consists of the English electives which appear in this Catalog as courses numbered English 200 and higher.

The literature courses in this group expose the student in some depth to various periods of literary achievement or to particular genres.

The writing courses, creative writing and journalism, expose him to specialized fields where he studies both professional achievement and experiments in the art himself.

These courses are similar in structure, organization and content to courses at four-year colleges. Liberal arts students are required to pass at least one three-credit course below. The student is reminded to consult his curricular literature or advisers and, for transfer students, to contact the next college which they expect to attend, prior to enrolling in an English elective at this college.

ENG200 English Literature I: From Anglo-Saxon to Neo-Classical Times/3 hrs. 3 cr.

This course surveys works of English literature from its origins in pre-Norman English to the Eighteenth Century. The objectives are threefold: (1) to develop the student's appreciation for literature and an acquaintance with literary masterpieces written in English during the years of this survey; (2) to introduce the student to the major political and cultural events and to the ideals that shaped England during these years; (3) to illustrate how cultural ideals and political ideals shape men's thinking and have their reflections in and are reflected by literature. Selections may include Chaucer's *Canterbury Tales*, Shakespeare's plays, Swift's writings. Strongly recommended for liberal arts majors.

ENG210 English Literature II: From the Romantic Era to Modern Times/3 hrs. 3 cr.

This survey course is independent of English 200 which is not a prerequisite. It 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 exposes the student to major works of literature. It enables him to appreciate the thought and contributions of outstanding writers. Strongly recommended for liberal arts students.

ENG230 The Library and the Research Paper: A Minicourse/1 hr. 1 cr.

This course will provide step-by-step, week-by-week instruction in preparation of the research paper, from selection of the topic (in any field the student may choose) to submission of the final draft with footnotes and bibliography. It is designed to show how research skills can serve as a major asset of the student regardless of his curriculum. It extends beyond what is taught in English II in scope. Open to all students. Individual conferences held regularly.

ENG251 Modern American Drama/3 hrs. 3 cr.

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

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 American novel is studied, as a literary form and as a reflection and reinforcement of patterns in the fabric of American life. Representative authors may include Hawthorne, Melville, and Stowe from the 19th century; Lewis, Cather, Fitzgerald, Faulkner, Hemingway, and Steinbeck from the 1920s to the 1950s, and Wright and Mailer of the 1960s and 1970s.

ENG254 American Literature of the Nineteenth Century/3 hrs. 3 cr.

The leading American writers of the 19th century are studied. They include Hawthorne, Melville, Poe, Whitman, Emerson, and Thoreau.

ENG255 World Literature I: From Homer to Dante/3 hrs. 3 cr.

This course provides a survey of world literature from Greek times to the 15th century. It includes selections such as from the Greek epics, the Hebrew Bible, The New Testament, Virgil's Aeneid, the early Middle Ages and Dante's Divine Commedia. It is taught independently of English 256.

ENG256 World Literature II: From the Renaissance to Contemporary Times/3 hrs. 3 cr.

This survey course of world literature includes representative works of the Renaissance years (such as those of Cervantes and Shakespeare), the Age of Reason (Voltaire), the Romantic Era (Goethe), schools of psychology and realism (Dostoevsky), and contemporary strains (Camus). English 255 is not a prerequisite.

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.

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: Survey of Judaic Literature (in English)/3 hrs. 3 cr.

This introductory course aims to acquaint students with representative Judaic works, translated from Hebrew or written in English and 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 by exposure to Judaic music and art, including visits to museums and galleries; individual student projects, and guest lectures. No prior knowledge of the Hebrew language or of Jewish culture or literature is required.

ENG261 Images of Women in Literature/3 hrs. 3 cr.

This course will examine how literature, primarily in the United States, has played a role in defining women's roles and in reflecting and promoting stereotypes. Works by women writers will be studied, to expose the student to some literary contributions by women. Enrollment is open to both men and women.

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 objectives of the Creative Writing Workshop are to sharpen the student's creative writing skills, based on the student's inclinations and talents in the short story, poetry, essay, and play. Admission is by departmental approval.

ENG301 Journalism I/3 hrs. 3 cr.

This course provides an insider's perspectives on journalism. It strives to inspire the student with the crucial necessity for a free press component in a democracy, as it shows both the dispensable and inherent limitations of the news media. It penetrates polemics pro and con to disclose substantive issues. Its methodology is twofold: students discuss practices of the contemporary news media; they interview people and write journalistic articles, and tape their own news broadcast. The course helps all students become intelligent consumers of news, while it whets the appetites of those who would consider journalism as a career.

ENG302 Journalism II/3 hrs. 3 cr.

This course builds on English 301 and provides further opportunities for students to experience journalism. Students conduct interviews and cover stories throughout the City, and write journalistic articles. The class produces and videotapes a news program. Students elect to concentrate either on the media of broadcast (radio and television news) or print (newspapers and magazines). Opportunities are provided for specialized coverage (e.g. politics, consumerism, science, education, finance, the arts, social change, and family life). Exposure to layout, headline composition, and basics of journalism law. Individual conferences and group criti-

ques. Scrutiny of professional media. Tours.

Prerequisite: English 301 or permission of instructor.

ENG310 Contemporary Urban Writers/3 hrs. 3 cr.

This course focuses on the literature of urban America since 1950 and, in particular, how contemporary writers used the images and themes of the city to evoke the Anti-Natural, Anti-Human machinery of authoritarian establishments. Running through the readings is the question: how does one survive in this supercity with dignity, let alone with heroism.

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 "L" Building, open from 9:00 a.m. to 5:00 p.m. Monday through Friday.

Library

The Library is an instructional instrument designed to support the College's educational program. The book collection contains over 48,000 volumes, more than 300 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 the responsibility to develop and maintain the BMCC archives.

The Library on the 2nd floor of the Main ("A") Building is open Monday through Thursday from 9:00 a.m. to 8:00 p.m. and Friday from 9:00 a.m. to 5:00 p.m. (temporary hours). 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 lectures 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.

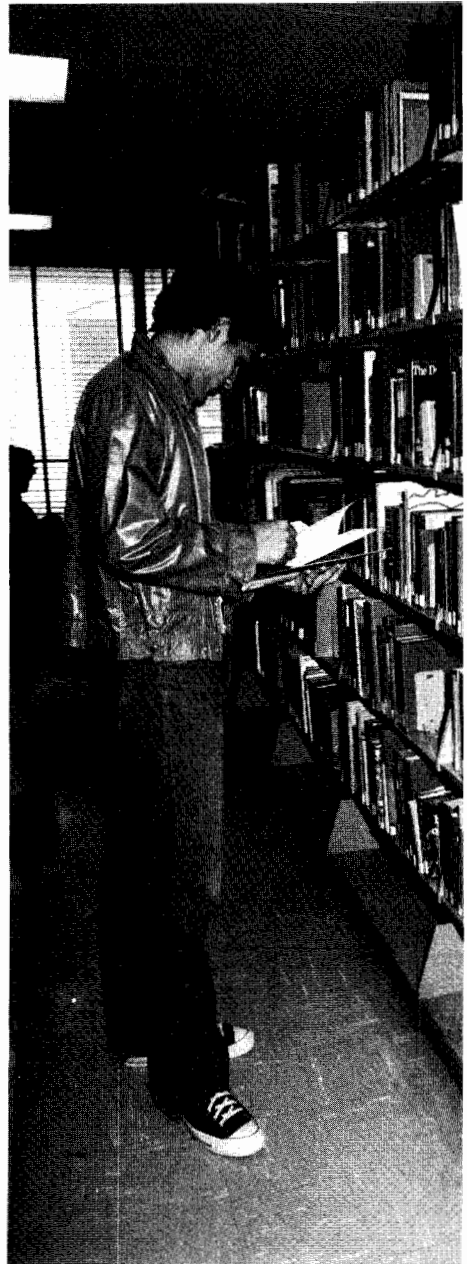
Students learn to give circulation and reference technical assistance. Included is instruction in the circulation and periodicals departments, the reserve desk, and the inter-library loan office. In addition, students also examine basic reference sources in a wide variety of subject areas.

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 college-level course in mathematics. The courses are designed to help students appreciate the logical structure of mathematics and the scope of the application of mathematics in a modern 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 (MAT001 and MAT053 or their equivalent must be taken before MAT402 except with the permission of the chairperson).

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. Nursing 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

MAT053 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 class 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, the solving of simple linear equations, and introductory geometry. Required of students whose placement exam indicates a low level of proficiency in simple arithmetic skills.

MAT011 Basic Mathematics II/3 class 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, the solving of simple linear equations, and introductory geometry. 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 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: Elementary Algebra, Intermediate Algebra and Trigonometry. Consult Department chairperson if you are in doubt about prerequisites. 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: Elementary Algebra, and Intermediate Algebra. Consult Department chairperson if you are in doubt concerning prerequisites.

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

ITL470 Literature, Culture and Civilization of Italy/3 hrs. 3 cr.

Introduction to the evolution and development of Italian culture and civilization through the literary and artistic features, geared to the understanding of present-day problems of modern European Italy, and of the Italian American people. Readings are mainly in Italian, discussions in English, and term papers in English or Italian. *May be taken before literature courses.*

Prerequisite: Italian III or IV, or Departmental approval

Spanish

NOTE: From SPN110 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 Inés de la Cruz, Sarmiento, José Hernández, Palma, Martí, Darío and others. Written and oral reports are required.

Prerequisite: Spanish VI or VII; or Departmental approval

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

The major authors and literary movements of the late 19th and 20th centuries are studied. Works of Quiroga, Reyes, Neruda, Vallego, Carpentier, Borges, Rulfo, Fuentes, Marqués, 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 (Commercial Spanish 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. Open to all business and career students.*

Prerequisite: Spanish IV or Departmental approval

SPN456 Advanced Spanish Composition and Grammar II (Commercial Spanish 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. Open to all business and career students.*

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. Readings are mainly in English; class discussions are in English, Spanish, or any other modern language.

Prerequisite: Spanish IV or equivalent and/or Departmental approval

SPN475 Latin American Heritage/3 hrs. 3 cr.

Same as PRN475

This is an introduction to the cultures of Latin American countries 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 and take a final examination 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 filmmaker.

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 RECREATION AND DANCE

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 Intercession and Spring Semesters 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.

PED124 Introduction to Backpacking and Trail Hiking/2 hrs. 1 cr.

A study of trail equipment, hiking techniques, backpacking skills, safety, map reading, and familiarizing students with hiking areas. In addition the student will gain backpacking experiences and overnight hikes into areas adjacent to New York City and the Catskill Mountains.

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

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.

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.

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 lifelong weight control and better health, through the use of body conditioning exercises and a planned program of weight reduction. Social support plays a vital role in helping individuals achieve the desired goal.

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

Does not meet Physical Education requirement

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

Does not meet Physical Education requirement

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 Advanced 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.

***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.

*Note: The courses listed as HED210, 215, 220, and 225 do **not** meet Health Education requirement.

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.

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.

**REC151 Low Organization Activities/
3 hrs. 2 cr.**

This course gives students in recreation leadership the opportunity to study various activities of any easily organized nature. Lecture and demonstrations are used to achieve participation in low organized and group games, basic movement, social recreation activities, musical games, and creative dramatics. Students will be expected to prepare and lead practice leadership sessions.

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.

**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.

PRE-PROFESSIONAL TEACHER EDUCATION PROGRAM

For the curriculum in the Pre-Professional 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 para-professional, 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

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

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. In 1973 the establishment of an autonomous Center for Puerto Rican and Latin American Studies was approved. The Center offers courses in the Social Sciences, Language and Literature, and Music and Art. These courses may be taken by all students as electives or substituted for the traditionally required courses. For further information, contact the Director of the Center.

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. 3cr.

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 70 words per minute in Spanish. Skills in English shorthand are continued with a goal of 80-100 words per minute.

Should be taken concurrently with Bilingual Typewriting I.

Prerequisites: SEC220/221 or Departmental permission

Co-requisites: 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 80-100 words per minute and English shorthand with a goal of 90-100 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: Bilingual Typewriting II; Advanced Spanish Composition and Grammar II

Typewriting

SEC110 Typewriting I/5 hrs. 2 cr.

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

SEC210 Typewriting II/5 hrs. 2 cr.

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

Prerequisite: Typewriting I or equivalent

SEC306 Executive Typewriting I/2 hrs. 1 cr.

Advanced office typewriting skills are emphasized. Timed production of business correspondence, reports and tabulated materials is developed.

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

Prerequisite: Typewriting II

SEC406 Executive Typewriting II/2 hrs. 1 cr.

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

Prerequisite: Executive Typewriting I

SEC326 Legal Typewriting I/2 hrs. 1 cr.

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

Should be taken concurrently with Legal Vocabulary I and Legal Transcription I.

Prerequisite: Typewriting II

SEC426 Legal Typewriting II/2 hrs. 1 cr.

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

Should be taken concurrently with Legal Vocabulary II and Legal Stenography II.

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

SEC346 Bilingual Typewriting I/2 hrs. 1 cr.

The preparation of Spanish/English correspondence is emphasized. Accuracy, speed building, punctuation, letters, memoranda, tabulation and business forms are included. At the end of the semester, students are expected to achieve a speed of 50-60 words per minute.

Should be taken concurrently with Bilingual Stenography I.

Prerequisite: SEC210 or Departmental permission

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, and political issues which face modern society. To achieve these aims, students are trained in the rational analysis of pertinent phases of human experiences through concentration on an objective study of culture, society, and history. Courses offered in the Social Science Department encompass the following disciplines: Anthropology, Economics, History, Philosophy, Political Science, Psychology, and Sociology.

The Social Science Department requires Liberal Arts students to fulfill their requirement for twelve (12) credits in the Social Sciences with courses from four (4) different Social Science disciplines. This includes all courses taken in the Afro-American and Puerto Rican Programs which fall within the Social Science disciplines. This requirement will expose students to a variety of disciplines and discourage premature specialization.

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: Colonial Period to Civil War/3 hrs. 3 cr.

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

HIS250 Modern American History: Civil War to Present/3 hrs. 3 cr.

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.

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

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.

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.

PHI200 Great Issues in Philosophy/3 hrs. 3 cr.

This course examines in depth some of the great issues of philosophy to which the student has previously been introduced. It applies analytical and logical tools to the clarification of these problems, and provides the student with knowledge of contemporary philosophical concerns. The course will consider the following problems: existentialism; political and social philosophy; philosophy of religion; freedom and determinism, etc.

Prerequisites: PHI100 or PHI110

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 Power and Politics in the United States/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 (SSC100) 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, neurophysiological bases of behavior, matu-

ration, 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, or Introduction to Sociology

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, or Social Science and Contemporary Society

PSY400 Developmental Psychology/3 hrs. 3 cr.

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

Prerequisite: General Psychology, except for students in any Health Services program

PSY450 Group Dynamics/3 hrs. 3 cr.

This course is designed for students who wish to acquire a greater understanding of individual and group behavior by actually participating as a behaving member of a group. Each student is provided the opportunity to experience being part of an evolving group, as well as being an individual in relation to other individuals.

Prerequisites: General Psychology and permission of the Instructor

PSY500 Child Psychology/3 hrs. 3 cr.

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

Prerequisite: General Psychology

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.

SSC200 Field Experience in Italy/3 cr.

This course will offer the student Social Science field experience in Italy. Pre-field orientation, seminars with guest lecturers, field trips to sites of historic interest, and cultural tours will be an integral part of the travel program. The field experience base of operations is a university in Italy.

Prerequisites: The student must have completed at least one course in the Italian Language, and/or Italian 470 (Language, Culture and Civilization of Italy), and a Social Science elective.

Interdisciplinary

INT100 Enlightenment, Revolution, Romanticism/6 hrs. 6 cr.

An interdisciplinary course taught primarily by faculty from the Social Science and English Departments. The course examines fundamental questions and institutions which evolved during the years 1760-1820 and by which the Western World still lives. The examination of these values is particularly appropriate as America approaches its Bicentennial year.

Prerequisites: 30 credits; English I and II

Government Administration

Social Service

Urban Planning

The overall educational objective of these three programs is to provide students with an understanding of complex urban problems through course study combined with supervised internships in the urban arena. The programs are conducted by the Social Science Department: Urban Planning, Social Service, and Government Administration.

The Department also coordinates for the City of New York the training component for employees enrolled in the City's Public Service Careers Program (PSCP); in this program, trainees from several municipal agencies spend half of their work week enrolled in programs offered by this College.

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 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.

Government Administration

For curriculum in Government Administration, see page 91-A.

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.*

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.

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.

Social Service

For the curriculum in Social Service leading to an Associate in Arts (A.A.) degree, see page 91-B.

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).

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

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

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.

SSR101 Field Experience in Social Work/2 cr.

SSR102	"	"	"	"
SSR103	"	"	"	"
SSR104	"	"	"	"
*SSR105	"	"	"	"
*SSR106	"	"	"	"

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

**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

Urban Planning

For the curriculum leading to an Associate in Arts (A.A.) degree, see page 91-C.

**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

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

**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

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.

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. SPE102 offers special emphasis in vocabulary building, pronunciation, enunciation, and mechanics of effective delivery. This may be substituted for SPE100. Students needing remedial assistance in language skills will be tutored on an individualized basis.

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 Playwriting 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 com-

prehensive, 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 in 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

SPE200 Voice and Diction/3 hrs. 3 cr.

For students who wish to improve their articulation, rhythm, intonation, and vocal quality. This class will provide basic information on the anatomy and physiology of the vocal apparatus. Group and individual speech drills will be utilized for speech improvement.

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.

Prerequisite: Fundamentals of Speech or permission of Department

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.

Prerequisite: Fundamentals of Speech or permission of Department

THE150 Introduction to Theatre/3 hrs. 3 cr.

This is a conceptual rather than purely chronological approach to the origins and influences of significant theatrical 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, Gordon Craig, Stanislavski, Grotowski, Pinter, LeRoi Jones, and Brustein.

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

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

THE252 America on Stage/3 hrs. 3 cr.

A study of American theatre creativity from its 18th Century beginnings to contemporary stage performance. This course will focus particular attention on the sense of national purpose and unity experienced by actors, directors, playwrights, stage and set designers of the American theatre. American theatre culture will be scrutinized and evaluated as a segment of world theatre unique unto itself and linked to the rapid evolution of American expansion. This American study will include among other things: Indian Influences, The Image of the American Minority Person, the American Musical Comedy, the Dilemma of the "Patriotic" Playwright.

THE254 Externship: Elements of Theatre Production/15 contact hrs. 4 cr.

Students spend 3 hours a week in ongoing workshops for basic theories and technical skills pertaining to stage management, set construction, lighting, and scene design. Remaining hours are spent in preparation and running of production as either prop master, or assistant in lights, sound, or set changes.

Prerequisite: Departmental approval

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 or permission of Department

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, résumé 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.

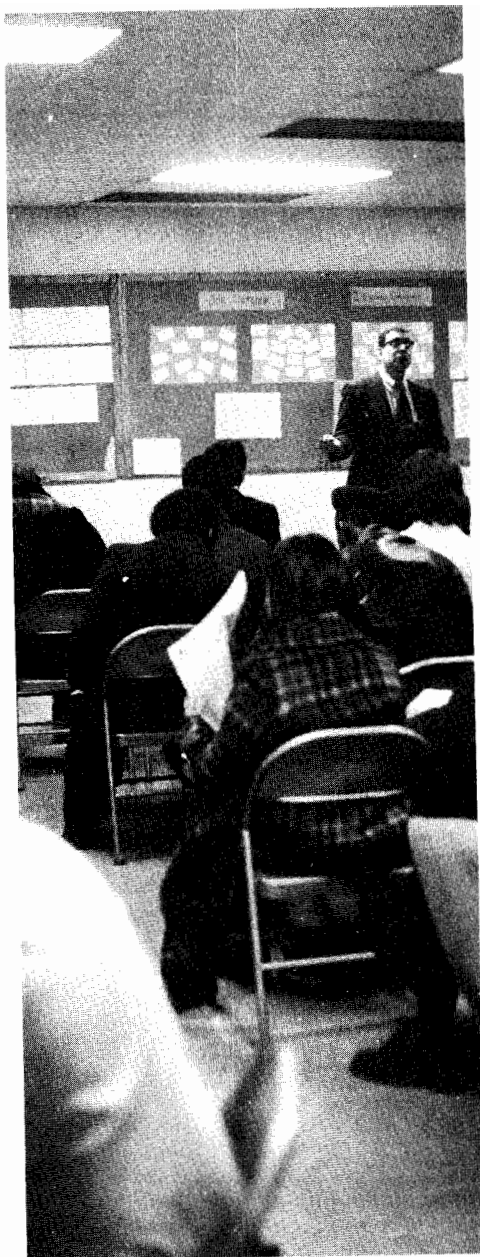
Secretarial Science majors have the option of completing their internships either during the academic year or in the summer. It is recommended they

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:

- CE301 Accounting Internship I
- CE401 Accounting Internship II
- CE501 Accounting Internship III

- CE311 Data Processing Internship I
- CE411 Data Processing Internship II

- CE321 Advertising Internship I
- CE421 Advertising Internship II
- CE521 Advertising Internship III

- CE331 Marketing Internship I
- CE431 Marketing Internship II
- CE531 Marketing Internship III

- CE341 Banking Internship I
- CE441 Banking Internship II
- CE541 Banking Internship III

- CE351 Secretarial Science Internship I
- CE451 Secretarial Science Internship II
- CE551 Secretarial Science Internship III

- CE381 Government Internship I
- CE481 Government Internship II
- CE581 Government Internship III

- CE391 Library Internship I
- CE491 Library Internship II
- CE591 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.

INTERDISCIPLINARY STUDIES

The Interdisciplinary Studies being developed at the College have, as their goal, an increase in humanistic knowledge by students. Such studies stress the interconnection and interaction of two or more aspects of culture and hence foster the preservation of ideas, events, and works of art themselves as in their real-life simultaneity. Individual interdisciplinary courses are taught by faculty representing two or more departments of disciplines.

Such courses are electives, aimed to encompass the needs and interests of students in all of the College's academic areas, in both career and transfer programs. Interdisciplinary Studies were initiated in 1974-75.

INT100 Enlightenment, Revolution, Romanticism/6 hrs. 6 cr.

An interdisciplinary course taught primarily by faculty from the Social Science and English Departments. The course examines fundamental questions and institutions which evolved during the years 1760-1820 and by which the Western World still lives. The examination of these values is particularly appropriate as America approaches its Bicentennial year.

Prerequisites: 30 credits; English I and II

PERFORMING ARTS

This area has been instituted with the proposition of offering BMCC students varied experiences of expression in the Performing Arts. Opportunities for performance before secondary school audiences, other CUNY units, and public service organizations throughout the Borough are generated through this service. Performing arts rehearsal areas are located in the 2nd floor of the "E" building.

THE OFFICE OF INSTITUTIONAL RESEARCH

The Office of Institutional Research gathers and analyzes statistical information related to college operations, problems, populations, etc. and produces reports based on inferences and conclusions derived from such endeavors. Such studies include reports on productivity and cost in the instructional departments, longitudinal studies on grading patterns; student characteristics, such as age, ethnicity, family income, educational and familial backgrounds; the needs and costs of the remedial programs, and many others. This Office serves as liaison between other college information generating offices and their central university counterparts.

