
Borough of Manhattan Community College

THE CITY UNIVERSITY OF NEW YORK

1984-1986



The Borough of Manhattan Community College is an accredited member of the Middle States Association of Colleges and Schools. It is also accredited by the Board of Regents of the University of the State of New York and a member of the American Association of Community and Junior Colleges. Its health programs are accredited by the appropriate agencies including the National League of Nursing, the American Medical Record Association and the Committee on Allied Health Education and Accreditation of the American Medical Association.

Mene Griffin

Borough of Manhattan Community College

THE CITY UNIVERSITY OF NEW YORK

199 Chambers Street, New York, New York 10007

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AFTER YOU'RE ADMITTED

Skills Assessment Examination

You are given a Skills Assessment Examination in order to determine whether you meet academic standards set by BMCC and CUNY. As a result of the Skills Assessment Examination, you may be assigned to remedial courses. (*Please note that remedial courses do not offer college credit.*)

Medical Examination

When your admission to BMCC as a matriculated student is confirmed, you must submit a completed medical examination report prior to registration. The College has standard medical forms available at the Admissions Office. Have the form filled out and signed by a physician then return the form to the Admissions Office. In addition to the medical examination form, an Emergency Medical Release form, which is available at the Admissions Office, must be signed and submitted.

The forms must be received by the deadline dates established by the Admissions Office. **Non-matriculated (non-degree) students are not required to submit the medical examination report.**

Freshmen Orientation

First-term freshmen are required to attend a special preregistration orientation session. Orientation sessions are specifically designed to help students successfully adjust to college life and to utilize the various college resources.

STUDENT STATUS

Full-Time

You are a full-time student if you register for at least 12 semester hours of credit toward your degree except for students enrolled in non-credit remedial, developmental or compensatory courses. These students must carry at least six (6) semester hours of credit toward the 12 semester hours needed for full-time status. Students in the first semester of study (i.e., first-time freshmen) must be enrolled for at least three (3) semester hours of credit toward the degree.

However, if you are eligible for the Supplemental Tuition Assistance Program* (STAP) you are considered full-time when you register for 12 or more credits (or equated credits) of which 6 or more credits (or equated credits) are in remedial courses. Contact hours are used for the following courses:

- ACC 101, 106, 111 (See page 56)
- ENG 088, 090 (See page 78)
- ESL any course (See page 76)

MAT 010, 011, 012, 051, or 053 (See page 81)

RDG any course (See page 76)

Part-Time

To be considered a part-time student, you must enroll in less than a full-time load. Part-time students are charged on a per credit basis with the exception of the non-credit courses where the contact hours are used. (See Full-Time for listing of courses.)

Non-Degree

Students who do not wish to pursue a degree-granting program or whose courses do not carry college credit, have non-degree status.

Advanced Standing (Students With Previous College Work)

Students who have completed college courses at institutions other than BMCC have advanced standing status. A maximum of 34 college credits (not grades) may be transferred provided advanced standing requirements are met.

NOTE: *Students who wish to change from a non-degree to a matriculated status may do so after at least one semester of college work has been completed. Matriculation will be granted if regular admissions requirements are met.*



*See page 9 for description.

ADMISSIONS

Anyone who has a high school diploma or a New York State High School Equivalency Diploma is eligible to attend the Borough of Manhattan Community College.

TO APPLY

Fill out one application only and pay a \$25.00 application fee. Applications are available at • public high schools • selected community centers • the City University's Office of Admissions Services, 101 West 31 Street (7th Floor), New York, NY 10001 • the Admissions Office at the Borough of Manhattan Community College, room S300, 199 Chambers Street, New York, NY 10007, (212) 618-1229.

NOTE: You should apply as early as possible, however your application will be considered whenever you apply. All applications permit students to apply to six programs even if the programs are at six different CUNY institutions.

There are five types of applications:

1. The University Application For Admission

For students who are applying for regular City University programs and for students who wish to apply for the College Discovery Program. Use this application if:

- you are currently in high school.
- you are a high school graduate and have never attended college.
- you have a High School Equivalency Diploma and have never attended college.
- you are a permanent resident, an immigrant or a refugee.

2. The Application For Advanced Standing (Transfer) Admission

This application is for students who have previously attended college and have a 2.0 (C) or above cumulative Grade-Point Average. There is an Advanced Standing deadline. Students must submit all credentials (the application, high school transcript and all previous college credit transcripts) by the deadline.

NOTE: Once you are registered at BMCC, you cannot have earned credits from another institution transferred to BMCC.

3. Application For Students Educated Abroad

Use this application if you have:

- foreign educational credentials.
- a temporary visa for stay in the United States.
- applied for a temporary visa for stay in the United States.

4. Application For Non-Degree Status

For students who will take college courses but do not wish to obtain a degree. Those interested in non-degree status should apply directly to the Admissions Office of the Borough of Manhattan Community College, 199 Chambers Street, Room S300, New York, NY 10007.

5. Personalized Applications

For current high school seniors in the New York City public schools (and several parochial schools).

NOTE: Students who have earned an Associate's degree at the Borough of Manhattan Community College and who wish to apply for a second degree must contact the Admissions Office, room S300, and request a **Second Degree Application**.

Application Deadlines

	Fall Semester	Spring Semester
High School Seniors and Graduates with No Previous College Credits	January 15	October 14
Students with Previous College Credits (Advanced Standing)	March 15	November 1

A Note About Readmission

Students who have not attended BMCC for one semester or more (Fall or Spring semesters *only* --- Summer session is not included) must apply for readmission.

If you previously attended BMCC then transferred to a different institution and you are now returning to BMCC, you must submit an official transcript from the other institution before readmission is considered.

Deadlines for all readmission applications are:

- August 15 for the Fall semester
- December 15 for the Spring semester.

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*See page 9 for description.

Dear Student:

Welcome to the Borough of Manhattan Community College of the City University of New York.

Learning is a joint effort between you and your instructors. You must do your part in order to derive the full benefits of our resources. Above all, you must conduct yourself in a manner that reflects positively on both yourself and the College.

Students at our College quickly learn that meeting responsibilities is an important ingredient for success. You have something our former students could only dream about—a campus that is fully equipped to make your learning experience positive and successful. It is designed for you from top to bottom: from our library to our gymnasium, from our laboratories to our theatres, from our student dining room to our lecture halls. I urge you to explore and utilize the facility fully.

Join me in making a commitment to maintain and protect our campus for the benefit of ourselves and for those students who will enroll at the Borough of Manhattan Community College in the future. Good luck with your academic endeavors.



JOSHUA L. SMITH
COLLEGE PRESIDENT

Sincerely,

A large, stylized handwritten signature of Joshua L. Smith in cursive script.

Joshua L. Smith
President

A PROFILE

The Borough of Manhattan Community College (BMCC), chartered in 1963, is part of the City University of New York. BMCC is a two-year urban institution providing education for youths and adults. The College, located at 199 Chambers Street, six blocks north of the World Trade Center, is the only diversified community college in Manhattan. At this location where major corporations and governmental agencies have their offices, BMCC continues its primary mission: to provide educational programs that are relevant to the needs and interests of its students and the external community.

The History

When the Borough of Manhattan Community College opened in 1964, partnerships were established with community businesses for the expressed purpose of training students to fill their manpower needs. In fact, when the College was established the educational focus was to train students for business careers and to provide a general Liberal Arts education for those who wished to transfer to four-year colleges. In addition to supplying graduates and student workers to the business community, the College created on-site training and management developmental courses for mid-level employees. These courses were tailored to the specific needs of the companies. Keeping in step with national and local occupational trends, BMCC continuously modified and refined its in-house and on-site programs.

By 1974, enrollment had increased from 467 students to over 6,000 day and evening students. Now it became necessary for BMCC to expand its classroom space from two floors in a commercial building to seven locations throughout the midtown area. The phenomenal expense of renting classroom and office space for the College prompted the City of New York to plan and finance the construction of a new self-contained campus. To the disappointment of the College community, plans and construction were halted due to the City's fiscal crisis. Only the steel frame of the building was erected and the structure remained untouched for five years. In spite of the inconvenience of scattered classroom space, BMCC continued to train skilled

workers for employment in business and health careers, to prepare students for transfer to four-year colleges and to help individuals develop intellectually, socially and culturally. Nine years passed before the new campus was finally completed.

The Facility

The campus, situated on 4.28 acres, is a \$128 million megastructure that became occupied in January 1983. The modern structure, expanding four blocks from Chambers Street to North Moore Street is equivalent to the Empire State Building lying on its side (minus the tower). In addition to the 71 classrooms, eight seminar rooms, numerous laboratories and three lecture halls (one hall seats 200 and the others seat 100), the campus contains a 60,000-volume library. The library is equipped with 550 study carrels which will permit use of audio/video cassettes. The campus features a 1,000-seat auditorium, a 299-seat theatre and a 99-seat Drama Workshop. There is an intercollegiate-size swimming pool, a gymnasium which can be divided into three regulation basketball courts and space for a day care center. These facilities are available for the first time in the College's history.

Other Firsts for BMCC

- A Media Center containing a television and audio studio. Television programs and videotapes will be produced and transmitted here.
- A comprehensive College bookstore.
- A weightlifting room and an area for a universal gym, rowing machines and stationary bicycles.
- Two dining facilities and a snack bar.

The campus marks a new beginning for the Borough of Manhattan Community College. As it has done for nearly twenty years, the College will continue to cultivate the talents and interests of its diverse student body and to prepare its students to enter the mainstream of New York City. The College looks forward to meeting the challenges of the rapidly changing technological society.

TUITION and FEES

TUITION

Tuition Per Semester

	Full Time	Part Time
1. Residents of New York City*	\$612.50	\$40. per credit
2. Non-Residents of New York City who are:		
a) Residents of New York State with B-81 form on file**	\$612.50	\$40. per credit
b) Residents of New York State without B-81 form on file	\$1,012.50	\$76. per credit
c) Out-of-State Residents ...	\$1,012.50	\$76. per credit
d) Foreign Students***	\$1,012.50	\$76. per credit

*To be eligible to pay New York City tuition rates, students must have completed one year of residency in New York City prior to the first day of classes, and not be on a temporary visa.

**B-81 Form

Any student who lives in New York State but does not live in New York City may be eligible to pay the same tuition as a New York City resident. To pay New York City tuition, you must submit a B-81 Form to the Bursar's Office. First obtain a B-80 Form from the Bursar's Office (S320) then present the completed B-80 Form to the County Clerk's Office, in the county where you live. The County Clerk will issue you a certified B-81 Form: a) if you have lived in New York State for at least one year and b) if you have lived for at least six months in the county that is certifying the B-81 Form. Return the B-81 Form to the Bursar's Office no later than two weeks prior to registration.

***The College issues I-20 forms only to full-time matriculated foreign students who owe no money to the school.

NOTE: New York City residents who are 65 years or older are granted free tuition but must pay a \$25.00 per semester charge. Senior citizens pay all noninstructional fees, *except* application fees.

STUDENT ACTIVITIES FEE

1. Full-Time Students	\$39.50**
2. Part-Time Students	\$19.50**
3. Summer Session Students	\$19.00

**Includes 50¢ University Student Senate Fee. The Student Activities Fee must be paid by all students who register. It is Non Refundable.

CHANGE OF PROGRAM FEE

When you wish to change your program, you are charged \$10.00 for each Change of Program Form even if you are a Financial Aid recipient. For example, if you drop two courses and add a course at the same time you pay the \$10.00 fee even though three transactions were made but if you decide at a later date to make further program changes, you must pay an additional \$10.00 and complete another Change of Program Form. There is no charge to only drop a course(s). The following actions initiated by a student require a program change fee:

1. Addition of a course, or courses
2. Changing from one course to another
3. Changing from one section of a course to another section of the same course
4. Dropping a course and adding another course

NON-INSTRUCTIONAL FEES (NON REFUNDABLE)

1. Application for Admission (new student fee) ...	\$25.00
2. Application for Readmission	\$10.00
3. Late Registration fee	\$15.00
4. Change of Program fee	\$10.00
(adding or changing sections of a course)	
THERE IS NO CHARGE FOR DROPPING A COURSE	
5. Duplicate photo I.D.	\$ 5.00
6. Transcripts†	\$ 4.00
7. Senior Citizens — semester charge (no tuition)	\$25.00
8. Late Payment	\$15.00
9. Payment Reprocessing (bad checks)	\$15.00
10. Special Examinations	\$15.00
(each additional exam \$5.00-maximum \$25.00 per semester)	
11. Duplicate Bill	\$ 4.00

†Transcripts

Students paying by cash or money order will have their transcripts of academic record sent within one week. Those paying by personal check will have their transcript requests held for ten business days in order for the check to clear. (see page 44 for detailed information)

(continued on next page)

Payment (cont'd.)

PAYMENT OF TUITION AND FEES

Tuition and Fees may be paid by CASH, MONEY ORDER, PERSONAL CHECK, or CREDIT CARD. When you pay your tuition and fees by cash, please be sure the amount you pay is validated by the cash register on your bill (Bursar's receipt). Also, please keep the pink copy of your bill — it is your only evidence that you have made payment.

Any student who has submitted a check which the bank returns because of insufficient funds or other reasons must pay his/her bill by CASH OR CERTIFIED CHECK ONLY for all future semesters.

It is important that you complete the bill payment process during registration even if financial aid or any other outside agency is covering your bill. If you do not complete this process by the first day of classes, you are subject to a \$15 late payment fee.

Credit Cards

The College will accept charges to MASTER CARD and VISA credit cards from students as payment for tuition and fees. The credit card must be valid and should be issued in the student's name.

If the credit card is not issued in the student's name, an authorization statement should be submitted as follows:

I hereby authorize my _____ credit card,
_____, to be used by
_____ as
payment for his/her tuition and fees to the
Borough of Manhattan Community College.

Signature of Card Holder

WAIVERS AND TUITION REFUND

Change of Program Fee Waiver

The change of program fee is not applicable when:

1. The College cancels or withdraws a course, whether or not the student substitutes another course.
2. The College changes the hours of the course after the Schedule of Classes and the Addendum is printed, or makes other substantive changes that provide the student justification for a change.

3. The College requests the student to transfer from one section to another section of the same course.
4. The College cancels the registration of the student for academic or disciplinary reasons.
5. The student withdraws from school completely after completion of registration and has actually paid the student fee and/or the necessary special charges.

Part Time Student Tuition Waiver (CAP)

To be eligible for a part-time student Tuition Waiver, a student must:

1. Be enrolled in at least six (6) credits (or the equivalent) and not more than eleven (11) credits (or the equivalent) at the time of initial registration. Students who initially register full-time and subsequently become part-time due to cancellation of a class by the College without allowing sufficient time for the student to register for another class, will be eligible.
2. Be matriculated in a course of study leading to an undergraduate degree.
3. Be a U.S. citizen and a resident of the U.S. for other than a temporary purpose.
4. Be a New York City resident.
5. Have a PELL Grant index of 800 or less.

The amount of the part-time tuition waiver (CAP) is based on a student's PELL Grant index.

NOTE: In determining Pell Grant eligibility only credits are counted in credit bearing courses. In non-credit courses, the contact hours are used as if they were credits.

VETERANS

Tuition Deferrals — Processed for those veterans who are certified for veteran's benefits by the Office of the Registrar. Applications for veteran's benefits must be made in the Admissions Office.

Benefits — Students eligible to receive benefits under the "GI" bill should make a request to the Registrar's Office for benefits certification. These veterans must bring their V.A. file number to the Registrar's Office. New students must bring their DD 214 and proof of marriage and/or children (if applicable) to the Registrar's Office.

Tuition Refund Policy

In order to obtain any refund from the College, you must submit a formal Refund Information Form. This form is available in the Bursar's Office, room S320.

Upon approval of the form, refunds will be made in accordance with the schedule below.

	Tuition Refund	Tuition Obligation
Withdrawal prior to the first day of classes	100%	—0—
Withdrawal during the first calendar week of classes	75%	25%
Withdrawal during the second calendar week of classes	50%	50%
Withdrawal during the third calendar week of classes	25%	75%
Withdrawal after the third calendar week of classes	—0—	100%

The percentage of the refund is determined by the date stamped by the Registrar's Office indicating official withdrawal from class(es).

Tuition will be refunded 100 per cent for those courses which, at anytime, are cancelled by the College.

Student Activity Fees will be refunded only in cases where the student's registration is cancelled because of withdrawal of courses by the College. **THE STUDENT ACTIVITY FEE IS NON REFUNDABLE IN ALL OTHER CASES.**

STUDENT STATUS

Full-Time

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semester of study (i.e., first-time freshmen) must be enrolled for at least three (3) semester hours of credit toward the degree.

However, if you are eligible for the Supplemental Tuition Assistance Program* (STAP) you are considered full-time when you register for 12 or more credits (or equated credits of which 6 or more credits (or equated credits) are in remedial courses. Contact hours are used for the following courses:

ACC 101, 106, 111 (See page 56)
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ESL any course (See page 76)
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RDG any course (See page 76)

Part-Time

To be considered a part-time student, you must enroll in less than a full-time load. Part-time students are charged on a per credit basis with the exception of the non-credit courses where the contact hours are used. (See Full-Time for listing of courses.)

Students On Permit

Students who wish to take courses at another CUNY college while attending BMCC must follow the procedures listed below (students are limited to the maximum number of credits allowable at the home college):

1. Obtain permit from Registrar's Office at BMCC.
2. Complete permit with all appropriate information.
3. Secure chairperson's signature.
4. Complete a Course Selection Form.
5. Pay fees to bursar. Bursar validates permit.
6. Take validated permit to Registrar. Registrar sign and places College Seal on permit.
7. Take BMCC permit and other bursar's receipt to registration at other unit of CUNY.
8. Request other CUNY unit to forward transcript to BMCC at the end of the semester.

*See page 9 for description.

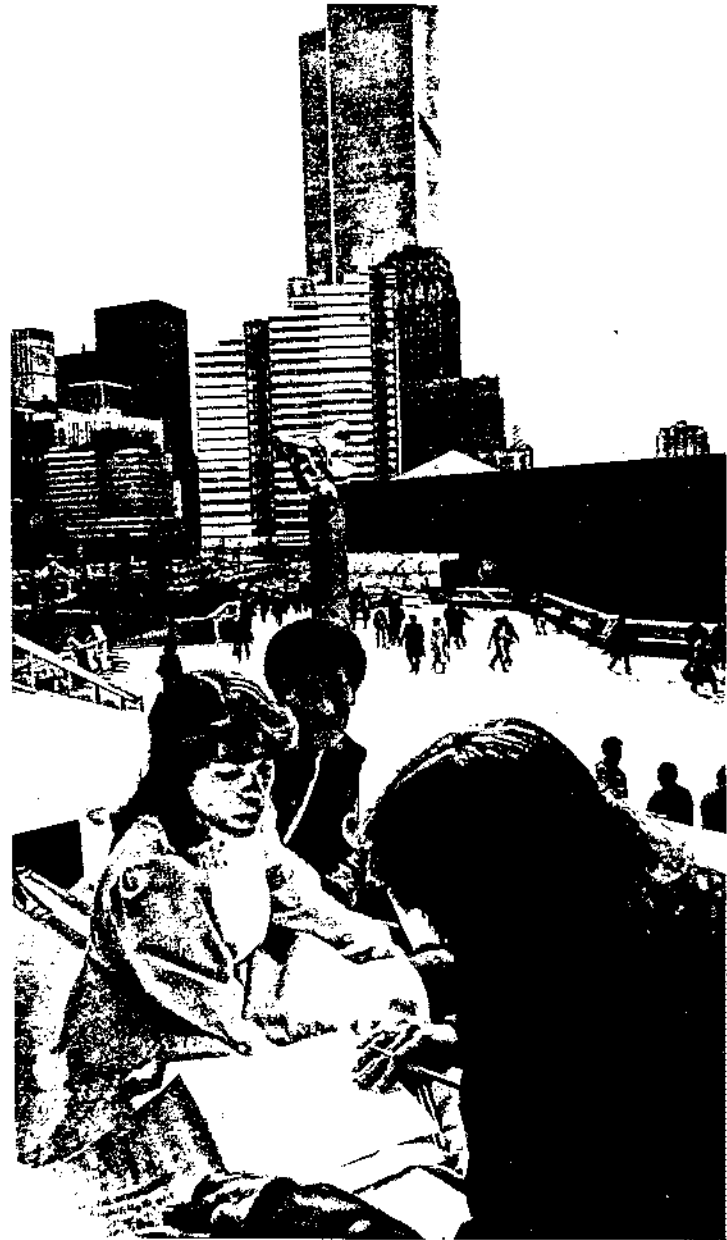
Students on Permit (continued)

Other CUNY Students on Permit to BMCC

Students from other CUNY colleges who wish to take courses at BMCC should:

- Follow steps 1-6 (on previous page) at their home college.
- Come to registration at BMCC with validated permit and bursar's receipt and follow regular registration procedure.
- File transcript request in BMCC's Registrar's Office at the end of the semester.

SPECIAL NOTE: *Those students receiving TAP or STAP must bring a letter from the college in which they have enrolled showing the exact number of credits for which they have registered. This letter should be brought to Mr. Lum in room S313 during the fifth week of the semester.*



Financial Aid

The purpose of financial aid is to provide monetary assistance to students who, for economic reasons, cannot meet the cost of their college education.

The Financial Aid Office, administered by the Student Life Department, tries to meet the financial needs of as many eligible students as possible. With the exception of the Guaranteed Student Loan Program, the following financial aid programs are limited to matriculated students.

SOURCES OF FINANCIAL AID

TUITION ASSISTANCE PROGRAM (TAP) is a New York State sponsored grant program designed to assist full-time students in meeting the cost of tuition. The program provides awards paid directly to the school for tuition ONLY. To be eligible, students must be U.S. citizens or permanent residents, be legal residents of New York State (have lived in New York State at least one year prior to enrollment) and meet the economic and academic requirements of the program.

SUPPLEMENTAL TUITION ASSISTANCE PROGRAM (STAP) is a New York State sponsored grant program, similar to TAP, but limited to academically disadvantaged students who have not received State assistance prior to the 1981-82 academic year and who are required to enroll for at least six (6) remedial equated credits as part of the full-time courseload. Recipients of STAP must meet the same residency and economic requirements as TAP recipients.

PART-TIME TUITION WAIVER PROGRAM, or CUNY ASSISTANCE PROGRAM (CAP) is a grant program funded by CUNY to assist students originally registering for and maintaining part-time status (at least six (6) and less than twelve (12) equated credits) in paying for tuition. Eligible students must be U.S. citizens or permanent residents, have a Pell Grant Student Aid Index between 0-800, and be legal residents of New York City (have lived in New York City at least one year prior to enrollment). NOTE: The eligibility requirements for this program are subject to yearly revisions by City University.

PELL GRANT (formerly known as BEOG) is a federally funded grant program intended to assist students with the cost of educationally related expenses. Eligible students must be U.S. citizens or Permanent Residents and enrolled for at least six (6) credits or equated credits per semester. The amount of the grant depends on the Student Aid Index, the number of credits taken, college costs and financial needs of the student.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG) is an award given to students enrolled for at least six (6) equated credits per semester who show exceptional financial need. It provides assistance that does not have to be repaid. Generally, SEOG awards are made to students who also request some type of self-help aid (College Work-Study or National Direct Student Loan).

COLLEGE WORK STUDY (CWS) is a federally funded program that provides part-time employment for students who are in need of financial assistance and who are enrolled for at least six (6) equated credits per semester. Students who are awarded CWS are placed in either on or off campus jobs depending on their award, class schedule and job skills.

NATIONAL DIRECT STUDENT LOAN (NDSL) is a low interest (5%) loan awarded to students who demonstrate the need for financial assistance in meeting educationally related expenses and are enrolled for at least six (6) equated credits per semester. This loan does not have to be repaid until the student graduates, withdraws, or otherwise becomes ineligible.

COLLEGE DISCOVERY (CD) is a program for academically and financially disadvantaged students. At the time of admission to the College, as per their own request, students are considered and chosen (by lottery) to be participants in the CD program. Students who are in the College Discovery Program may receive stipends, money for books and money for college fees which does not have to be repaid.

(continued on next page)

NURSING STUDENT LOAN (NSL) is a federally funded loan program open only to those students who are currently enrolled in the Nursing Curriculum (does not include Pre-Nursing students). This loan does not have to be repaid while the student maintains at least half-time (6 equated credits) status. It is available to those nursing students who show a financial need, on a limited first-come, first-serve basis.

GUARANTEED STUDENT LOAN (GSL) is a low-interest loan currently made from a commercial bank or savings and loan association to assist students with educationally related expenses. Guaranteed Student Loans are insured by New York State and must be repaid once the student graduates, withdraws or drops below half-time status.

SHORT TERM LOANS are made through the BMCC Student Association and approved through the Financial Aid Office. These loans are available on a limited basis to students who have an educationally-related emergency situation and have demonstrated a satisfactory method of loan repayment.

OTHER SOURCES OF AID

MAYOR'S SCHOLARSHIP PROGRAM is a financial aid program established by the Mayor's Office of the City of New York, sponsored by the U.S. Department of Housing and Urban Development, and administered by ARIC (a non-profit agency). It is designed to provide supplemental financial aid to full-time (12 credits), residence-eligible, matriculated students. The Mayor's Scholarship is a grant and does not have to be repaid.

A booklet entitled ". . . AND WHAT ABOUT FINANCIAL AID?" which describes the types of financial aid available along with the complete list of eligibility requirements for each program is available from the Financial Aid Office.

NOTE: Students are advised to pay close attention to filing deadlines.

REGISTRAR INFORMATION

The Registrar's Office handles information concerning course registration, grades, academic standing and academic procedures.

Each semester, before you may attend classes, you must complete registration requirements. The Registrar's Office mails registration information to every eligible student. If you do not receive your instructions by the beginning of the registration period, which is specified in the academic calendar, you must contact the Registrar's Office immediately. (Updated academic calendars can be obtained in the Registrar's Office.)

A Note to Veterans

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 your initial registration. Each time you register, you must inform the Registrar's Office if you change your program of study and/or your Veteran's standing.

Change of Curriculum

If you wish to change your curriculum (degree program) once enrolled, you must file an official Change of Curriculum Form in the Registrar's Office. It is mandatory that you confer with a counselor or advisor from the Student Life Department and the chairperson of your proposed program **before filing** the Change of Curriculum Form.

ACADEMIC PROGRAMS



ACCOUNTING

The Accounting Program is designed to prepare students for jobs such as: Accounting Clerk, Assistant Bookkeeper, Accounting Trainee, Junior Accountant, Payroll Clerk, Assistant Accountant or Bank Teller. Many of our graduates who have completed the Accounting Program now hold responsible accounting positions in business firms, banks, hospitals and government agencies. In addition, a large percentage of students choose to continue their education at four-year colleges in order to become practicing professional accountants and others obtain the Certified Public Accountant Certificate—the highest professional recognition of achievement in the field.

Upon completion of the requirements listed below, the Associate of Applied Science (A.A.S.) degree is awarded.

First Semester

Course Number	Course Name	Credits
ACC 121—Elementary Accounting I		4
	OR	
ACC 101—Elementary Accounting IA		2
	and	
ACC 111—Elementary Accounting IB		2
	OR	
ACC 106—Elementary Accounting IA (Bilingual)		2
	and	
ACC 111—Elementary Accounting IB		2
BUS 103—Introduction to Business Administration		3
ENG 100—English Composition I		3
MAT 150—Introduction to Statistics		4
	OR	
—MAT 200 level courses or above*		4
HED —Health Education Elective		2
		16

Second Semester

Course Number	Course Name	Credits
ACC 221—Elementary Accounting II		4
BUS 200—Business Organization and Management		3

Course Number	Course Name	Credits
ENG 115—English Composition II		3
CED 201—Cooperative Education-Career Planning**		2
—Social Science Elective***		3
—Art or Music		2
		17

Third Semester

Course Number	Course Name	Credits
ACC 330—Intermediate Accounting I		3
ACC 450—Cost Accounting I		3
ACC —Accounting Elective (ACC 340, ACC 451 or DAT 120)		3
SPE 100 —Fundamentals of Speech		3
BUS 110—Business Law		3
CED 301—Cooperative Education-Accounting Internship I**		2
		17

Fourth Semester

Course Number	Course Name	Credits
ACC 430—Intermediate Accounting II		3
ACC —Accounting Elective (ACC 340, ACC 451 or DAT 120)		3
—Science (SCI 100, BIO 110, CHE 110, PHY 110 or AST 110)		3 or 4
ENG —English III*(ENG 200 or higher level course or BLK 200 level course)		3
ECO 100—Introduction to Economics		3
PED —Physical Education Elective		1
		16-17

*In order to take the MAT 200 level courses or above, all necessary prerequisites in Mathematics must be completed. Students who wish to take these courses should consult with the Mathematics Department.

**Instead of CED 201 and 301, students may take CED 301 and CED 401 (Internship I and II) based upon evaluation by the Cooperative Education Department special options and with written permission from the Co-op Ed. Department, electives are available in lieu of these Co-op Ed. courses.

***Select one course in either anthropology, history, philosophy, political science, psychology, sociology or a Black Studies course in social science.

BUSINESS ADMINISTRATION

The Business Administration Program, administered by the Business Management Department, provides students with a general education background in addition to offering 20 credits in basic business. After successful completion of the program, students can transfer to a senior college or university in order to attain the baccalaureate degree in business.

Many students have inquired about the difference between the Business Administration and the Business Management Programs. The Business Administration Program is suggested for those who want a strong Liberal Arts background, whereas, the Business Management Program is primarily geared for students who desire a career-oriented education which will enable them to secure employment after graduation. (See course descriptions for both programs, pages 61-65.) Both programs allow students to enter four-year colleges of their choice.

The Business Administration program awards the Associate in Arts (A. A.) degree.

First Semester

Course Number	Course Name	Credits
ENG 100	English Composition I**	3
	Modern Foreign Language*	3 or 4
	OR	
	Elective	3 or 4
POL 100	American Government	3
BUS 200	Business Organization and Management	3
HED 100	Health Education	2
	Art or Music	2
		16-17

Second Semester

Course Number	Course Name	Credits
ENG 115	English Composition II**	3
	Modern Foreign Language*	3
	OR	
BKG 100	Introduction to Finance	3
MAT 402	Finite Mathematics	4
ACC 121	Accounting I	4
BUS 110	Business Law	3
		17

Third Semester

DAT 120	Introduction to Computer Concepts	3
	—Science (BIO 110, CHE 110, PHY 110 or AST 110)	4
ACC 221	Accounting II	4
HIS 101	History of Western Civilization I	3
SPE 100	Fundamentals of Speech	3
PED 100	Physical Education	1
		18

Fourth Semester

Course Number	Course Name	Credits
ENG	English III (ENG 200 or higher level course or BLK 200 level course)	3
MAR 100	Introduction to Marketing	3
ECO 100	Economics	3
PSY 100	General Psychology	3
HIS 102	History of Western Civilization II	3
		15

*Students with three years of a modern foreign language in high school are exempt from taking modern foreign language and may substitute an elective.

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

BUSINESS MANAGEMENT

The Business Management Program offers a well-rounded choice of career options to students. After completion of the first semester of work which includes basic courses in business and the liberal arts, students can choose one of the concentrations listed. Upon successful completion of the requirements, students are granted the Associate in Applied Science (A.A.S.) degree and are also eligible to transfer to a senior college. (See pages 61-65 for course descriptions.)

Banking and Finance Concentration

Offers specific course work for students who are interested in obtaining jobs as junior management trainees in finance departments of large corporations, banks or securities houses.

First Semester

Course Number	Course Name	Credits
BUS 103	—Introduction to Business Administration	3
MAR 100	—Introduction to Marketing	3
BKG 100	—Introduction to Finance	3
MAT 150	—Introduction to Statistics	4
	OR	
MAT 402	—Finite Mathematics	4
ENG 100	—English Composition I	3
PED 100	—Physical Education	1
		17

Second Semester

Course Number	Course Name	Credits
ACC 121	—Elementary Accounting I	4
BUS 210	—Business Methods	3
BKG 230	—Financial Management	3
ENG 115	—English Composition II	3
ECO 100	—Introduction to Economics	3
		16

Third Semester

Course Number	Course Name	Credits
BUS 110	—Business Law	3
BKG 250	—Money and Banking	3
HED 100	—Health Education	2
DAT 120	—Introduction to Computer Concepts	3
SPE 100	—Fundamentals of Speech	3
CED 201	—Cooperative Education-Career Planning	2
	—Business Management Elective	3
		19

Fourth Semester

Course Number	Course Name	Credits
CED 361	—Cooperative Education-Field Experience	2
BKG 300	—Investments	3
BUS 220	—Business Decision Making	3
BUS 150	—Business Communication	3
	—Liberal Arts Elective	3
	—Science	4
		18

Credit & Collections Concentration

Emphasizes both theory and actual methods used in the credit and finance field.

First Semester

Course Number	Course Name	Credits
BUS 103	—Introduction to Business Administration	3
MAR 100	—Introduction to Marketing	3
BKG 100	—Introduction to Finance	3
MAT 150	—Introduction to Statistics	4
	OR	
MAT 402	—Finite Mathematics	4
ENG 100	—English Composition I	3
PED 100	—Physical Education	1
		17

Business Management (cont'd.)

Second Semester

Course Number	Course Name	Credits
ACC 121	—Elementary Accounting I	4
BUS 210	—Business Methods	3
BKG 240	—Consumer Credit Management	3
ENG 115	—English Composition II	3
ECO 100	—Introduction to Economics	3
		<u>16</u>

Third Semester

Course Number	Course Name	Credits
BUS 110	—Business Law	3
BKG 220	—Credit and Collections Management	3
HED 100	—Health Education	2
DAT 120	—Introduction to Computer Concepts	3
SPE 100	—Fundamentals of Speech	3
CED 201	—Cooperative Education-Career Planning	2
	—Business Management Elective	3
		<u>19</u>

Fourth Semester

Course Number	Course Name	Credits
CED 361	—Cooperative Education-Field Experience	2
BKG 230	—Financial Management	3
BUS 220	—Business Decision Making	3
BUS 150	—Business Communication	3
	—Liberal Arts Elective	3
	—Science	4
		<u>18</u>

General Management Concentration

Especially for those who wish to enter the business world as a management trainee or to receive broad exposure to the various segments of business.

First Semester

Course Number	Course Name	Credits
BUS 103	—Introduction to Business Administration	3
MAR 100	—Introduction to Marketing	3
BKG 100	—Introduction to Finance	3
MAT 150	—Introduction to Statistics	4
OR		
MAT 402	—Finite Mathematics	4
ENG 100	—English Composition I	3
PED 100	—Physical Education	1
		<u>17</u>

Second Semester

Course Number	Course Name	Credits
ACC 121	—Elementary Accounting I	4
BUS 210	—Business Methods	3
BUS 200	—Business Organization and Management	3
ENG 115	—English Composition II	3
ECO 100	—Introduction to Economics	3
		<u>16</u>

Third Semester

Course Number	Course Name	Credits
BUS 110	—Business Law	3
BUS 410	—Essentials of Small Business	3
HED 100	—Health Education	2
DAT 120	—Introduction to Computer Concepts	3
SPE 100	—Fundamentals of Speech	3
CED 201	—Cooperative Education-Career Planning	2
	—Business Management Elective	3
		<u>19</u>

Fourth Semester

Course Number	Course Name	Credits
CED 361	—Cooperative Education-Field Experience	2
BUS 300	—Office and Personnel Management	3
BUS 220	—Business Decision Making	3
BUS 150	—Business Communication	3
	—Liberal Arts Elective	3
	—Science	4
		<u>18</u>

(continued on next page)

Marketing Concentration

Concentrates on the marketing aspects of business—why people buy and how these people can be reached through effective marketing communications.

First Semester

Course Number	Course Name	Credits
BUS 103	—Introduction to Business Administration	3
MAR 100	—Introduction to Marketing	3
BKG 100	—Introduction to Finance	3
MAT 150	—Introduction to Statistics	4
OR		
MAT 402	—Finite Mathematics	4
ENG 100	—English Composition I	3
PED 100	—Physical Education	1
		17

Second Semester

Course Number	Course Name	Credits
ACC 121	—Elementary Accounting I	4
BUS 210	—Business Methods	3
ADV 200	—Essentials of Advertising	3
ENG 115	—English Composition II	3
ECO 100	—Introduction to Economics	3
		16

Third Semester

Course Number	Course Name	Credits
BUS 110	—Business Law	3
MAR 300	—Sales Principles and Practices	3
HED 100	—Health Education	2
DAT 120	—Introduction to Computer Concepts	3
SPE 100	—Fundamentals of Speech	3
CED 201	—Cooperative Education—Career Planning	2
	—Business Management Elective	3
		19

Fourth Semester

Course Number	Course Name	Credits
CED 361	—Cooperative Education—Field Experience	2
RET 300	—Consumer Motivation	3
BUS 220	—Business Decision Making	3
BUS 150	—Business Communication	3
	—Liberal Arts Elective	3
	—Laboratory Science	4
		18

Real Estate Concentration

Provides practical course work for students who seek a career in real estate management or employment in realty firms and who wish to take the licensing exam for a salesperson or broker.

First Semester

Course Number	Course Name	Credits
BUS 103	—Introduction to Business Administration	3
MAR 100	—Introduction to Marketing	3
BKG 100	—Introduction to Finance	3
MAT 150	—Introduction to Statistics	4
OR		
MAT 402	—Finite Mathematics	4
ENG 100	—English Composition I	3
PED 100	—Physical Education	1
		17

Second Semester

Course Number	Course Name	Credits
ACC 121	—Elementary Accounting I	4
BUS 210	—Business Methods	3
RLS 202	—Real Estate Salesperson's Qualifying Course	3
ENG 115	—English Composition II	3
ECO 100	—Introduction to Economics	3
		16

(continued on next page)

Business Management (cont'd.)

Third Semester

Course Number	Course Name	Credits
BUS 110	—Business Law	3
RLS 203	—Real Estate Broker's Qualifying Course	3
HED 100	—Health Education	2
BUS 150	—Business Communication	3
DAT 120	—Introduction to Computer Concepts	3
SPE 100	—Fundamentals of Speech	3
CED 201	—Cooperative Education-Career Planning	2
		<u>19</u>

Fourth Semester

Course Number	Course Name	Credits
CED 361	—Cooperative Education-Field Experience	2
RLS 301	—Real Estate Management	3
RLS 302	—Real Estate Appraisal	3
BUS 220	—Business Decision Making	3
RLS 303	—Real Estate Financing	3
	—Liberal Arts Elective	3
	—Science	4
		<u>21</u>

Retailing Concentration

Ideal for students who are interested in careers in the retailing industry—gaining insight into consumer behavior and the how-tos of product line selection, promotion and sales.

First Semester

Course Number	Course Name	Credits
BUS 103	—Introduction to Business Administration	3
MAR 100	—Introduction to Marketing	3
BKG 100	—Introduction to Finance	3
MAT 150	—Introduction to Statistics	4
	OR	
MAT 402	—Finite Mathematics	4
ENG 100	—English Composition I	3
PED 100	—Physical Education	1
		<u>17</u>

Second Semester

Course Number	Course Name	Credits
ACC 121	—Elementary Accounting I	4
BUS 210	—Business Methods	3
MAR 320	—Retail Organization, Operation and Buying	3
ENG 115	—English Composition II	3
ECO 100	—Introduction to Economics	3
		<u>16</u>

Third Semester

Course Number	Course Name	Credits
BUS 110	—Business Law	3
RET 310	—Retail Merchandising and Promotion	3
HED 100	—Health Education	2
DAT 120	—Introduction to Computer Concepts	3
SPE 100	—Fundamentals of Speech	3
CED 201	—Cooperative Education-Career Planning	2
	—Business Management Elective	3
		<u>19</u>

Fourth Semester

Course Number	Course Name	Credits
CED 361	—Cooperative Education-Field Experience	2
RET 300	—Consumer Motivation	3
BUS 220	—Business Decision Making	3
BUS 150	—Business Communication	3
	—Liberal Arts Elective	3
	—Laboratory Science	4
		<u>18</u>

Sales Management Concentration

Provides instruction on specific selling and management techniques required to market goods and/or services to the general consumer, industry and government.

First Semester

Course Number	Course Name	Credits
BUS 103	—Introduction to Business Administration	3
MAR 100	—Introduction to Marketing	3
BKG 100	—Introduction to Finance	3
MAT 150	—Introduction to Statistics	4
OR		
MAT 402	—Finite Mathematics	4
ENG 100	—English Composition I	3
PED 100	—Physical Education	1
		17

Second Semester

Course Number	Course Name	Credits
ACC 121	—Elementary Accounting I	4
BUS 210	—Business Methods	3
MAR 300	—Sales Principles and Practices	3
ENG 115	—English Composition II	3
ECO 100	—Introduction to Economics	3
		16

Third Semester

Course Number	Course Name	Credits
BUS 110	—Business Law	3
SLS 300	—Sales Management	3
HED 100	—Health Education	2
DAT 120	—Introduction to Computer Concepts	3
SPE 100	—Fundamentals of Speech	3
CED 201	—Cooperative Education-Career Planning	2
	—Business Management Elective	3
		19

Fourth Semester

Course Number	Course Name	Credits
CED 361	—Cooperative Education-Field Experience	2
SLS 310	—Sales Promotion	3
BUS 220	—Business Decision Making	3
BUS 150	—Business Communication	3
	—Liberal Arts Elective	3
	—Laboratory Science	4
		18

Travel and Tourism Concentration

Designed for students who are interested in becoming travel agents for airline, rail, shipping industry or large travel agency, and who plan to own and manage a travel/tourist-service agency.

First Semester

Course Number	Course Name	Credits
BUS 103	—Introduction to Business Administration	3
MAR 100	—Introduction to Marketing	3
BKG 100	—Introduction to Finance	3
MAT 150	—Introduction to Statistics	4
OR		
MAT 402	—Finite Mathematics	4
ENG 100	—English Composition I	3
PED 100	—Physical Education	1
		17

Second Semester

Course Number	Course Name	Credits
ACC 121	—Elementary Accounting I	4
BUS 210	—Business Methods	3
TIA 200	—Introduction to Travel and Tourism	3
ENG 115	—English Composition II	3
ECO 100	—Introduction to Economics	3
		16

(continued on next page)

Third Semester

Course Number	Course Name	Credits
BUS 220	—Managerial Decision Making	3
BUS 110	—Business Law	3
TTA 201	—Travel Operations	3
HED 100	—Health Education	2
DAT 120	—Introduction to Computer Concepts	3
SPE 100	—Fundamentals of Speech	3
CED 201	—Cooperative Education-Career Planning	2
		<u>19</u>

Fourth Semester

Course Number	Course Name	Credits
CED 361	—Cooperative Education-Field Experience	2
TTA 301	—World Markets	3
BUS 150	—Business Communication	3
GEO 100	—Introduction to Human Geography	3
	—Conversational Modern Language	3
	—Science	4
		<u>18</u>

CHILD CARE/EARLY CHILDHOOD EDUCATION

The Child Care/Early Childhood Education Program provides a core of Liberal Arts courses, specialized courses in child care and early childhood education. The program offers two career concentrations: Infant Toddler and Pre-School.

Students will find many career choices in the Child Care curriculum. These include working directly with children in early childhood education settings such as: Infant Care, Pre-Kindergarten and Kindergarten, Day Care, Head Start Centers and Hospitals for the handicapped and children with learning disabilities. Opportunities also exist for students who wish to work for educational and commercial television as well as for students who are interested in the marketing field where they can utilize their child care knowledge in sales and buying—relating to toys, children's books and materials, and children's clothing.

Upon satisfactory completion of 65-66 credits, the Associate in Applied Science (A.A.S.) degree is awarded.

Pre-School Concentration (3 to 6 years)

First Semester

Course Number	Course Name	Credits
ECE 102	—Early Childhood Education I	3
HED 100	—Health Education	2
ENG 100	—English Composition I	3
	—Science*	4
PED	—Physical Education Elective	1
PSY 100	—General Psychology	3
		<u>16</u>

Second Semester

Course Number	Course Name	Credits
ECE 201	—Curriculum and Program Planning for the Young Child with Special Needs	3
ECE 202	—Curriculum and Program Planning for Young Children I	3
ENG 115	—English Composition II	3
SPE 100	—Fundamentals of Speech	3
PSY 500	—Child Psychology	3
		<u>15</u>

(continued on next page)

Early Childhood Education (cont'd.)

Third Semester

Course Number	Course Name	Credits
ECE 301	—Early Childhood Education II (Practicum)	3
ECE 302	—Curriculum and Program Planning for Young Children II	3
SPN 101	—Elementary Spanish I**	3 or 4
MAT 150	—Introduction to Statistics	4
SOC 100	—Introduction to Sociology	3
		16-17

Fourth Semester

Course Number	Course Name	Credits
ECE 401	—Supervised Instructional Experience with Young Children. (Practicum)	4
	—Social Science*	3
SPN 110	—Elementary Spanish II	3
	—Liberal Arts Elective	3
	—Music or Art	2
SOC 400	—Urban Sociology	3
OR		
SOC 500	—The Family	3
		18

*Students planning to transfer to a four-year college should consult with advisor for maximum transferability of courses and credits.

**Students may substitute another language with permission of ECE Chairperson.

Infant-Toddler Concentration (Birth to 3 years)

First Semester

Course Number	Course Name	Credits
ECE 102	—Early Childhood Education I	3
HED 100	—Health Education	2
ENG 100	—English Composition I	3
	—Science*	4
PED	—Physical Education Elective	1
PSY 100	—General Psychology	3
		16

Second Semester

Course Number	Course Name	Credits
ECE 201	—Curriculum and Program Planning for the Young Child with Special Needs	3
ECE 204	—Infant Care Curriculum and Program Planning I	3
ENG 115	—English Composition II	3
SPE 100	—Fundamentals of Speech	3
PSY 500	—Child Psychology	3
		15

Third Semester

Course Number	Course Name	Credits
ECE 303	—Early Childhood Education II (Practicum)	3
ECE 304	—Toddler Care Curriculum and Program Planning II	3
SPN 101	—Elementary Spanish I**	3 or 4
MAT 150	—Introduction to Statistics	4
SOC 100	—Introduction to Sociology	3
		16-17

Fourth Semester

Course Number	Course Name	Credits
ECE 403	—Supervised Instructional Experience with Infants and Toddlers (Practicum)	4
	—Social Science*	3
SPN 110	—Elementary Spanish II	3
	—Liberal Arts Elective	3
	—Music or Art	2
SOC 400	—Urban Sociology	3
OR		
SOC 500	—The Family	3
		18

*Students planning to transfer to a four-year college should consult with advisor for maximum transferability of courses and credits.

**Students may substitute another language with permission of ECE Chairperson.

COMMUNITY MENTAL HEALTH TECHNOLOGY

The Community Mental Health Technology Program, administered by the Allied Health Sciences Department (see pages 58-61 for course descriptions), prepares students to assist the professional in neighborhood "satellite" mental health clinics, rehabilitation centers, social service agencies and special schools and/or classes for the emotionally disturbed and developmentally disabled. Graduates of this program are awarded the Associate in Science (A.S.) degree and are eligible to transfer to programs at the baccalaureate level.

First Semester

Course Number	Course Name	Credits
ENG 100	—English Composition I	3
PSY 100	—General Psychology	3
MHT 110	—Introduction to Community Mental Health and the Rehabilitation Process	4
BIO 210	—Biology I	4
	—Music or Art	2
		<u>16</u>

Second Semester

Course Number	Course Name	Credits
ENG 115	—English Composition II	3
PSY 500	—Child Psychology	3
MHT 215	—Abnormal Psychology	3
MAT 150	—Introduction to Statistics	4
BIO 220	—Biology II	4
		<u>17</u>

Third Semester

Course Number	Course Name	Credits
SPN	—Spanish*	3
MHT 340	—Psychological Measurement & Evaluation	3
POL 100	—American Government	3
MHT 325	—Counseling and Interviewing	3
MHT 330	—Mental Health Treatment & Teaching Techniques	4
PED 100	—Physical Education	1
		<u>17</u>

Fourth Semester

Course Number	Course Name	Credits
HED 220	—Human Sexuality	3
SPE 100	—Fundamentals of Speech	3
MHT 421	—Social Disability	3
MHT 405	—Clinical Assistantship in Mental Health	4
MHT 406	—Mental Health Practicum	2
SPN 300	—Spanish Conversation	2
		<u>17</u>

Students enrolled in clinical field work courses are required to obtain liability insurance; moderate group rates are available.

**By advisement of Modern Language Department*

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

A physical examination is required for clinical placement.

CORPORATE AND CABLE COMMUNICATIONS

The Corporate and Cable Communications Program, administered by the Speech, Communication and Theatre Arts Department (see pages 108-112 for course descriptions), prepares students for entry-level videotape production and operations/management positions in corporate communications departments, audiovisual production companies, industrial videotape production centers and the cable television industry.

As a student in this program, you will gain "hands-on" experience in BMCC's television studio and learn how to create and produce professional videotape productions designed to serve corporate and cable television needs. In addition, you are required to do an internship at a professional media facility. Besides the practical experience you will gain, theoretical material will be covered in class lectures. Finally, each student is allowed to take six credits of electives in order to specialize within the program in such areas as writing, photography, art, film, accounting or marketing to mention a few.

Upon successful completion of the requirements listed below, students will receive the Associate in Applied Science (A.A.S.) degree. In addition, graduates are guaranteed admission to one of the CUNY senior colleges.

First Semester

Course Number	Course Name	Credits
ENG 100	—English Composition I	3
SPE 100	—Fundamentals of Speech	3
PED 100	—Physical Education	1
SPE 245	—Mass Media	3
CCC 180	—Non-Broadcast Television	3
	—Social Science Elective	3
		16

Second Semester

Course Number	Course Name	Credits
ENG 115	—English Composition II	3
CED 201	—Cooperative Education Career Planning	2
CCC 150	—Introduction to Corporate Media Applications	3
CCC 160	—T.V. Studio Production for Business I	3
ART 105	—Color and Design	2
BUS 200	—Business Organization and Management	3
		16

Third Semester

Course Number	Course Name	Credits
CED 305	—Liberal Arts Internship	2
CCC 260	—T.V. Studio Production for Business II	3
PHY 110	—General Physics	4
OR		
PHY 400	—The Physics of Music	4
CCC 190	—Videotape Editing	3
	—Elective	3
HED 100	—Health Education	2
		17

Fourth Semester

Course Number	Course Name	Credits
CCC 170	—Remote Television Production for Business	3
	—Social Science Elective	3
MAT 100	—Fundamentals of Mathematics	4
OR		
MAT 150	—Introduction to Statistics	4
	—Program Elective (CCC 130, CCC 140, or SPE 240)	3
	—Elective	3
		16

DATA PROCESSING

The Data Processing Program provides students with a comprehensive understanding of the role of computers in modern society—offering practical techniques and a hands-on approach to data processing methodology and equipment. Students can choose from two options: one in Computer Programming and the other in Computer Operations.

The Programming concentration prepares students to use the latest computer equipment and techniques. By using practical business applications as models, students learn how to write comprehensive programs—employing COBOL, ALP, RPG, FORTRAN, BASIC and PLI languages. The Programming option also includes one year of course work in Systems Design and Systems Implementation, and a course in micro and mini computers.

The Computer Operations concentration prepares students to operate the most sophisticated and up-to-date computer mainframes, card readers, printers, tapes, discs and CRT terminals. Students are also given a strong in-depth introduction to OS/JCL.

Graduates of the Data Processing Program are awarded the Associate in Applied Science (A.A.S.) degree.

Operations Concentration

First Semester

Course Number	Course Name	Credits
BUS 200	Business Organization and Management	3
	OR	
BUS 103	Introduction to Business Administration	3
DAT 101	Introduction to Data Processing	4
ENG 100	English Composition I	3
MAT	Mathematics (MAT 100 or MAT 150; MAT 301 or MAT 402)	4
PED 100	Physical Education	1
		15

Second Semester

Course Number	Course Name	Credits
DAT 211	Basic Operations	2
DAT 221	Basic RPG Programming	2
	Social Science Elective (including Ethnic Studies)	3
ACC 121	Elementary Accounting I	4

ENG 115	English Composition II	3
SPE 100	Fundamentals of Speech	3
HED 100	Health Education	2
		19

Third Semester

Course Number	Course Name	Credits
DAT 301	Advanced Operations	3
DAT 425	Time Sharing Systems	2
	—Science	3 or 4
ACC 221	Elementary Accounting II	4
	—Liberal Arts Elective	3
	Career Planning	2
	OR	
	Cooperative Education Internship	2
	OR	
	Business Management Elective*	3
		17-19

Fourth Semester

Course Number	Course Name	Credits
DAT 420	Operating Systems Concepts	3
DAT 411	Operations Management	3
DAT	Data Processing Elective	3
	—Music or Art (including Ethnic Studies)	2
	—Business Elective (or Data Processing Course)	3
	—Elective	3
CED	Cooperative Education Internship	2
		19

Programming Concentration

First Semester

Course Number	Course Name	Credits
BUS 200	Business Organization and Management	3
	OR	
BUS 103	Introduction to Business Administration	3
DAT 101	Introduction to Data Processing	4
ENG 100	English Composition I	3
MAT	Mathematics (MAT 100 or MAT 150; MAT 301 or MAT 402)	4
PED 100	Physical Education	1
		15

(continued on next page)

Data Processing (cont'd.)

Second Semester

Course Number	Course Name	Credits
DAT 201—Basic Cobol		4
—Social Science Elective (including Ethnic Studies)		3
ACC 121—Elementary Accounting I		4
ENG 115—English Composition II		3
SPE 100—Fundamentals of Speech		3
HED 100—Health Education		2
		<hr/> 19

Third Semester

Course Number	Course Name	Credits
DAT 301—Advanced Cobol		3
DAT 325—Programming Systems (Systems Analysis)		3
—Science		3 or 4
ACC 221—Elementary Accounting II		4
—Liberal Arts Elective		3
—Career Planning		2
OR		
—Cooperative Education Internship		2
OR		
—Business Management Elective*		3
		<hr/> 18-20

Fourth Semester

Course Number	Course Name	Credits
DAT 350—Advanced RPG		3
DAT 400—Systems Implementation		3
DAT 431—Assembler Language Programming		4
OR		
DAT 450—Programming Language I		3
OR		
Choose two of the following:		
DAT 221—Basic RPG Programming		2
DAT 420—Operating Systems Concepts		3
DAT 425—Time Sharing Systems		2
—Cooperative Education		2
—Business Elective (or Data Processing Course)		3
—Music or Art (including Ethnic Studies)		2
—Elective		3
		<hr/> 19-21

*One Business Management elective replaces all Cooperative Education courses in the third and fourth semesters.



LIBERAL ARTS

The Liberal Arts Program at the Borough of Manhattan Community College provides each student with a well-rounded background in the sciences, humanities, mathematics and languages. The program also allows students to enter four-year colleges of their choice after successful completion of the Associate degree requirements. All course concentrations under the Liberal Arts Program award the Associate in Arts (A.A.) degree.

Liberal Arts General Concentration

Provides a variety of courses in many different areas—offering students an opportunity to eventually decide upon a major area of concentration. Students who usually choose the Liberal Arts General concentration are interested in preparing for careers in the field of teaching, law, medicine, psychology, counseling and journalism to mention a few. At BMCC, students can take elective courses in most of the career departments in order to complete the degree requirements in liberal arts.

First Semester

Course Number	Course Name	Credits
ENG 100	—English Composition I	3
MAT	—Mathematics (MAT 100 or MAT 150; MAT 206 or 301)	3 or 4
	—Modern Language	3 or 4
MUS/ART	—Music or Art	2
	—Social Science Elective	3
PED	—Physical Education Elective	1
		<u>15-17</u>

Second Semester

Course Number	Course Name	Credits
ENG 115	—English Composition II	3
HED 100	—Health Education	2
	—Modern Language	3
	—Science	4
	—Social Science Elective	3
	—Electives	3
		<u>18</u>

Third Semester

Course Number	Course Name	Credits
ENG	—English III (ENG 200 or higher level course or Black Literature course)	3
	—Science	4
	—Social Science Elective	3
SPE 100	—Fundamentals of Speech	3
	—Electives	4
		<u>17</u>

Fourth Semester

Course Number	Course Name	Credits
	—Social Science Elective	3
	—Electives	12
		<u>15</u>

Dance Concentration

Especially designed for students who are considering careers in dance or have previous dance training and or experience. The Dance concentration stresses body tone and flexibility as well as development and coordination of movement. After successful completion of the Associate in Arts (A.A.) degree requirements, students are eligible to transfer to four-year colleges in order to receive additional training in dance.

First Semester

Course Number	Course Name	Credits
HIS	—Western Civilization	3
MAT	—Mathematics (MAT 100 or MAT 150)	4
ENG 100	—English Composition I	3
	—Modern Language I	3 or 4
MUS 110	—Introduction to Music	2
PED 153	—Modern Dance I	1
PED 150	—Posture, Relaxation and Movement	1
		<u>17-18</u>

(continued on next page)

Second Semester

Course Number	Course Name	Credits
BIO 210	—Biology I	4
PSY 100	—General Psychology	3
ENG 115	—English Composition II	3
	—Modern Language II	3
PED 801	—Ethnic Dance	1
PED 156	—Ballet I	1
PED 157	—Sound and Movement Workshop	1
		<u>16</u>

Third Semester

Course Number	Course Name	Credits
SPE 100	—Fundamentals of Speech	3
BIO 220	—Biology II	4
	—Social Science Elective	3
ART 110	—Art Survey	2
PED 261	—Dance Workshop I	1
PED 253	—Modern Dance II	2
PED 260	—Dance Composition	2
		<u>17</u>

Fourth Semester

Course Number	Course Name	Credits
ENG	—English III (ENG 200 or higher level course or Black Literature course)	3
	—Social Science Elective (Anthropology recommended)	3
MUS/ART	—Music or Art Elective	2
PED	—Physical Education (other than Dance)	1
HED 100	—Health Education	2
PED 261	—Dance Workshop II	2
PED 256	—Ballet II	2
	OR	
PED 255	—Afro-American and Caribbean Dance	2
PED 262	—Cultural Resources	2
		<u>17</u>

Fine Arts Concentration

Designed for students who have an interest in the arts and who wish to continue their education at a senior college or university which offers the Bachelors in Art (B.A.) or the Bachelors in Fine Art (B.F.A.) degree. At BMCC, students may select courses in areas of their interest—painting, sculpture, filmmaking or art history.

First Semester

Course Number	Course Name	Credits
ENG 100	—English Composition I	3
MAT	—Mathematics (MAT 100 or MAT 150)	4
	—Modern Language	3 or 4
	—Social Science Elective	3
ART 230	—Design I	2
ART 301	—Drawing I	2
		<u>17-18</u>

Second Semester

Course Number	Course Name	Credits
	—Modern Language	3
ENG 115	—English Composition II	3
	—Social Science Elective	3
ART 240	—Design II	2
ART 302	—Drawing II	2
ART	—Art Electives*	4
		<u>17</u>

Third Semester

Course Number	Course Name	Credits
	—Social Science Elective	3
SPE 100	—Fundamentals of Speech	3
ART	—Art History (ART 110, ART 210, ART 220 or ART 250)	2
	—Science	4
ART	—Art Electives**	4
		<u>16</u>

*Choose two of the following art courses: Art History (ART 110, ART 210, ART 220 or ART 250), ART 171, ART 181 or ART 191.

**Choose one Art History course (ART 110, ART 210, ART 220 or ART 250) and choose one of the following: Art History (ART 110, ART 210, ART 220 or ART 250), ART 271, ART 281 or ART 291.

Fourth Semester

Course Number	Course Name	Credits
ENG	—English III (ENG 200 or higher level course or Black Literature course)	3
	—Social Science Elective	3
HED 100	—Health Education	2
PED 100	—Physical Education	1
	—Science	4
ART	—Art Electives***	6
		19

***Choose one Art History course (ART 110, 210, ART 220 or ART 250) and choose two of the following: Art History (ART 110, ART 210, ART 220 or ART 250), ART 371, ART 381 or ART 391.

Government Administration Concentration

Ideal for anyone who is currently employed by a government agency or who seeks a career in public service. Even though this concentration enables students to transfer to a four-year college, it also provides students with an academic background for a wide variety of middle management positions with the Federal, State or local government.

Not offered in 1984-85

Music Concentration

Prepares students in the basic theory of music including ear training, sight singing and keyboard harmony. In most cases, students continue their music studies at a four-year college or university after completing the Associate degree requirements.

First Semester

Course Number	Course Name	Credits
ENG 100	—English Composition I	3
	—Modern Language	3 or 4
	—Social Science Elective	3
PED	—Physical Education Elective	1
MUS 112	—Music Theory I	2
MUS 113	—Musicianship I	1
MUS 611		
-648	—Private Instruction	1
MUS 140	—Piano I	1
MUS	—Music Elective (MUS 130, MUS 301, MUS 305, MUS 410 or MUS 510)	1
		16-17

Second Semester

Course Number	Course Name	Credits
ENG 115	—English Composition II	3
	—Modern Language	3
	—Social Science Elective	3
HED 100	—Health Education	2
MUS 212	—Music Theory II	2
MUS 213	—Musicianship II	1
MUS 611		
-648	—Private Instruction	1
MUS 150	—Piano II	1
MUS	—Music Elective (MUS 120, MUS 302, MUS 306, MUS 420 or MUS 520)	1
		17

Third Semester

Course Number	Course Name	Credits
MAT	—Mathematics (MAT 100 or MAT 150)	4
	—Social Science Elective	3
SPE 100	—Fundamentals of Speech	3
	—Science	4
MUS 611		
-648	—Private Instruction	1
MUS	—Music Electives*	5
		20

*Choose one of the following music courses: MUS 110, MUS 307, MUS 312, MUS 351; and choose three of the following: MUS 160, MUS 180, MUS 240, MUS 303, MUS 307, MUS 313, MUS 430, MUS 530.

Fourth Semester

Course Number	Course Name	Credits
ENG	—English III (English 200 or higher level course or Black Literature course)	3
	—Social Science Elective	3
	—Science	4
MUS 611		
	-648—Private Instruction	1
MUS	—Music Electives**	5
		<u>16</u>

**Choose one of the following music courses: MUS 220, MUS 230, MUS 308, MUS 412; and choose three of the following: MUS 170, MUS 190, MUS 250, MUS 304, MUS 352, MUS 413, MUS 440, MUS 540.

Physical Education Concentration

Offers educational opportunities to men and women who plan to enter fields such as: coaching, athletic training, sports photography, professional athletics, athletic administration or sports journalism. Students who enroll in this concentration are eligible to transfer to four-year colleges upon successful completion of the Association in Arts (A.A.) degree.

First Semester

Course Number	Course Name	Credits
ENG 100	—English Composition I	3
MAT	—Mathematics (MAT 100 or MAT 150)	4
	—Modern Language	3 or 4
SOC 100	—Introduction to Sociology	3
REC 105	—Principles of Physical Education, Health and Recreation	3
REC 161	—Team Sports	1
		<u>17-18</u>

Second Semester

Course Number	Course Name	Credits
ENG 115	—English Composition II	3
PSY 100	—General Psychology	3
BIO 210	—Biology I	4
	—Modern Language	3
MUS/ART	—Music or Art	2
REC 171	—Individual and Dual Sports	1
PED	—Fundamentals of Swimming or Higher Level Swimming Course	1
		<u>17</u>

Third Semester

Course Number	Course Name	Credits
ENG	—English III (ENG 200 or higher level course or Black Literature course)	3
BIO 220	—Biology II	4
PSY 200	—Social Psychology	3
REC 200	—First Aid and Safety Education	2
REC 215	—Community Recreation	2
PED 153	—Modern Dance I	1
HED 100	—Health Education	2
		<u>17</u>

Fourth Semester

Course Number	Course Name	Credits
	—Social Science Elective	3
SPE 100	—Fundamentals of Speech	3
HED 215	—Habituation, Addiction and Their Prevention	3
HED 220	—Human Sexuality	3
PED	—Physical Education Elective	1
PED 152	—Square and Folk Dance	1
REC 190	—Camp Leadership and Outdoor Recreation	2
		<u>16</u>

Recreation Leadership Concentration

Creates an appreciation for supervised physical activity and provides skills for students who wish to become recreation leaders in public or commercial facilities. Traditionally, students transfer to four-year colleges of their choice in order to attain the Bachelor's degree.

First Semester

Course Number	Course Name	Credits
ENG 100	—English Composition I	3
MAT	—Mathematics (MAT 100 or MAT 150)	4
	—Modern Language	3 or 4
SOC 100	—Introduction to Sociology	3
REC 105	—Principles of Physical Education, Health and Recreation	3
REC 161	—Team Sports	1
		<u>17-18</u>

Second Semester

Course Number	Course Name	Credits
ENG 115	—English Composition II	3
BIO 210	—Biology I	4
PSY 100	—General Psychology	3
	—Modern Language	3
REC 171	—Individual and Dual Sports	1
REC 120	—Leadership in Recreation	2
PED	—Physical Education Elective	1
		<u>17</u>

Third Semester

Course Number	Course Name	Credits
ENG	—English III (ENG 200 or higher level course or Black Literature course)	3
BIO 220	—Biology II	4
PSY 200	—Social Psychology	3
REC 140	—Music in Recreation	2
REC 215	—Community Recreation	2
PED 153	—Modern Dance I	1
REC 200	—First Aid and Safety Education	2
		<u>17</u>

Fourth Semester

Course Number	Course Name	Credits
	—Social Science Elective	3
SPE 100	—Fundamentals of Speech	3
REC 190	—Camp Leadership and Outdoor Recreation	2
HED 100	—Health Education	2
PED 152	—Square and Folk Dance	1
REC 130	—Crafts in Recreation	2
REC 151	—Low Organization Activities	2
		<u>15</u>

Social Service Concentration

Prepares students for careers in social work and for transfer to a senior college. This concentration includes both course and field work—designed to provide knowledge and skills in social welfare and social

work involving children, unwed mothers, adolescents, families, the elderly and hospital patients.

First Semester

Course Number	Course Name	Credits
SSR 110	—Field Experience in Social Work I	3
SSR 150	—Introduction to Social Work	3
ENG 100	—English Composition I	3
SPE 100	—Fundamentals of Speech	3
SOC 100	—Introduction to Sociology	3
PED	—Physical Education Elective	1
		<u>16</u>

Second Semester

Course Number	Course Name	Credits
SSR 210	—Field Experience in Social Work II	3
SSR 300	—Social Welfare Programs and Policies	3
ENG 115	—English Composition II	3
SPN 101	—Spanish I	3
PSY 100	—General Psychology	3
		<u>15</u>

Third Semester

Course Number	Course Name	Credits
SSR 400	—Marriage and the Family	3
PSY 500	—Child Psychology	3
ENG	—English III (English 200 or higher level course or Black Literature course)	3
SPN 110	—Spanish II	3
	—Science I (BIO 210, CHE 210, PHY 210)	4
MUS/ART	—Music or Art	2
		<u>18</u>

Fourth Semester

Course Number	Course Name	Credits
SSR 500	—Seminar in Social Welfare	2
SOC 300	—Ethnic Groups in American Life	3
POL 100	—American Government	3
	—Science II (BIO 220, CHE 220, PHY 220)	4
MAT	—Mathematics (MAT 100 or MAT 150)	4
HED 100	—Health Education	2
		<u>18</u>

Urban Studies Concentration

Concentrates on the issues of urban politics as well as the formation and implementation of policies/plans to solve urban problems. Students will be prepared to transfer to a senior college offering training in urban affairs.

Not offered in 1984-85

MEDICAL RECORD TECHNOLOGY

The Medical Record Technology Program, administered by the Allied Health Sciences Department (see pages 58-61 for course descriptions), equips students with the skills needed to compile patient medical information, analyze and disseminate vital records (which are used for medical evaluation and subsequent treatment, medical research, insurance claims and legal action) to physicians, patients, public agencies and hospitals. Upon successful completion of the requirements listed, students receive the Associate in Applied Science (A.A.S.) degree and are eligible to take the examination for accreditation by the American Medical Record Association.

NOTE: Admission in September only.

First Semester

Course Number	Course Name	Credits
ENG 100	—English Composition I	3
MAT 150	—Introduction to Statistics	4
MRT 103	—Medical Terminology I	3
BIO 425	—Anatomy and Physiology I	4
MRT 102	—Medical Record Science I	4
		<u>18</u>

Second Semester

Course Number	Course Name	Credits
ENG 115	—English Composition II	3
MRT 203	—Medical Terminology II	3
BIO 426	—Anatomy and Physiology II	4
MRT 202	—Medical Record Science II	4
SEC 209	—Medical Transcription	3
PED 100	—Physical Education	1
		<u>17</u>

Third Semester

Course Number	Course Name	Credits
PSY 100	—General Psychology	3
MRT 300	—Medical Record Science III	3
SEC 309	—Advanced Medical Transcription	3
MRT 325	—Medical Coding	3
	—Social Science Elective	3
MUS 110/		
ART 110	—Music or Art	2
		<u>17</u>

Fourth Semester

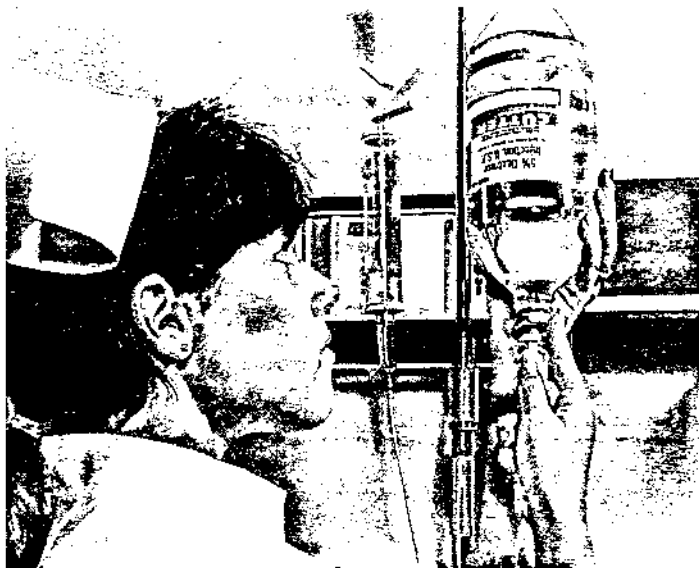
Course Number	Course Name	Credits
SPE 100	—Fundamentals of Speech	3
MRT 400	—Medical Record Science IV	3
MRT 430	—Medical Record Clinical Practice	4
DAT 125	—Medical Record Application in Data Processing ...	3
MRT 420	—Pathology of Disease	3
		16

Students enrolled in clinical field work courses are required to obtain liability insurance; moderate group rates are available.

NOTE:

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

A physical examination is required for clinical placement.



NURSING . . .

The Nursing Department (accredited by the National League for Nursing and the New York State Education Department) offers a program that prepares students to become members of the health team—qualified to render effective nursing care in health service agencies and hospitals. The program combines classroom work with observation and practice in actual health care facilities.

Upon successful completion of **69 credits**, the Associate in Applied Science (A.A.S.) degree is granted and students are eligible to take the New York State Licensure Examination for Registered Nursing (RN).

NOTE: Because of the budgetary and Board of Trustee restrictions, only a limited number of highly qualified and motivated students are admitted into the BMCC Nursing Program. The College does not guarantee entry into the Program.

Pre-Nursing Sequence

Course Number	Course Name	Credits
ENG 100	—English Composition I	3
SOC 100	—Introduction to Sociology	3
MAT 104	—Mathematics for Health Sciences	3
CHE 110	—General Chemistry	4
		13

Clinical Nursing Sequence

First Semester

Course Number	Course Name	Credits
NUR 110	—Fundamentals of Patient Care	6
BIO 425	—Anatomy and Physiology I	4
ENG 115	—English Composition II	3
		13

Second Semester

Course Number	Course Name	Credits
NUR 210	—Medical/Surgical Nursing	8
BIO 426	—Anatomy and Physiology II	4
SPE 100	—Fundamentals of Speech	3
		15

(continued on next page)

Third Semester

Course Number	Course Name	Credits
NUR 311	—Maternal and Newborn Care (8 week course)	4
NUR 312	—Nursing Care of Children (8 week course)	4
BIO 420	—Microbiology	4
PSY 400	—Developmental Psychology	3
		15

Fourth Semester

Course Number	Course Name	Credits
NUR 410	—Comprehensive Nursing Care	8
NUR 415	—Nursing Today and Tomorrow	1
PED 100	—Physical Education	1
	—Elective	3
		13

Students enrolled in clinical field work courses are required to obtain liability insurance; moderate group rates are available. Yearly physical exams are also required.

Pre-Nursing (PNR) Requirements

Before admission into the Pre-Nursing Program, students must meet all of the following requirements:

1. Complete and pass all required remedial courses, as determined by the College admission placement test.
2. Pass the Pre-Nursing Examination of the National League for Nursing with an acceptable score (as designated by the Nursing Department).
3. Demonstrate reading ability on at least the 12th grade or above level and have 9th grade or above mathematical skills.

After admission into the Pre-Nursing Program, full-time students must complete the four courses in the PNR sequence in one semester; part-time students must complete the four courses in two consecutive semesters. All students must attain a grade of "C" or better in each course and must pass all courses in the PNR Program with a 2.5 or above grade-point average. Students who receive a "D", "F" or "R" grade in any PNR course are eliminated from the Pre-Nursing Program.

Transfer students—In addition to meeting BMCC admission requirements, you must have an official transcript of your academic

record mailed to the Chairperson of the Nursing Department. Transfer grades of "D" are not accepted by the Nursing Department.

A Word About Clinical Nursing

In order to satisfactorily complete course and degree requirements, students must pass clinical laboratory *and* attain a minimum grade of "C" (73-76) in the course departmental examinations.

For example: Students who receive a "Pass" grade in clinical laboratory and less than a "C" average in the departmental examination *fail* the course. Also, students who achieve an average of "B" (83-86) in departmental examinations but fail in clinical laboratory, receive a grade of "F" in the course. **NOTE:** Students who receive "R", "F" or "W" in a clinical nursing course (excluding NUR 110) may be eligible to repeat the course the following semester depending upon space availability.

Repeating Course

Clinical Nursing students may *not* repeat NUR 110. Clinical Nursing students may *only* repeat one of the following courses: NUR 210, NUR 311, NUR 312, NUR 410 or NUR 415. Students repeating Nursing courses are required to earn a grade of "B" in order to pass on the second attempt. If a student fails to attain a grade of "B", the student receives the grade earned but is automatically dropped from the Nursing Program.

Re-Entry Policy

To be considered for re-entry, students must submit a written request to the Nursing Chairperson. Students who have not enrolled in Clinical Nursing for more than one semester must: a) meet regular departmental requirements, b) have a current cumulative GPA of 2.0 or better and c) take and pass (with 73% or above) a comprehensive examination in Nursing courses previously completed. The College does not guarantee re-entry into the program.

NOTE:

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

RESPIRATORY THERAPY

The Respiratory Therapy Program, administered by the Allied Health Sciences Department (see pages 58-61 for course descriptions), provides students with the necessary skills and experience to become competent respiratory therapists. Students receive specialized training in the clinical care of patients with cardio-respiratory problems. Upon completing the requirements listed below, students receive the Associate in Applied Science (A.A.S.) degree and are eligible to take the Certification and Registry Examinations given by the National Board for Respiratory Therapy, Inc.

NOTE: Admission in September only.

First Semester

Course Number	Course Name	Credits
RTT 100	—Fundamentals of Respiratory Therapy	4
ENG 100	—English Composition I	3
BIO 425	—Anatomy and Physiology I	4
MAT 150	—Introduction to Statistics	4
SOC 100	—Introduction to Sociology	3
		<u>18</u>

Second Semester

Course Number	Course Name	Credits
RTT 201	—Respiratory Therapy I	4
RTT 202	—Respiratory Therapy Clinical Practicum I	3
ENG 115	—English Composition II	3
BIO 426	—Anatomy and Physiology II	4
CHE 115/116	—Chemistry for Allied Health Sciences with RTT Lab.	4
		<u>18</u>

Summer Semester

Course Number	Course Name	Credits
RTT 210	—Respiratory Therapy Summer Practicum	6

Third Semester

Course Number	Course Name	Credits
RTT 301	—Respiratory Therapy II	3
RTT 302	—Respiratory Therapy Clinical Practicum II	4
RTT 310	—Cardio-Respiratory Physiology	2
PSY 100	—General Psychology	3
SCI 530	—Pharmacology	3
PED 100	—Physical Education	1
		<u>16</u>

Fourth Semester

Course Number	Course Name	Credits
RTT 401	—Respiratory Therapy III	3
RTT 403	—Respiratory Therapy Clinical Practicum III	4
RTT 410	—Fundamentals of Clinical Medicine	2
SPE 100	—Fundamentals of Speech	3
MUS 110/ ART 110	—Music or Art	2
		<u>14</u>

Students enrolled in clinical field work courses are required to obtain liability insurance; moderate group rates are available.

NOTE:

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

A physical examination is required for clinical placement.

SECRETARIAL SCIENCE

The Secretarial Science Program offers students six career concentrations: Executive Bilingual Secretary, Bilingual School Secretary, School Secretary, Executive Secretary, Legal Secretary and Word Processing. Students who choose the Bilingual School and School Secretary Concentrations are eligible to take the New York City School Secretary examination and to seek employment as secretaries to administrators in educational agencies. The Legal option is ideal for those who wish to work as secretaries in legal departments or executive law offices. Those who take the Bilingual option are often employed in foreign missions. On the other hand, students who wish to work as administrative or supervising secretaries in government agencies as well as in private industry should consider taking courses under the Executive Secretary option. Our Word Processing concentration is designed for students who wish to attain a degree and gain an excellent working knowledge of word processing equipment.

All six career options award the Associate in Applied Science (A.A.S.) degree.

NOTE:

Students must complete the following remedial course requirements before entering the Secretarial Science Program:
 ENG 088, ENG 090
 ESL 060, ESL 061, ESL 062, ESL 083, ESL 084
 RDG 061, RDG 062, RDG 073

Bilingual School Secretary Concentration

First Semester

Course Number	Course Name	Credits
ENG 100	—English Composition I	3
SEC 100	—Steno Theory	3
OR		
SEC 200	—Pre-Transcription*	3
SEC 110	—Typewriting I**	2
PSY 100	—General Psychology	3
MAT 150	—Introduction to Statistics	4
PED 100	—Physical Education	1
		16

Second Semester

Course Number	Course Name	Credits
SEC 200	—Pre-Transcription	3
OR		
SEC 220	—Introduction to Transcription*	3
SEC 210	—Typewriting II	2
ENG 115	—English Composition II	3
SPN 200	—Spanish III	3
OR		
SPN 210	—Spanish IV	3
BUS 110	—Business Law	3
BUS 300	—Office and Personnel Management	3
		17

Third Semester

Course Number	Course Name	Credits
SEC 380	—Bilingual Stenography I*	3
SPN 455	—Advanced Spanish Composition & Grammar I	3
SEC 350	—School Records & Accounts	2
SEC 360	—Educational Problems of the School Secretary I	2
MUS/ART	—Music or Art	2
SEC 346	—Bilingual Typewriting I	1
	—Science	3 or 4
		16-17

Fourth Semester

Course Number	Course Name	Credits
SEC 480	—Bilingual Stenography II*	3
SPE 100	—Fundamentals of Speech	3
SEC 431	—Office Practice & Machines	2
SPN 456	—Advanced Spanish Composition & Grammar II	3
HED 100	—Health Education	2
SEC 460	—Educational Problems of the School Secretary II	2
CED 351	—Co-op Ed. Internship I	2
SEC 446	—Bilingual Typewriting II	1
		18

*Students entering with a background in Pitman will take the Pitman sequence as follows: SEC 201, SEC 221, SEC 381, SEC 481. Those with a background in Gregg will take SEC 200, SEC 220, SEC 380, SEC 480. Students without any knowledge of shorthand take SEC 100/111, SEC 200/201, SEC 220/221, SEC 380/381, SEC 480/481.

**Students who enter the program with typewriting skills are excused from Typewriting I. The Department requires another secretarial science course in lieu of Typewriting I.

Executive Bilingual Secretary Concentration

First Semester

Course Number	Course Name	Credits
BUS 103	—Introduction to Business Administration	3
SEC 100	—Steno Theory	3
	OR	
SEC 200	—Pre-Transcription*	3
ENG 100	—English Composition I	3
MUS/ART	—Music or Art	2
PED 100	—Physical Education	1
SEC 110	—Typewriting I**	2
		14

Second Semester

Course Number	Course Name	Credits
SEC 200	—Pre-Transcription	3
	OR	
SEC 220	—Introduction to Transcription*	3
SEC 210	—Typewriting II	2
ENG 115	—English Composition II	3
SPN 200	—Spanish III	3
	OR	
SPN 210	—Spanish IV	3
BUS 110	—Business Law	3
	—Social Science Elective***	3
		17

Third Semester

Course Number	Course Name	Credits
SEC 380	—Bilingual Stenography I*	3
SPN 455	—Advanced Spanish Composition & Grammar I	3
SEC 431	—Office Practice & Machines	2
SEC 346	—Bilingual Typewriting I	1
ACC 121	—Elementary Accounting I	4
MAT 150	—Introduction to Statistics	4
CED 351	—Co-op Ed. Internship I	2
		19

Fourth Semester

Course Number	Course Name	Credits
SEC 480	—Bilingual Stenography II*	3
SPE 100	—Fundamentals of Speech	3
	—Science	3 or 4
HED 100	—Health Education	2
CED 451	—Co-op Ed. Internship II	2
SEC 446	—Bilingual Typewriting II	1
SPN 456	—Advanced Spanish Composition Grammar II	3
		17-18

*Students entering with a background in Pitman will take the Pitman sequence as follows: SEC 201, SEC 221, SEC 381, SEC 481. Those with a background in Gregg will take SEC 200, SEC 220, SEC 380, SEC 480. Students without a knowledge of shorthand take SEC 100/111, SEC 200/201, SEC 380/381, SEC 480/481.

**Students who enter the program with typewriting skills are excused from Typewriting I. The Department requires another secretarial science course in lieu of Typewriting I.

***Students who do not plan to enter a four-year college are advised to take SS 100, Social Science and Contemporary Society.

Executive Secretary Concentration

First Semester

Course Number	Course Name	Credits
BUS 103	—Introduction to Business Administration	3
SEC 100	—Steno Theory	3
	OR	
SEC 200	—Pre-Transcription*	3
SEC 110	—Typewriting I**	2
ENG 100	—English Composition I	3
MUS/ART	—Music or Art	2
		13

Second Semester

Course Number	Course Name	Credits
SEC 200	—Pre-Transcription	3
	OR	
SEC 220	—Introduction to Transcription I*	3
ENG 115	—English Composition II	3
SEC 210	—Typewriting II	2
BUS 110	—Business Law	3
MAT 150	—Introduction to Statistics	4
	—Liberal Arts Elective	2
		17

(continued on next page)

Secretarial Science (cont'd.)

Third Semester

Course Number	Course Name	Credits
SEC 220	—Introduction to Transcription	3
	OR	
SEC 370	—Transcription I*	3
BUS 300	—Office and Personnel Management	3
	—Social Science Elective	3
ACC 121	—Elementary Accounting I	4
PED 100	—Physical Education	1
CED 351	—Co-op Ed. Internship I	2
SEC 431	—Office Practice and Machines	2
SEC 306	—Executive Typewriting I	1
		19

Fourth Semester

Course Number	Course Name	Credits
SEC 370	—Transcription I	3
	OR	
SEC 470	—Transcription II	3
SPE 100	—Fundamentals of Speech	3
	—Science	3 or 4
HED 100	—Health Education	2
CED 451	—Co-op Ed. Internship II	2
SEC 406	—Executive Typewriting II	1
	—Elective	3
		17-18

*Students entering with a background in Pitman will take the Pitman sequence as follows: SEC 201, SEC 221, SEC 371, SEC 471. Those entering with a background in Gregg will take SEC 209, SEC 220, SEC 370, SEC 470. Students without a knowledge of shorthand take SEC 100/111, SEC 200/201, SEC 220/221, SEC 370/371.

**Students who enter the program with typewriting skills are excused from Typewriting I. The Department requires another secretarial science course in lieu of Typewriting I.

Legal Secretary Concentration

First Semester

Course Number	Course Name	Credits
BUS 103	—Introduction to Business Administration	3
SEC 100	—Steno Theory	3
	OR	
SEC 200	—Pre-Transcription*	3
SEC 110	—Typewriting I**	2
ENG 100	—English Composition I	3
MUS/ART	—Music or Art	2
		13

Second Semester

Course Number	Course Name	Credits
SEC 200	—Pre-Transcription	3
	OR	
SEC 220	—Introduction to Transcription*	3
ENG 115	—English Composition II	3
SEC 210	—Typewriting II	2
BUS 110	—Business Law	3
MAT 150	—Introduction to Statistics	4
	—Liberal Arts Elective	2
		17

Third Semester

Course Number	Course Name	Credits
SEC 390	—Legal Transcription I*	3
SEC 310	—Legal Vocabulary I	3
SEC 431	—Office Practice & Machines	2
	—Social Science Elective	3
ACC 121	—Elementary Accounting I	4
PED 100	—Physical Education	1
SEC 326	—Legal Typewriting I	1
CED 351	—Co-op. Ed. Internship I	2
		19

Executive Bilingual Secretary Concentration

First Semester

Course Number	Course Name	Credits
BUS 103	—Introduction to Business Administration	3
SEC 100	—Steno Theory	3
	OR	
SEC 200	—Pre-Transcription*	3
ENG 100	—English Composition I	3
MUS/ART	—Music or Art	2
PED 100	—Physical Education	1
SEC 110	—Typewriting I**	2
		14

Second Semester

Course Number	Course Name	Credits
SEC 200	—Pre-Transcription	3
	OR	
SEC 220	—Introduction to Transcription*	3
SEC 210	—Typewriting II	2
ENG 115	—English Composition II	3
SPN 200	—Spanish III	3
	OR	
SPN 210	—Spanish IV	3
BUS 110	—Business Law	3
	—Social Science Elective***	3
		17

Third Semester

Course Number	Course Name	Credits
SEC 380	—Bilingual Stenography I*	3
SPN 455	—Advanced Spanish Composition & Grammar I	3
SEC 431	—Office Practice & Machines	2
SEC 346	—Bilingual Typewriting I	1
ACC 121	—Elementary Accounting I	4
MAT 150	—Introduction to Statistics	4
CED 351	—Co-op Ed. Internship I	2
		19

Fourth Semester

Course Number	Course Name	Credits
SEC 480	—Bilingual Stenography II*	3
SPE 100	—Fundamentals of Speech	3
	—Science	3 or 4
HED 100	—Health Education	2
CED 451	—Co-op Ed. Internship II	2
SEC 446	—Bilingual Typewriting II	1
SPN 456	—Advanced Spanish Composition Grammar II	3
		17-18

*Students entering with a background in Pitman will take the Pitman sequence as follows: SEC 201, SEC 221, SEC 381, SEC 481. Those with a background in Gregg will take SEC 200, SEC 220, SEC 380, SEC 480. Students without a knowledge of shorthand take SEC 100/111, SEC 200/201, SEC 380/381, SEC 480/481.

**Students who enter the program with typewriting skills are excused from Typewriting I. The Department requires another secretarial science course in lieu of Typewriting I.

***Students who do not plan to enter a four-year college are advised to take SS 100, Social Science and Contemporary Society.

Executive Secretary Concentration

First Semester

Course Number	Course Name	Credits
BUS 103	—Introduction to Business Administration	3
SEC 100	—Steno Theory	3
	OR	
SEC 200	—Pre-Transcription*	3
SEC 110	—Typewriting I**	2
ENG 100	—English Composition I	3
MUS/ART	—Music or Art	2
		13

Second Semester

Course Number	Course Name	Credits
SEC 200	—Pre-Transcription	3
	OR	
SEC 220	—Introduction to Transcription I*	3
ENG 115	—English Composition II	3
SEC 210	—Typewriting II	2
BUS 110	—Business Law	3
MAT 150	—Introduction to Statistics	4
	—Liberal Arts Elective	2
		17

(continued on next page)

Third Semester

Course Number	Course Name	Credits
SEC 220	—Introduction to Transcription	3
	OR	
SEC 370	—Transcription I*	3
BUS 300	—Office and Personnel Management	3
	—Social Science Elective	3
ACC 121	—Elementary Accounting I	4
PED 100	—Physical Education	1
CED 351	—Co-op Ed. Internship I	2
SEC 431	—Office Practice and Machines	2
SEC 306	—Executive Typewriting I	1
		<u>19</u>

Fourth Semester

Course Number	Course Name	Credits
SEC 370	—Transcription I	3
	OR	
SEC 470	—Transcription II	3
SPE 100	—Fundamentals of Speech	3
	—Science	3 or 4
HED 100	—Health Education	2
CED 451	—Co-op Ed. Internship II	2
SEC 406	—Executive Typewriting II	1
	—Elective	3
		<u>17-18</u>

*Students entering with a background in Pitman will take the Pitman sequence as follows: SEC 201, SEC 221, SEC 371, SEC 471. Those entering with a background in Gregg will take SEC 200, SEC 220, SEC 370, SEC 470. Students without a knowledge of shorthand take SEC 100/111, SEC 200/201, SEC 220/221, SEC 370/371.

**Students who enter the program with typewriting skills are excused from Typewriting I. The Department requires another secretarial science course in lieu of Typewriting I.

Legal Secretary Concentration

First Semester

Course Number	Course Name	Credits
BUS 103	—Introduction to Business Administration	3
SEC 100	—Steno Theory	3
	OR	
SEC 200	—Pre-Transcription*	3
SEC 110	—Typewriting I**	2
ENG 100	—English Composition I	3
MUS/ART	—Music or Art	2
		<u>13</u>

Second Semester

Course Number	Course Name	Credits
SEC 200	—Pre-Transcription	3
	OR	
SEC 220	—Introduction to Transcription*	3
ENG 115	—English Composition II	3
SEC 210	—Typewriting II	2
BUS 110	—Business Law	3
MAT 150	—Introduction to Statistics	4
	—Liberal Arts Elective	2
		<u>17</u>

Third Semester

Course Number	Course Name	Credits
SEC 390	—Legal Transcription I*	3
SEC 310	—Legal Vocabulary I	3
SEC 431	—Office Practice & Machines	2
	—Social Science Elective	3
ACC 121	—Elementary Accounting I	4
PED 100	—Physical Education	1
SEC 326	—Legal Typewriting I	1
CED 351	—Co-op. Ed. Internship I	2
		<u>19</u>

Fourth Semester

Course Number	Course Name	Credits
SEC 490	—Legal Transcription II*	3
SEC 410	—Legal Vocabulary II	3
SPE 100	—Fundamentals of Speech	3
	—Science	3 or 4
HED 100	—Health Education	2
SEC 426	—Legal Typewriting II	1
CED 451	—Co-op. Ed. Internship II	2
		17-18

*Students entering with a background in Pitman will take the Pitman sequence as follows: SEC 201, SEC 221, SEC 391, and SEC 491. Students who enter with a background in Gregg will take SEC 200, SEC 220, SEC 390, SEC 490. Students without any knowledge of shorthand take SEC 100/111, SEC 200/201, SEC 220/221, SEC 390/391, SEC 490/491.

**Students who enter the program with typewriting skills are excused from Typewriting I. The Department requires another secretarial science course in lieu of Typewriting I.

School Secretary Concentration

First Semester

Course Number	Course Name	Credits
ENG 100	—English Composition I	3
SEC 100	—Steno Theory	3
	OR	
SEC 200	—Pre-Transcription*	3
SEC 110	—Typewriting I**	2
PSY 100	—General Psychology	3
ACC 121	—Elementary Accounting I	4
PED 100	—Physical Education	1
		16

Second Semester

Course Number	Course Name	Credits
BUS 300	—Office and Personnel Management	3
SEC 200	—Pre-Transcription	3
	OR	
SEC 220	—Introduction to Transcription*	3
SEC 210	—Typewriting II	2
ENG 115	—English Composition II	3
BUS 110	—Business Law	3
	—Elective	2
		16

Third Semester

Course Number	Course Name	Credits
SEC 220	—Introduction to Transcription	3
	OR	
SEC 370	—Transcription I*	3
MAT 150	—Introduction to Statistics	4
SEC 431	—Office Practice & Machines	2
SEC 350	—School Records and Accounts	2
SEC 360	—Educational Problems of the School Secretary I	2
MUS/ART	—Music or Art	2
SEC 306	—Executive Typewriting I	1
	—Elective	2
		18

Fourth Semester

Course Number	Course Name	Credits
SEC 370	—Transcription	3
	OR	
SEC 470	—Transcription II*	3
SPE 100	—Fundamentals of Speech	3
	—Science	3 or 4
HED 100	—Health Education	2
SEC 460	—Educational Problems of the School Secretary II	2
CED 351	—Co-op Ed. Internship I	2
SEC 406	—Executive Typewriting II	1
		16-17

*Students entering with a background in Pitman will take the Pitman sequence as follows: SEC 201, SEC 221, SEC 371, SEC 471. Students entering with a background in Gregg will take the Gregg sequence as follows: SEC 200, SEC 220, SEC 370, SEC 470. Students without a knowledge of shorthand take the following sequence: SEC 100/111, SEC 200/201, SEC 220/221, SEC 370/371.

**Students who enter the program with typewriting skills are excused from Typewriting I. The Department requires another secretarial science course in lieu of Typewriting I.

Word Processing Concentration

First Semester

Credits	Course Name	Credits
2	SEC 110 —Typewriting I*	2
3	ENG 100 —English I	3
3	BUS 103 —Introduction to Business Administration	3
3	—Social Science Elective	3
1	PED 100 —Physical Education	1
2	MUS/ART —Music or Art	2
		14

Second Semester

SEC 175 —Secretarial Correspondence	3
SEC 210 —Typewriting II	2
ENG 115 —English II	3
BUS 110 —Business Law	3
MAT 150 —Introduction to Statistics	4
—Liberal Arts Elective	3
	<hr/> 18

Third Semester

SEC 376 —Word Processing I	3
SPE 100 —Fundamentals of Speech	3
BUS 300 —Office and Personnel Management	3
ACC 121 —Elementary Accounting I	4
DAT 120 —Introduction to Computer Concepts	3
CED 351 —Co-op. Ed. Internship I	2
	<hr/> 18

Fourth Semester

SEC 477 —Word Processing Concepts	3
SEC 476 —Word Processing II	3
—Science	3 or 4
CED 451 —Co-op Ed. Internship II	2
HED 100 —Health Education	2
—Elective	3
	<hr/> 16-17

*Students who enter the program with typewriting skills are excused from Typewriting I. The Department requires another secretarial science course in lieu of Typewriting I.

Students must complete all remedial requirements before entering the Concentration.

THEATRE ARTS†

The Theatre Program, under the administration of the Department of Speech, Communications and Theatre Arts, provides students with practical and professional training in theatre.

In addition to the various "hands-on" courses and the theoretical material covered in classroom lectures, students in the Program are required to serve as interns in professional settings where they will gain the necessary practical and professional experience.

Students who choose the Performance Concentration will receive preparatory and intensive training—leading to fulfillment of a professional career in acting. In addition, you will obtain skills and gain experience that might culminate in community dramatics or social service programs utilizing dramatic and improvisational techniques. The job-oriented concentrations in Stage Management and Theatre Management will prepare students for entry-level positions either on Broadway, Off-Broadway, regional theatre, community theatre, college theatre or in industrial productions.

Upon completion of the requirements listed below, students will receive the Associate in Applied Science (A.A.S.) degree.

Performance Concentration†

First Semester

Course Number	Course Name	Credits
ENG 100 —English Composition I		3
PED 150 —Posture, Relaxation & Movement		1
SPE 100 —Fundamentals of Speech		3
THE 101 —Acting I		3
THE 170 —Elements of Production I		3
MAT 150 —Introduction to Statistics		4
		<hr/> 17

Second Semester

Course Number	Course Name	Credits
ENG 115 —English Composition II		3
SPE 200 —Voice & Diction		3
THE 102 —Acting II		3
THE 150 —Introduction to Theatre		3
THE 220 —Cabaret Theatre		3
MUS 160 —Voice Class I		1
CED 201 —Career Planning		2
		<hr/> 18

†Pending approval of Board of Trustees and the State Education Department.

Theatre Arts (cont'd.)

Third Semester

Course Number	Course Name	Credits
110	—Laboratory Science (AST, BIO, CHE or PHY)	4
PED 113	—Fencing	1
MUS 410	—Chorus I	1
	—Modern Language	4
THE 103	—Advanced Acting Workshop	3
	—Program Elective*	3
		<u>16</u>

Fourth Semester

Course Number	Course Name	Credits
	—Social Science Elective	3
HED 100	—Health Education	2
PED	—Dance Elective	1
	—Modern Language II	3
THE 420	—Theatrical & Television Make-up	1
	—English Elective**	3
CED 300	—Internship (Play Production In-House or In-field)	2
		<u>15</u>

*Choose one Program Elective from the following: THE 130, THE 210, THE 255, THE 262.

**Choose one English Elective from the following: ENG 251, ENG 252, ENG 275.

Stage Management Concentration†

First Semester

Course Number	Course Name	Credits
ENG 100	—English Composition I	3
SPE 100	—Fundamentals of Speech	3
PED 150	—Posture, Relaxation & Movement	1
THE 140	—Introduction to Stage Management	3
THE 170	—Elements of Production I	3
MAT 150	—Introduction to Statistics	4
		<u>17</u>

Second Semester

Course Number	Course Name	Credits
ENG 115	—English Composition II	3
THE 150	—Introduction to Theatre	3
THE 270	—Elements of Production II: Stage Crewing	4
SPE 200	—Voice and Diction	3
ART 110	—Art Survey	2
	OR	
ART 230	—Design I	2
CED 201	—Career Planning	2
		<u>17</u>

Third Semester

Course Number	Course Name	Credits
110	—Laboratory Science (AST, BIO, CHE or PHY)	4
THE 331	—Basic Lighting	3
SPE 240	—Interpersonal Communication	3
PED	—Physical Education Elective	1
	—Modern Language	4
CED 300	—Internship (In-House Stage Management)	2
		<u>17</u>

Fourth Semester

Course Number	Course Name	Credits
	—Social Science Elective	3
HED 100	—Health Education	2
	—Program Electives*	6
CED 400	—Co-op. Ed. Internship (Stage Management In-House or In-Field)	2
	—English Elective**	3
		<u>16</u>

*Choose two Program Electives from the following: SPE 110, THE 130, THE 210, THE 255, THE 262.

**Choose one English Elective from the following: ENG 251, ENG 252, ENG 275.

†Pending approval of Board of Trustees and the State Education Department.

Theatre Management Concentration†

First Semester

Course Number	Course Name	Credits
ENG 100	—English Composition I	3
MAT 150	—Introduction to Statistics	4
SPE 100	—Fundamentals of Speech	3
THE 191	—Introduction to Theatre Management	3
THE 170	—Elements of Production I	3
		<u>16</u>

Second Semester

Course Number	Course Name	Credits
ENG 115	—English Composition II	3
THE 150	—Introduction to Theatre	3
THE 291	—Theatre Management Practicum I (Emphasis: Publicity & Press Relations)	3
BUS 200	—Business Organization & Management	3
ACC 121	—Elementary Accounting I	4
CED 201	—Career Planning	2
		<u>18</u>

Third Semester

Course Number	Course Name	Credits
SPE 240	—Interpersonal Communication	3
THE 391	—Theatre Management Practicum II (Emphasis: Box Office)	3
BUS 110	—Business Law	3
BUS 300	—Office & Personnel Management	3
	—Social Science Elective	3
PED	—Physical Education Elective	1
		<u>16</u>

Fourth Semester

Course Number	Course Name	Credits
110	—Laboratory Science (AST, BIO, CHE or PHY)	4
HED 100	—Health Education	2
THE 401	—Funding for the Theatre	3
	—Program Elective*	3
MUS/ART	—Music or Art	2
CED 300	—Co-op. Ed. Internship	2
		<u>16</u>

*Choose one Program Elective from the following: SPE 110, THE 130, THE 210, THE 255, THE 262.

†Pending approval of Board of Trustees and the State Education Department.

ACADEMIC GRADING



ACADEMIC GRADES, REGULATIONS AND PROCEDURES

GRADING SYSTEM

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	Definition	Quality Points Index
A	93-100%	4.0
A-	90-92%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	77-79%	2.3
C	73-76%	2.0
C-	70-72%	1.7
D+	67-69%	1.3
D	63-66%	1.0
D-	60-62%	0.7
F	Failure	0.0
S	Satisfactory	—
U	Unsatisfactory (counts as Failure)	0.0
W	Withdrew (assigned by instructor upon withdrawal from class between 4th and 6th week, non failure)	—
WF	Withdrew Failing (failure) (assigned by instructor upon withdrawal from class between 4th and 6th week)	0.0
WU	Withdrew Unofficially (assigned by Registrar) counts in GPA computation: same as Failure	0.0
R	The R grade means a course may be repeated until minimum level proficiency is attained. An R grade will not be issued for <i>unofficial withdrawals</i> . (Restricted to non-credit, remedial and developmental courses)	—
ABS	Absent from final. A makeup exam is permitted. An ABS grade reverts to an F (failure) if a change is not made by the following deadlines: Spring and Summer semesters — Nov 1; Fall semester — March 15.	—
INC	Semester's work incomplete. INC is issued at the instructor's discretion. The INC grade reverts to an F (failure) if a change is not made by the following deadlines: Spring and Summer semesters — Nov 1; Fall semester — March 15.	—
AUD	Course not taken for credit or grade; AUD appears on transcript. To audit a course students must: a) Obtain permission from the department chairperson. b) File an application with the Registrar's office. c) Complete regular registration procedures. d) Pay required tuition and fees. Once classes have begun, students cannot change a course from audit status to credit status or from credit status to audit status. Credits in audited courses are not counted for financial aid. Students must comply with attendance and punctuality regulations.	—
PEN	Grading Pending. This grade requires prior clearance from the Registrar. PEN is given by an instructor who cannot evaluate the completed work of a student by deadline. If not changed to a grade by the deadline indicated in "INC," the "PEN" grade will revert to an F.	—

(continued on next page)

Grading System (continued)

REP	Indicates a course already taken and successfully completed.	—
FIN	F from incomplete—to be used when an INC grade reverts to an F.	0.0
FAB	F from absent—to be used when an ABS grade reverts to an F.	0.0
Z	No grade submitted by the instructor. Z is an administrative grade which cannot be assigned by instructor.	—

Grade-Point Average (GPA)

After completion of a course, you are issued a letter grade. Most letter grades have a numerical point value (see Grading System Chart on page 42-43). To compute your Grade-Point Average, multiply the number of points shown for the letter grade by the number of credits for that course. Divide the total number of points earned in all courses by the total number of credits.

For example:

Course	Final Grade	Point Value	Credits	Points Earned
English I	B	3	x 3 =	9
Accounting I	A	4	x 4 =	16
Introduction to Business Administration	WU	0	x 3 =	0
Art Survey I	A	4	x 2 =	8
Fundamentals of Speech	B	3	x 3 =	9
Health Education	F	0	x 2 =	0
Totals			17	42

$$\text{GPA} = \frac{\text{Points Earned}}{\text{Credits}} = 2.47$$

Only courses taken at the Borough of Manhattan Community College are computed in the cumulative Grade-Point Average.

Class Attendance

At BMCC, the maximum number of absences is limited to one more hour than the number of hours a class meets in one week. For example, you may be enrolled in a four hour class that meets four times a week. You are allowed five hours of absence (not five days). If, before the end of the third week of classes, you are absent one more hour than the number of hours a class meets in one week,

your instructor is required to give you a 'WU' grade. After the third week a 'WU' or 'F' grade is assigned.

Attendance in both regular and remedial courses is mandated by policy of the City University of New York. Instructors are required by New York State law to keep an official record of class attendance.

See Notification of College Policy regarding absence for religious purposes, page 52.

Appeal of Grades

You may make a request to change a final earned grade issued by an instructor. Grades "A" through "U" are earned grades (see Grading System on page 42). Only the instructor who issued the grade can change it, however the following steps are available for further review:

- The Chairperson of the Department
- The Committee on Academic Standing (CAS). You must submit an Appeal/Review form to the Committee on Academic Standing. The form is available at the Registrar's Office.
- The Committee may make a recommendation to the Dean of Faculty after first consulting with the instructor and the Department Chairperson.
- The Dean of Faculty
- The Instructor

NOTE: The time limit for appealing past grades is one year after the end of the semester in which the grades were issued.

Repeating Courses

Students cannot repeat a course if a passing grade has been received or if transfer credit has been accepted for a course completed at another institution.

(continued on next page)

Academic Standing

While enrolled at BMCC, your academic performance is continually evaluated in order that you and the College can determine how you are progressing in your studies — your evaluation is based upon your cumulative Grade-Point Average (GPA). In order to be in good standing at BMCC, the following minimum retention standards must be met:

Cumulative Credits Attempted	Minimum Cumulative Grade-Point Average (GPA)
0-12	1.50
13-24	1.75
25-upward	2.00

Transcripts of Academic Record

Each semester transcripts showing your academic grades and GPA are mailed to your home address. In addition, an official transcript of your academic record can be forwarded to any institution or agency if you submit a written request to the Registrar's Office *two weeks before* the transcript is needed.

Official transcripts bear the College seal and signature of the Registrar and are not issued to students or alumni. There is a \$4 fee for each transcript mailed and payment is made directly to the Bursar's Office. The Bursar's Office issues a receipt of payment which you must submit to the Registrar's Office with your transcript request. **There is no charge to send official transcripts to any CUNY college.**

If you pay by cash or money order, your transcripts are mailed within one week of the request. Transcript requests that are paid by personal check are held for 15 business days before processing, in order for the check to clear the bank. Partial transcripts of your work are not issued.

The College reserves the right to withhold all information on the record of any student who has not fulfilled financial and other responsibilities to the college, including payment of student loans.

Official transcripts of work taken at other institutions (including high school) which were presented for admission or for 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 conceived.

Graduation Requirements

To be eligible for graduation from BMCC, you must:

1. Successfully pass all the required courses and credits in your program of study.
2. Earn at least a 2.0 GPA.
3. *Advanced Standing Students* — complete at least 32 credits at BMCC.
4. Submit an application for graduation to the Registrar's Office at least one month after the start of your graduating semester (for example: June graduates must submit their applications in February).
5. Fulfill all financial obligations to the College.

Transfer For Further Education

Upon graduating from BMCC, you are guaranteed the right to transfer to a CUNY institution provided you meet the standards of proficiency established by the City University of New York.

Your BMCC credits are accepted toward further study as long as you pursue the baccalaureate degree in the same curriculum you studied at BMCC. If you change your curriculum, please be advised that some courses may not be transferred toward your baccalaureate degree because each CUNY college has individual B.A. or B.S. degree requirements.

For detailed information, contact a Transfer Counselor from the Student Life Department.

Alumni Association

Once you graduate from BMCC, you are encouraged to join the Alumni Association. The Association, which is a vital link between graduates and the College community, seeks to enhance the opportunities for BMCC students and to make a meaningful contribution to the community.

The Office of Alumni Affairs provides services such as disseminating information concerning jobs, housing and special programs. All graduates are accepted for membership without the assessment of dues.

For further information, contact the Office of Alumni Affairs, room S769, tel. 618-1534.

HONORS AND AWARDS

Dean's List

The Office of the Dean of Faculty places students with a semester Grade Point Average of 3.3 or better on the Dean's List. You must meet the following qualifications to be a recipient of this honor (No Dean's List certificates are awarded for courses taken during the Summer Session.):

- You must be matriculated.
- You must be registered in credit-bearing courses.
- Full-time students must complete 12 or more credits in one semester.
- Part-time students must complete 12 or more credits in two consecutive semesters.

Only passing earned grades (A, B, C and D) in credit-bearing, non-remedial courses are counted for eligibility on the Dean's List.

Graduating With Honor

Graduates who have maintained a 3.30 GPA or better throughout their studies at BMCC are designated as Graduating With Honor.

Presidential Award

The President of the College presents this award to the full-time student who has exhibited qualities of leadership, academic excellence and popularity among the students and faculty.

The Dean's Award

The Dean of Faculty presents this award to the full-time student(s) graduating "With High Distinction" (the highest cumulative grade point average).

The Dean of Student's Award

This award is presented by the Dean of Students to the student deemed to have Outstanding Citizenship and Dedication to the College Community.

Ellsworth Janifer Memorial Awards

The Black Faculty and Staff Association of BMCC, in honor of the late Dr. Ellsworth Janifer, (he was Chairperson of the Music and Art Department), presents awards in the following categories: Ideals of Ellsworth Janifer, Academic Excellence, Contributions to the College Community and Contributions to the Black Community.

Martin B. Dworkis Memorial Award

This commemorative award, in honor of Martin B. Dworkis, the first President of BMCC, is presented to the athlete with the highest cumulative grade point average.

Morisey Award

A commemorative scholarship in honor of the late A. Alexander Morisey, who was Director of Community Relations at BMCC, is awarded each year.

Louis and Caroline Salit Award

A commemorative award in honor of Louis and Caroline Salit is presented for Excellence in French.

Departmental Honors

Each academic department of the College presents awards and honors to graduates who have exhibited significant achievements in their studies.

THE LIBRARY

The A. Philip Randolph Library, is BMCC's central source for information and research. The expansive modern facility serves the needs of the entire college community. Located on the fourth floor, the library has a seating capacity for 700 students, a shelving capacity for 100,000 volumes, a lounge area and typing and group study rooms.

The 5,000 volume Reference Collection includes encyclopedias, dictionaries, indexes and bibliographies as well as a wide range of basic reference books. A reserve collection is comprised of textbooks and required reading material. Over 600 magazines, newspapers and journals are currently received in the Periodicals Section. Eight microfilm reader/printers enable students to read the 6,000 reels of microfilm that make up the backfile of the Periodicals Collection.

The Library/Media Distribution Center, on the fifth floor, maintains nonprint instructional materials and equipment for classroom instruction. The Media Preview Room (S506) has the latest media equipment in film, filmstrips, cassettes, tapes, records, video and laser disks. Of special interest is a 52 inch projection TV on which feature films may be viewed.

Library Hours

Monday-Thursday 9:00 AM-8:00 PM
Friday & Saturday 9:00 AM-5:00 PM

Library/Media Distribution Center

Monday-Thursday 8:00 AM-9:00 PM
Friday & Saturday 9:00 AM-4:00 PM

Chief Librarian Cyril O. Packwood
Deputy Chief Librarian Lina M. Lowry
Professors Cyril O. Packwood, Edward Mapp
Associate Professors Lina M. Lowry, Sherwood Smith
Assistant Professors Lester E. Bower, Sheldon Cheuse, Sidney Eng, Evelyn Hisz, Wambui Mbugua, Anna Radziejowski
Instructor Rafat Ispahany
Higher Education Assistant Richard I. King
College Laboratory Technician . . William Caldararo



Student Services

STUDENT ACTIVITIES

The Student Activities Office, administered by the Student Life Department, serves the diverse interests of BMCC students through a variety of extracurricular and cocurricular activities. In cooperation with campus based clubs and organizations, the Student Government Association (SGA), various departments and the Student Activities Office plan and coordinate intellectual, cultural and social programs throughout the academic year. The Office also distributes discount and free tickets to sport events, trips, concerts, performing art shows and Broadway plays to mention a few.

In addition to off-campus events, there are many on-campus activities scheduled throughout the academic year. Information about activities, BMCC clubs and the Student Government Association is in "This Week at BMCC" (the official Student Activities Office newsletter), and is posted on bulletin boards and in the Student Activities Office, room S227.

COUNSELING

The Department of Student Life provides counseling services to help make your college experience as rewarding as possible. BMCC's counseling staff will help you plan your academic schedule each semester and help you make decisions about your educational and occupational goals. If you wish to speak with someone about a personal, social or academic problem, including academic dismissal, please go to room S330 to make an appointment with one of the College's professionally trained counselors. (Counseling is provided on an individual or group basis.) Listed below are some of the various counseling services offered by the College:

Academic Advisement

Each semester you are required to meet with a faculty advisor to make certain that you are following your correct course of study. The faculty advisors help you plan your program for the following semester and assist you with information regarding curriculum choice, withdrawal from courses, academic standing, rate of progress, classroom performance, academic probation, academic dismissal and changes in academic policies of the College. You must complete the academic advisement process *before* you will be allowed to register.

Academic Probation

Counseling for students who have fallen below the academic retention standards (see Academic Standing, page 44).

Career Education

For freshmen and upper classmen seeking additional information regarding career options.

College Discovery

Students who are admitted to BMCC on the College Discovery (CD) Program are provided with supportive services from CD counselors. These services include an outreach counseling program and academic support such as tutoring, remediation and developmental skills workshops.

Foreign Student

Counseling for foreign students with problems relating to immigration, academic standing, exchange and study abroad programs and other matters is available. Foreign students tuition waiver applications are also available. For further information, contact the counselor in room S329.

Handicapped and/or Disabled Students

Specialized counseling geared to students who have medical problems and/or physical limitations and who need help in overcoming difficulties that may affect their academic progress. Students should contact the counselor for the handicapped, room S328.

Honor Students

Provides special assistance to students with GPA's of 3.3 or better in applying for scholarships and offers guidance in selecting an appropriate four-year college.

Transfer

Transfer counseling is available to students who wish to attend a senior institution for study toward a baccalaureate degree. The Transfer Counselor arranges transfer conferences for BMCC students to meet with admissions officers from many colleges and universities.

(continued on next page)

Counseling (cont'd.)

Veterans

The Veterans' Office assists veterans in processing papers and answering questions about their veterans' benefits. Also available through this Office is information regarding the veterans' tutorial program, veterans' work-study program and discharge upgrading referrals. **All veterans should see a Veterans' Counselor during their first semester at BMCC.**

TUTORIAL SERVICES

Learning Resource Center

The Learning Resource Center is an instructional support facility which offers a wide range of services designed to strengthen academic skills and learning needs of students. Every academic discipline is covered in the Center as well as topics on study skills and stress management. In addition to traditional tutoring services, the Learning Resource Center provides print, tape/slide, video and computerized learning systems for individualized and self-paced instruction from remedial through accelerated levels. It also contains laboratory space for use by the reading, writing and ESL programs.

For further information, contact the Director, room S501, tel. 618-1326.

Weekend Tutoring

The Weekend Tutoring Program provides enrolled, qualified students with special or remedial instruction twelve weekends each semester. Counselors are available to help students with assistance in project orientation, personal guidance, financial aid, academic advisement and career planning.

Weekend tutoring hours are: Saturday, 9am-1pm and Sunday, 12pm-4pm. For further information, contact the Weekend Tutoring Office, room S403, tel. 618-1323.

JOB PLACEMENT

The Cooperative Education and Placement Department assists students and alumni to secure employment that meets their interests, skills and financial needs. Job referrals and placement with business, government, community and educational agencies are made through the Department. (Job openings are posted in room N759.) The Department also coordinates career counseling, on-campus recruiting and career conferences.

Students who are candidates for graduation are especially encouraged to avail themselves of the occupational and career planning services. Students who wish additional help with occupational testing (which help students with career choices) or specialized counseling should make an appointment with a counselor from the Department of Student Life, room S330.

For further information regarding job placement and referrals, contact the Cooperative Education and Placement Department, room N765, tel. 618-1476.

NOTE:

Even though the Cooperative Education and Placement Department attempts to help students find suitable employment, there is no guarantee that every student will be placed. It is the policy of the Department to utilize employers who hire students without regard to sex, race, color, national origin, handicap or age.

Sports and Athletics

The Department of Physical Education, Health, Recreation and Dance provides an opportunity for BMCC students to participate in intercollegiate and intramural activities.

Intercollegiate sports is a formal intensive athletic program for students who are interested in joining a team to compete with other colleges. BMCC teams include baseball, men's and women's basketball, women's softball, indoor and outdoor track and field, soccer, tennis and volleyball.

The intramural program is ideal for students, campus clubs and organizations who wish to compete informally with other BMCC groups. Sports include chess, basketball, bowling, table tennis and more. Interested students should contact the Department of Physical Education, Health, Recreation and Dance, room N210.

The leisure program is comprised of diversified physical, intellectual and social activities which allow students, faculty, staff, and the community-at-large the opportunity to participate in a variety of leisure pursuits that are congruent with their particular life-styles. You may satisfy your leisure needs by participating in formal classes (non-credit) that emphasize individual instruction, or by engaging in informal, self-paced activity. The leisure program sponsors classes in bridge, dance, gymnastics, karate, physical fitness, swimming, tennis, and weight training; special events include the Annual Turkey Trot, selection of Mr. & Ms. BMCC and ski outings (in conjunction with Student Activities). Participants can attend all intercollegiate athletics free of charge.



Rules and Regulations

Class Attendance

At BMCC, the maximum number of absences is limited to one more hour than the number of hours a class meets in one week. For example, you may be enrolled in a four hour class that meets four times a week. You are allowed *five hours of absence (not five days)*. If, before the end of the third week of classes, you are absent one more hour than the number of hours a class meets in one week, your instructor is required to give you a 'WU' grade. After the third week a 'WU' or 'F' grade is assigned.

Attendance in both regular and remedial courses is mandated by policy of the City University of New York. Instructors are required by New York State law to keep an official record of class attendance.

See Notification of College Policy regarding absence for religious purposes, page 52.

Repeating Courses

Students cannot repeat a course if a passing grade has been received or if transfer credit has been accepted for a course completed at another institution.

Transfer Credits

Advanced standing students (see pages 3-4) who are registered at BMCC *cannot* have earned credits from another institution transferred to BMCC.

Academic Probation

Students are placed on Academic Probation if their GPA falls below minimum retention standards. Students on Academic Probation are

in good standing but are limited to 12 credits until they attain the minimum required GPA (See Academic Standing, Page 44).

Dismissal

Students whose GPA falls below minimum retention standards for *two semesters* are academically dismissed. Academically dismissed students cannot attend BMCC or any CUNY college for at least one semester.

Appeal of Dismissal

Academic dismissal may be appealed by writing to the Committee on Academic Standing. Documentary evidence in support of the appeal and/or written recommendation from a college counselor or an academic advisor may be submitted. Appeal forms are available at the Registrar's Office. Appeal deadlines are December 1 for the Spring semester and August 1 for the Fall semester.

Readmission After Academic Dismissal

Academically dismissed students may be readmitted to the College *on probation* if the student:

1. Was academically dismissed once.
2. Has not attended BMCC for at least one semester.
3. Has a cumulative Grade Point Average of 1.8 or more.
4. Files a readmission application with the Admissions Office.

The Committee on Academic Standing reviews all applications from any student with a GPA below 1.8 and has 45 credits or more.

Students who are academically dismissed twice are not readmitted to BMCC.

Withdrawal From the College

For any reason, if you do not wish to continue your studies at BMCC, obtain and file the official "Withdrawal From the College" form with the Registrar's Office. **DO NOT DROP OUT WITHOUT FILING THE APPROPRIATE FORM.** If you unofficially withdraw, you will receive a "WU" or "F" grade which is computed in your cumulative Grade-Point Average as an "F".

The date the form is filed is the official withdrawal date, not the day you stop attending classes. You have until the sixth week of classes to officially withdraw from the College with a "W" or "WF" grade. After the sixth week, withdrawal from the College will not be accepted.

Students who completely withdraw from the College will not be eligible for TAP or STAP the following semester.

LEGAL RIGHTS

Public Order (Education Law)

Rules and Regulations for the Maintenance of Public Order Pursuant to Article 129A of the Education Law (Henderson Rules)

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

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

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

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

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

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

c. Exercise general superintendence over the concerns, officers, employees and students of his/her educational unit.

I. Rules

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

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

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

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

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

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

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

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

9. It is a violation of acceptable standards of conduct at the College, and it is prohibited for any individual, group or organization to engage in the practice of "hazing".

(continued on next page)

II. Penalties

1. Any student engaging in any manner in conduct prohibited under substantive Rules 1-9 shall be subject to the following range of sanctions as hereafter defined in the attached Appendix: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection and/or arrest by the civil authorities.

2. Any tenured or non-tenured faculty member, or tenured or non-tenured member of the administrative or custodial staff engaging in any manner in conduct prohibited under substantive Rules 1-9 shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the By-laws of the Board of Higher Education, or suspension with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection and/or arrest by the civil authorities. In addition, in the case of a tenured faculty member, or tenured member of the administrative or custodial staff engaging in any manner in conduct prohibited under the substantive Rules 1-9 shall be entitled to be treated in accordance with applicable provisions of the Education Law or Civil Service Law.

3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1-9 shall be subject to ejection and/or arrest by the civil authorities.

Appendix

SANCTIONS DEFINED:

A. **ADMONITION.** An oral statement to the offender that he has violated university rules.

B. **WARNING.** Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may be cause for more severe disciplinary action.

C. **CENSURE.** Written reprimand for violation of specified regulation, including the possibility of

more severe disciplinary sanction in the event of conviction for the violation of any university regulation within a period stated in the letter of reprimand.

D. **DISCIPLINARY PROBATION.** Exclusion from participation in privileges or extracurricular university activities as set forth in the notice of disciplinary probation for a specified period of time.

E. **RESTITUTION.** Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

F. **SUSPENSION.** Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.

G. **EXPULSION.** Termination of student status for an indefinite period. The conditions of re-admission, if any is permitted, shall be stated in the order of expulsion.

H. COMPLAINT TO CIVIL AUTHORITIES.

I. EJECTION.

Religious Beliefs & Class Attendance

Education Law Section 224-a provides:

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he/she is unable, because of religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.

2. Any student in an institution of higher education who is unable, because of religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.

3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to

each student who is absent from school, because of his/her religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which he/she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.

4. If classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar to makeup classes, examinations, study or work requirements shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.

5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of availing him/herself of the provisions of this section.

6. Any student, who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the Supreme Court of the county in which such institution of higher education is located for the enforcement of his/her rights under this section.

Campus Behavior Code

In order to ensure the continuance and enhancement of the positive image and reputation of all members of the College community and in the interest of promoting student and faculty welfare at the College and the safety and security of our entire College community, the following Code of Behavior is in effect:

Gambling and the sale and possession of drugs, including marijuana, are illegal by New

Legal Rights (cont'd.)

York State law. Violators will be subject to disciplinary action and/or to referral to outside authorities.

Any student who does not show his or her ID Card upon a legitimate request will be considered a trespasser.

Use of alcoholic beverages is prohibited on campus, except for the consumption of beer and/or wine at special events sponsored by chartered student groups under the supervision of a faculty advisor with prior approval of the Dean of Students.

Any form of cheating is prohibited.

Any student violating the code of behavior or any law or regulation established by the College, and by the City, State, or Federal Government (including the use of drugs) shall be subject to formal disciplinary procedures as outlined in Articles 15.3 to 15.5 of the Board of Higher Education Bylaws and sanctions as listed in the Board of Higher Education Bylaws and Article 129A of the Education Law. The initiation of disciplinary procedures requires a predisciplinary hearing before a counselor from the Office of the Dean of Students as set up in line with the requirements of the Bylaws of the Board of Trustees immediately following an incident which is judged to be an infraction of law or Behavior Code to determine whether or not the case should be referred to the Student-Faculty discipline Committee. In emergency or extraordinary circumstances immediate suspension can be effected pending a hearing within seven (7) school days.

If the charges are of sufficient nature and have not been settled at the prediscipline hearing, a formal hearing will be scheduled before the Student-Faculty Discipline Committee as specifically outlined in Article 15.3 of the Bylaws of the Board of Trustees.

Students as a result of this hearing or failure to appear at the hearing may be subject to immediate and permanent suspension which may apply to

all units of the City University of New York. All students involved will be advised of the various levels of appeal under the Bylaws of the Board of Higher Education.

Damage to College Equipment

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

Student Records Policy

The Federal Education Rights and Privacy Act of 1974 (the "ACT") and regulations pursuant thereto grants present or former students the right to be informed of the following:

1. The types of student records, the information contained therein, the official having custody and the location of the educational records which are maintained by the College, the Central Office, the University Processing Center and the Office of Admission Services, provided such records are not otherwise excluded from mandatory access by the provisions of the Act.

2. The procedures for granting student inspection and review of records and the method of appeal where a request for access is denied.

3. A fee of 25 cents per page may be charged for each uncertified copy of records requested by a student.

4. The procedures for correcting, challenging or expunging student records which are misleading, inaccurate or in violation of a student's rights, the right to a hearing and filing of a written statement disagreeing with any decision denying the student's challenge to the complained of information.

5. Unless otherwise requested by a student who has completed the appropriate form made available by the Registrar's Office directory information-student's name, attendance dates, telephone listing, home address, present address, major and minor fields of study and degree and awards received-may be released by the College

to persons with legitimate interest in such information.

6. The circumstances under which educational records may be furnished or access permitted to records without the prior consent of the student.

7. Personally identifiable information protected under this Act may be disclosed provided the student has signed an appropriate consent form, the student is provided with a copy of the released information, and the party to whom the information is released is advised of the limitations for using such information.

8. Access to records by parents of students is restricted to the provisions of the Act.

9. The Registrar shall maintain a record of each request for and disclosure of a student's record, which record shall be made available to the student upon request.

10. Only the student may waive his or her rights under the Act, provided such waiver is in writing; revocation of the waiver must also be in writing.

11. A copy of the Student Records Policy and the specific guidelines and regulations may be obtained from the Dean of Students, Registrar or Chief Librarian.

12. A student who believes that his or her rights under the Act or regulations thereunder have been violated may submit a complaint in writing to:

The Family Educational Rights
and Privacy Act Office
330 Independence Avenue SW
Washington D.C. 20201

The foregoing information is intended only as a general description of student rights under the Act and policy of the College. Students requiring more specific information regarding procedures or guidelines for release of records are advised to consult with the Dean of Students or the Registrar.

College Policy Against Sexual Harassment and Sex Discrimination:

It is the policy of the City University of New York as well as the College to prohibit harassment or sex discrimination of employees or students on the basis of sex. This policy is related to and is in conformity with the equal employment opportunity policy of the University and Title IX of the Education Amendment Act of 1972 to recruit, employ, retain and promote employees without regard to sex, age, race, color or creed. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken.

It is a violation of the policy for any member of the University community to engage in sexual harassment or sex discrimination. It is a violation of policy for any member of the University community to take action against an individual for reporting sexual harassment or sexual discrimination.

Policy Guidelines

A. Definition:

For purposes of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or written communications or physical conduct of a sexual nature constitute sexual harassment when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing,
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

B. Responsibilities:

- (1) The President of the College is responsible for overseeing compliance with the implementation of this policy.

(2) Each dean, director, department chairperson, administrator or other person with supervisory responsibility is responsible within his/her area of jurisdiction for the implementation and dissemination of this policy.

C. Procedures:

1. Students claiming harassment on the basis of sex shall report such harassment or alleged sex discrimination to the Dean of Students. Upon receipt of such complaint, the Dean shall make an informal confidential investigation and report the findings to the President with appropriate recommendations. The Dean shall consult with the Campus Title IX Coordinator in this process.

2. Employees covered by collective bargaining agreement which includes gender discrimination as a ground for grievance, shall utilize the grievance procedure provided in their respective agreements.

3. Employees not covered by a collective bargaining agreement or covered by an agreement which does not include gender discrimination as a ground for grievance, shall utilize the following procedure:

(a) The President shall appoint a panel of at least three persons to handle complaints arising in the College; an appropriate announcement of the formation of the panel and its membership should be disseminated to the College community.

(b) Individuals who believe that they have been harassed or discriminated against on the basis of sex should communicate with a member of the panel. The panel member should be available for consultation and assistance and should attempt to resolve the problem in a manner which is fair and equitable and which is consistent with this University policy. The initial effort by a panel member in response to a complaint shall be made on an informal basis and every effort shall be made to insure the privacy of both the complainant and the accused.

(c) If no informal resolution of the allegations is achieved, the panel member shall promptly sub-

mit written report with recommendations to the President.

(d) Following receipt of the report, the President may take such further action as he/she deems necessary, including the initiation of disciplinary proceedings.

4. Allegations of sexual harassment or discrimination under C.1 and C.3 above should be made within 30 days of the date of alleged occurrence except for extenuating circumstances.

5. The University Offices of Faculty and Staff Relations and Legal Affairs are available to assist the College in the implementation of these procedures.

Legal Rights (cont'd.)

Nondiscrimination On the Basis of Handicap

The Borough of Manhattan Community College of the City of University New York does not discriminate on the basis of handicap. This includes admission and retention of students, employment of faculty and staff (Instructional and Non-Instructional).

Except for employees who are covered by a handicap discrimination provision in their collective bargaining agreements, all other employees and students may avail themselves of the following procedures:

Students should communicate their complaints to the **Counselor for the Handicapped, Room S328**. Complaints received by the counselor will be handled on an informal and confidential basis in order to insure the privacy of both the complainant and the accused. If the matter cannot be resolved through the informal process, the complainant may avail him/herself of a formal complaint procedure.

In the case of a formal complaint, a committee will be formed made up of three individuals: 1) a dean or chief administrator of the area from which the complaint emanated, for example, the Dean of Faculty for complaints having to do with a faculty member; 2) one individual chosen by the complainant and 3) one individual chosen by the person who is the subject of the complaint. If a complaint is to be lodged against a dean or administrator who otherwise would sit on the committee, he or she would be replaced by someone designated by the President. The committee's responsibility will be to make a finding and recommendation to the President.

Students, faculty or staff requiring any further information or who wish to make a claim for discrimination in any of the above described categories may contact Mrs. Alyne Holmes Coy, Affirmative Action Officer Title IX and Section 504 Coordinator: 618-1591, 92.

Course Descriptions



ACCOUNTING

Chairperson: Herbert Tishfield

Deputy Chairperson: Stanley H. Solomon

Professors: Doris B. Fitzgerald, Gerald Goldstein, Lewis H. Hughes, Stanley H. Solomon, Herbert Tishfield, Harry B. Wolfe

Associate Professors: Seymour Handelman, Albert Zelony

Assistant Professors: Julius Berger, Stanley Chu, Manuel Hernandez, Richard S. M. Jackson, Connie Jones-Maganelli, Frank Navas

College Laboratory Technician: Barish Alt

Adjunct Faculty: There are approximately 20 adjuncts in the Department.

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

The Accounting curriculum is designed to satisfy many of the requirements of senior colleges for 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 (A.A.S.) degree, see page 12.

ACC 101 Elementary Accounting IA/3 hrs. 2 cr. (Formerly ACC 100, 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. 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 followed by ACC 111 covers the same material as is covered in ACC 121 but less intensively and at a slower pace. Students completing this course who intend to continue with Accounting are required to take ACC 111.

ACC 106 Elementary Accounting IA-Bilingual/3 hrs. 2 cr. (Formerly ACC 105, 4 hrs. 2 cr.)

This course is taught using both Spanish and English. Content is identical to ACC 101.

ACC 111 Elementary Accounting IB/3 hrs. 2 cr. (Formerly ACC 110, 2 hrs. 1 cr.)

The course covers accounting for negotiable instruments, adjusting

and closing entries, disposal of plant assets, various methods of depreciation and accounting for cash. This course supplements the preceding ACC 101 course and together with it, generally parallels most introductory college courses in Accounting.

Prerequisite: ACC 101

ACC 121 Elementary Accounting I/4 hrs. 4 cr. (Formerly ACC 120, 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 and closing entries, accounting for cash, accounting for negotiable instruments, and accounting for plant assets. 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.

ACC 221 Elementary Accounting II/4 hrs. 4 cr. (Formerly ACC 220, 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: ACC 121

ACC 330 Intermediate Accounting I/4hrs. 3 cr.

The course begins with a review of the accounting process. Topics covered include Income Statement and Balance Sheet presentation, accounting for cash, marketable securities, receivables, inventory cost and valuation procedures, treatment of accounting changes in the income statement and current liabilities. Attention is given to the theory pronouncements issued by the Financial Accounting Standards Board and other standard-setting bodies.

Prerequisite: ACC 221

ACC 340 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: ACC 221

ACC 430 Intermediate Accounting II/4 hrs. 3 cr.

The course is a continuation of Intermediate Accounting I. A detailed study is made of the accounting for investments in stocks, bonds, funds, and other items; plant and equipment accounting including acquisition, use, retirement and special valuation problems; accounting for intangible assets, statement of changes in financial position; leases and pensions, and inflation accounting. 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 Financial Accounting Standards Board and other standard-setting bodies.

Prerequisite: ACC 330

ACC 450 Cost Accounting I/4 hrs. 3 cr.

Emphasis is placed on the conceptual, analytical and practical aspects of cost accounting as a tool for planning and controlling the operations of a business. Topics studied include the cost accounting cycle, the job order cost system, process costing, allocations of costs, joint and by-product costs, payroll accounting and budgeting.

Prerequisite: ACC 221

ACC 451 Cost Accounting II/4 hrs. 3 cr.

The uses of cost accounting concepts and methods that are used to guide management in controlling operations and in making decisions are studied. Topics covered include cost-profit-volume analysis, standard cost, flexible and capital budgeting, inventory planning and control, direct costing, and the contribution margin approach to product costing.

Prerequisite: ACC 450

ALLIED HEALTH SCIENCES

Chairperson: Franklin R. Fitz

Deputy Chairpersons: Thomas-Robert H. Ames, Everett W. Flannery, Camille V. Layne

Professors: Marjory Abbott, Norman E. Farber, Franklin R. Fitz, Everett W. Flannery

Associate Professors: Thomas-Robert H. Ames, Paul H. Levitz

Assistant Professors: Richard Lanzara, Camille V. Layne, Annabelle Nelson

Lecturers: Michael A. Nazzaro, Francine Tabana

Senior Laboratory Technician: Wendy D. Krassner

Adjunct Faculty: There are approximately ten adjuncts in the Department.

The Department of Allied Health Sciences offers three professional programs: Community Mental Health Technology (see page 21), Medical Record Technology (see page 30), and Respiratory Therapy (see page 33). Students successfully completing these programs are awarded the Associate in Applied Science (A.A.S.) or Associate in Science (A.S.) degree, and are qualified to work as technicians in a variety of health care agencies.

Community Mental Health Technology

MHT 110 Introduction to Community Mental Health and the Rehabilitation Process/3 hrs. 3 lab hrs. 4 cr.

A basic introduction to and understanding of the fields of Community Mental Health and Rehabilitation. Included will be the principles, practices and problems germane to both areas, and a study of the relationship between these areas.

Participation in supervised field site visits to mental health and rehabilitation facilities is also required.

Prerequisite: Matriculation in CMHT Program or Departmental approval

MHT 215 Abnormal Psychology/3 hrs. 3 cr.

Same as PSY 510 (see page 106).

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, PSY 110 or Departmental approval

MHT 325 Counseling and Interviewing/3 hrs. 1 lab hr. 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 Program or Departmental approval

MHT 330 Mental Health Treatment and Teaching Techniques/3 hrs. 3 lab hrs. 4 cr.

Specific methodology in the training and retraining of mentally disabled clients. Emphasis is placed on the techniques and methods of behavior modification. Also stresses utilization of the skills and materials for the therapeutic use of creative therapies, including music, dance, arts and crafts, drama and poetry, as treatment modalities.

Prerequisites: MHT 110, MHT 215, PSY 500

MHT 340 Psychological Measurement and Evaluation Techniques/2 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 Program or Departmental approval

MHT 405 Clinical Assistantship in Mental Health/2 hrs. 16 lab hrs. 4 cr.

Selected supervised field learning placements, designed in clinical settings, which may be in a variety of community resources including community mental health centers, special education programs and rehabilitation agencies. Included is the discussion and interpretation of the clinical experience in the classroom.

Prerequisites: Fourth semester standing, MHT 325, MHT 330
Corequisites: MHT 406, MHT 421, MHT 430

MHT 406 Mental Health Practicum/3 lab hrs. 2 cr.

An opportunity for student critical introspection, self-evaluation, values clarification and review of ethical codes for the purposes of enhancing personal growth, developing insight and empathy, and integrating skills and knowledge. 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.

Corequisite: MHT 405

MHT 421 Social Disability/3 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 and other problems resulting from social pathology.

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

Medical Record Technology

MRT 102 Medical Record Science I/3 hrs. 2 lab hrs. 4 cr.

This course includes the historical development of medical records, the organization and functions of the professional association and an overview of the medical record functions. Students gain in-depth knowledge of the content, numbering, patient index, filing and retrieval systems of medical records. Laboratory exercises are required to promote understanding and proficiency.

Prerequisite: Matriculation in MRT program or Departmental approval
Corequisite: MRT 103

MRT 103 Medical Terminology I/3 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.

Prerequisite: Matriculation in MRT program or Departmental approval
Corequisite: MRT 102

MRT 202 Medical Record Science II/3 hrs. 2 lab hrs. 4 cr.

This course includes quantitative analysis, use of registers, collection and display of statistical data utilized in health care facilities. The administrative and quantitative responsibilities of the medical staff as related to the medical record department are studied and the func-

tions of the accredited Cancer Program. Laboratory exercises are required to promote understanding and proficiency.

Prerequisites: MRT 102, MRT 103

Corequisites: MRT 203, SEC 209

MRT 203 Medical Terminology II/3 hrs. 3 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.

Prerequisites: MRT 102, MRT 103

Corequisites: SEC 209, MRT 202

MRT 300 Medical Record Science III/2 hrs. 3 lab hrs. 3 cr.

This course includes the current trends in health care delivery systems, the role of accrediting agencies and the medico-legal aspects of medical records. Laboratory exercises are required to promote understanding and proficiency.

Prerequisites: MRT202, MRT203

Corequisites: MRT325, SEC309

MRT 325 Medical Coding/3 hrs. 3 cr.

A presentation of the past nomenclature and classification systems. Instruction in ICD-9-CM coding, abstracting and the use of indices. Laboratory exercises are required to promote understanding and proficiency.

Prerequisites: MRT 202, MRT 203

Corequisites: MRT 300, SEC 309

MRT 400 Medical Record Science IV/2 hrs. 3 lab hrs. 3 cr.

An in-depth study of the Medical Care Evaluation and Utilization Review processes and the application of managerial tools and supervisory skills. Laboratory exercises are required to promote understanding and proficiency.

Prerequisites: MRT 300, MRT 325

Corequisites: DAT 125, MRT 420, MRT 430

MRT 420 Pathology of Disease/3 hrs. 3 cr.

This course is designed to provide Medical Record students with the ability to interpret medical records when coding diagnoses, according to the *International Classification of Diseases, 9th Revision Clinical Modification (ICD-9-CM)*, when making case reports or abstracts and when tabulating data for group studies of diseases.

Prerequisites: BIO 425, BIO 426, MRT 300, MRT 325

Corequisites: DAT 125, MRT 400, MRT 430

(continued on next page)

Allied Health (cont'd.)

MRT 430 Medical Record Clinical Practice/12 lab hrs. 4 cr.

A supervised learning experience in various clinical settings, which enables the student to demonstrate and gain actual working experiences in various medical record procedures. Students develop insight, understanding and skills in medical record procedures, observe supervisor practice and accept responsibilities.

Prerequisites: MRT 300, MRT 325

Corequisites: DAT 125, MRT 400, MRT 420

Respiratory Therapy

RTT 100 Fundamentals of Respiratory Therapy/2 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 respiratory 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

RTT 201 Respiratory Therapy I/4 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: RTT 100, CHE 115/116

Corequisite: RTT 202

RTT 202 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: RTT 100, CHE 115/116

Corequisite: RTT 201

RTT 210 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 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: RTT 201, RTT 202

RTT 301 Respiratory Therapy II/4 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: RTT 210, BIO 426

Corequisite: RTT 302

RTT 302 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: RTT 210, BIO 426

Corequisite: RTT 301

RTT 310 Cardio-Respiratory Physiology/2 hrs. 2 cr.

This course exceeds the scope of Anatomy and Physiology I & II, and stresses 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: RTT 202, BIO 426 or Departmental approval

RTT 401 Respiratory Therapy III/3 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 therapist. Preparation is included for the Registered Respiratory Therapist Examinations.

Prerequisites: RTT 302, RTT 310

Corequisites: RTT 403, RTT 410

**RTT 403 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: RTT 302, RTT 310

Corequisites: RTT 401, RTT 410

RTT 410 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: RTT 302, RTT 310

Corequisites: RTT 401, RTT 403 or Departmental approval

BUSINESS MANAGEMENT

Chairperson: Chaim Ginsberg

Deputy Chairpersons: James H. Berson, Constantine Petrides

Professors: Edward Alexay, James H. Berson, Richard Fuchs, Chaim Ginsberg, Richard M. Gonzalez, Norman P. Horwitz, Marion M. Lauterstein, Constantine G. Petrides, Irving Wechsler, Arnold H. Scolnick

Associate Professors: Howard R. Budner, Basil L. Cleare, Elinor Garely

Assistant Professors: Philip J. Hornick, Percy Lambert, Arthur Leff

Instructors: Richard Farrell, Conrad Henry

Adjunct Faculty: There are approximately 41 adjuncts in the Department.

The Business Management Department administers both the Business Administration (see page 13) and the Business Management (see page 14) programs.

Advertising

ADV 200 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 media selection.

Prerequisite: BUS 103

Business

**BUS 101 Introduction to Business Administration (Part A)/3 hrs.
2 cr.**

**BUS 102 Introduction to Business Administration (Part B)/3 hrs.
2 cr.**

Not offered in 1984-85.

(continued on next page)

Business Management (cont'd.)

BUS 103 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 the 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 Management Students.

BUS 110 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 apply to them.

BUS 120 Personal Finance/3 hrs. 3 cr.

Not offered in 1984-85

BUS 130 Personal Law/3 hrs. 3 cr.

Not offered in 1984-85.

BUS 150 Business Communication/3 hrs. 3 cr.

This course is designed to present principles common to all communicating situations but which apply predominantly 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.

Prerequisites: ENG 100, ENG 115, SPE 100

BUS 200 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.

BUS 210 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, break-even, cost, revenue, elasticity, inequalities and certain aspects of linear-programming.

BUS 220 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: MAT 150, BUS 210 (for business students only)

BUS 300 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.

BUS 410 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 businesses.

BUS 811 Development of Black Business Management/2 hrs. 2 cr.

Not offered in 1984-85

Banking

BKG 100 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 the 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.

BKG 220 Credit and Collections Management 3 hrs. 3 cr.

Students are 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.

Prerequisites: BUS 210, BKG 100 (Prerequisites may be waived for experienced business persons.)

BKG 230 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 as well as the handling of other financial matters.

Prerequisites: BKG 100, ACC 121

BKG 240 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.

Prerequisites: BKG 100, BUS 210 (Prerequisites may be waived for experienced business persons.)

BKG 250 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.

Prerequisites: BKG 100, ECO 100

BKG 300 Investments/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.

Prerequisites: BKG 100, ACC 121

BKG 311 Banking Organization and Management/3 hrs. 3 cr.

Not offered in 1984-85

Marketing

MAR 100 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.

MAR 210 Purchasing/3 hrs. 3 cr.

Not offered in 1984-85

MAR 300 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: MAR 100

MAR 320 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 selected new lines, assortment planning, placing orders, pricing, and handling other phases of the buying job are discussed.

Prerequisite: MAR 100

Business Management (cont'd.)

Retailing

RET 300 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. The economic, social, and psychological aspects of consumer behavior are explored.

RET 310 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: MAR 320

RET 410 Current Trends in Retailing/3 hrs

Not offered in 1984-85

Sales

SLS 300 Sales Management/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.

SLS 310 Sales Promotion/3 hrs. 3 cr.

Not offered in 1984-85

Real Estate

RLS 202 Real Estate Salesperson's Qualifying Course/4 hrs. 3 cr.

This qualifying course is designed to meet the necessary educational requirements associated with the New York State Real Estate Salesperson's license examination. Topics covered in the course include Real Estate Instruments, Law of Agency, Financing, Valuation and Listing Procedures, Contracts, License Law, Ethics, Human Rights-Fair Housing, Closing procedures, Land Use Regulations, and Real Estate Mathematics.

RLS 203 Real Estate Broker's Qualifying Course/4 hrs. 3 cr.

This course is designed to meet the necessary educational requirements associated with the New York State Real Estate Broker's

license examination. Topics covered in the course include Operation of a Real Estate Broker's Office, Selling, Advertising, General Business Law, Construction, Subdivision and Development, Licenses and Easements, Taxes and Assessments, Investment Property, Property Management, Condominiums and Cooperatives, and Rent Regulations.

RLS 301 Real Estate Management/3 hrs. 3 cr.

This course explores the practical aspects of effective and efficient managing of commercial and industrial properties. In addition, the course will focus on the status of property management, the functions of the real estate manager, the management agreement, the management plan, and physical real property inventory.

Prerequisites: RLS 202, 203

RLS 302 Real Estate Appraisal/3 hrs. 3 cr.

This course examines the professional standards of appraisers, the nature of value as it applies to real estate, economic factors which influence values, replacement and reproduction costs, the various valuation approaches, and capitalization techniques as they relate to the real estate appraisal process. In addition, the appraisal will be studied; the appraisal process for income property will be explored, also.

Prerequisites: RLS 202, 203

RLS 303 Real Estate Financing/3 hrs. 3 cr.

This course is designed for individuals such as potential investors, lenders, sellers of real estate, or other professional participants in activities related to the real estate field. The course — in addition to showing how the tax system, supply and demand, and financing interact to create values — will deal with the institutional background of real estate financing concepts required for making investment strategy. In addition, emphasis will be placed on the use of leverage in the financing of real estate, taxation, tax shelters, and methods and instruments of real estate financing.

Prerequisites: RLS 202, 203

Travel and Tourism

TTA 200 Introduction to Travel & Tourism/3 hrs. 3 cr.

This course provides the student with a basic knowledge of travel and its various purposes: business, educational, cultural, therapeutic, recreational and family reasons. The factors affecting demand and supply are studied in detail. The final objective will be for a student to acquire a thorough knowledge of "Tourism" embracing the four-

Business Management (cont'd.)

dations of transportation, accommodations, business and special activities which lure a person away from home.

TTA 201 Travel Operations/3 hrs. 3 cr.

This course is designed to help qualify individuals to obtain employment in airlines and steamship companies as travel consultants, reservation agents, and account representatives. In addition this course is designed for students interested in working and eventually owning their own travel agency. Topics include air, rail and ship transportation systems; ticketing; sales methods; and travel agency financing.

Prerequisite: TTA 200

TTA 301 World Markets/3 hrs. 3 cr.

This course is designed to analyze the environment within which international travel, tourism and commerce take place. The major purpose of this course is to study the markets of the world in order to develop marketing strategies and methods for travel and tourism. Differences among countries and peoples are presented in this context. Some of the specific topics covered are map study, international marketing, marketing research, logistics, and economic profiles of countries.

Prerequisite: TTA 201

CENTER FOR ETHNIC STUDIES

Director: William P. Coleman

Deputy Director: Salvador Ocasio

Assistant Professors: William P. Coleman, David U. Farquhar, Salvador Ocasio, Nicholas D. Ofaja, Rex Serrano-Mattei

Adjunct Faculty: There are approximately ten adjuncts in the Center.

The Center for Ethnic Studies offers courses in the following areas: Black Studies (BLK), Puerto Rican and Dominican Studies (PRN) Black and Puerto Rican Studies (BPR) and Swahili (SWA). The courses are interdisciplinary and can be used to satisfy requirements in the creative arts, English literature, and disciplines within the social sciences. In addition, all courses in the center for Ethnic Studies are articulated to meet the requirements for the Associate degree and for transfer to four year colleges.

The educational objectives of the courses include enhancement of critical thinking processes and refinement of written communications skills. Various courses in the Center present the diversities found in race and the cultural characteristics which are evident in the economic, political and humanistic areas.

Students interested in subjects related to career or pre-professional programs in African Studies, Puerto Rican/Latin American Studies or Caribbean Studies should consult members of the faculty in the Center for Ethnic Studies.

BLACK STUDIES (BLK)

Business

BLK 111 Development of Black Business Management/2 hrs. 2 cr.
Same as BUS 811

Not offered in 1984-85

Black Literature

NOTE: Courses in Black Literature (200 level) satisfy requirements for a third semester of the English sequence. Completion of ENG 115 (see page 78) is required for all Black Literature courses.

BLK 221 Afro-American Writing from 18th Century to 1940/3 hrs. 3 cr. (Formerly BLK 231 and BLK 232)

A survey of fiction, poetry and commentary by Afro-American writers from the 18th Century through the Harlem Renaissance.

Prerequisite: ENG 115

BLK 222 Contemporary Black Writers/3 hrs. 3 cr. (Formerly BLK 233)

A survey of fiction and non-fiction writing representing the various regions of the Afro-centric world community from 1940 to the present.

Prerequisite: ENG 115

BLK 235 History of Black Theatre/3 hrs. 3 cr.

Evolution of the Black Theatre as a distinctive cultural entity from the 1820's to the present.

Prerequisite: ENG 115

BLK 236 Black Theatre Workshop I/3 hrs. 3 cr.

An introduction to the production and performance aspects of Black Theatre through supervised readings and stagings of the literature of the Black Theatre.

Prerequisite: ENG 115

BLK 237 Black Theatre Workshop II/3 hrs. 3 cr.

This course is designed to increase the skills and experiences gained through involvement in the creative process of the theatre.

Prerequisite: ENG 115

BLK 238 Black Literature of the Caribbean/3 hrs. 3 cr.

A study of writing from English and French speaking nations in the Caribbean region.

Prerequisite: ENG 115

BLK 331 African Literature/3 hrs. 3 cr.

Not offered in 1984-86

Music and Art

BLK 101 African Art/2 hrs. 2 cr.

Same as ART 801

A survey course examining the function and form of African Art in its past and present relationships to African cultures. The influence of

African art forms on Western art is studied. Lectures/discussions, slides, visits to museums and galleries.

BLK 102 Afro-American Art/2 hrs. 2 cr.

A survey of the works of Afro-American and Haitian artists from the Colonial period to the present. The course stresses art as a reflection of culture. Readings and visits to museums are required. Presentations given by visiting lecturers.

BLK 145 Music in African Culture/2 hrs. 2 cr.

Not offered in 1984-86

Social Science

BLK 121 History of African Civilization/3 hrs. 3 cr.

African Civilizations from the continuing discoveries in Olduvai, recent reinterpretations of Nubian and Axumite regional history to the decline of the West African kingdom of Songhai in 1596.

BLK 122 Africa 1500 to Present/3 hrs. 3 cr.

Africa from the beginnings of the European slave trade to the end of Colonialism in the late twentieth century. The effect of Colonialism on economic and cultural patterns in the African Diaspora are explored.

BLK 123 Afro-American History I/3 hrs. 3 cr.

A systematic examination of the role of black people in the development of the economic, political and cultural structures of the United States of America. Extensive use of the disciplines of psychology, sociology, political science and economics is made to provide the student with analytical criteria for understanding history.

BLK 124 Afro-American History II/3 hrs. 3 cr.

Reconstruction I, the Social Darwinist years, Civil Rights activism of the 1960's and the cumulative effects of institutionalized racism are set in an historical framework for comparative study.

BLK 126 Caribbean History/3 hrs. 3 cr.

A survey of the economic, political and cultural institutions which characterize the present nations of the Caribbean, their antecedents in the post-Emancipation period, and the prospects for the future. Readings, discussions.

BLK 127 Haitian History and Culture/3 hrs. 3 cr.

The roles of economics, culture and world diplomacy in the develop-

ment of the Republic of Haiti since the Revolution of 1791. The impact of Haitian intellectual and popular thought on prose, poetry and art will be examined.

BLK 128 Black Women in the Americas and the Caribbean/3hrs. 3 cr.

The changing status of women in African traditional societies will be compared with changes in the status of black women in the United States, the Caribbean and Brazil.

BLK 152 Modern Black Political Thought/3 hrs. 3 cr. (Formerly BLK 252)

The origins of nationalist ideologies and political and social action in the United States, Caribbean and African contexts are examined. Political and economic developments since late 19th century are analyzed.

BLK 154 Sociology of the Black Urban Community/3 hrs. 3 cr. (Formerly BLK 254)

Current theories of socialization, cultural transformation and poverty are assessed. Field visits to recognized agencies and institutions are arranged under supervision of the instructor.
Prerequisite: Permission of the Center.

BLK 253 The Black Experience in Africa/3 hrs. 3 cr.

This course is designed to provide the student with an introduction to the cultures of selected African nations through travel, structured courses of reading and lectures conducted on the campuses of African colleges and universities. Requirements include a term paper.
Offered during the Summer only.

BLK 256 The Contemporary Black Family/3 hrs. 3 cr.

The Black family in current urban/suburban settings. The effects of changing value systems, the single-parent family, crises in education and economic stability are examined. Field visits to selected agencies and institutions are required.
Prerequisite: BLK 123 or BLK 124 or permission of the Center.

BLK 271 Foundations of Black Psychology/3 hrs. 3 cr.

A critical overview of the major concepts of personality development as applied to perspectives of self, status and role in Black communities. Adjustments related to these perspectives are analyzed. Field trips to selected agencies are arranged.

(continued on next page)

BLACK AND PUERTO RICAN STUDIES (BPR)

Physical Education

BPR 101 Ethnic Dance/2 hrs. 1 cr.

Same as PED 801 (see page 95)

Explores the cultural foundations of movement and patterns found in typical dance forms of Afro-American, Caribbean and Latin American cultures. Fusions of dance and music are studied.

Satisfies requirement for Physical Education.

Social Science

BPR 112 Economic Development of the Dominican Republic in the 20th Century/3 hrs. 3 cr.

This course analyzes the economic policies of the different political regimes in the Dominican Republic from the end of the 19th century to the present. It studies the application and results of these policies — changes brought about by these regimes in trade, industry, agriculture and population. It also examines the impact of the United States on the developments in the Dominican economy during this century.

BPR 113 African Development in the 20th Century/3 hrs. 3 cr.

Problems of African economic and political development since 1900 are analyzed. The emergence of conditions contrary to the goals of independence and African participation in world affairs are explored.

BPR 151 Political Economy of the Caribbean/3 hrs. 3 cr.

A study of the factors of underdevelopment affecting the economies of the English and French speaking countries of the Caribbean region. The effects of international diplomacy, multinational corporate policies, educational and social determinants, and economic policies are evaluated.

BPR 161 Health Problems in Urban Communities/3 hrs. 3 cr.

This course analyzes the relationship between urban life conditions, economic factors and the quality of health care services and institutions. The delivery of information to the public through the media, education systems and health care agencies are evaluated. Films, slides and visiting lecturers are presented.

An elective course.

PUERTO RICAN AND DOMINICAN STUDIES (PRN)

Modern Languages and Literature

PRN 233 Representative Puerto Rican Writers/3 hrs. 3 cr.

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 Eugenio María de Hostos, José de Diego, Antonio S. Pedreira, Julia de Burgos, J.L. González, Luis R. Sánchez and other selected writers. Each writer is studied as a man/woman reflected in his/her works: his/her unique reactions to the circumstances in which he/she has lived.

Prerequisite: Knowledge of Spanish.

PRN 235 Puerto Rican Theatre/3 hrs. 3 cr.

This course is a study of the drama written in Puerto Rico during the Spanish Colonial period, its relation to the development of a national identity and its links to the developing drama in Latin America. It also studies the contemporary dramatic expression both on the Island and in the U.S.A., and analyzes the different aspects and problems of a dramatic production. Actors, directors and playwrights are invited for discussions and students are required to see and study local productions. Taught in Spanish.

PRN 237 Puerto Rican Literature: Early Colonial to 19th Century/3 hrs. 3 cr. (Formerly PRN 231)

This course is a survey of Puerto Rican literature from the Spanish Colonial Period to the 19th Century. 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 work will be required. Note: This course is taught in Spanish and satisfies Liberal Arts requirement for Modern Language.

Prerequisites: Knowledge of Spanish and instructor's permission.

PRN 238 Contemporary Puerto Rican Literature/3hrs. 3 cr. (Formerly PRN 232)

This course covers the contemporary literary expression in Puerto Rico. Authors such as Luiz Pales Matos, Julia de Burgos, Diaz Alfaro and other short story writers are studied and evaluated. It also studies and analyzes the modern novel as a reflection of the present Puerto Rican society. Note: This course is taught in Spanish and satisfies Liberal Arts requirement for Modern Language.

Prerequisite: Knowledge of Spanish.

PRN 475 Latin American Heritage/3 hrs. 3 cr.

This course is an introduction to the culture of a selected Latin American country or to the cultures of a group of geographically-related countries. The course work begins with a visit and travel in the country or countries studied. It also includes regular classes or seminars, completion of a reading list, and meetings with students, political leaders, and intellectual leaders of the country or countries visited. The student will be graded on a written paper and/or a final examination.

Prerequisite: A functional knowledge of the language of the country or countries visited may be required

Music and Art

PRN 141 Puerto Rican Music/2 hrs. 2 cr.

Same as MUS 881

This course studies the history and development of the Puerto Rican music beginning with an analysis of the role of music in each of the three cultures (Arawak, Spanish, West African) that compose the Puerto Rican society. The characteristics of each one of these musics, the relationship between music and social organization, and the presence of these characteristics in the music of the colonial period are examined. The growth of the Puerto Rican society during the 18th and 19th centuries and its resulting social divisions are studied as the groundwork to analyze the relation between music and social class. The marked influence of West African rhythms in the contemporary music of the Caribbean and the connection between music and national identity are also studied. Lectures are supplemented with tapes, phonograph records and live performances.

Social Science

PRN 125 Puerto Rican Culture and Folklore/3 hrs. 3 cr.

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

PRN 127 Puerto Rican History: Discovery to 19th Century/3 hrs. 3 cr. (Formerly PRN 121)

This course studies the history of Puerto Rico from the pre-Columbian 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.

PRN 128 Puerto Rican History: 19th Century to Present/3 hrs. 3 cr. (Formerly PRN 122)

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.

PRN 131 History of the Dominican Republic/3 hrs. 3 cr.

This course studies the history of the Dominican Republic from the pre-Columbian and colonial periods to the present. It deals with the geographical, political, social and economical factors that form the Dominican nation. Emphasis is given to relations with Haiti and North America. The course also analyzes the position of the Dominican Republic in the community of Latin American nations as well as its place in today's world.

PRN 151 Politics of Puerto Rican Communities/3 hrs. 3 cr.

This course is an analysis of the political movements and parties of Puerto Rican communities in the U.S.A.; the relationships of these movements and parties toward political development in Puerto Rico; the role of the Puerto Rican in both traditional and radical political movements in the U.S.A.; and how political participation in the American process has come to contribute to a sense of community identity among Puerto Ricans in the U.S.A.

PRN 152 Puerto Rican Experience in Urban U.S. Settings/3 hrs. 3 cr.

This course studies the peculiar characteristics of the Puerto Rican migration to the U.S. It analyzes the processes of assimilation and adaptation to the American society as opposed to the identity and preservation of Puerto Rican cultural values. The problems of education, housing, health services, family and community, employment, and economic development are given special attention as they relate to the unique experience of the Puerto Rican in the U.S.A.

PRN 234 The Puerto Rican Family/3 hrs. 3 cr.

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.

(continued on next page)

PRN 236 Puerto Rican Economic Development Since 1898/3 hrs. 3 cr.

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.

Swahili (SWA)

SWA 101 Elementary Swahili I/4 hrs. 1 lab. hr. 4 cr.
Not offered in 1984-85

SWA 110 Elementary Swahili II/4 hrs. 1 lab. hr. 4 cr.
Not offered in 1984-85

SWA 200 Intermediate Swahili III/3 hrs. 1 lab. hr. 3 cr.
Not offered in 1984-85

SWA 210 Intermediate Swahili IV/3 hrs. 1 lab. hr. 3 cr.
Not offered in 1984-85

CHILD CARE/EARLY CHILDHOOD EDUCATION

Director: Lillian Oxtoby

Professor: Lillian Oxtoby

Instructor: Mary E. Shepard

Adjunct Faculty: There are approximately eight adjuncts in the Program.

ECE 102 Early Childhood Education I/2 hrs. 2 lab hrs. 3 cr.

An introductory course for perspective assistant teachers. The course will identify the philosophy, practices and resources in the field of Early Childhood Education today. In addition, students will visit early childhood education settings for first hand observation of young children.

ECE 201 Curriculum and Program Planning for the Young Child With Special Needs/2 hrs. 2 lab hrs. 3 cr.

Identifies the various handicapping conditions of young children with special needs, including emotional, intellectual, physical, visual, hearing, orthopedic, speech and language, and other health impairments. In addition, techniques and strategies for mainstreaming these children within the early childhood educational environment will be included in the curriculum.

Prerequisite: ECE 102

ECE 202 Curriculum and Program Planning for Young Children I/2 hrs. 2 lab hrs. 3 cr.

An intensive course in the methods and materials of early childhood education including: theory, curriculum construction and planning, analysis of the role of the assistant teacher, materials, equipment, space, arts, crafts, music, children's literature, language arts and school services.

Prerequisite: ECE 102

Child Care (cont'd.)

ECE 204 Infant Care Curriculum and Program Planning I/2 hrs. 2 lab hrs. 3 cr.

An intensive course in the methods and materials of infants (2 months-18 months) care including: theory, curriculum construction and planning, infant's emotional, cognitive, social and physical development, the role of the parent, infant's schedules and routines, and infant observation and recording.

Prerequisite: ECE 102

ECE 301 Early Childhood Education II/1 hr. 4 lab hrs. 3 cr.

A fieldwork course requiring supervised participation and observation in an assigned early childhood education setting such as a day care center, pre-kindergarten, headstart, infant care, private school, etc. The student will spend a minimum of 60 hours in the field.

Prerequisite: ECE 202

ECE 302 Curriculum and Program Planning for Young Children II/2 hrs. 2 lab hrs. 3 cr.

A continuation of Curriculum and Program Planning I. Methods and materials of early childhood education in science, social studies, math are studied.

Prerequisite: ECE 202

ECE 303 Early Childhood Education II 1 hr. 4 lab hrs. 3 cr.

A fieldwork course requiring participation in an assigned group care, infant or toddler setting. The student will spend a minimum of 60 hours in the field.

Prerequisite: ECE 204

ECE 304 Toddler Care Curriculum and Program Planning II/2 hrs. 2 lab hrs.

A continuation of Infant Care Curriculum and Program Planning I. The topics introduced in CC 204, and their application to the toddler child age 18 months-36 months will be considered. These will include: theory, curriculum and planning, toddler's emotional, cognitive, social, and physical development, the role of the parent, toddler's schedules and routines, and toddler observation and recording.

Prerequisite: ECE 204

ECE 401 Supervised Instructional Experience With Young Children/1 hr. 6 lab hrs. 4 cr.

Application of theory through supervised observation and student teaching in the pre-school setting. This experience is implemented by a weekly conference designed to coordinate the curriculum sequence with practical experience, thus preparing the prospective assistant teacher to assume his or her role upon commencement.

Prerequisites: ECE 301, 302

ECE 403 Supervised Instructional Experience With Infants & Toddlers 1 hr. 6 lab hrs. 4 cr.

Application of theory through supervised observation and student teaching in an assigned group-care, infant or toddler setting. This experience is implemented by a weekly conference designed to coordinate the curriculum sequence with practical experience, thus preparing the prospective assistant teacher to assume his or her role upon commencement.

Prerequisites: ECE 303, ECE 304

COOPERATIVE EDUCATION AND PLACEMENT

Chairperson: Harriet P. Van Sickle

Deputy Chairperson: Joseph Doctor

Professor: Harriet P. Van Sickle

Associate Professor: Joseph Doctor

Assistant Professors: Patricia Hough, Barbara J. Kole,
Henry G. Stroobants

Instructor: Maxine Rosenthal

Lecturer: Joan Jeter

Adjunct Faculty: There are approximately two adjuncts in the Department.

The philosophy of cooperative education is to enhance the relevance of theories learned in the classroom, giving students the opportunity to apply those classroom theories to practical work experience gained through on-the-job internships in business, industry, government, or service organizations. Cooperative Education is required of students majoring in Accounting, Secretarial Science, and Business Management (including the concentrations in Banking and Finance, Credit and Collections, General Management, Marketing, Retailing, and Sales Management). It is optional in Data Processing and Liberal Arts. (See page 48 for job placement information.)

CEd 201 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, resume writing, interviewing, pre-employment testing, letters of application, and company, product and industry research.

Students who are required to register for the classroom course CEd 201, Career Planning, should do so at the beginning of their second semester. At the beginning of the third semester, students who are matriculated with a 2.0 GPA or higher and who are U.S. citizens or permanent residents register for Internship I. (See CEd 300).

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

The internship experience is separated into three parts; the 300 series is the first internship, the 400 series is the second internship, and the 500 series is the third internship.

Students should not enroll in the third internship (500 series) unless they are required to complete six credits of Cooperative Education and have been directed to take a 500 series internship in lieu of CEd 201 by their Cooperative Education coordinator.

The following internships are offered by the Department:

CEd 301 Accounting Internship I

CEd 401 Accounting Internship II

CEd 501 Accounting Internship III*

CEd 305 Liberal Arts Internship I

CEd 405 Liberal Arts Internship II

CEd 311 Data Processing Internship I

CEd 411 Data Processing Internship II

CEd 351 Secretarial Science Internship I

CEd 451 Secretarial Science Internship II

CEd 551 Secretarial Science Internship III*

CEd 361 Business Management Internship I

CEd 461 Business Management Internship II

CEd 561 Business Management Internship III*

(Business Management Internships include students in the following concentrations: Banking and Finance, Credit and Collections, General Management, Marketing, Retailing, Sales Management, Travel and Tourism.)

**Registration in the CEd 500 series requires special approval by the Coordinator.*

A Word About Internships

Each student intern is assigned to a coordinator, (a faculty member in the Department of Cooperative Education and Placement) who is knowledgeable about the student's field. The coordinator helps the student secure internship placement, and serves as the student's instructor and advisor during the field experience. In addition, the student has a unique opportunity to discuss and evaluate broader goals and career objectives on an individual basis.

Cooperative Education interns are expected to work fifteen (15) hours a week, complete a term project assigned by the coordinator, and be evaluated by the company supervisor. Most students who work fifteen (15) hours per week in a field related to their majors, receive two (2) academic credits and are paid by their employers. On occasion, a student may accept a volunteer rather than a paid assignment in order to complete the necessary internship. (Note: Should a student prefer, internships may also be fulfilled on a semester's basis, alternating full-time work with full-time study.)

At the end of each semester, the Department conducts pre-registration orientation for all students planning to enroll in the coming semester's internship program. **Attendance at these sessions is mandatory.**

At registration, students must schedule classes either in the morning or afternoon, leaving a half-day open for internship assignments in a business, industry, government or service organization. Students should allow enough travel time between the College and the job.

A student who does not register for a Cooperative Education Internship during his/her third term (because of class conflicts, low academic average, non-citizenship, current employment, or other reasons) should arrange for an interview with the coordinator during the course of the third semester. At that time, arrangements can be made enabling the student to fulfill the requirements for an Associate degree. Conflicts or problems can be resolved only by discussing them with the appropriate coordinator. Students should resolve all problems by the end of the third semester to avoid postponing graduation.

NOTE: 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 the assigned coordinator.

It is the policy of the Cooperative Education and Placement Department to utilize employers who hire students without regard to sex, race, color, national origin, handicap or age.

DATA PROCESSING

Chairperson: James L. Brooks

Deputy Chairpersons: Richard Chorley, Marvin Kushner

Professors: Marvin Kushner, Cynthia Zucker

Associate Professors: Deborah S. Becker, Carol L. Brandon, James L. Brooks, Jorge Nossa

Assistant Professors: Mary Alice Cohen, Solomon Z. Feder

Instructors: Richard Chorley, Yves Max Delphin, Donald Raab

Lecturers: Julio Cortes, Robert Greer

College Laboratory Technician: Louis A. Rivera

Adjunct Faculty: There are approximately 22 adjuncts in the Department.

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 for its majors and as a service to other departments in the College. The installation is also used by the faculty for research and in-house training.

Operated on an open-door policy, the student Data Processing Laboratories are available for use throughout the day and early evening. Data Processing students are permitted to operate all machines after their first term whenever there are no formal class sessions. **NOTE:** It is recommended that all remediation courses be taken before beginning Data Processing courses.

For the curricula in Data Processing leading to an Associate in Applied Science (A.A.S.) degree, see page 23.

DAT 101 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

(continued on next page)

Data Processing (cont'd.)

operation of data entry machines, the concepts and logic of flowcharting along with the fundamentals needed to write Fortran programs. Students are required to complete three programs in Fortran.

DAT 102 Accelerated Introduction to Data Processing (Experimental)/5 hrs. 4 cr.

Not offered in 1984-86

DAT 120 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 for Business Administration and Government Administration curricula; an elective in other programs. Not open to Data Processing majors

DAT 125 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 programming language and computer terminals, practical experience will be given with a specialization in the area of Medical Records.

*Required exclusively for Medical Records Technology students
Offered Spring Semester*

DAT 201 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 and disk in their programming problems.

Prerequisite: DAT 101 or a satisfactory score on the waiver examination

DAT 211 Basic IBM Computer Operations/3 hrs. 2 cr.

A detailed practical study of the operations of IBM computers. 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 disk and tape drives, card reader, console typewriters and the printer. Students also read and prepare operating procedures and control cards for utility programs.

Prerequisite: DAT 101 or a satisfactory score on the waiver examination

DAT 221 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, printer, and tape disk drive.

Prerequisite: DAT 101 or a satisfactory score on the waiver examination

DAT 301 Advanced Cobol Programming/5 hrs. 3 cr.

An extension of Basic Cobol Programming, during which students write programs utilizing the different disk processing techniques (sequential and index sequential) and advanced program concepts such as overlays, subroutines, internal sorts and subscripting. Multiple input and output devices are used throughout the programs.

Prerequisite: DAT 201 or Departmental approval

DAT 310 Advanced IBM Computer Operations/4 hrs. 3 cr.

This is an extension of the Basic IBM Computer Operations course where students are taught the disk concepts and the related disk utility program, sorts and merges, and other software utility programs. The concepts of operating systems and systems generation are discussed.

Prerequisite: DAT 211

DAT 325 Programming Systems/3 hrs. 3 cr.

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

Prerequisite: DAT 201 or DAT 221, or Departmental approval

Data Processing (cont'd.)

DAT 350 Advanced Report Program Generator/4 hrs. 3 cr.

Students expand upon the basic principles and techniques of computer programming using RPG. Students will apply this knowledge in the writing and testing of programs including merging, chaining, table handling and updating.

Prerequisite: DAT 221

Offered Spring Semester

DAT 400 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 is divided into teams. A system is developed as a joint effort by each group as they analyze, systematize, program, and write procedures for practical problems to implement their project.

Prerequisites: DAT 301 and DAT 325 or Departmental approval

DAT 411 Operations Management/3 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: DAT 310 or Departmental approval

Offered Spring Semester

DAT 420 Operating Systems Concepts/3 hrs. 3 cr.

This course teaches the purpose and use of certain Disk 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 DOS and OS.

Prerequisite: DAT 201 or Departmental approval

DAT 425 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: DAT 101 or Departmental approval

DAT 431 Assembler Language Programming (ALP) for IBM Computer/3 hrs. 3 lab hrs. 4 cr.

The actual programming language of the IBM Computer is presented, with students writing programs in this media.

Prerequisite: Departmental approval

Offered Fall Semester

DAT 440 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: Departmental approval

DAT 450 Programming Language I (PL/I)/4 hrs. 3 cr.

In this new high-level language developed for the IBM 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: Departmental approval

Offered Spring Semester

DAT 510 Computers & Society/3 hrs. 3 cr.

Not offered in 1984-86

DEVELOPMENTAL SKILLS

Chairperson: Edward M. Bostick

Deputy Chairperson: Barbara Gonzales

Associate Professors: Vivian C. Gaman, James Schiavone, Sylvia Seidman

Assistant Professors: Edward M. Bostick, Gay Brookes, Audrey Bynoe, Barbara Gonzales, Linda R. Markstein, Sandra Motz, Daniel J. Smith, Jean Withrow

Instructors: Reynaldo S. Alvarez, Louise Axelrad, William David Bonham, Diane M. Buscemi, Eleanor Frörup, Janis Jones, Bonnie Kuehns, Anne O. McCammon, Yvonne K. Pratt

Lecturers: Constance Barry, Paulette R. Pionchak, Cynthia B. Richards

College Laboratory Technician: Joseph Johnson

Adjunct Faculty: There are approximately 31 adjuncts in the Department.

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

In order to determine whether a student has a need for these courses, a placement examination is given. As a result of the examination, students may be assigned to appropriate Developmental Skills or other courses. Students are placed in the appropriate level as determined by the exam. The courses offered by the Department are also open to any other student who feels the need for special work in ESL and Reading.

NOTE: Students who are required to take ESL 060, 061, 062 or RDG 061, 062 are not permitted to register for more than a total of 18 contact hours.

ESL 060, 061, 062 English as a Second Language/6 hrs. 0 cr.

ESL 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 Eng-

lish 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 students' essay-writing performance is judged satisfactory for entrance into ESL 084, ENG 090 or ENG 100 (see page 78).

ESL 084 Intensive Writing/6 hrs. 3 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 paragraph structure, sentence structure and content. Successful completion awards the student three credits; students who excel may receive six (6) credits. *Credit is granted when students' essay-writing performance is judged satisfactory for entrance into English I (ENG 100).*

RDG 061 Reading and Study Skills I/6 hrs. 0 cr.

RDG 062 Reading and Study Skills II/6 hrs. 0 cr.

RDG 073 Reading and Study Skills III/6 hrs. 3 cr.

These courses are designed to improve students' ability to read college level textbooks and other written materials. Students who score below the official exit level on the CUNY Reading Assessment Test are required to register for one of these courses. Based on the results of the test, students are placed in either RDG 061, 062, or 073. (RDG 073 is open to those students not required to take a reading course, but who still wish to improve their reading and study skills.) At the end of each of these courses, all students are retested — using the CUNY Reading Assessment Test.* Students' performance on the retest determines whether they must register for further reading courses.

These courses develop 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 (3) hours a week in classes and an additional three (3) hours a week in supervised laboratory practice for a total of six (6) hours a week.

*The CUNY Reading Assessment Text Exit Level represents approximately senior high school reading level.

Developmental Skills (cont'd.)

RDG 074 Reading and Study Skills, Level III/3 hrs. 3 cr.

This course is open *only* to those students who have previously taken RDG 073, but who did not meet the CUNY Reading Assessment Test Exit Level. However, if in the opinion of the instructor the student need not repeat RDG 073 (a six hour course), then the student may enroll in this three (3) hour course.

NOTE: Students who take both RDG 073 and RDG 074 can only receive a total of three (3) credits.

ENGLISH

Chairperson: Rivkah Feldman

Deputy Chairpersons: John P. Eggers, Jane J. Young

Professors: Milton Baxter, Gerald Cohen, Roger B. Dooley, John P. Eggers, Rivkah Feldman, H. Lee Gershuny, Harold Haizlip, Sheila Klass, Abraham Kupersmith, Marilyn Rosen

Associate Professors: Stephen Cogan, Robert Lapidés, Jane Paznik-Bondarin

Assistant Professors: Nan Bauer-Maglin, Kathleen Chamberlain, Anthony R. Drago, Billie Ehrenberg, Natalie Farbman, Leonard B. Feldman, Hedwig Heilbrun, Leonore Hoffmann, Harry W. Lutrin, Nancy McClure, George Moberg, Barney Pace, Ruth T. Weinstock, Randolph L. White, Naomi Woronov, Jane J. Young

Lecturer: Diana M. Liben

Adjunct Faculty: There are approximately 44 adjuncts in the Department.

The English Department prepares students who have various levels of proficiency to reach an optimum level of performance in writing and reading. The courses offered by the Department enable students to qualify for graduation and to perform successfully in four-year colleges.

Prior to enrollment in any English course, each student is required to write a 50-minute 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 English 115. Liberal Arts and Business students are required to take one three (3) credit course beyond Composition II (English electives numbered 200-310). This requirement may be fulfilled by literature courses offered in the English Department or in the Center for Ethnic Studies (see Black Literature courses on page 66).

English (cont'd.)

NOTE: Students are advised to determine their curriculum requirements before enrolling in an English course numbered 200 or higher. Students who plan to transfer to a four-year college are urged to contact that college to find out which English elective should be taken at BMCC to fulfill their admission requirements.

ENGLISH 088 Intensive Writing/6 hr. 0 cr.

This is a lower-level remedial writing course in which students are introduced at the pre-college level, to the fundamentals of writing, including punctuation, spelling, grammar, word-choice, sentence-structure and paragraphing. Students are given frequent in-class writing exercises that focus on narration and description as modes of developing ideas. Conferences with instructors are frequent. This course prepares students for English 090.

ENG 090 Intensive Writing/6 hrs. 0-3 cr.

ENG 091 Intensive Writing/6 hrs. 6 cr.

This is an upper-level intensive remedial writing course which follows the English 088 course. Students are instructed, at the pre-college level, in the 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.

ENG 100 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. Students are guided through the writing of a variety of rhetorical styles, including narrative, description, argumentation, analysis, and exposition. Reading materials exemplify the need for logical thinking and creative expression.

ENG 102 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.

ENG 115 English Composition II/3 hrs. 3 cr.

This course develops the student's abilities to write longer analytical 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, developing literary awareness and language comprehension abilities while providing ideas for critical writing.

English III (ENG 200 and higher)

English III consists of the English electives which appear in this Catalog as courses numbered English 200 or higher. The literature courses in this group consider in some depth the various periods of literary achievement or particular genres. The writing courses, creative writing and journalism, introduce students to specialized fields in which they study both professional achievement and experiments in the art itself.

The English III courses are similar in structure, organization and content to courses at four-year colleges. Liberal arts and Business students are required to pass at least one three-credit course below.

NOTE: Students are reminded to consult the curricular literature or advisors. Transfer students should contact the next college which they expect to attend, prior to enrolling in an English elective at this College.

ENG 200 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 three-fold: (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 and political ideals shape men's thinking and have their reflections in and are reflected by literature. Selections may include *Beowulf*, Chaucer's *Canterbury Tales*, Shakespeare's plays and Swift's writings.

ENG 210 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 covers the principal figures, styles, themes and philosophies represented during three literary periods: the Romantic Era, the Victorian Age and the Twentieth Century. Exposes students to major works of literature including poetry, plays, short stories, novels and essays. It enables students to appreciate the thought and contributions of outstanding writers such as Keats, Wordsworth, Tennyson, Browning, Yeats and Eliot, as well as Dickens, Joyce and Lawrence.

English (cont'd)

ENG 251 Modern American Theatre/3 hrs. 3 cr.

The development of the American theatre since the rise of realism is traced through 1920's dramas by O'Neill, Howard and Rice, comedies of manners by Barry and Behrman; socially conscious plays of the 1930's by Odets, Sherwood and Hellman, and post-war dramas by Williams and Miller.

ENG 252 Introduction to Shakespeare/3 hrs. 3 cr.

Selections from Shakespearean tragedies, comedies and histories are studied in this course. Attention is devoted to the development of Shakespeare's life, times and art.

ENG 253 The American Novel/3 hrs. 3 cr.

This course focuses on the gradual emergence of the American novel both 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 1920's to the 1950's; and Wright and Mailer of the 1960's and 1970's.

ENG 254 American Literature of the Nineteenth Century 3 hrs. 3 cr.

Not offered in 1984-86

ENG 255 World Literature I: From Homer to Dante/3 hrs. 3 cr.

This course offers a survey of world literature from Greek times to the 15th century. It includes selections from the Greek epics, the Old and New Testaments, Virgil's Aeneid, the literature of the early Middle Ages and Dante's Divine Comedy. It is taught independently of English 256.

ENG 256 World Literature II: From the Renaissance to Contemporary Times 3 hrs. 3 cr.

Not offered in 1984-86

ENG 257 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 analyzed.

ENG 259 Modern Poetry/3 hrs. 3 cr.

Not offered in 1984-86

ENG 260 Comparative Literature I: Survey of Judaic Literature (in English)/3 hrs. 3 cr.

Not offered in 1984-86

ENG 261 Images of Women in Literature 3 hrs. 3 cr.

This course examines how literature has shaped and defined women's roles and has reflected and promoted prevailing female stereotypes. Works chiefly by women writers will be studied. Enrollment is open to both men and women.

ENG 275 Film/3 hrs. 1 lab hr. 3 cr.

This is a film history and appreciation course, with special emphasis on American films of the 1930's, especially those adapted from the stage. During one double period in which a full-length film is shown, students are encouraged to take notes. In the next class this film is discussed and analyzed and at the third meeting the film for the following week is introduced. Program notes and extensive background material are provided.

ENG 280 Creative Writing Workshop/3 hrs. 3 cr.

The objective of the Creative Writing Workshop is to sharpen students creative writing skills in the genre of short story, poetry, essay and play depending on interests and ability. Admission is by departmental approval.

ENG 301 Journalism I/3 hrs. 3 cr.

This course covers the basic principles and practices of news reporting and writing. Students are taught to write single-incident news stories, conduct balanced interviews and edit their own copy employing standard copy editing symbols and format. Emphasis is also given to the theoretical side of journalism with an overview of its history, present legal controls, ethical issues and rapidly expanding technology.

ENG 302 Journalism II/3 hrs. 3 cr.

This course builds on English 301 and provides further opportunities for students to explore journalism. Students conduct interviews, cover stories around the city and write journalistic articles. Opportunities are provided for specialized coverage in areas such as politics, consumerism, science, education, finance, the arts, social change and family life. Topics include layout, headline composition and basics of journalism law. Individual conferences and group critiques as well as scrutiny of professional media by means of tours are featured. *Prerequisite: ENG 301 or permission of instructor*

ENG 310 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

(continued on next page)

English (cont'd.)

authoritarian establishments. Running through the readings is the question: how does one survive in this super-city with dignity, let alone with heroism?

ENG 312 Science Fiction: High Tech Literature/3 hrs. 3 cr.

This course examines how science fiction literature envisions the impact of machine technology on the individual and society. The human/machine interaction will be traced from early myths to contemporary science fiction, including works by Asimov, Clarke, Bester, Orwell and Vonnegut.

Prerequisites: ENG 100, ENG 115

ENG 313 The Art of the Detective Story/3 hrs. 3 cr.

This course explores the genre of the detective story: its principal themes, plot, character and setting; the dramatic changes the genre has undergone (particularly in the twentieth century); its relationship to other literature and new directions of the genre today. In addition, the phenomenal popularity of the detective story will be considered: who is the audience and why has it attracted such a large audience?

Prerequisites: ENG 100, ENG 115

MATHEMATICS

Chairperson: Patricia R. Wilkinson

Deputy Chairpersons: Geoffrey R. Akst, Jack Drucker, Lawrence A. Sher, Carole Weisbrot

Professors: Geoffrey R. Akst, Beryl E. Hunte, Nathan Newman, Lawrence A. Sher, Patricia R. Wilkinson

Associate Professors: Genaro M. LaChica, Toni Kasper, Maria A. Reid

Assistant Professors: Sadie Bragg, Eileen R. Bynoe, Esther Etedgui, Robert L. Kaufman, Mary R. Kellogg, William A. Parsons, Myron S. Rosenbaum, Lawrence B. Spector, Paul D. Zahn

Instructors: Jack Drucker, June Gaston, Susan Shrader, Carole Weisbrot

Adjunct Faculty: There are approximately 60 adjuncts in the Department.

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 modern society. Procedures and ideas are emphasized, as are the development of applications and skills. In general, the courses offered by the Department attempt to strengthen and enrich the student's basic understanding of mathematics.

In addition, the Department offers courses for students who may be required to take remediation. (Placement in remedial courses is determined by scores on the CUNY Freshman Assessment Placement Exam.) There are two levels of remediation: 1) Arithmetic (MAT 010 or MAT 011) and 2) Algebra (MAT 051 or MAT 012. NOTE: MAT 012 combines MAT 011 and MAT 051.) All Liberal Arts and Business Administration students must complete MAT 051. Any student who plans to transfer to a four-year college must take MAT 010 or MAT 011 and MAT 051.

Students who have taken 12th year Mathematics in high school, Advanced Algebra, or Mathematics 12X should confer with the Department chairperson.

MAT 010 Basic Mathematics I/6 hrs. 0 cr.

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

MAT 011 Basic Mathematics II/3 hrs. 0 cr.

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

If a student passes MAT 010, the student should not register for MAT 011.

MAT 012 Basic Arithmetic and Algebra/6 hrs. 0 cr.

This course is a combination of remedial arithmetic and elementary algebra. It includes arithmetic of integers, fractions, decimals, percent, algebraic representation, operations with polynomials, linear equations, exponents and radicals, factoring, graphs, measurement, and the Pythagorean Theorem. This is an accelerated course for students who have scored relatively high on the placement examination.

This course is designed to prepare students for the University Competency Examination required for transfer to the upper division of CUNY.

MAT 051 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, operations with polynomials, factoring, the solution of linear equations, the co-ordinate system, the solution of simultaneous linear equations of two variables, and graphing. (Formerly MAT 001).

This course is designed to prepare students for the University Competency Examination required for transfer to the upper division of CUNY. If a student passes MAT 012, the student should not register for MAT 051.

MAT 053 Intermediate Algebra and Trigonometry/4 hrs. 2 cr.

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

Prerequisite: MAT 051 or equivalent

MAT 100 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 nature of axioms, truth and validity, the concept of number, the concept of set, scales of notation, groups, and fields.

MAT 104 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.

MAT 150 Introduction to Statistics/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, the regression line, confidence intervals, and significance of differences.

MAT 202 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 systems.

Prerequisite: MAT 100

MAT 203 Mathematics through Statistics II/3 hrs. 3 cr.

Not offered in 1984-85

MAT 205 College Mathematics/4 hrs. 5 cr.

Not offered in 1984-85

MAT 206 Mathematical Foundations for Calculus/4 hrs. 4 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.

Prerequisites: MAT 051, 053. Consult Department chairperson if you are in doubt about prerequisites. Required for mathematics and science oriented Liberal Arts students.

(continued on next page)

Math (cont'd.)

MAT 207 Statistics/3 hrs. 3 cr.

Not offered in 1984-85

MAT 215 Elements of Linear Algebra/3 hrs. 3 cr.

Not offered in 1984-85

MAT 301 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: MAT 206 or equivalent with Departmental approval.

Required for mathematics and science oriented Liberal Arts students

MAT 302 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: MAT 301. Required for mathematics and science oriented Liberal Arts students.

MAT 303 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: MAT 302

MAT 402 Finite Mathematics/4 hrs. 4 cr.

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

Prerequisite: MAT 051, 053. Required for students in the Business Administration Program.

NOTE: Prerequisites to this course should be taken in the first semester or as early as possible.

MAT 501 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 and boundary value problems.

Prerequisite: MAT 302

MODERN LANGUAGES

Chairperson: Emilia E. Borsi

Deputy Chairperson: Margarita J. Fazzolari

Professors: Marisol B. Amar, Emilia E. Borsi, Adelaida L. Guemelli, Jaime A. Montesinos, Bernard G. Picard, Fay Rogg, Michele Marechal Trudel

Associate Professors: Neil Birnbaum, Armida F. Castagnaro, Margarita J. Fazzolari

Assistant Professor: Sam Alalouf

Senior College Laboratory Technicians: Luis Alfredo Cartagena, Nelly Siskin

Adjunct Faculty: There are approximately six adjuncts in the Department.

The Modern Languages Department 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 foreign literature and culture. All courses are given in the foreign language unless otherwise specified. A language laboratory with the latest equipment provides students with additional practice. The language laboratory is an essential part of all language classes.

MLA 460 Comparative Grammar for Foreign Language Students/3 hrs. 3 cr.

Not offered in 1984-85

French

FRN 101 French I/4 hrs. 1 lab hr. 4 cr.

A course 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.

FRN 110 French II/3 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: FRN 101 or Departmental approval

FRN 200 French III/3 hrs. 1 lab hr. 3 cr.

This course includes a review of grammar plus the study of French civilization and selected readings in French literature.

Prerequisite: FRN 110 or Departmental approval

FRN 210 French IV/3 hrs. 1 lab hr. 3 cr.

While reviewing advanced grammar, students are trained in literary analysis through the works of modern French authors.

Prerequisite: FRN 200 or Departmental approval

FRN 310 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: FRN 200 or Departmental approval

FRN 430 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 are 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 and Marivaux (introduction to early 18th century trends and post-revolution changes in classical literature). Written and oral reports are required.

Prerequisite: FRN 210 or Departmental approval

FRN 435 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: FRN 210 or Departmental approval

FRN 440 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: FRN 210 or Departmental approval

FRN 455 Advanced French Grammar and Composition (Commercial French I)/3 hrs. 3 cr.

The course reviews grammar and syntax and includes advanced translation and composition, with emphasis on building essential business vocabulary and idioms, basic writing styles, and speech structures most frequently used in French correspondence and office communications. *Open to Business, Liberal Arts, and Secretarial Science students*

Prerequisite: Functional knowledge of French, FRN 200 or Departmental approval

FRN 460 Existentialism in French Literature/3 hrs. 3 cr.

The course brings to life the essentials of existentialist philosophy in plays and novels of French authors such as Sartre, Camus, with modern insights into the age-old question of free choice and pre-destination, 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: FRN 200 or Departmental approval

FRN 461 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: FRN 200 or Departmental approval

FRN 462 History of French Drama and Theater/3 hrs. 1 lab hr. 3 cr.

A history survey of the theories of French Theater evolved from the Greek Tragedy through medieval, classical Romantic, Realistic, Sym-

Modern Languages (cont'd.)

bolist and Surrealist theater up to Avant-gard Theater and the Theater of the Absurd. Readings are in French, discussion in English.
Prerequisite: FRN 200 or Departmental approval

FRN 463 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: FRN 200 or Departmental approval

FRN 470 Modern French Civilization/3 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: FRN 200 or Departmental approval

Hebrew

HEB 101 Hebrew I/4 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.

To be offered under Directed Study

HEB 110 Hebrew II/3 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

To be offered under Directed Study

HEB 200 Hebrew III/3 hrs. 1 lab hr. 3 cr.

Not offered in 1984-85

HEB 210 Hebrew IV/3 hrs. 1 lab hr. 3 cr.

Not offered in 1984-85

HEB 430 Hebrew V: Survey of Hebrew Literature I/3 hrs. 3 cr.
Not offered in 1984-85

HEB 435 Hebrew VI: Survey of Hebrew Literature II/3 hrs. 3 cr.
Not offered in 1984-85

HEB 470 Civilization and Culture of the Hebrews/3 hrs. 3 cr.
Not offered in 1984-85

HEB 475 Field Experience in the Language, Peoples and Culture of Israel/3 hrs. 3 cr.
Not offered in 1984-85

Italian

ITL 101 Italian I/4 hrs. 1 lab hr. 4 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.

ITL 110 Italian II/3 hrs. 1 lab hr. 3 cr.

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

Prerequisite: ITL 101 or Departmental approval

ITL 200 Italian III/3 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: ITL 110 or Departmental approval

ITL 210 Italian IV/3 hrs. 1 lab hr. 3 cr.

Not offered in 1984-85

ITL 400 Neo-realism and the Contemporary Italian Novel/3 hrs. 3 cr.

Not offered in 1984-85

ITL 430 Italian V: Survey of Italian Literature I/3 hrs. 3 cr.

Not offered in 1984-85

Modern Languages (cont'd.)

ITL 435 Italian VI: Survey of Italian Literature II/3 hrs. 3 cr.

Not offered in 1984-85

ITL 470 Literature, Culture and Civilization of Italy/3 hrs. 3 cr.

Not offered in 1984-85

Spanish

SPN 101 Spanish I/4 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.

SPN 110 Spanish II/3 hrs. 1 lab hr. 3 cr.

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

Prerequisite: SPN 101 or Departmental approval

SPN 200 Spanish III/3 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: SPN 110 or Departmental approval

SPN 210 Spanish IV/3 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: SPN 200 or Departmental approval

SPN 300 Spanish Conversation/3 hrs. 2 cr.

Designed primarily for Health Science 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.

SPN 301 Spanish Conversation I/3 hrs. 2 cr.

Not offered in 1984-85

SPN 302 Spanish Conversation II/3 hrs. 3 cr.

Not offered in 1984-85

SPN 430 Spanish V: Survey of Spanish Literature I/3 hrs. 3 cr.

A chronological study is made of Spanish literature against its cultural and ideological background. Major works by representative writers from the Middle Ages to the end of the Golden Age are read and analyzed. Readings include selections from the Poema de Mio Cid, Alfonso X, don Juan Manuel, Jorge Manrique, Fernando de Rojas, Cervantes, Quevedo, Calderon de la Barca. Written and oral reports are required.

Recommended for students of Hispanic background after Spanish IV

Prerequisite: SPN 210 or Departmental approval

SPN 435 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, Becquer, Alarcon, Galdos, and other important Romantic and Realistic authors are read and analyzed. Written and oral reports are required.

Prerequisite: SPN 210 or Departmental approval

SPN 440 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. Jimenez, Salinas, Garcia Lorca, Cela, and others are analyzed. Written and oral reports are required.

Prerequisite: SPN 430 or 435 or Departmental approval

SPN 445 Spanish VIII: Survey of Spanish-American Literature/3 hrs. 3 cr.

This course involves a chronological history of Spanish-American literature from the Colonial period to the 19th century. Readings include selections from el Inca Garcilaso, Sor Juana Ines de la Cruz, Sarmiento, Jose Hernandez, Palma, Marti, Dario and others. Written and oral reports are required.

Prerequisite: SPN 435, 440 or Departmental approval

(continued on next page)

Modern Languages (cont'd.)

SPN 450 Spanish IX: 20th Century Spanish-American Literature/3 hrs. 3 cr.

The major authors and literary movements of the late 19th and 20th century are studied. Works of Quiroga, Reyes, Neruda, Vallejo, Carpentier, Borges, Rulfo, Fuentes, Marques, and others are analyzed. Written and oral reports are required.

Prerequisite: SPN 430, 435, 440 or Departmental approval

SPN 455 Advanced Spanish Composition and Grammar I (Commercial Spanish I)/3 hrs. 3 cr.

Designed primarily for Secretarial 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. *Open to all Business and Career students.*

Prerequisite: SPN 210 or Departmental approval

SPN 456 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. *Open to all Business and Career students.*

Prerequisite: SPN 455 or Departmental approval

SPN 465 Introduction to Hispanic Civilization/3 hrs. 3 cr.

Not offered in 1984-85

SPN 470 Literature and Civilization of the Spanish-American/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 are studied. Readings are in Spanish, discussions are in English or Spanish.

Prerequisite: SPN 210 or Departmental approval

SPN 472 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: SPN 210 or equivalent and/or Departmental approval

MUSIC AND ART

Chairperson: Laurence W. Wilson

Deputy Chairperson: Jerrold W. Schoenblum

Professors: Carl B. Bowman, Leonard Goines, Eugene W. Hancock, Anthony J. Sorce, Laurence W. Wilson

Associate Professors: Ralph Comella, Jerrold W. Schoenblum, Rochelle Weinstein

Adjunct Faculty: There are approximately 13 adjuncts in the Department.

Courses in music and art are designed to provide a broad exposure to the fine and performing arts, art history and music literature. Students will develop an awareness of the beauty of music and art and their meanings. They will also learn to enjoy and participate as spectators and viewers or as trained amateurs and professionals. Two credits of Art or Music are required of most matriculated students. For this requirement, students may choose any of the courses offered in the Music or Art Department. The curriculum for the concentration in Art is on page 26; the curriculum for the concentration in Music is on page 27.

Music

MUS 110 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.

MUS 112 Music Theory I: Fundamentals of Music Theory/3 hrs. 2 cr.

Review of intervals, chord structures, scales/keys. Beginning voice leading.

MUS 113-213 Musicianship I and II/2 hrs. 1 cr. each.

Sight singing, ear training, rhythmic reading, and dictation, coordinated with MUS 112 and MUS 212.

MUS 120 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.

MUS 130 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.

MUS 140 Piano Class I

MUS 150 Piano Class II/2 hrs. 1 cr. (per term)

Designed for the study of piano as secondary instrument, the course includes acquaintance with the keyboard, scales, chords, sight reading, transposition, and elementary piano repertoire.

MUS 160 Voice Class I

and

MUS 170 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.

MUS 180 Guitar Class I

and

MUS 190 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 choral accompaniments for popular, rock and jazz to accompany simple songs in classroom, camp and playground. Students must supply their own instruments.

MUS 212 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.

MUS 220 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 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.

(continued on next page)

Music and Art (cont'd.)

MUS 230 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 of 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 are required.

MUS 240 Piano Class III

MUS 250 Piano Class IV/2 hrs. 1 cr. (per term)

Continuation of MUS 140 and MUS 150.

**MUS 301 Jazz Performance Workshop I
and**

MUS 302 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.

**MUS 303 Jazz Performance Workshop III
and**

MUS 304 Jazz Performance Workshop IV/2 hrs. 1 cr. (per term)

Continuation of MUS 301 and MUS 302.

MUS 305-306 Orchestral Performance I and II/3 hrs. 1 cr. (per term)

The course includes the study and preparation of representative works of the standard, contemporary and musical theatre orchestral literature. Students perform at concerts, college ceremonies and musical theatre presentations.

Prerequisite: Audition Only

MUS 307-308 Orchestral Performance III and IV/3 hrs. 1 cr. (per term)

Continuation of MUS 305-306

MUS 310 Fundamentals of Music/2 hrs. 1 cr.

A preparatory course in rudiments designed for the layman. A study of notation, rhythm, scales and keys, intervals and chord structures.

MUS 312 Music Theory III: Advanced Harmony

MUS 412 Music Theory IV: Advanced Harmony/3 hrs. 2 cr. (per term)

Chromatic harmony, including altered chords, secondary domi-

nants, the dominant ninth, and dominant thirteenth, modulation, analysis, and short original compositions.

Prerequisite: MUS 212 or Departmental approval

MUS 313-413 Musicianship III and IV/2 hrs. 1 cr. (per term)

Continuation of MUS 113 and MUS 213

MUS 351 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, Penderrecki, Persichetti etc., will be explored.

Prerequisite: MUS 212 or Departmental approval

MUS 352 Arranging II/2 hrs. 2 cr.

Continuation of MUS 351

Not offered in 1984

MUS 410 Chorus I

and

MUS 420 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.

MUS 430 Chorus III

and

MUS 440 Chorus IV/2 hrs. 1 cr. (per term)

This course is a continuation of MUS 410 and MUS 420

MUS 510 Instrumental Ensemble II

and

MUS 520 Instrumental Ensemble II/2 hrs. 1 cr.

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.

MUS 530 Instrumental Ensemble III

and

MUS 540 Instrumental Ensemble IV/2 hrs. 1 cr. (per term)

Continuation of MUS 510 and MUS 520.

MUS 611-648 Private Instruction/ 1/2 hr. 1 cr. each

Beginning with scales and arpeggios. Study of standard repertoire

(continued on next page)

Music and Art (cont'd.)

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).

MUS 845 Music in African Culture/2 hrs. 2 cr.

Same as BLK 145

Not offered in 1984

MUS 881 Puerto Rican Music/2 hrs. 2 cr.

Same as PRN 141 (for description, see page 69)

Art

ART 105 Color and Design/4 hrs. 2 cr.

This course introduces students to basic color and compositional theories. Problems will be derived from these theories to give students a sound grasp of the use of color and design. In addition to being introduced to color compositional theories, students will become involved with color problems which demand the creative application of the principles of organization.

ART 110 Art Survey I/2 hrs. 2 cr.

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

ART 120 Art Survey II/2 hrs. 2 cr.

Not offered in 1984

ART 164 Life Drawing/ 2 hrs. 2 cr.

This course introduces the student to various drawing media and techniques while pursuing rendering problems dealing with gesture, action, proportion, form and anatomical structure. Charcoal, pencil, conte crayon, ink and wash, marking pen and various papers (cold and hot press, rice, newsprint and prepared surfaces) will be used. Selected readings are required as well as attendance to drawing shows in museums and galleries.

ART 171 Introduction to Painting/2 hrs. 2 cr.

This course is designed to have the beginning student explore painting techniques, with an introduction to the use of various media. Strong emphasis is placed on formal concerns (figure and object).

Prerequisite: ART 301 or permission of Department

ART 181 Introduction to Sculpture/2 hrs. 2 cr.

During this course the special relationship of sculptural and architec-

tural form is developed. Clay, wire, plaster, stone, metals, plastics, and mixed media are used in construction as a means of expression and design problems.

Prerequisite: ART 230 or permission of Department

ART 191 Introduction to Filmmaking/2 hrs. 2 cr.

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

ART 210 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.

ART 214 Advertising Design I / 2 hrs. 2 cr.

This course is an introduction to advertising, visual communication, layout, merchandising and research problems, letter forms and typography. It is directed toward creative and imaginative problem solving. The student learns how to use thumbnail sketches, indication and comprehensive layout for individual advertisements, as well as complete campaign planning for space and television media and direct mail. Trademarks, letterheads and packaging are also covered. The course provides a broad overview of advertising design.

Prerequisite: ART 105

ART 220 Survey of Non-Western Art/2 hrs. 2 cr.

Not offered in 1984

ART 230 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.

ART 240 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: ART 230

(continued on next page)

Music and Art (cont'd.)

ART 250 Art of the Far East/2 hrs. 2 cr.

Not offered in 1984

ART 271 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: ART 171

ART 281 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: ART 181

ART 291 Filmmaking I/ 4 hrs. 2 cr.

Not offered in 1984

ART 301 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 drawings.

ART 302 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: ART 301

ART 314 Advertising Design II / 2 hrs. 2 cr.

This course focuses on advanced problems in advertising for print. The refinement of skills will be emphasized for making comprehensive layouts. Selected studio problems in space advertisement, annual reports, posters, book jackets and record albums will be presented.

Prerequisite: ART 214

ART 371 Painting II/4 hrs. 2 cr.

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

Prerequisite: ART 271

ART 381 Sculpture II/4 hrs. 2 cr.

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

Prerequisite: ART 281

ART 391 Filmmaking II/4 hrs. 2 cr.

Not offered in 1984

ART 801 African Art/2 hrs. 2 cr.

Same as BLK 101 (for description, see page 66)

NURSING

Chairperson: Wilhelmina B. Glanville

Deputy Chairpersons: Mattie C. Collins, Sylvia Corliss

Professors: Mattie C. Collins, Sylvia Corliss, Wilhelmina B. Glanville, Martha A. Small

Associate Professors: Avor Cave, Elva M. Christy, Veronica E. Coleman, Mary G. Coward, Catherine T. Gallagher, Bobbie M. Harrison, Elizabeth Merrill-Varcariolis, Yvette Nazaire, Aubrey T. Robinson, Opal S. Vodery

Assistant Professors: Gem N. Chema, Ethel B. Dawry, Esmay L. Klyvert, Harriet L. Swoopes, Barbara Tacinelli, Betty West, Ernestine F. Willis

College Laboratory Technician: Miguel Cervantes

Adjunct Faculty: There are approximately 17 adjuncts in the Department.

The Nursing Department offers courses which educate men and women to become competent nurses — serving the individual, the family and society. The nurse assists the person who is ill; performs duties that contribute to the prevention of illness, the maintenance and improvement of health; and supports the individual or family when death occurs. In addition, the program teaches students how to appreciate and respect patient/client rights and how to function as a member of the health team.

The College is affiliated with a number of health care facilities to provide clinical instruction to our nursing students. They are: Harlem Hospital Center, Lincoln Hospital and Mental Health Center, Metropolitan Hospital Center and Bellevue Hospital Center. Contracts between the Board of Trustees, the Jewish Home and Hospital for the Aged, and the Manhattan Veteran's Administration Medical Center also provide opportunities for BMCC nursing students. See page 31 for Nursing curriculum.

NUR 110 Fundamentals of Patient Care/3 hrs. 9 lab hrs. 6 cr.

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

Nursing (cont'd.)

nursing care. Clinical experiences are provided in general hospitals and a nursing home.

Prerequisite: Completion of the pre-nursing sequence.

Corequisites: BIO 425, ENG 115

NUR 210 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/client with selected health problems. Clinical practice in the hospital is provided.

Prerequisites: NUR 110, BIO 425, ENG 115

Corequisites: BIO 426, SPE 100

NUR 311 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 childbearing family during the antepartal, intrapartal, and the post-partal phase of the maternity cycle, as well as, the immediate care of the normal newborn and premature infant.

Prerequisite: All previous requisites

Corequisites: BIO 420, PSY 400

NUR 312 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 and adolescence.

Prerequisite: All previous requisites

Corequisites: BIO 420, PSY 400

NUR 410 Comprehensive Nursing Care/4 cl. hrs. 12 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/clients with severe psychiatric disorders. Clinical experiences are provided in general and psychiatric hospital settings and in related community agencies.

Prerequisites: All previous requisites

Corequisites: NUR 415, Physical Education and Elective

NUR 415 Nursing Today and Tomorrow/1 cl. hr. 1 cr.

This course will include the 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 NUR 410.

NOTE:

Nursing courses are sequential; clinical nursing cannot be completed in less than two (2) years.

PHYSICAL EDUCATION, HEALTH, RECREATION AND DANCE

Chairperson: Mary G. Jacobs

Deputy Chairpersons: Peter Fazio, Norma VanFelix

Professors: Joseph M. Beerman, Anthony Bria, Thomas J. DeCarlo, Mary G. Jacobs, Howard L. Jones, Mayer Rossabi

Associate Professors: Peter Fazio, Dawn Horwitz

Assistant Professors: Philip Belcastro, Barbara A. Solomon, Norma VanFelix, George Vargas

Instructor: Richard Packard

College Laboratory Technicians: Michael Basile, Jane Corales

Adjunct Faculty: There are approximately seven adjuncts in the Department.

The Department offers courses and administers three Liberal Arts Concentrations in Dance, Physical Education and Recreation Leadership (see pages 25 and 28). The courses which are offered by the Department compliment the other curricula in developing the "whole" person and focusing on individual health and physical needs.

Physical Education (PED) courses create an appreciation for the value of physical activity and provide an opportunity to learn skills which enrich the lives of the participants. Courses in the PED series, except where indicated, satisfy the Physical Education requirement in the various College programs. The Health Education survey course (HED 100) creates an awareness of the components of well-being. Courses in the Recreation Leadership (REC) series develop an appreciation, understanding and skill in a variety of activities and train students to work with all age groups.

Health Education

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

HED 100 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.

HED 215 Habituation and Addiction and Their 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.

HED 220 Human Sexuality/3 hrs. 3 cr.

This course deals with the physiological, psychological and social aspects of human sexual development and functions.

HED 225 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.

Physical Education and Dance

PED 100 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.

PED 113 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.

PED 114 Golf / 2 hrs. 1 cr.

A course designed to introduce students to basic skills and techniques of golf. Beginners and intermediate.

(continued on next page)

Physical Education (cont'd.)

PED 115 Tennis/2 hrs. 1 cr.

The fundamental tennis skills, rules and strategy are developed in this course.

PED 116 Gymnastics / 2 hrs. 1 cr.

An introduction to the fundamentals of artistic gymnastics for men and women.

PED 118 Beginning Skiing/Hrs. 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.

Not offered in 1984-85

PED 122 Cycling/2 hrs. 1 cr.

One or two classroom meetings to be used as orientation period 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.

PED 124 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 in overnight hikes into areas adjacent to New York City and the Catskill Mountains.

PED 131 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 counterattacks.

PED 132 Karate/2 hrs. 1 cr.

A beginning course in which students learn to deliver the basic punches, blocks, strikes, and kicks from the stances most often used in karate. After some weeks these karate movements are employed in the first steps of sparring. Although the course begins slowly with emphasis on learning technique, it becomes fairly strenuous as students become more proficient. Therefore, it is expected that

students also set aside some time for additional practice at home. Traditional karate discipline is maintained during class.

PED 140 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.

Not offered in 1984

PED 141 Conditioning and Slimnastics/2 hrs. 1 cr.

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

PED 142 Aerobics / 2 hrs. 1 cr.

A movement class consisting of warm-ups and different dance routines which emphasizes continuous motion. There is no specific proficiency level and students progress at their own rate.

PED 143 Progressive Resistive Exercise/2 hrs. 1 cr.

A beginner course in progressive exercise designed to acquaint the student with the fundamental principles and techniques of weight training.

PED 145 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.

PED 150 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.

PED 151 Social Dancing/ 2 hrs. 1 cr.

A unit of study to present basic steps and variations in the Fox Trot, Rumba, Cha-Cha-Cha, Tango, Lindy, Waltz, Touch Hustles and Free Dance Disco.

(continued on next page)

Physical Education (cont'd.)

PED 152 Square and Folk Dance/ 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.

PED 153 Modern Dance I/ 2 hrs. 1 cr.

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

PED 154 Jazz Dance/ 2 hrs. 1 cr.

This course is designed to introduce students to an indigenous American art form—jazz dance. Basic technique and stylistic considerations will be explored.

PED 156 Ballet I/ 2 hrs. 1 cr.

This first level course will introduce barre and center work in 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.

PED 157 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 signature and dynamics.

Departmental approval required

Does not meet Physical Education requirement

PED 190 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.

PED 191 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 PED 190, Fundamentals of Swimming I, with further development of fundamental strokes, elementary water entries, and basic safety procedures in aquatic activities.

PED 192 Intermediate Swimming/2 hrs. 1 cr.

In this course a wide array 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.

PED 253 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: PED 153 or Departmental approval

Does not meet Physical Education requirement

PED 255 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: PED 801 or Departmental approval

Does not meet Physical Education requirement

PED 256 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 demands on strength, speed, and coordination within the framework of the ballet vocabulary.

Prerequisite: PED 156 or Departmental approval

Does not meet Physical Education requirement

PED 260 Dance Composition/4 hrs. 2 cr.

This course is an introduction to fundamental movement qualities and their use in basic dance forms.

Prerequisite: PED 153 or Departmental approval

Does not meet Physical Education requirement

PED 261 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 learned to date in specific group dances choreographed by members of the faculty and/or guest artists.

Prerequisite: PED 153 or Departmental approval

Does not meet Physical Education requirement

PED 262 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, multi-media projects, etc.; with related studio

(continued on next page)

Physical Education (cont'd.)

labs. The four hours of class time will be divided between field trips and labs.

Prerequisite: Departmental approval

Does not meet Physical Education requirement

PED 295 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.

PED 361 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: PED 260 or Departmental approval

Does not meet Physical Education requirement

PED 395 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: Departmental approval

Does not meet Physical Education requirement

PED 801 Ethnic Dance 2 hrs. 1 cr.

Same as BPR 101 (see page 68)

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.

Recreation Leadership

REC 105 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.

REC 120 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

REC 130 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.

REC 140 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.

REC 151 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.

REC 161 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.

REC 171 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.

REC 190 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.

(continued on next page)

REC 200 First Aid and Safety Education/2 hrs. 2 cr.

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

REC 215 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.

SCIENCE

Chairperson: Charles Kosky

Deputy Chairpersons: Charles Goldberg, Richard Whealey

Professors: Daniel M. Ekstein, Evangelos J. Gizis, Charles Kosky, Martin P. Levine, John L. Raynor, Herbert Ringel, Edith S. Robbins, Sylvia L. Saunders, Harold M. Spevack, Man-lim Yu

Associate Professors: Richard J. Brower, Charles Goldberg, Marvin R. Jaffe, Samuel J. Levine, John A. Markasz, Philip Penner, Helen Rappaport, Ronald J. Slavin, David R. Waldman

Assistant Professors: Henry C. Lee, Stephanie H. Mazur, Asher Torren, Richard W. Whealey

Senior College Laboratory Technicians: Robert J. Bauer, Alba N. Carson

College Laboratory Technicians: Alton W. Johnson, Myrna Kilkenny

Adjunct Faculty: There are approximately 30 adjuncts in the Department.

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.

Astronomy

AST 110 General Astronomy/3 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.

(continued on next page)

Biology

BIO 110 General Biology/3 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.

BIO 210 Biology I and

BIO 220 Biology II/3 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

BIO 420 Microbiology/3 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 Department approval.*

BIO 425 Anatomy and Physiology I and

BIO 426 Anatomy and Physiology II/3 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

Chemistry

CHE 110 General Chemistry/3 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 sub-microscope world to the daily life of the student. Topics to be discussed will include plastics, foods, the environment, genetics and drugs.

CHE 115 Chemistry for Mental 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

CHE 116 Chemical Laboratory for RTT 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 Corequisite: CHE 115

CHE 210 Chemistry I and

CHE 220 Chemistry II/3 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

Physics

PHY 110 General Physics/3 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.

PHY 210 Physics I and

PHY 220 Physics II/4 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

(continued on next page)

Science (cont'd.)

PHY 400 The Physics of Music/3 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

Science

SCI 100 General Science/3 hrs. 1 lab hr. 3 cr.

This 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.

SCI 120 Computer Methods in Science/3 hrs. 2 lab hrs. 4 cr.

This course emphasizes applications of programming methods for the sciences and engineering. Numerical methods will be applied to examples gleaned from physics, chemistry, biology and engineering.

SCI 200 Consumer Science/3 hrs. 3 cr.

The purpose of this course is to enable the non-science student to comprehend those scientific points necessary to become an informed consumer. The following topics are included: foods, food additives, how to interpret an ingredient statement, calories and vitamins; how to understand and check your gas and electric bills; automobiles and their components; cosmetics, over-the-counter and prescription drugs; electrical appliances; soaps and detergents; plastics, and air-conditioning and heating systems.

This course is offered as an elective in all curricula

SCI 410 Man and Environment/3 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

SCI 430 Scientific Instrumentation/2 hrs. 4 lab hrs. 4 cr.

The course covers the theory and practice and quantitative methods with special attention to instrumentation currently employed such as optical, electro-chemical, chromatographic and radio-chemical tech-

niques. The physico-chemical 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

SCI 530 Pharmacology/3 hrs. 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. *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.

SECRETARIAL SCIENCE

Chairperson: Charlotte M. Bishop

Deputy Chairperson: Barbara Ann Eason

Professors: Violet B. Drexler, Marie Heinz, Gladiola C. Peerman, Anna E. Porter, Gloria C. Taylor

Associate Professors: Susan Amerling, Maria Arratia, Ila Beards, Diana Kern, Donna Santo

Assistant Professors: Charlotte M. Bishop, Barbara Ann Eason, Etta Kutner

Senior College Laboratory Technician: Carol Mack Torres

Adjunct Professors: There are approximately two adjuncts in the Department.

The Department offers a comprehensive program consisting of six concentrations (see pages 34-38). In addition, the Department prepares students for positions as secretaries in business, law, accounting, education and government offices. Students who successfully complete their secretarial studies at BMCC are guaranteed admission to one of the CUNY senior colleges.

SEC 100 Stenography I: Theory — Gregg

or

SEC 111 Stenography I: Theory — Pitman/5 hrs. 3 cr.

This course is an introduction for students who have not previously studied shorthand. 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.

SEC 101 Touch Shorthand I/5 hrs. 3 cr.

Not offered in 1984-86

SEC 110 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.

Note: Open only to Secretarial Science students

SEC 175 Secretarial Correspondence/4 hrs. 3 cr.

Secretarial Correspondence deals specially with planning, organizing, and composing business letters, memoranda, and written reports. This area of study is a vital part of secretarial training.

Prerequisite: SEC 110 or equivalent

SEC 200 Stenography II: Pre-Transcription — Gregg

or

SEC 201 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: SEC 100/111 or equivalent; SEC 110 or equivalent.

SEC 202 Touch Shorthand II/5 hrs. 3 cr.

Not offered in 1984-86

SEC 209 Medical Transcription/4 hrs. 3 cr.

This course is designed to develop the Medical Record Technology students' competency in preparing typed medical documentation from copy or using a transcribing unit. The student will learn the ethical and legal aspects of medical transcription and the role of the medical transcriptionist.

Prerequisites: MRT 102 and MRT 103 (See page 59)

SEC 210 Typewriting II/5 hrs. 2 cr.

Speed practice is continued in order 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: SEC 110 or equivalent

(continued on next page)

Secretarial Science (cont'd.)

SEC 220 Stenography III: Introduction to Transcription — Gregg
or

SEC 221 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: SEC 200/201 and SEC 210 or Departmental approval

SEC 306 Executive Typewriting 1/2 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: SEC 210

SEC 309 Advanced Medical Transcription/4 hrs. 3 cr.

This course is designed to familiarize the student with various types of dictated medical reports. The student will be required to transcribe a variety of reports, corresponding with the student's previous and concurrent knowledge of medical terminology and anatomy and physiology. The student will learn about the implementation of a Word Processing system in the Medical Records Department.

Prerequisites: MRT 202 and MRT 203 (See page 59)

SEC 310 Legal Vocabulary I — Gregg

or

SEC 311 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.

Corequisites: SEC 326, SEC 390/391

Prerequisites: BUS 110, SEC 200/201, SEC 210, SEC 220/221

Offered Fall Semester

SEC 326 Legal Typewriting 1/2 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.

Corequisites: SEC 310/311, SEC 390/391

Prerequisite: SEC 210

Offered Fall Semester

SEC 346 Bilingual Typewriting 1/2 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.

Corequisite: SEC 380/381

Prerequisite: SEC 210 or Departmental permission

Offered Fall Semester

SEC 350 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.

SEC 360 Educational Problems of the School Secretary 1/2 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.

SEC 370 Transcription I — Gregg

or

SEC 371 Transcription I — Pitman/6 hrs. 3 cr.

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

Prerequisites: SEC 220/221 or Departmental approval

(continued on next page)

Secretarial Science (cont'd.)

SEC 376 Word Processing I/3 hrs. 3 cr.

This course is designed to teach students how to produce mailable copy from dictation transcription equipment on electronic typewriters. Students receive hands-on training on one type of word processing system: stand alone or shared logic. The input, central processing unit and output parts of the system will be taught.

Prerequisites: SEC 110, SEC 175, SEC 210

SEC 380 Bilingual Stenography I — Gregg

or

SEC 381 Bilingual Stenography I — Pitman/6 hrs. 3 cr.

Not offered in 1984-86

SEC 390 Legal Transcription I — Gregg

or

SEC 391 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.

Corequisites: SEC 310/311, SEC 326

Prerequisite: SEC 220/221 or Departmental approval

Offered Fall Semester

SEC 406 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: SEC 306

SEC 410 Legal Vocabulary II — Gregg

or

SEC 411 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 renditions of more advanced legal documents.

Corequisites: SEC 426, SEC 490/491

Prerequisites: SEC 310/311, SEC 326, SEC 390/391

Offered Spring Semester

SEC 426 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.

Corequisites: SEC 410/411, SEC 490/491

Prerequisites: SEC 310/311, SEC 326, SEC 390/391

Offered Spring Semester

SEC 431 Office Practice/4 hrs. 2 cr.

The student is confronted with everyday office problems and must apply technical skills to solve them. Additionally, he/she 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: SEC 110 or equivalent, SEC 100/111, SEC 200/201 and SEC 210 or equivalent

SEC 446 Bilingual Typewriting II/2 hrs. 1 cr.

Not offered in 1984-86

SEC 460 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.

SEC 470 Transcription II — Gregg

or

SEC 471 Transcription II — Pitman/6 hrs. 3 cr.

This final course in transcription is designed to enable students to teach initial job entry competency in shorthand and related skills.

Secretarial Science (cont'd.)

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: SEC 370/371

SEC 476 Word Processing II/3 hrs. 3 cr.

This course will train students in (1) the creation of documents utilizing advanced operations of word processors and (2) the techniques for composing, dictating, and correcting documents created on machine transcribers and electronic typewriters.

Prerequisite: SEC 376

SEC 477 Word Processing Concepts/3 hrs. 3 cr.

This course studies the organizational, personnel and physical considerations entailed when purchasing information processing equipment for the first time, when expanding an existing information processing installation, or when rearranging an existing information processing installation.

Prerequisite: SEC 376

SEC 480 Bilingual Stenography II — Gregg

or

SEC 481 Bilingual Stenography II — Pitman/6 hrs. 3 cr.

Not offered in 1984-86

SEC 490 Legal Transcription II — Gregg

or

SEC 491 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.

Corequisites: SEC 410/411, SEC 426

Prerequisites: SEC 390/391, SEC 310/311, SEC 326

Offered Spring Semester

SEC 500 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.

Not open to Secretarial Science students

SOCIAL SCIENCE

Chairperson: Ronald Doviak

Deputy Chairpersons: Stavroula Christodoulou, Peter J. Kott, James Perlstein

Professors: David R. Allen, Jules Cohn, Stephen M. Halpern, Tziporah S. Kasachkoff, Abby R. Kleinbaum, Mildred Rendl Marcus, Leigh Marlowe, James R. Middleton, Lillian Oxtoby, Jesse A. Pavis, Martin T. Rebhun, Ronald I. Rubin, Michael D. Shmidman, Joshua L. Smith, Jairaj R. Solomon

Associate Professors: Reuben Braxton, Stavroula Christodoulou, Ellen D. Ciporen, Hugh Dawes, Ronald Doviak, Pearl J. Lief, Howard M. Prince

Assistant Professors: Emily Anderson, Barbara A. Bailey, Sheryl D. Brody, Martin Diner, William B. Friedheim, Douglas E. Gosnell, Peter J. Kott, James N. Perlstein

Instructor: Mary Ellen Shepard

Adjunct Faculty: There are approximately 22 adjuncts in the Department.

The Social Science Department 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.

Courses offered in the Social Science Department encompass the following areas of study: Anthropology, Early Childhood Education, Economics, Geography, Government Administration, History, Philosophy, Political Science, Psychology, Social Service 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 at least four (4) different Social Science disciplines. This includes all courses taken in the Center for Ethnic Studies which fall within the Social Science area (see pages 67-69).

NOTE:

Students required to take ESL 060, ESL 061, ESL 062, RDG 061 or RDG 062 will not be permitted to enroll in Social Science courses.

Anthropology

ANT 100 Introduction to Anthropology 3 hrs. 3 cr.

The evolution and behavior of human beings as cultural animals are the focus of this course. Students are introduced to the basic concepts and methods of the major divisions of anthropology: physical, cultural, archaeology and linguistics. Emphasis is placed on preliterate societies to facilitate the study of the interrelation of various aspects of culture.

ANT 110 Indians of North America: Their Histories and Cultures 3 hrs. 3 cr.

Not offered in 1984

ANT 200 Latin America and the West Indies: the Peoples and Culture 3 hrs. 3 cr.

Not offered in 1984

ANT 300 The Roles of Women in a Changing World/3 hrs. 3 cr.

Not offered in 1984

ANT 400 People and Societies of Asia/3 hrs. 3 cr.

Not offered in 1984

Economics

ECO 100 Introduction to Economics/3 hrs. 3 cr.

The basic economic principles of production, consumption and price determination under the 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 is examined.

ECO 200 Labor Relations/3 hrs. 3 cr.

Not offered in 1984

Geography

GEO 100 Introduction to Human Geography/3 hrs. 3 cr.

This course introduces students to the key concepts and principles of human geography. The course is designed to show how world geographic conditions such as climate, landforms, natural resources, soil, space and ecology have influenced human culture and civilization over time.

Government Administration

GOV 150 Introduction to Government Administration/3 hrs. 3 cr.

Not offered in 1984-85

GOV 250 Government Administration: Procedures and Practices/3 hrs. 3 cr.

Not offered in 1984-85

GOV 261 Seminar: Case Studies in Public Administration/3 hrs. 3 cr.

Not offered in 1984-85

GOV 381 Field Work in Government Agencies/8 hrs. 2 cr.

Not offered in 1984-85

History

HIS 101 Western Civilization: From Ancient to Early Modern Times/3 hrs. 3 cr.

This course analyzes the societies of Western civilization from their origin to early modern times. The major social, economic, political, religious and intellectual developments are examined and their impact on the development of modern Western civilization is traced.

HIS 102 Western Civilization: The Emergence of the Modern World/3 hrs. 3 cr.

This course traces the growth of the modern Western world to the present. It surveys the political, economic and social foundations of contemporary civilization.

HIS 200 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.

HIS 250 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.

HIS 260 History of the American City/3 hrs. 3 cr.
Not offered in 1984

HIS 300 Europe Since 1815/3 hrs. 3 cr.
Not offered in 1984

HIS 400 History of Latin America/3 hrs. 3 cr.
Not offered in 1984

HIS 450 Latin America in the 20th Century/3 hrs. 3 cr.
Not offered in 1984

HIS 500 Social and Intellectual History of the United States/3 hrs. 3 cr.
Not offered in 1984

HIS 600 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 is 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

HIS 650 Asia in the 20th Century/3 hrs. 3 cr.
Not offered in 1984

HIS 701 History of the Jewish People I/3 hrs. 3 cr.
Not offered in 1984

HIS 702 History of the Jewish People II/3 hrs. 3 cr.
Not offered in 1984

(continued on next page)

Philosophy

PHI 100 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 human beings have 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.

PHI 110 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.

PHI 200 Great Issues in Philosophy/3 hrs. 3 cr.

Not offered in 1984

Political Science

POL 100 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.

POL 200 Power and Politics in the United States/3 hrs. 3 cr.

Not offered in 1984

POL 300 Comparative Political Systems/3 hrs. 3 cr.

Not offered in 1984

POL 400 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 relationship 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 organizations and the political systems of the world.

Prerequisite: POL 100

POL 500 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: POL 100

Offered alternate semesters

Psychology

PSY 100 General Psychology/3 hrs. 3 cr.

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

PSY 200 Social Psychology/3 hrs. 3 cr.

Human behavior, as 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: PSY 100 or SOC 100

PSY 300 Psychology of Personality/3 hrs. 3 cr.

This course examines the psychological structure of the individual. It considers the theoretical foundations and empirical approaches to the study of personality. The focus of the course is the normal adult in relation to constitutional factors, childhood experiences and behavioral changes which occur during adulthood.

Prerequisite: PSY 100

Social Science (cont'd.)

PSY 345 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 exploration of alternatives.

Prerequisite: PSY 100, SOC 100 or SSC 100

PSY 400 Developmental Psychology/3 hrs. 3 cr.

A systematic examination is made of the behavioral changes which occur during principal stages of the life span, their flexibility and stability. Attention is given to genetic, physiological and social forces affecting human development.

Prerequisite: PSY 100, except for students in any Health Services program

PSY 450 Group Dynamics/3 hrs. 3 cr.

Not offered in 1984

PSY 500 Child Psychology/3 hrs. 3 cr.

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

Prerequisite: PSY 100

PSY 510 Abnormal Psychology/3 hrs. 3 cr.

Same as MHT 215 (see page 58)

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

Prerequisites: PSY 100 and permission of the Instructor

Sociology

SOC 100 Introduction to Sociology/3 hrs. 3 cr.

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

SOC 200 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 an understanding of social problems.

Prerequisite: SOC 100

SOC 300 Ethnic Groups In American Life/3 hrs. 3 cr.

This course studies the various ethnic groups which comprise the population of the United States—their accommodations and assimilation, their changing attitudes and impact on one another. In addition, the effects of interracial tension on personality and social organization are explored and comparative analyses with selected countries are made.

Prerequisite: SOC 100

SOC 400 Urban Sociology/3 hrs. 3 cr.

This course involves a sociological analysis of the modern city and the urban way 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: SOC 100

SOC 500 The Family/3 hrs. 3 cr.

Not offered in 1984

Social Science

SSC 100 Social Science and Contemporary Society/3 hrs. 3 cr.

This course concentrates on the important issues confronting human beings in modern society. Its purpose is 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.

Strongly recommended for students in the Business Career programs.

SSC 200 Field Experience in Italy/3 cr.

Not offered in 1984

(continued on next page)

Social Service

For the curriculum in Social Service leading to an Associate in Arts (A.A.) degree, see page 29.

SSR 110 Field Experience in Social Work/6 hrs. 3 cr.

In addition to one class hour each week, students, under professional supervision, are assigned to field work in social work agencies. Field work experience includes placements in areas of social work such as community centers, hospitals, family service agencies and agencies which work with the aged. Efforts are made to assign students to agencies whose functions coincide with students' interests.

Corequisite: SSR 150. Open as an elective to Liberal Arts students.

SSR 150 Introduction to Social Work/3 hrs. 3 cr.

The objective of this course is to help students understand social work as a helping profession and to deepen their understanding of social work goals, values, knowledge, methods and settings.

Corequisite: SSR 110. Open as an elective to Liberal Arts students.

SSR 210 Field Experience in Social Work II/6 hrs. 3 cr.

This course follows the format of Field Experience in Social Work (SSR 110). Remaining in the same field placement, the student improves his/her knowledge and strengthens his/her skills through continued practice and supervision. In the weekly class session, the agency experience is reinforced by case presentations and group discussions.

SSR 300 Social Welfare Programs and Policies/3 hrs. 3 cr.

In this course, concurrent private and public social welfare programs are studied and are placed 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.

SSR 400 Marriage and the Family/3 hrs. 3 cr.

In this course, students examine aspects of family structure and function (including family organization and disorganization, child rearing practices, interfamilial relationships and the interdependence between family and community) in terms of their relevance to the human services.

Open as an elective to Liberal Arts students.

Prerequisite: SOC 100 or PSY 100

SSR 500 Seminar on Social Welfare/2 hrs. 2 cr.

The material from previous Social Service courses is consolidated to give students a context from which to study current social work and social welfare issues. Students are introduced to the use of professional journals.

Prerequisite: Satisfactory completion of all other SSR courses or Departmental approval.

Urban Studies

URB 100 Urban Bureaucracies/3 hrs. 3 cr.

Not offered in 1984

URB 200 Government and Politics/3 hrs. 3 cr.

Not offered in 1984

URB 300 Seminar in Urban Problems/3 hrs. 3 cr.

Not offered in 1984

URB 500 Politics and Government in New York City/3 hrs. 3 cr.

(Same as POL 500)

Not offered in 1984

SPEECH, COMMUNICATIONS AND THEATRE ARTS

Chairperson: Anthony T. Millili

Deputy Chairpersons: Lois Adler, Charlotte Croman

Professors: Charlotte Croman, Doris Newburger

Associate Professors: Lois Adler, Frank S. Galassi, Anthony T. Millili, Sandra S. Poster

Assistant Professors: Ernest L. Charrier, Jenny Egan, George Fleck, Carol J. Lane, Golda Solomon

Lecturers: Susan L. Grabina, Ellwood E. Williams

Adjunct Faculty: There are approximately 11 adjuncts in the Department.

The courses offered by the Department of Speech, Communications and Theatre Arts are aimed at developing and enriching skills in communications.

The electives in Speech (SPE) introduce students to Voice and Diction, Oral Interpretation, Public Speaking, the Mass Media and Interpersonal Communication. The Theatre electives (THE), designed to develop an understanding of theatre as a humanistic study and as an art form, provide students with a broad selection of courses ranging from history and criticism to a variety of performance workshops.

The Department administers both the Corporate and Cable Communications Program (see page 22 for curriculum) and the Theatre Arts Program (see page 38 for curriculum).

Speech

SPE 100 Fundamentals of Speech/3 hrs. 3 cr.

The aim of this course is to develop effective skills in speech communication. The student examines how to generate topics and organize ideas, masters elements of audience psychology, and practices techniques of speech presentation in a public forum. All elements of speech production and presentation are considered.

Required of all students

SPE 102 Fundamentals of Speech: Language Skills/3 hrs. 3 cr.

The course is intended 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. Weekly speech tutoring is required.

This course may be taken in place of SPE 100 and satisfies the requirement for Speech.

SPE 110 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.

Prerequisite: SPE 100 or permission of Department

SPE 120 Public Speaking/3 hrs. 3 cr.

The aim of the course is to provide the student with advanced experiences in the preparation and analysis of oral presentations for professional, nonprofessional 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: SPE 100 or permission of Department

(continued on next page)

Speech and Theatre (cont'd.)

SPE 200 Voice and Diction/3 hrs. 3 cr.

Designed for those students who wish to improve their speech communication in the business and professional environment. Study of voice and articulation, development of auditory discrimination, utilization of individual and group exercises, and application of speech in group discussions and interviews. This class is particularly recommended for those whose native language is not English as well as those desiring additional improvement in speech and language.

SPE 240 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: SPE 100 or permission of Department

SPE 245 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 students to be aware of techniques of influence used by the mass media to determine social and political values. Helps students develop tools for critical analysis of and standards for discriminating consumption of the mass media.

Prerequisite: SPE 100 or permission of Department

Theatre

THE 101 Acting I/3 hrs. 3 cr.

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

Prerequisite: SPE 100 or permission of Department

THE 102 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: THE 101 or permission of Department

THE 103 Advanced Performance/3 hrs. 3 crs.

The purpose of this course is to further the work of advanced students of acting and dramatic arts. Student effort will be concentrated on elements of advanced performance skills in preparation for professional-level presentations.

Prerequisite: THE 102 or permission of the Department

THE 130 Performance for the Camera/3 hrs. 3cr.

Students are provided with practical experience in presenting themselves professionally, both on camera and on the sound stage. This course focuses on the technical aspects of media performance, (television, film and video), including the special requirements for the on-camera performer. Attention is paid to appearance, voice, movement and script analysis. Practice in utilizing facilities and equipment as they relate to performance is included.

Prerequisite: SPE 100

THE 140 Introduction to Stage Management/3 hrs. 3 cr.

An overview of the many duties and responsibilities involved in stage-managing a professional production. Areas that will be covered include: calling auditions, calling and running rehearsals, running technical rehearsals, prompting, control of properties, dress rehearsals, directional notation, light cues and union rules. Students learn to prepare and work from a Prompt-Book.

THE 141 Introduction to Theatre Management/3 hrs. 3 cr.

Methods of financing, promotion, hiring, negotiations, contracts, box office procedures, casting and administration of personnel are topics for discussion. Actual productions are discussed and examined critically from artistic, business and promotional points of view (either BMCC productions or "farmed-in" productions). Specialists in the field will be invited to participate.

THE 150 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 Europeans and Americans. This study of playwrights, production history, schools of acting, and theatre criticism includes discussion of such figures as Euripides, Shakespeare, Bertolucci, Gordon Craig, Stanislavski, Grotowski, Pinter, LeRoi Jones, and Brustein.

(continued on next page)

THE 170 Elements of Production I/3 hrs. 3 cr.

A comprehensive overview of the fundamentals of professional theatre production, including the basic skills and technical theories involved in: scene design, stagecraft, stage properties, costuming, lighting and sound. Classroom instruction is augmented by practical application where possible. Visiting professionals in appropriate fields of specialization will be brought in as guest lecturers.

THE 210 Infodrama: Commercial and Educational Documentary Writing and Performance/2 hrs. 4 lab hrs. 4 cr.

Students will research historical and factual material such as essays, diaries, eyewitness accounts and oral interviews. Acting techniques for documentary drama will be covered and an Infodrama created and performed, using characters and dialogue assembled from each student's research.

THE 220 Cabaret Theatre Workshop/2 hrs. 4 lab hrs. 4 cr.

Stresses acting techniques common to musicals, plays, opera and related forms such as cabaret singing and street theatre. Sight reading of music not required, but some musical experience or ability is a prerequisite. A performance integrating text, music, dance and characterization, possibly using material written or composed by class participants, will be the end-product of the Workshop.

THE 255 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.

THE 256 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 production of classical plays.

THE 260 Community Dramatics/3 hrs. 3 cr.

The 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.

THE 262 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 one's own plays, as well as introducing the student to the contemporary theatre and the type of plays it produces.

Prerequisite: ENG 100

THE 270 Elements of Production II: Stage Crewing/10 hrs. 4 cr.

Students are required to take active part in production, serving as crew members. Aspects of production include set construction, lighting, scene painting and properties. Specific responsibilities include serving as prop master and assisting in lighting, sound or set changes.

Prerequisite: THE 170

THE 291 Theatre Management Practicum I/3 hrs. 3 cr.

A practical course teaching the necessary techniques of professional management for theatrical publicity and press relations. The course stresses the importance of publicity and the various methods of obtaining it. Students learn to write press releases and to schedule personal appearances, as well as to focus upon the organization and function of the publicity office.

Open only to Theatre Management students.

Prerequisite: THE 141

THE 331 Basic Lighting for the Stage/2 hrs. 2 lab hrs. 3 cr.

A hands-on course designed to give students the opportunity to learn first hand (under supervision) the elements that go into lighting a production. Students will develop a working knowledge of the lighting board. They will learn to rig, focus, apply color, use special effects (gauzes, transparencies, scenic projections), make basic light plots, practice lighting cues and confront the latest technology.

Open only to Stage Management majors.

Prerequisites: THE 170, THE 270

THE 391 Theatre Management Practicum II/2 hrs. 2 lab hrs. 3 cr.

A basic training course in running a box office — consisting of lectures that are augmented by supervised practice. The BMCC box offices will be utilized as training grounds. Areas that will be covered include: necessary supplies, provisions for security, the role and duties of the box office treasurer, computerized ticket systems, sales procedures (including theatre parties and group sales), taking reservations and mail orders.

Open only to Theatre Management majors.

Prerequisites: THE 141, THE 291

THE 401 Funding for the Theatre/3 hrs. 3 cr.

The course covers various ways of raising support money for both commercial and non-profit theatre. Discussion includes extrinsic funding such as federal grants, bequests and business grants, and intrinsic raising of money through rentals, concessions and special events. Producers, fundraisers and guest lecturers from theatre organizations will contribute their expertise and augment lectures of the instructor (a professional in the field).

Open only to Theatre Management majors.

Prerequisites: THE 141, THE 291, THE 391

THE 420 Theatrical and Television Make-Up/2 hrs. 1 cr.

An introductory course in theatrical make-up including make-up for the camera. Such basic areas as characterization, the effects of lighting, youthful make-up and the aging process will be explored and will be related to some productions at the College.

Open only to Performance majors. All other students require permission of the Department.

Corporate and Cable Communications

CCC 130 Budgeting For Audiovisual Production/3 hrs. 3 cr.

Budgeting is one of the first steps in the audiovisual production process. This course teaches students how to prepare a production budget for corporate, cable and audiovisual projects. Students will learn how to work within a strict budget to insure compliance with corporate and cable television organizational requirements.

CCC 140 Teleconferencing/3 hrs. 3 cr.

Teleconferencing offers an immediate, reliable and cost efficient method of transmitting a presentation of a speaker, a new product or training material to one or more meetings/business conventions without concern for travel or shipping time. This course is designed to acquaint students with the new teleconferencing methods of today. It explores the development of teleconferencing and its varied corporate applications. Students will participate in visits to studios currently transmitting teleconferencing software.

CCC 150 Introduction To Corporate Media Applications/3 hrs. 3 cr.

This course introduces the many industrial applications of the state-of-the-art media. New technologies and current industrial communication problems will be covered. Students will study the history of modern communications and each student will be given a glossary of technical terms. The course covers corporate needs for: artists, designers, photographers, camera operators, video technicians, multi-image programmers, lighting people, and film and video edi-

CCC 160 T.V. Studio Production For Business 1/4 hrs. 3 cr.

A "hands-on" course designed to teach students every aspect of studio television production. Students will learn how to produce industrial videotapes for: training programs, corporate "news" shows, public service television spots, point-of-purchase productions, executive communications messages, new product introductions, management seminars, and sales incentive programs. Instructions will be given in basic production skills such as the operation of: cameras, studio lighting, audio switcher/fader, slide and motion picture film chain and special effects generator. Students will perform the basic functions of a T.V. studio director, floor manager and technical director.

CCC 170 Remote Production For Business 1/4 hrs. 3 cr.

Students will learn how to produce, shoot and edit industrial videotapes on campus, using 1/2" and 3/4" equipment. Productions will include pre-planned, scripted projects as well as use of interview techniques and electronic news gathering.

CCC 180 Non-Broadcast Television/3 hrs. 3 cr.

This course acquaints students with the non-broadcast news media of today: cable television, pay television, videotape, videodiscs, satellites, microwave and laser technologies, two-way cablecasting, and teleconferencing. It explores the development of industrial use of these television media and the varied applications such as training, product promotion, and sales and management seminars. Students will participate in workshops and visits to non-broadcast television facilities.

CCC 190 Videotape Editing/4 hrs. 3 cr.

Advanced students in corporate and cable communications will learn videotape editing on 3/4" videotape cassette equipment. In order to assemble sequences into a coherent story, students will learn how to remove extraneous material and build a structure through careful selections of shots and points of edit. Two videotape recorders (VTR's) and the latest editing deck will be used in this course.

Prerequisite: CCC 160 or permission of the Department

CCC 260 T.V. Studio Production For Business II/4 hrs. 3 cr.

This "hands on" course is designed to further teach students all aspects of studio television production. Students will learn how to produce industrial videotapes for training programs, corporate "news" shows, public service television spots, point-of-purchase productions, executive communications messages, new product introductions, management seminars and sales incentive programs. In addition, each student will learn to create, develop and produce programming for cable television.

Prerequisite: CCC 160 or permission of the Department

SPECIAL COURSES

DSL 101 Academic Life and Skills/1 hr. 1 cr.

This skills development course, offered by the Student Life Department, is designed to thoroughly familiarize students with the language, structure and organization of the College. The course also explores the elements of effective educational/career decision-making and helps students acquire study skills that will facilitate and enhance their classroom performance. Specialized counseling is also an important component of this course.

INT 100 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 following the American Bicentennial.

Prerequisites: 30 credits; English I and II.

Not offered in 1984-86

INT 200 The Great Cities: Centers for Intellectual and Cultural Achievement/3 hrs. 3 cr.

Several cities will be studied that have led the world in some field of culture or the intellect during a period of history. The cities will be selected to give contrasts in time, geography and culture. The achievements that made a given city a world capital will be emphasized, along with the geographical, historical, economic, sociological, artistic, mathematical, scientific, musical, and philosophical factors which led to these achievements. This course will be taught by a team of specialists. Some sessions will be held at cooperating New York City museums.

Prerequisites: Completion of all remedial requirements and two courses from the following: Art History, History, Sociology, Anthropology, Human Geography, Social Science and Contemporary Society.

Continuing Education and Community Service Programs

Through the Office of Continuing Education, the Borough of Manhattan Community College responds to community needs by providing specialized classes and career information. The primary function of the Office is to provide flexible learning alternatives for adults, particularly in retraining and upgrading skills. In addition, the Office of Continuing Education works in cooperation with community organizations to train underemployed and unskilled workers to successfully function in an increasingly competitive job market. The Office also responds to requests by business and health agencies to organize educational programs tailored to the needs of their employees.

The following programs and courses are currently offered by the Office of Continuing Education and Community Service:

The Institute of Study for Older Adults

The Office of Continuing Education runs courses on various topics in senior centers in Manhattan, under a subcontract from New York City Technical College's Institute of Study for Older Adults.

Certificate Program for Hospital Employees

Our Office runs a number of non-clinical courses with the cooperation of approximately twenty hospitals in New York City for their employees.

Nursing Continuing Education

In cooperation with the New York State Nurses Association's Council on Continuing Education, the Office offers licensed practical and registered nurses courses and programs relevant to their continuing professional development. Courses in the program are clinical, such as *Hemodynamic Monitoring*, or non-clinical, such as *Assertiveness Training for Nurses*. All successful participants receive Continuing Education Units which are recognized by the New York State Nurses Association as evidence of continuing professional development. The

courses are run at the College and at the twenty cooperating hospitals in New York City.

Private Sector Employee Training and Development Program

The Office of Continuing Education works closely with training and development departments to design, develop and implement customized programs structured to meet specific needs. The primary objective is to augment individual programs with low cost, professional in-house training. We specialize in the areas of communications, clerical and organizational development skills training.

Public Sector Employee Training and Development Program

Our Office works closely with governmental, union and community organizations to increase the productivity and potential of public sector employees. We specialize in the areas of clerical, organizational and developmental skills training. Examples of our clientele include the New York City Human Resources Administration, the New York State Civil Service Department, the U.S. Post Office and Local 1199.

State University of New York Independent Study Program

The Independent Study Program, sponsored by the State University of New York through its Empire State College, provides an opportunity for students to earn college credit by correspondence. The Borough of Manhattan Community College has participated in the program since 1968 and offers courses in liberal arts and business.

English as a Second Language

Offered at both the Martin Luther King, Jr., High School and the new campus at 199 Chambers Street are basic, intermediate and advanced levels of English as a Second Language courses.

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Traffic Management

The Office of Continuing Education is providing training in the field of traffic management on a tuition-free basis. Successful participants will receive job placement assistance.

Tuition Program

A number of courses focusing on the interests of the general public are offered at both the Martin Luther King, Jr., High School and the BMCC campus at 199 Chambers Street. Courses are offered under the general headings of Career Development, Business Skills and Personal Development. Under these headings, courses include: Word Processing, Management for Personnel Placement Consultants, Actors Workshop and Private Pilot Ground School.

Manhattan House of Detention

The College, through a program developed by the Office of Continuing Education and funded by the Corrections Consortium, serves

inmates at the recently re-opened Manhattan House of Detention. The program concentrates on testing, skills assessment and counseling of inmates. High School Equivalency and college level courses may be offered depending upon the amount of time inmates stay at the facility.

Association for the Help of Retarded Children

The Office of Continuing Education and the Association for the Help of Retarded Children (A.H.R.C.) are cooperating to offer a series of Continuing Education courses on Saturdays during 1984-86 for mentally retarded adults. The first course being run is The Psychology of Daily Living.

Securities Operations Clerk Training Program

Funded under a contract with the Private Industry Council, this program trains adults to monitor and perform transactions involving stocks and bonds in brokerage houses, banks and insurance companies.

For further information regarding courses and programs, contact the Office of Continuing Education, room S763 or call 618-1532.

CUNY/BMCC Special Programs

CUNY and BMCC provide educational programs to help you develop beyond your academic degree requirements.

The following special programs are available:

CUNY Baccalaureate Degree Program

The CUNY Baccalaureate Degree Program permits mature and highly motivated students to design their own academic programs under the guidance of a faculty committee. If you have a definite career objective and you are interested in designing a totally individualized program of study leading to a B.A. or B.S. degree, please make an appointment with Dr. Francis N. Elmi, Campus Coordinator of the CUNY B.A. Program, room S334.

CUNY Law School

The City University of New York Law School at Queens College reflects an expansive view of the functions of law and lawyers in society, and includes a significant core of required courses that integrate related subject matter.

The admissions program seeks to identify candidates with strong academic abilities and qualities that make an outstanding lawyer — judgment, initiative, empathy, interpersonal competence and the ability to work collaboratively as well as independently.

The school works actively to develop job opportunities in public and private positions.

Directed Study

The Directed Study Program is available for advanced students to work independently of a formal classroom situation.

Within each department, courses numbered 901-909 are Directed Study codes. For example, a course numbered 901 indicates a 1-credit course, 902 a 2-credit course, etc. A maximum of 9 credits may be earned. *For information on eligibility and enrollment procedures, please contact the Department Chairperson of your particular field of interest.*

New York/Paris Exchange Program

The New York/Paris Exchange Program offers CUNY students in all disciplines the opportunity to study at one of the universities of Paris for one or two semesters. Students should have a "B" average in their major and four semesters of college french or the equivalent proficiency. For further information or an application, please write or telephone: Dr. Maxine Fisher, New York/Paris Exchange Program, Baruch College, 17 Lexington Avenue, Box 339, New York, NY 10010; (212) 725-3135.

Study Abroad Program

A number of study programs, granting from three credits for a three week program to six credits for a six week program in a foreign country, are offered. Interested students should call the chairperson for the ad hoc Committee for Study Abroad, 618-1368.

BMCC ADMINISTRATION and STAFF

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(continued on next page)

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The City University of New York (CUNY) is an urban institution noted for its commitment to academic excellence and open admissions. CUNY's beginning dates back to 1847 when the Free School — now known as The City College — was established in order to provide free higher education to the City of New York. Today CUNY is a public institution comprised of ten senior colleges, seven community colleges, affiliated medical schools and two university-wide doctoral programs.

Under CUNY's open admissions policy, any student with a high school or equivalency diploma is admitted to any CUNY college. Since 1969, when open admissions was instituted, enrollment rapidly increased to comprise a student body from various socio-economic levels and ethnic backgrounds. To serve the educational needs of its diverse student body, CUNY has provided new facilities, new programs and innovative research methods. The largest university sponsored program in the nation that aids disadvantaged high school youth enter and stay in college was developed by CUNY. Also developed were urban centers that offer vocational training and college adaptor courses. The following are some of the services provided by CUNY to help students and prospective students with their educational needs:

Office of Admission Services

The Office of Admission Services (OAS) assists all prospective students and applicants who are interested in attending one of the

colleges of The City University of New York. OAS, in conjunction with the University Application Processing Center (UAPC) processes all freshman and advanced standing transfer applications and evaluates all foreign educational documents. The office is located at 101 West 31st Street in Manhattan and contains the following divisions:

The Information Center: Provides information on CUNY admissions procedures, international student admissions, financial aid, CUNY programs and General Equivalency Diploma (GED) information. The Center is open Monday through Thursday, from 9:00 a.m. to 5:45 p.m., and Friday from 9:00 a.m. to 4:45 p.m.

School and Community Services: Disseminates pre-admission information on CUNY to students and guidance counselors in all New York City high schools and most of the large community agencies.

New York City Regional Center for Lifelong Learning: Housed at the Office of Admission Services, the Center for Lifelong Learning provides interested applicants, guidance counselors and community agencies with information about post-secondary educational opportunities available in New York City.

In addition, OAS administers the College Level Examination Program (CLEP) and the Test of English as a Foreign Language (TOEFL). Other functions include the preparation of CUNY publications such as The Guide to Admissions and The CUNY Community Newsletter.

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Institutional Master List which is registered with the New York State Education Department

All students registered in any of the following approved programs are eligible for Federal, State and City assistance, provided the student meets the individual requirements in each specific financial aid program.

Program Name	Program Code	HEGIS Code	Type of Degree Awarded	Date Registered
Accounting	01080	5002	A.A.S.	3/72
Business Administration	01076	5004	A.A.	3/72
Business Management:	01081	5001	A.A.S.	3/72, 9/77
Banking & Finance		5003	A.A.S.	
Marketing		5004	A.A.S.	
Credit & Collections			A.A.S.	
Sales Management			A.A.S.	
Real Estate			A.A.S.	
Retailing			A.A.S.	
General Management			A.A.S.	
Travel and Tourism			A.A.S.	
Community Mental Health Technology	01097	5216	A.S.	8/79
Corporate & Cable Communications	TBA	5008	A.A.S.	12/82
Data Processing:	01091	5101	A.A.S.	3/72
Operations			A.A.S.	
Programming			A.A.S.	
Liberal Arts	01079	5649	A.A.	
Dance			A.A.	3/72
Fine Arts			A.A.	
Government Administration	01077	5508	A.A.	3/72
Music—Performing Arts			A.A.	
Physical Education			A.A.	
Recreation Leadership	01104	5506	A.A.	
Social Service	01103	5506	A.A.	3/72
Urban Studies	01078	5501	A.A.	3/72
Medical Record Technology	01094	5213	A.A.S.	3/72
Nursing	01093	5208.1	A.A.S.	9/74
Respiratory Therapy Technology	01096	5215	A.A.S.	3/72
Secretarial Science	01089	5005	A.A.S.	3/72
Executive			A.A.S.	
Bilingual			A.A.S.	
Legal			A.A.S.	
School			A.A.S.	
School Bilingual			A.A.S.	
Word Processing			A.A.S.	

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COLLEGE POLICY

The Borough of Manhattan Community College is an Affirmative Action Equal Opportunity Institution. The College does not discriminate in any way, on the basis of sex, age, color, race, religion, national origin or physical handicap in its admission or retention policies, educational or activities programs, hiring or other employment procedures.

It is a violation of University and College policy for any member of the college or university community to engage in sexual harassment

or to take action against an individual who reports an incident of sexual harassment. Sexual harassment shall include unwelcome sexual advances, requests for sexual favors, and other verbal or written communications or physical conduct of a sexual nature when made a condition of or basis for employment or academic standing or designed to interfere with or affect the work or academic environment.

The College's Affirmative Action Officer is Alyne Coy, Director of Personnel, room S710, tel: 618-1592.

BMCC

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