

1990-92  
COLLEGE  
BULLETIN



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BOROUGH OF

**MANHATTAN COMMUNITY COLLEGE**

THE CITY UNIVERSITY OF NEW YORK



**25**<sup>TH</sup> BOROUGH OF MANHATTAN  
COMMUNITY COLLEGE  
ANNIVERSARY  
1964-1989

Borough of Manhattan Community College  
The City University of New York

ADDENDUM TO 1990-92 COLLEGE BULLETIN

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). In the case of excessive absence, the instructor has the option to lower the grade or assign an 'F' or 'WU' grade.

Lateness

Classes begin promptly at the times indicated in the Schedule of Classes. Arrival in classes after the scheduled starting time constitutes a lateness. Latecomers may, at the discretion of the instructor, incur an official absence.

F Grade

This grade is given for failing classwork. The University Board of Trustees has passed the following policy on computing the F grade: Beginning September 1, 1990, when an undergraduate student receives the earned academic grade of F or an administrative failing grade, and the student subsequently retakes the course and receives a C or better, the initial grade of F will no longer be computed into the Grade Point Average. The F grade will remain on the transcript. The number of failing credits that can be deleted from the Grade Point Average shall be limited to sixteen for the duration of the student's undergraduate enrollment in institutions in The City University of New York.

Courses offered in the following areas are classified as Liberal arts-general education:

A.



**BOROUGH OF**  
**MANHATTAN COMMUNITY COLLEGE**

THE CITY UNIVERSITY OF NEW YORK

199 CHAMBERS STREET  
NEW YORK, NEW YORK 10007

THE PROGRAMS, REQUIREMENTS, TUITION, AND FEES SET FORTH IN THIS CATALOG ARE  
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ADMINISTRATION AND THE BOARD OF TRUSTEES OF THE CITY UNIVERSITY OF NEW YORK.

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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 is 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.

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**DEAR STUDENT:**

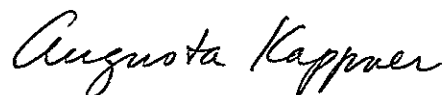
Welcome to Borough of Manhattan Community College of The City University of New York. Located in the heart of the financial and governmental district and in the fastest growing community in New York City, Borough of Manhattan Community College provides students with a unique environment and opportunity to pursue a high quality education.

At Borough of Manhattan Community College, our faculty and staff are committed to your future, and will work with you to create a successful learning experience. Our facilities are among the newest and finest in The City University of New York. They include modern lecture halls, science and computer laboratories, a media and communications center, a gymnasium, swimming pool and fitness center, and three theatres. We invite you to use these outstanding resources to the fullest.

This year, the college celebrates its 25th anniversary of cultivating the talents and interests of its diverse student body. Our mission is to prepare students to enter a career with the kind of skills that are highly marketable in the 21st century. Today, we face issues and challenges that are critical to our planet and to the quality of life for all people of the world. We face them with our commitment to providing a quality education for you as you prepare for a successful career and your future contributions to society.

We look forward to your active participation in the Borough of Manhattan Community College learning community.

Sincerely,



Augusta Souza Kappner  
President



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## A PROFILE

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 of 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 Borough of Manhattan Community College opened in 1964, partnerships were established with community businesses for the expressed purpose of training students to fill their personnel 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 development 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. It became necessary for BMCC to expand its classroom space from two floors in a commercial building to seven locations throughout the mid-town 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, became occupied in January 1983. The modern structure, spanning 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 library is equipped with 550 study carrels which 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 inter-

collegiate-size swimming pool, and a gymnasium which can be divided into three regulation basketball courts.

### OTHER FEATURES AT BMCC

- ▶ A day care center.
- ▶ A Media Center containing television and audio studios.
- ▶ A comprehensive College Bookstore.
- ▶ A weightlifting room with a universal gym, rowing machines and stationary bicycles.
- ▶ Two dining facilities and a snack bar.
- ▶ Production facilities for television programs and videotapes.

### THE MEDIA CENTER AT BMCC

The Media Center at Borough of Manhattan Community College is a sophisticated complex of media distribution, production and post-production facilities. In addition to offices, the Center consists of: two television studios, one, a broadcast-quality studio, the other an industrial-grade studio; an audio studio; an on-line A/B editing suite; a video graphics facility, an equipment distribution facility and an off-line videotape editing laboratory housing 7 editing suites, graded in complexity.

The equipment inventory currently totals in excess of 1 million dollars. The Center employs 17 full-time and part-time personnel.

The College is wired for 2-channel, closed circuit TV distribution, with a drop in every classroom, office and meeting space. There are also 7 points on campus where our studio cameras may be placed for remote location work.

The Media Center performs several functions for the College. First, it serves as a teaching laboratory for the College's Corporate and Cable Communications program.

Second, as production facility for the College, it produces original programming for the administration, for the academic departments, and for the other branches of the University.

And third, it provides media support to BMCC student groups, club activities, and classroom needs.

The Media Center at Borough of Manhattan Community College is among the best equipped academic media centers on the East Coast and offers excellent training and support for both the community and our student population.

As it has done for over twenty-five years, Borough of Manhattan Community College continues 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 a rapidly changing technological society.



**ADMISSIONS**

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

**TO APPLY**

Fill out one application only and pay a \$30.00 non-refundable application fee. Applications are available at • public high schools • selected community centers • The City University's Office of Admissions Services, 101 West 31st Street (6th Floor), New York, NY 10001 • The Admissions Office at Borough of Manhattan Community College, Room S300, 199 Chambers Street, New York, NY 10007, (212) 618-1800.

**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 6 types of applications:

**1. The Undergraduate Freshman Application for Admission**

This application is for students who are applying for regular City University programs, for students who wish to apply for the College Discovery Program, and for students who have been educated abroad. 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.
- ▶ you have foreign educational credentials.
- ▶ you have a temporary Visa for study in the United States.
- ▶ you have applied for a temporary Visa for stay in the United States.

**2. The Undergraduate Transfer Application for 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.

Use this application if:

- ▶ you have foreign educational credentials.
- ▶ you have a temporary Visa for stay in the United States.
- ▶ you have applied for a temporary Visa for stay in the United States.
- ▶ you have previously attended college and plan to pursue a degree.

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

**3. Application for Non-Degree Status**

This application is 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 Borough of Manhattan Community College, 199 Chambers Street, Room S300, New York, NY 10007.

**4. Personalized Application**

Current high school seniors in the New York City public schools (and several parochial schools) will receive Personalized Applications. Students should complete the application and return it, with a thirty dollar (\$30.00) bank check or money order application fee, to the high school, which will mail the form to the University Application Processing Center.

**5. Second Degree Application**

Students who have earned an Associate's degree at 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. In addition, the student must complete a minimum of 32 credits at BMCC after receiving their first Associate Degree.

**6. Readmission Application**

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. Fill out a Readmission Application in the Admissions Office, Room S300, and pay a \$10.00 application fee.

If you previously attended BMCC, then transferred to a different institution and 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

**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 and Transfers)	March 15	November 1

**Note:** All applications will be considered on a rolling admissions basis.



**AFTER YOU'RE ADMITTED**

**Skills Assessment Examination**

The Freshman Skills Assessment Tests are required of all entering freshmen. The tests measure skills in the areas of reading, writing and mathematics, and are administered after admission to the College. In each of these areas CUNY and BMCC have established minimum standards defining readiness to do college work. As a result of the assessment process, students may be declared exempt from remedial courses in any or all skills areas; or they may be assigned to appropriate remedial courses in those areas deemed weak. (Please note that remedial courses do not offer credit.) In order to transfer from a CUNY community college to a CUNY senior college, students must have passed all three tests. Students should consult the appropriate CUNY campus for the required passing scores.

At BMCC, all academic departments have designated minimum reading, writing and/or mathematics levels necessary for enrollment in academic courses. These levels, or basic skills prerequisites, can be found in the Basic Skills Guide. Students should consult the Guide in planning their academic schedules.

**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.

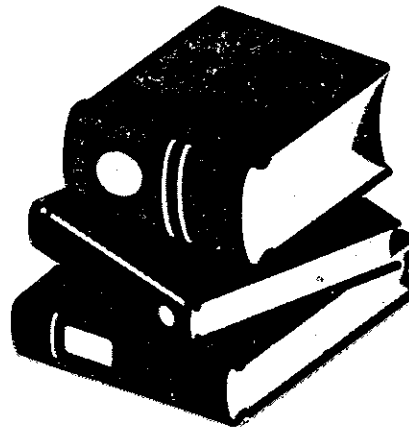
The forms must be received by the deadline dates established by the Admissions Office. NON-MATRICULATED (non-degree) students are not required to submit the medical examination report, unless you plan to register for a Physical Education Class. As a result of New York State Public Health Law #9165, passed in June 1989, all students attending post-secondary institutions must demonstrate proof of immunity against measles, rubella and mumps.

**Freshman Orientation**

All new students are required to attend a special pre-registration orientation session. Orientation sessions are specifically designed to help students successfully adjust to college life and to utilize the various college resources.

**STUDENT 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.



At BMCC, each department has its own requirements for accepting transfer credits. Please confer with the department in which you plan to major to ensure that you understand their transfer credit requirements.

**Non-Degree**

Students who do not wish to pursue a degree-granting program have non-degree status.

**Note:** *STUDENTS WHO WISH TO CHANGE FROM A NON-DEGREE TO A MATRICULATED STATUS MAY DO SO IN THE ADMISSIONS OFFICE (S300) AFTER AT LEAST ONE SEMESTER OF COLLEGE WORK HAS BEEN COMPLETED. MATRICULATION WILL BE GRANTED IF REGULAR ADMISSIONS REQUIREMENTS ARE MET.*

**Matriculation**

To become matriculated, students must select a program, fill out a change of status form in the Admissions Office, and agree to take all courses required for the Associate's Degree.

**Full-Time**

For description of Full-Time status, see page 5.

**Part-Time**

For description of Part-Time status, see page 5.



**TUITION AND FEES**

**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 must 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 (5320), 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 non-instructional fees, except application fees.
- ▶ All tuition and fees are subject to change without notice, regardless of the tuition and fees in effect at the time of application as mandated by the Board of Trustees, CUNY. All tuition must be paid at the time of registration.

**STUDENT ACTIVITIES FEES**

- 1. Full-Time Students ..... \$39.85†
- 2. Part-Time Students ..... \$19.85†
- 3. Summer Session Students ..... \$19.00

†Includes 85 cents 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 processed, 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 \$10.00, even though three transactions were made. However, if you decide at a later date to make additional program changes, you must complete another Change of Program Form and pay an additional \$10.00 fee. There is no charge only to 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) .... \$30.00
- 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) ..... \$10.00
- 10. Special Examinations ..... \$15.00  
(each additional exam \$5.00—maximum \$25.00 per semester)
- 11. Duplicate Bill ..... \$5.00

**†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 79 for detailed information.)

**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 that you receive a computerized receipt. It is your only proof 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 due date indicated, your course selection will be cancelled.**

**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. Credit cards will not be accepted for payments of less than \$100.00.

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 of his/her tuition and fees to Borough of Manhattan  
Community College.

\_\_\_\_\_  
Signature of Card Holder

### STUDENT STATUS

#### Full-Time

To be considered a full-time student, you must be enrolled in at least twelve (12) credits or equated credits each semester.

**First-semester freshmen taking non-credit remedial, developmental or compensatory courses must be enrolled in at least three (3) credits.** The contact hours of the remedial, developmental or compensatory courses will be used to calculate the remainder of the full-time credit requirement.

Students who are not first-semester freshmen and are taking non-credit remedial, developmental or compensatory courses must carry at least six (6) credits. In such cases, the contact hours of the remedial, developmental or compensatory courses will be used to calculate the remainder of the full-time credit requirements. (There is an exception to this rule; see STAP requirements below.)

Contact hours for the following courses may be used to satisfy the full-time credit requirements. (Tuition for these courses is charged on the basis of contact hours.)

- ESL** (all courses)
- MAT** 010, 011, 012, 051, 055
- RDG** (all courses)
- ENG** 088, 090
- ACC** 101, 106, 111

#### Full-Time Status and Financial Aid Eligibility

Students must also be aware of the relationship between full-time status and their eligibility for certain financial aid programs. In order to be eligible for:

#### STAP

- ▶ A student must be enrolled in at least six (6) credits and six (6) hours in a non-credit remedial course(s) as part of the full-time load.
- ▶ STAP is available only to students who have not received State assistance (TAP) prior to the 1981-1982 school year.
- ▶ Students are eligible for STAP for two (2) semesters only.

#### TAP

- ▶ A student must be full-time (see Full-Time definition above).
- ▶ Students must meet academic progress and program pursuit requirements (contact the Financial Aid Office, Room N340, for information).
- ▶ Undergraduate students are eligible for a total of eight (8) semesters of TAP.
- ▶ College Discovery (CD) students are eligible for a total of ten (10) semesters of TAP.

#### Part-Time

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

### 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 are 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.

#### Part-Time Student Tuition Waivers

There are two basic tuition waiver programs for part-time students: (1) Part-Time Tuition Waiver Program (PTTW), a New York City financial aid program (formerly known as CAP) and (2) Aid for Part-Time Study (APTS), a New York State financial aid program.

#### PTTW

To be eligible for a part-time tuition waiver, a student must:

1. Be enrolled in at least six (6) credits or equated credits and less than twelve (12) credits or equated credits at the time of initial registration.
2. Be matriculated in a course of study leading to an undergraduate degree.
3. Be a U.S. citizen, permanent resident alien or other eligible classification.
4. Be a New York City resident for at least one year.
5. Have an eligible Pell Grant Student Aid Index (SAI)\*. The amount of the waiver is based on the SAI.

#### APTS

To be considered for an APTS award a student must:

1. File an APTS application by the established deadline.
2. Be enrolled in at least six (6) credits or equated credits and less than twelve (12) credits, with at least three (3) of these being degree credits.
3. Be matriculated in a course of study leading to an undergraduate degree.
4. Be a U.S. citizen, permanent resident alien or other eligible classification.
5. Be a legal resident of New York State for at least one year.
6. Have an eligible Pell Grant Student Aid Index (SAI)\*. The amount of the APTS award is based on the SAI.
7. Remain in good academic standing.
8. Have already earned six (6) degree credits.





9. Not have used up eligibility for TAP or other New York State financial aid programs for full-time study.
10. Meet the established income guidelines.

*\*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**

Refunds will be made in accordance with the schedule below:

	Tuition Refund	Tuition Obligation
Withdrawal prior to the first day of class	100%	—0—
Withdrawal during the first calendar week of classes	75%	95%
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.**

**STUDENTS ON PERMIT**

**To Other Units of CUNY**

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. Must have a GPA of 2.0.
2. Obtain permit from Registrar's Office at BMCC.
3. Complete permit with all appropriate information.
4. Secure chairperson's signature.
5. Complete a Course Selection Form.
6. Pay fees to Bursar. Bursar validates permit.
7. Take validated permit to Registrar. Registrar signs and places College Seal on permit.
8. Take BMCC permit and other Bursar's receipt to registration at other unit of CUNY.
9. Request other CUNY unit to forward transcript to BMCC at the end of the semester.

**Note:**

- ▶ Each department has its own requirements regarding permit credit. Please confer with the department before registering as a permit student at another CUNY college.
- ▶ At least 32 credits of the total number of credits required for graduation must be earned at BMCC. However, under no circumstances shall more than 34 earned credits granted from another institution be applied toward graduation from BMCC.

**From Other Units of CUNY**

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

- ▶ Follow steps 1-6 (above) 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 the Office of the Registrar 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. The following financial aid programs are limited to matriculated students.

**SOURCES OF FINANCIAL AID**

**Tuition Assistance Program (TAP)** is a New York State program designed to help eligible students meet tuition costs. It is money paid directly to the school for tuition only. To be eligible, a student must be a U.S. citizen or permanent resident or hold an I-94 visa as a refugee, paroled refugee or conditional entrant, and be a legal resident of New York State. A student must be enrolled for at least 12 credits, meet the economic and academic requirements of the program and not be in default of a Stafford Loan. A student must also meet specific academic performance criteria for continued receipt of state tuition assistance.

**Supplemental Tuition Assistance Program (STAP)** is a New York State 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 their full-time course load. Recipients of STAP must meet the same residency and economic requirements as TAP recipients. A student must meet specific academic performance criteria for continued receipt of state assistance.

**Aid for Part-Time Study (APTS)** is a New York State grant program designed, to help part-time students meet tuition costs. It is money paid to the school for tuition only. To be considered for APTS you must be pursuing an undergraduate degree as a part-time student, be registered for at least 6 credits, have already earned 6 degree credits in a previous semester (can include transfer credits), and be in good academic standing for New York State award programs. A student must be a legal resident of New York State and be a U.S. citizen, permanent resident or hold an I-94 visa as a refugee, paroled refugee or conditional entrant. A student must show evidence of having filed a PELL application and meet the income criteria for the program. The student must not be in default of a Stafford Loan or have used up his/her eligibility for TAP or other New York State financial aid programs for full-time study.

**Part-Time Tuition Waiver (PTTW)** is a New York City financial aid program formerly known as CAP. It is designed to help economically disadvantaged part-time students meet tuition costs. To be considered for PTTW you must not be eligible to receive Assistance for Part-Time Study and you must have an eligible Student Aid Index of 0-2000. In order to qualify for the waiver, you must be a resident of one of the five boroughs of New York City, matriculated and enrolled for at least half-time at your initial registration.

**Vietnam Veterans Tuition Award Program (VITA)** is a New York State program designed to help Vietnam veterans meet the cost of either full-time or part-time tuition. It is money paid directly to the college for tuition only. To be eligible for VITA, (a) you must have served in the armed forces of the United States in Indochina between January 1, 1963 and May 7, 1975; (b) must have been discharged from the service under other than dishonorable conditions; (c) must have been a resident of New York State on April 30, 1984, or have been a resident at the time of entry into the service and resumed residency by September 1, 1987; (d) must be enrolled as a matriculated full-time or part-time student; (e) must if full-time apply for TAP and PELL, if part-time apply for PELL only; (f) must establish eligibility for VITA on or before September 1, 1990, through application to the New York State Higher Education Services Corporation; and, (g) must be in good academic standing for New York State award programs.

**Pell Grant** is a federally funded program designed to help eligible students meet a portion of their educational expenses. Eligible students must be U.S. citizens, permanent residents or other eligible classifications of non-citizen and have not earned a first bachelor's degree. The amount of the grant depends on the Student Aid Index, the number of credits taken, college costs and financial needs of the student. Pell Grants are available for both part-time and full-time study.

**Supplemental Educational Opportunity Grant (SEOG)** is an award given to students who enroll for at least six (6) credits or equated credits per semester and show exceptional financial need. It is grant assistance which does not have to be repaid. SEOG awards are generally made to students who also request some type of self-help aid such as College Work-Study or Perkins 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) credits or equated credits per semester. Students who are awarded college work-study are placed in a job either on or off campus, depending on the amount of the award, class schedule and job skills.

**Perkins Loan (formerly National Defense Student Loan)** is a low interest loan of 5% awarded to students who demonstrate the need for financial assistance to meet their educationally related expenses. A Perkins Loan does not have to be repaid until the student graduates, withdraws, or otherwise becomes ineligible for a deferral.

**College Discovery (CD)** is a special program funded by New York State for financially and educationally disadvantaged students. At the time of admission to the College, if the student completes the special program section of the Admissions application, students are considered and chosen by lottery to be participants in the College Discovery program. Students who are in the CD program may receive stipends, money for books and money for college fees which do not have to be repaid.



**Stafford Loan (formerly Guaranteed Student Loan)** is a low interest loan made to students from a lender, such as a bank, credit union or savings and loan association. The loan is insured by New York State Higher Education Services Corporation (HESC), the agency authorized to administer the Stafford Loan program in New York State. The Stafford Loan is a need-based program and must be repaid. In order to be eligible for a Stafford Loan, you must be a U.S. citizen, permanent resident or other eligible classification of non-citizen and be enrolled at least half-time. Prior to your application for Stafford Loan, PELL eligibility must be determined.

**Supplemental Loan for Students (SLS)** allows students to borrow money for their education in addition to the amounts allowed under the Stafford Loan program. The loan has a variable interest rate which is determined each year. An SLS is available to independent students who attend college at least half-time. A student must meet the same eligibility requirements as Stafford Loan.

**Parent Loan for Undergraduate Student (PLUS)** allows the parents of dependent students to borrow money to help pay for children's education. All PLUS loans require a credit check and loans will be approved based on the parents' past credit history. The PLUS loan has a variable interest rate which is determined each year. Repayment of the loan begins within 60 days following disbursement of loan proceeds to the parent. Eligibility requirements are the same as for Stafford Loan.

**OTHER SOURCES OF FINANCIAL AID**

**Mayor's Scholarship Program (MSP)** is a student financial aid program established by the Mayor's Office of the City of New York and sponsored by the U.S. Department of Housing and Urban Development. It is administered by ARIC (a non-profit agency) and provides supplemental financial aid to full-time, resident eligible, matriculated students. A MSP award is a grant and does not have to be repaid.

**Short-Term Loans** are made through the BMCC Student Association and approved through the Office of Financial Aid. These loans are available on a limited basis to students who have an educationally related emergency situation and have other financial aid monies outstanding that can be used in repayment of the loan.

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 Office of Financial Aid, Room N340.

**Assistant to the Dean of Students:** A. Makea McDonald.  
**Professors:** James Blake, Joyce Bland, Alvin Davis, Ardie D. DeWalt, Francis Elmi, Michael Giammarella, Matthew Lanna, Gustave Manasse.

**Associate Professors:** Frances Fascetta, John Little, Sample Pittman, Ellen Simon.

**Assistant Professors:** Gloria Clyne, Mary Padula, Milton Stubbs.

**Instructors:** June Hendricks, Pedro Perez, Vanessa Rozzelle, Beryl Duncan-Wilson.

**Lecturers:** Irma Fernandez.

**Director of Financial Aid:** Howard Entin.

**Higher Education Associate:** Todd Boressoff, Kevin McGowan.

**Higher Education Assistant:** Anne Fuchs, George Rhinehart, Jacqueline Stoute, Bertina Tyler.

**Assistant to Higher Education Officer:** Roger Blackmon, Ralph Buxton, Vaughn Dunn, Carlene Knights, Wilbert Grant, Mayra Yopez.

**College Work Study Coordinator:** Laura Sagastiverza.

**Staff Nurse:** Elaine Wint.

**Adjunct Faculty:** There are approximately 6 adjuncts in the Department.

The course offered by the Student Life Department is required for all entering students who have never been to college before (i.e., have not completed at least one semester at a college). It is optional for all other students.

**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 facilitate and enhance their classroom performance. Specialized counseling is also an important component of this course.

The Department of Student Life provides counseling services to help make your college experience as rewarding as possible. The counseling faculty and staff will help you make decisions about your educational and occupational directions and goals. If you wish to speak with someone about a personal, social, family, financial, or academic (withdrawal from courses, appeal of grades, academic standing, academic dismissal) problem, please go to the Counseling Center, 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 Department of Student Life.



**STUDENT LIFE**

**Dean of Students and Chairperson:** Kenneth P. D'Oyen.  
**Associate Dean of Students, Director of Counseling:** Daisy Alverio.



**COUNSELING**

**Academic Probation**

Counseling for students who have fallen below the academic retention standards.

**Career Counseling**

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

**College Discovery Program**

The College Discovery Program is specifically designed for a select number of students chosen before they are admitted to BMCC. Students cannot apply for the College Discovery Program after enrolling in BMCC or any other CUNY College. The only exception is students who transfer from one CUNY College to another. These students must have been in SEEK or the College Discovery Program at their former college. The College Discovery program provides academic support through outreach services, and offers individual and group counseling, tutoring, developmental skills workshops and cultural enrichment experiences.

Professor Joyce Bland, Acting Director .....S326

**Disabled Student Counseling**

All students who have medical and/or physical limitations that may affect their academic pursuits should contact Prof. John Little, room S325.

**Financial Aid Counseling**

Financial Aid Counselors are available in the office of Financial Aid (N340) to discuss your eligibility requirements for various financial aid programs administered by BMCC and to supply information on loan interest rates and repayments. Major sources of financial aid are grant, loan and work-study programs. For a complete explanation of your rights and responsibilities when applying for financial aid programs, please obtain a copy of BMCC's financial aid brochure in Room N340.

**Foreign Student Counseling**

Counseling for foreign students with problems relating to immigration, exchange and study abroad programs, and tuition waiver applications are available in room S329. Contact Prof. Michael Giammarella.

**Honors Counseling**

Students seeking information on scholarships and other academic honors and awards are encouraged to see Professor Marie Harleston in Room S330.

**Psychological Counseling**

Professional psychologists and social workers are available for students who feel that they need more specialized assistance in resolving personal, social, psychological or other problems. Such specialized counseling is given on an individual or group basis. In some cases, referrals are made to appropriate community agencies. Communication between student and psychologist or social worker is strictly confidential and *never*

included in the student's College records. For more information, consult your counselor or Dr. Matthew Lanna, room S337.

**Transfer Counseling**

Transfer information for the student interested in furthering his/her education is available in the office of Transfer Counseling, Room S434. Dr. Mary Padula, Director of the Transfer Office, will assist students who wish to transfer to another academic institution.

**OTHER STUDENT LIFE SERVICES**

**Student Activities S215-618-1108**

The Office of Student Activities, in cooperation with the Student Government Association (SGA), plans and coordinates educational, cultural and social programs to enhance the college experience of BMCC students. The Office distributes discount and free tickets to Broadway plays, sporting events, concerts and other activities sponsored by various student clubs and organizations. As a student at BMCC, you will soon find out that there are many interesting and fun things to do. All you have to do is get involved...join a club...keep abreast of what's happening on campus by reading "This Month at BMCC."

For more information about clubs visit the Office of George Rhinehart, Director S227

**Clubs and Organizations**

Clubs and organizations are chartered to serve the diverse needs and interests of our students.

They are avenues for forming friendships, cultural expression, skill development or aiding you in your future career.

The clubs receive a budget from the SGA and offer programs and activities for the entire student body. A complete list of all current clubs and their meeting places can be obtained from the Office of Student Activities. If you wish to form your own club, feel free to visit the Office of Student Activities for more information.

**Orientation Program**

A first-term student registered at the Borough of Manhattan Community College is required to attend a special preregistration orientation session.

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

**Health Services Office N303 618-1120**

The Medical Services office provides emergency medical care, medical referrals and information on health-related issues. In addition, all accidents occurring on the campus



should be reported to this office.

**BMCC Early Childhood Center and Family Daycare Network**

BMCC offers two quality child care programs, the BMCC Early Childhood Center and its Family Daycare Network. Each provides quality child care and early education for BMCC student parents and their children. The Center offers day, evening, and Saturday hours to children between 2.9 (in September) and six years of age. The Family Daycare Network, supervised by the Center, consists of a group of licensed day care homes serving children between two months and twelve years of age. In keeping with good early childhood practice and the Center and Network's commitment to safety and quality, each child must be enrolled according to a planned schedule. Keeping in mind the parent's classes and other college activities, the staff works out the schedule that most closely meets the needs of both parent and child. Our services also include child care information and referral services.

Todd Boressoff, MSW, Executive Director  
N312  
Sonia Dean-Williams  
Network Coordinator  
N310  
Flavia Dolonez  
Administrative Assistant  
N310



**ADDITIONAL COLLEGE STUDENT SERVICES**

**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. No student is allowed to register until this academic advisement process has been completed.

**Learning Resource Center (LRC) S500 618-1327**

The Learning Resource Center provides students with services designed to strengthen academic skills and to meet learning needs. The LRC coordinates the Center Tutoring Program, two instructional computer laboratories, and instructional media services. For more information, please contact Mr. Raul Muentes, Tutoring Coordinator.

**Student Support Services Program (SSSP) S404 618-1663/4**

(Formerly Weekend Tutoring Program)  
The Student Support Services Program is designed to provide students with a variety of academic support services. Counseling and academic services, as well as social/cultural activities, are designed with student success in mind.

Student Support Services Program also provides tutoring and counseling for Handicapped/Learning Disabled students

who either identify themselves or are referred by BMCC faculty members or outside agencies. Official documentation of the disability is required to determine what kind of special aids or adaptations if any would be helpful on campus. Physically handicapped students must contact the SSSP office in advance so that accommodations may be provided. These services are free and available twelve (12) weekends each semester.

**Cooperative Education/Job Placement Department N765 618-1476**

The Cooperative Education/Job Placement Department offers internships that provide the opportunity to apply classroom theory to practical work situations. You gain experience in business, industry, government or service situations. Cooperative Education and Placement Department also assists students and alumni to secure parttime, full-time and summer employment. Professor Henry Stroobants, Chairperson.

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.

**The A. Philip Randolph Memorial Library**

Located in S400, the Library has a collection of 70,000 books, 700 periodicals, 10,000 reels of microfilm and seating for 600 students at tables and individual carrels.

Serving the information of the College Community, the Library is open 72 hours each week during the Fall and Spring terms and shorter hours during the Summer and Intersession. Library faculty members are always available to assist students in locating and using appropriate materials. A valid BMCC identification card is all that is required to make full use of this important facility.

The library conducts orientation lectures for both beginning and advanced students and it publishes a handbook (available free to all visitors) describing its facilities and services.

**LIBRARY HOURS**

Monday to Thursday .....8:00 AM-10:00 PM  
Friday .....8:00 AM-5:00 PM  
Saturday .....10:00 AM-5:00 PM

**Chief Librarian** ..... Lina M. Lowry  
**Deputy Chief Librarian** ..... Sherwood Smith  
**Associate Professors** ..... Sidney Eng  
Evelyn Hisz  
Lina M. Lowry  
Wambui Mbugua  
Sherwood Smith  
**Assistant Professors** ..... Joanna Bevacqua  
Lester Bower  
Rafat Ispahany  
Vicente Revilla  
Leo Theinert  
Bruce Salen



## **ACADEMIC PROGRAMS**

Borough of Manhattan Community College offers a choice of many programs of study, each of which leads to an associate degree. The College awards three different degrees: the Associate in Arts (A.A.) degree; the Associate in Science (A.S.) degree; and the Associate in Applied Science (A.A.S.) degree. A student must have completed at least thirty-two credit hours in residence to be certified for a degree. For information concerning credits earned prior to attendance at Borough of Manhattan Community College, see page 2.

A degree is granted upon satisfactory completion of required credits in the following approved programs:

**Associate in Arts degree (A.A.)**

- ▶ Business Administration
- ▶ Liberal Arts
  - Dance
  - Fine Arts
  - Music
  - Social Service

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

- ▶ Community Mental Health Technology
- ▶ Engineering Science

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

- ▶ Accounting
- ▶ Business Management
  - General Management
  - Credit and Collections
  - Finance and Banking
  - Marketing
  - Real Estate
  - Retailing
  - Sales Management
  - Travel and Tourism
- ▶ Child Care/Early Childhood Education
- ▶ Corporate and Cable Communications
- ▶ Data Processing
  - Operations
  - Programming
- ▶ Emergency Medical Technician/Paramedic
- ▶ Medical Record Technology
- ▶ Nursing
- ▶ Office Automation
- ▶ Office Operations
- ▶ Respiratory Therapy Technology

**Note:** The course requirements that follow are NOT necessarily listed in the order in which they should be taken. Many courses have either pre-requisites or co-requisites. In planning programs, students must consult the appropriate Departmental advisor.



**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 col-

leges in order to become practicing professional accountants and 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.

**General Requirements**

<b>ENG 101</b> —English Composition I .....	3
<b>ENG 201</b> —English Composition II .....	3
<b>ENG 3xx</b> —English Elective <sup>1</sup> .....	3
<b>HED 100</b> —Health Education .....	2
<b>MAT 150</b> —Introduction to Statistics .....	4
OR	
<b>MAT 175</b> —Introduction to Discrete Mathematics .....	4
OR	
<b>MAT 2xx</b> —Mathematics <sup>2</sup> .....	4
<b>PED 1xx</b> —Physical Education <sup>3</sup> .....	1
<b>SPE 100</b> —Fundamentals of Speech <sup>4</sup> .....	3
<b>XXX xxx</b> —Music or Art <sup>5</sup> .....	2
<b>XXX xxx</b> —Science <sup>6</sup> .....	3-4
<b>XXX xxx</b> —Social Science <sup>7</sup> .....	3
Total General Credits .....	27-28

**Curriculum Requirements**

<b>ACC 121</b> —Elementary Accounting I .....	4
OR	
<b>ACC 101</b> —Elementary Accounting IA <sup>8</sup> .....	2
AND	
<b>ACC 111</b> —Elementary Accounting IB <sup>9</sup> .....	2
<b>ACC 221</b> —Elementary Accounting II .....	4
<b>ACC 330</b> —Intermediate Accounting I .....	3
<b>ACC 430</b> —Intermediate Accounting II .....	3
<b>ACC 450</b> —Cost Accounting I .....	3
<b>ACC xxx</b> —Accounting Electives <sup>9</sup> .....	6
<b>BUS 104</b> —Introduction to Business .....	3
OR	
<b>BUS 200</b> —Business Organization and Management .....	3
<b>BUS 110</b> —Business Law .....	3
<b>CED 201</b> —Career Planning <sup>10</sup> .....	2
<b>CED 301</b> —Accounting Internship <sup>10</sup> .....	2
<b>DAT 130</b> —Introduction to Computer Applications .....	3
<b>ECO 100</b> —Introduction to Economics .....	3
Total Curriculum Credits .....	39
Total Program Credits .....	66-67

<sup>1</sup>Choose from any English (ENG) 300 level course or any Black (BLK) 300 level literature course.

<sup>2</sup>Choose MAT 175 or any Mathematics (MAT) 200 or higher level course.

<sup>3</sup>Choose any Physical Education (PED) 100 level course.

<sup>4</sup>For students whose first language is not English, SPE 102 will also satisfy this requirement.

<sup>5</sup>Note: Some Music courses are one credit. A total of two credits is required.

<sup>6</sup>Choose from AST 110, BIO 110, CHE 110, PHY 110 or SCI 100.

<sup>7</sup>Choose one course in anthropology, economics (not ECO 100), geography, history, philosophy, political science, psychology, sociology or any Ethnic Studies social science course.

<sup>8</sup>Students may substitute ACC 106 for ACC 101, then continue with ACC 111.

<sup>9</sup>Choose from ACC 340, ACC 451 or any Business Management course. Three of the six credits must be in Accounting.

<sup>10</sup>Students may substitute CED 301 and CED 401 for CED 201 and CED 301, upon evaluation by and approval of the Cooperative Education Department.

**Worker Education Option**

The Worker Education option is limited to current union members who have registered for the program through the Director for Worker Education. See page 24.

**BUSINESS ADMINISTRATION**

The Business Administration Program, administered by the Business Management Department, provides students with a general education background in addition to offering 12 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 description for both programs, pages 31-34). Both programs allow students to enter four-year colleges of their choice.

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

**General Requirements**

<b>ENG 101</b> —English Composition I .....	3
<b>ENG 201</b> —English Composition II .....	3
<b>ENG 3xx</b> —English Elective <sup>1</sup> .....	3
<b>HED 100</b> —Health Education .....	2
<b>MAT 175</b> —Introduction to Discrete Mathematics .....	4
OR	
<b>MAT 206</b> —Mathematical Foundations for Calculus .....	4
<b>PED 1xx</b> —Physical Education <sup>2</sup> .....	1
<b>SPE 100</b> —Fundamentals of Speech <sup>3</sup> .....	3
<b>XXX xxx</b> —Modern Foreign Language <sup>4</sup> .....	3-4
<b>XXX xxx</b> —Modern Foreign Language <sup>4</sup> .....	3-4
<b>XXX xxx</b> —Music or Art <sup>5</sup> .....	2
<b>XXX xxx</b> —Science <sup>6</sup> .....	4
Total General Credits .....	31-33

**Curriculum Requirements**

<b>BUS 110</b> —Business Law .....	3
<b>BUS 200</b> —Business Organization and Management .....	3
<b>ACC 121</b> —Elementary Accounting I <sup>7</sup> .....	4
<b>ACC 221</b> —Elementary Accounting II .....	4
<b>DAT 130</b> —Introduction to Computer Applications .....	3

<b>ECO 100</b> —Introduction to Economics .....	3
<b>HIS 101</b> —History of Western Civilization I (Ancient) .....	3
<b>HIS 102</b> —History of Western Civilization II (Modern) .....	3
<b>MAR 100</b> —Introduction to Marketing .....	3
<b>POL 100</b> —American Government .....	3
<b>PSY 100</b> —General Psychology .....	3
Total Curriculum Credits .....	35
Total Program Credits .....	66-68

<sup>1</sup>Choose from any English (ENG) 300 level course or any Black (BLK) 300 level literature course.

<sup>2</sup>Choose any Physical Education (PED) 100 level course.

<sup>3</sup>For students whose first language is not English, SPE 102 will also satisfy this requirement.

<sup>4</sup>A two-semester sequence in the same language is required. For students who are native speakers of Chinese, French, Italian or Spanish, testing and placement by the Modern Language department is required. Students who have had three years of a modern foreign language in high school may substitute FNB 100 and one other Business elective for this requirement. In such a case, 66 credits will satisfy degree requirements.

<sup>5</sup>Note: Some Music courses are one credit. A total of two credits is required.

<sup>6</sup>Choose from AST 110, BIO 110, CHE 110 or PHY 110.

<sup>7</sup>Students may substitute both ACC 101 (or ACC 106) and ACC 111 for this course.



**BUSINESS MANAGEMENT**

The Business Management Program offers eight choices of career options to students. After completion of the first semester of work, which includes basic courses in business and the liberal arts, students may 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 31-34 for course descriptions.)

**General Requirements**

<b>ENG 101</b> —English Composition I .....	3
<b>ENG 201</b> —English Composition II .....	3
<b>HED 100</b> —Health Education .....	2
<b>MAT 150</b> —Introduction to Statistics .....	4
OR	
<b>MAT 175</b> —Introduction to Discrete Mathematics .....	4
OR	
<b>MAT 206</b> —Mathematical Foundations for Calculus .....	4
<b>PED 1xx</b> —Physical Education <sup>1</sup> .....	1
<b>SPE 100</b> —Fundamentals of Speech <sup>2</sup> .....	3
<b>XXX xxx</b> —Science <sup>3</sup> .....	4
<b>XXX xxx</b> —Liberal Arts Elective <sup>4</sup> .....	3
Total General Credits .....	23

**Curriculum Requirements**

<b>BUS 104</b> —Introduction to Business .....	3
<b>BUS 110</b> —Business Law .....	3
<b>BUS 150</b> —Business Communication .....	3
<b>BUS 210</b> —Business Methods .....	3
<b>BUS 220</b> —Managerial Decision Making .....	3
<b>ACC 121</b> —Elementary Accounting I <sup>5</sup> .....	4
<b>CED 201</b> —Career Planning .....	2
<b>CED 361</b> —Business Management Internship I .....	2
<b>DAT 130</b> —Introduction to Computer Applications .....	3
<b>ECO 100</b> —Introduction to Economics .....	3
<b>FNB 100</b> —Introduction to Finance .....	3
<b>MAR 100</b> —Introduction to Marketing .....	3
Total Curriculum Credits .....	35

**General Management Concentration Requirements**

<b>BUS 200</b> —Business Organization and Management .....	3
<b>BUS 300</b> —Office and Personnel Management .....	3
<b>BUS 410</b> —Essentials of Small Business .....	3
<b>XXX xxx</b> —Business Management Elective .....	3
Total Concentration Credits .....	12
Total Program Credits .....	70

**Credit and Collections Concentration Requirements**

<b>FNB 220</b> —Commercial Credit and Collections Management .....	3
<b>FNB 230</b> —Financial Management .....	3
<b>FNB 240</b> —Consumer Credit Management .....	3
<b>XXX xxx</b> —Business Management Elective .....	3
Total Concentration Credits .....	12
Total Program Credits .....	70

**Finance and Banking Concentration Requirements**

<b>FNB 230</b> —Financial Management .....	3
<b>FNB 250</b> —Money and Banking .....	3
<b>FNB 300</b> —Investments .....	3
<b>XXX xxx</b> —Business Management Elective .....	3
Total Concentration Credits .....	12
Total Program Credits .....	70

**Marketing Concentration Requirements**

<b>ADV 200</b> —Essentials of Advertising .....	3
<b>MAR 300</b> —Sales Principles and Practices .....	3
<b>RET 300</b> —Consumer Motivation .....	3
<b>XXX xxx</b> —Business Management Elective .....	3
Total Concentration Credits .....	12
Total Program Credits .....	70

**Real Estate Concentration Requirements**

<b>RLS 202</b> —Real Estate Salesperson's Qualifying Course .....	3
<b>RLS 203</b> —Real Estate Broker's Qualifying Course .....	3
<b>RLS 301</b> —Real Estate Management .....	3
<b>RLS 302</b> —Real Estate Appraisal .....	3
<b>RLS 303</b> —Real Estate Financing .....	3
Total Concentration Credits .....	15
Total Program Credits .....	73

**Retailing Concentration Requirements**

<b>MAR 320</b> —Retail Organization, Operation and Buying .....	3
<b>RET 300</b> —Consumer Motivation .....	3
<b>RET 310</b> —Retail Merchandising and Promotion .....	3
<b>XXX xxx</b> —Business Elective .....	3
Total Concentration Credits .....	12
Total Program Credits .....	70

**Sales Management Concentration Requirements**

<b>MAR 300</b> —Sales Principles and Practices .....	3
<b>SLS 300</b> —Sales Management .....	3
<b>SLS 310</b> —Sales Promotion .....	3
<b>XXX xxx</b> —Business Elective .....	3
Total Concentration Credits .....	12
Total Program Credits .....	70

**Travel and Tourism Concentration Requirements**

<b>TTA 200</b> —Introduction to Travel and Tourism .....	3
<b>TTA 201</b> —Travel Operations .....	3
<b>TTA 301</b> —World Markets .....	3
<b>GEO 100</b> —Introduction to Human Geography .....	3
Total Concentration Credits .....	12 <sup>4</sup>
Total Program Credits .....	70

<sup>1</sup>Choose any Physical Education (PED) 100 level course.

<sup>2</sup>For students whose first language is not English, SPE 102 will also satisfy this requirement.

<sup>3</sup>Choose from AST 110, BIO 110, CHE 110 or PHY 110.

<sup>4</sup>In the Travel and Tourism concentration Conversational Modern Foreign Language replaces the Liberal Arts elective listed under General Requirements.

<sup>5</sup>Students may substitute both ACC 101 (or ACC 106) and ACC 111 for this course.

**Worker Education Option**

The Worker Education option is limited to current union members who have registered for the program through the Director for Worker Education. See page 24.



**CHILD CARE/EARLY CHILDHOOD EDUCATION**

The Child Care/Early Childhood Education Program provides a core of Liberal Arts courses as well as 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 67 credits, the Associate in Applied Science (A.A.S.) degree is awarded.

**General Requirements**

ENG 101—English Composition I	3
ENG 201—English Composition II	3
HED 100—Health Education	2
MAT 150—Introduction to Statistics	4
PED 1xx—Physical Education Elective <sup>1</sup>	1
SPE 100—Fundamentals of Speech <sup>2</sup>	3
XXX xxx—Liberal Arts Elective	3
XXX xxx—Music or Art <sup>3</sup>	2
XXX xxx—Science <sup>4</sup>	4
XXX xxx—Social Science <sup>5</sup>	3
Total General Credits	28

**Curriculum Requirements**

ECE 102—Early Childhood Education I	3
PSY 100—General Psychology	3
PSY 500—Child Psychology	3
SOC 100—Introduction to Sociology	3
SOC 400—Urban Sociology	3
OR	
SOC 500—The Family	3
SPN 101—Spanish I <sup>6</sup>	4
SPN 102—Spanish II	4
Total Curriculum Credits	23

**Infant-Toddler (Birth to 3 Years) Concentration Requirements**

ECE 201—The Exceptional Child	3
ECE 204—Infant Care Curriculum and Program Planning I	3
ECE 303—Early Childhood Education II (Practicum)	3
ECE 304—Toddler Care Curriculum and Program Planning II	3
ECE 403—Supervised Instructional Experience with Infants and Toddlers (Practicum)	4
Total Concentration Credits	16
Total Program Credits	67

**Pre-School (3 to 6 Years) Concentration Requirements**

ECE 201—The Exceptional Child	3
ECE 202—Curriculum and Program Planning for Young Children I	3
ECE 301—Early Childhood Education II (Practicum)	3
ECE 302—Curriculum and Program Planning for Young Children II	3
ECE 401—Supervised Instructional Experience with Young Children (Practicum)	4
Total Concentration Credits	16
Total Program Credits	67

<sup>1</sup>Choose any Physical Education (PED) 100 level course.

<sup>2</sup>For students whose first language is not English, SPE 102 will also satisfy this requirement.

<sup>3</sup>Note: Some Music courses are one credit. A total of two credits is required.

<sup>4</sup>Choose from AST 110, BIO 110, CHE 110 or PHY 110.

<sup>5</sup>Choose from ECO 100 or POL 100.

<sup>6</sup>For students who are native speakers of Spanish, testing and placement by the Modern Language department is required. Students may substitute another language with permission of the ECE Director.

**COMMUNITY MENTAL HEALTH TECHNOLOGY**



The Community Mental Health Technology Program, administered by the Allied Health Sciences Department (see pages 27-31 for course descriptions), prepares students to assist the professional in neighborhood "satellite" mental health clinics, rehabilitation centers, social service agencies and special schools for the emotionally disturbed, developmentally disabled and socially handicapped children and adults.

Graduates of this program are awarded the Associate in Science (A.S.) degree and are eligible to transfer to programs at the baccalaureate level.

**General Requirements**

ENG 101—English Composition I	3
ENG 201—English Composition II	3
MAT 150—Introduction to Statistics	4
PED 1xx—Physical Education <sup>1</sup>	1
SPE 100—Fundamentals of Speech <sup>2</sup>	3
XXX xxx—Modern Foreign Language <sup>3</sup>	3-4
XXX xxx—Modern Foreign Language <sup>3</sup>	3-4
XXX xxx—Music or Art <sup>4</sup>	2
XXX xxx—Social Science <sup>5</sup>	3
Total General Credits	25-27

**Curriculum Requirements**

<b>MHT 120</b> —Introduction to Community Mental Health and the Rehabilitation Process .....	3
<b>MHT 215</b> —Abnormal Psychology .....	3
<b>MHT 305</b> —Clinical Assistantship in Community Mental Health I <sup>6</sup> .....	4
<b>MHT 325</b> —Counseling and Interviewing .....	3
<b>MHT 330</b> —Mental Health Treatment & Teaching Techniques .....	4
<b>MHT 405</b> —Clinical Assistantship in Community Mental Health II <sup>6</sup> .....	4
<b>MHT 406</b> —Mental Health Practicum .....	2
<b>MHT 421</b> —Social Disability .....	3
<b>MHT 440</b> —The Psychopathology and Sexuality of the Disabled .....	3
<b>BIO 210</b> —Biology I .....	4
<b>BIO 220</b> —Biology II .....	4
<b>PSY 100</b> —General Psychology .....	3
<b>PSY 500</b> —Child Psychology .....	3
Total Curriculum Credits .....	43
Total Program Credits .....	68-70

<sup>1</sup>Choose any Physical Education (PED) 100 level course.

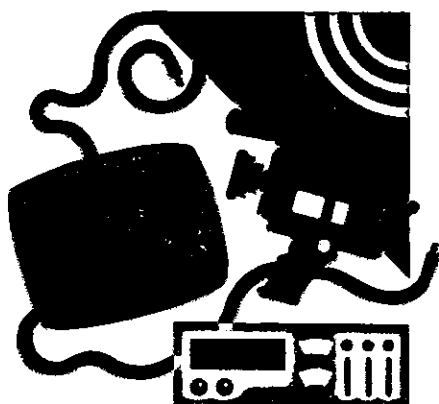
<sup>2</sup>For students whose first language is not English, SPE 102 will also satisfy this requirement.

<sup>3</sup>A two-semester sequence in the same language is required. For students who are native speakers of Chinese, French, Italian or Spanish, testing and placement by the Modern Language department is required.

<sup>4</sup>Note: Some Music courses are one credit. A total of two credits is required.

<sup>5</sup>Choose one course in anthropology, economics, geography, history, philosophy, political science, psychology, sociology or any Ethnic Studies social science course.

<sup>6</sup>Students enrolled in clinical field work courses are required to obtain liability insurance; moderate group rates are available.



**CORPORATE AND CABLE COMMUNICATIONS**

The Corporate and Cable Communications Program, administered by the Speech, Communications and Theatre Arts Department (see pages 72-75 for course descriptions), pre-

pares 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.

Students in this program gain "hands-on" experience in BMCC's television studios and learn how to create and produce professional videotape productions designed to serve corporate and cable television needs. In addition, they are required to do an internship at a professional media facility. Besides the practical experience gained, theoretical material is 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.

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

**General Requirements**

<b>ENG 101</b> —English Composition I .....	3
<b>ENG 201</b> —English Composition II .....	3
<b>HED 100</b> —Health Education .....	2
<b>MAT 100</b> —Fundamentals of Mathematics .....	4
OR	
<b>MAT 150</b> —Introduction to Statistics .....	4
<b>PED 1xx</b> —Physical Education <sup>1</sup> .....	1
<b>PHY 110</b> —General Physics .....	4
OR	
<b>PHY 400</b> —Physics of Music .....	4
<b>SPE 100</b> —Fundamentals of Speech <sup>2</sup> .....	3
<b>XXX xxx</b> —Social Science Electives <sup>3</sup> .....	6
<b>XXX xxx</b> —General Electives .....	6
Total General Credits .....	32

**Curriculum Requirements**

<b>CCC 150</b> —Introduction to Corporate Media Applications .....	3
<b>CCC 160</b> —T.V. Studio Production for Business I .....	3
<b>CCC 170</b> —Remote Production/Video Editing I .....	3
<b>CCC 180</b> —Non-Broadcast Television .....	3
<b>CCC 260</b> —T.V. Studio Production for Business II .....	3
<b>CCC 270</b> —Remote Production/Video Editing II .....	3
<b>CCC xxx</b> —Program Elective <sup>4</sup> .....	3
<b>ART 105</b> —Color and Design .....	2
<b>BUS 200</b> —Business Organization and Management .....	3
<b>CED 201</b> —Career Planning .....	2
<b>CED 305</b> —Liberal Arts Internship I .....	2
<b>SPE 245</b> —Mass Media .....	3
Total Curriculum Credits .....	33
Total Program Credits .....	65

<sup>1</sup>Choose any Physical Education (PED) 100 level course.

<sup>2</sup>For students whose first language is not English, SPE 102 will also satisfy this requirement.

<sup>3</sup>Choose two courses from anthropology, economics, geography, history, philosophy, political science, psychology, sociology or any Ethnic Studies social science course.

<sup>4</sup>Choose from CCC 130, CCC 140, CCC 301, CCC 302, SPE 240.



**DATA PROCESSING**

The Data Processing Program provides students with an understanding of the role of computers in modern society—offering practical techniques and a hands-on approach to data processing methods 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 applications programs—employing COBOL, Assembler, RPG, FORTRAN, BASIC, PASCAL and PL/1 languages. The Programming option also includes one year of course work in Systems Design and Systems Implementation.

The Operations concentration prepares students to operate the most sophisticated and up-to-date computer mainframes, printers, tapes, disks 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.

**General Requirements**

ENG 101—English Composition I	3
ENG 201—English Composition II	3
HED 100—Health Education	2
MAT xxx—Mathematics <sup>1</sup>	4
PED 1xx—Physical Education <sup>2</sup>	1
SPE 100—Fundamentals of Speech <sup>3</sup>	3
XXX xxx—Liberal Arts Elective	3
XXX xxx—Music or Art <sup>4</sup>	2
XXX xxx—Science <sup>5</sup>	3-4
XXX xxx—Social Science <sup>6</sup>	3
XXX xxx—General Elective	3
<b>Total General Credits</b>	<b>30-31</b> ✓

**Curriculum Requirements**

DAT 110—Computers and Programming	4
ACC 121—Elementary Accounting I <sup>7</sup>	4
ACC 221—Elementary Accounting II	4
BUS 104—Introduction to Business	3
OR	
BUS 200—Business Organization and Management	3
AND	
CED 201—Career Planning	2
AND	
CED 311—Data Processing Internship I	2
OR	
XXX xxx—Business Management Elective <sup>8</sup>	3
XXX xxx—Business Management Elective	3
OR	
DAT xxx—Data Processing Elective	3
<b>Total Curriculum Requirements</b>	<b>21-22</b> ✓

18-19

**Operations Concentration Requirements**

DAT 215—Computer Operations	3
DAT 225—RPG Programming	3
DAT 315—Advanced Operations	3
DAT 321—Operating Systems Concepts	3
DAT 340—Job Control Language	3
DAT 415—On-Line Operations	3
DAT xxx—Data Processing Elective	3
<b>Total Concentration Credits</b>	<b>21</b> ✓
<b>Total Program Credits</b>	<b>72-74</b> ✓

**Programming Concentration Requirements**

DAT 205—COBOL	4
DAT 305—File Handling Using COBOL	3
DAT 330—Systems Analysis	3
DAT 400—Systems Implementation	3
DAT xxx—Data Processing Electives <sup>9</sup>	6-7
<b>Total Concentration Credits</b>	<b>19-20</b> ✓
<b>Total Program Credits</b>	<b>70-73</b> ✓

<sup>1</sup>Choose from MAT 100, MAT 150, MAT 175, MAT 206, MAT 301 or MAT 402.

<sup>2</sup>Choose any Physical Education (PED) 100 level course.

<sup>3</sup>For students whose first language is not English, SPE 102 will also satisfy this requirement.

<sup>4</sup>Note: Some Music courses are one credit. A total of two credits is required.

<sup>5</sup>Choose from AST 110, BIO 110, CHE 110, PHY 110 or SCI 100.

<sup>6</sup>Choose one course in anthropology, economics, geography, history, philosophy, political science, psychology, sociology or any Ethnic Studies social science course.

<sup>7</sup>Students may substitute both ACC 101 (or ACC 106) and ACC 111 for this course.

<sup>8</sup>One Business Management elective replaces all Cooperative Education courses.

<sup>9</sup>Choose two courses from DAT 190 and DAT 191 (counts as one), DAT 225, DAT 240, DAT 270, DAT 321, DAT 331 and DAT 340.



**EMERGENCY MEDICAL TECHNICIAN/  
PARAMEDIC PROGRAM**

The EMT/Paramedic Program, administered by the Allied Health Sciences Department, provides the knowledge and skills necessary for graduates to function in advanced pre-hospital care. The curriculum follows the guidelines established by the Committee on Allied Health Education and Accreditation of the American Medical Association, as well as those of the New York State Department of Health, Bureau of Emergency Health Service EMT 4/Paramedic training.

Upon successful completion of the two-year curriculum, students will be awarded the Associate in Applied Science degree and will be eligible to take the New York City Medical Advisory Committee (MAC) Certification Examination, the National Registry of EMT/Paramedics Certification Examination, Basic Cardiac Life Support Certification and Advanced Cardiac Life Support Certification.

Advanced standing status will be considered. New York State Licensed Paramedics are granted advanced academic standing and have the opportunity to complete the liberal arts and sciences sequence and earn the A.A.S. degree.

**General Requirements**

<b>ENG 101</b> —English Composition I	3
<b>ENG 201</b> —English Composition II	3
<b>MAT 150</b> —Introduction to Statistics	4
<b>SPE 100</b> —Fundamentals of Speech <sup>1</sup>	3
<b>Total General Credits</b>	<b>13</b>

**Curriculum Requirements**

<b>EMC 101</b> —Emergency Medical/Paramedic I <sup>2</sup>	6
<b>EMC 102</b> —Emergency Medical/Paramedic II	6
<b>EMC 201</b> —Emergency Medical/Paramedic III	6
<b>EMC 202</b> —Emergency Medical/Paramedic IV	6
<b>EMC 301</b> —Emergency Medical/Paramedic Clin. Internship I	1
<b>EMC 302</b> —Emergency Medical/Paramedic Clin. Internship II	2
<b>EMC 303</b> —Emergency Medical/Paramedic Clin. Internship II	3
<b>BIO 210</b> —Biology I	4
<b>BIO 220</b> —Biology II	4
<b>CHE 210</b> —Chemistry I	4
<b>CHE 220</b> —Chemistry II	4
<b>PSY 100</b> —General Psychology	3
<b>SPN 130</b> —Spanish Conversation	2
<b>Total Curriculum Credits</b>	<b>51</b>
<b>Total Program Credits</b>	<b>64</b>

<sup>1</sup>For students whose first language is not English, SPE 102 will also satisfy this requirement.

<sup>2</sup>All students must be New York State certified as Emergency Medical Technician/Ambulance prior to entry into the Emergency Medical Care/Paramedic sequence.

**ENGINEERING SCIENCE**

The Department of Science offers an A.S. degree program in Engineering Science. The program will provide students with the basic education necessary to enter the third year of an engineering major. Its objectives are to offer a curriculum that meets the needs and interests of engineering oriented students enrolled at the College; to include in this curriculum the basic science and mathematics of the first years of an engineering education; and to prepare students to successfully pursue their education in the upper division of engineering programs which lead to careers for chemical, mechanical,

civil, electrical, computer and other engineering specializations.

The curriculum includes courses in the physical sciences, computer methods and mathematics, as well as the liberal arts courses required in engineering programs.

**General Requirements**

<b>ENG 101</b> —English Composition I	3
<b>ENG 201</b> —English Composition II	3
<b>MUS 110</b> —Introduction to Music	2
OR	
<b>ART 110</b> —Art Survey	2
<b>PED 1xx</b> —Physical Education <sup>1</sup>	1
<b>SPE 100</b> —Fundamentals of Speech <sup>2</sup>	3
<b>XXX xxx</b> —Social Science Electives <sup>3</sup>	6
<b>Total General Credits</b>	<b>18</b>

**Curriculum Requirements**

<b>CHE 210</b> —Chemistry I	4
<b>CHE 220</b> —Chemistry II	4
<b>MAT 301</b> —Analytic Geometry and Calculus I	4
<b>MAT 302</b> —Analytic Geometry and Calculus II	4
<b>MAT 303</b> —Analytic Geometry and Calculus III	4
<b>MAT 501</b> —Ordinary Differential Equations	3
<b>PHY 215</b> —University Physics I	4
<b>PHY 225</b> —University Physics II	4
<b>SCI 120</b> —Computer Methods in Science	4
OR	
<b>SCI 121</b> —Computer Methods in Science (Pascal)	4
<b>Total Curriculum Credits</b>	<b>35</b>

**Curriculum Electives**

(choose 13 credits from the following)

<b>CHE 230</b> —Organic Chemistry I	5
<b>CHE 240</b> —Organic Chemistry II	5
<b>GLY 210</b> —Geology I	4
<b>MAT 215</b> —Linear Algebra	3
<b>PHY 230</b> —Engineering Mechanics	4
<b>PHY 240</b> —Modern Physics	3
<b>PHY 245</b> —Thermodynamics	3
<b>PHY 250</b> —Circuits and Systems I	3
<b>SCI 130</b> —Engineering Graphics	2
<b>Total Curriculum Elective Credits</b>	<b>13</b>
<b>Total Program Credits</b>	<b>66<sup>4</sup></b>

<sup>1</sup>Choose any Physical Education (PED) 100 level course.

<sup>2</sup>For students whose first language is not English, SPE 102 will also satisfy this requirement.

<sup>3</sup>Choose two courses in anthropology, economics, geography, history, philosophy, political science, psychology, sociology or any Ethnic Studies social science course. Obtain advisement to determine which social science courses will be accepted for transfer by engineering colleges.

<sup>4</sup>Depending upon the combination of elective courses chosen, the total program credits may range from 66-68.

**LIBERAL ARTS**

The Liberal Arts Program at 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.

This program provides a variety of courses in many different areas—offering students an opportunity to eventually decide upon a major area of concentration. Students who choose the Liberal Arts General concentration are usually interested in preparing for careers in teaching, law, medicine, psychology, counseling and journalism, to mention a few.

*Note: Liberal Arts students may take a maximum of nine (9) elective credits in the career departments. Any additional credits will not be accepted toward the Liberal Arts degree. In addition, no more than 3 credits from developmental courses will be accepted toward a Liberal Arts degree.*

**Program Requirements**

<b>ENG 101</b> —English Composition I .....	3
<b>ENG 201</b> —English Composition II .....	3
<b>ENG 3xx</b> —English Elective <sup>1</sup> .....	3
<b>HED 100</b> —Health Education .....	2
<b>MAT 100</b> —Fundamentals of Mathematics .....	4
OR	
<b>MAT 150</b> —Introduction to Statistics .....	4
OR	
<b>MAT 206</b> —Mathematical Foundations for Calculus .....	4
OR	
<b>MAT 301</b> —Analytic Geometry and Calculus I .....	4
<b>PED 1xx</b> —Physical Education Elective <sup>2</sup> .....	1
<b>SPE 100</b> —Fundamentals of Speech <sup>3</sup> .....	3
<b>XXX xxx</b> —Modern Foreign Language <sup>4</sup> .....	3-4
<b>XXX xxx</b> —Modern Foreign Language <sup>4</sup> .....	3-4
<b>XXX xxx</b> —Music or Art <sup>5</sup> .....	2
<b>XXX xxx</b> —Science <sup>6</sup> .....	8
<b>XXX xxx</b> —Social Science Electives <sup>7</sup> .....	12
<b>XXX xxx</b> —Liberal Arts Electives <sup>8</sup> .....	19
<b>Total Program Credits</b> .....	<b>66-68</b>

**LIBERAL ARTS CONCENTRATION**

For students who wish to follow a more specific Liberal Arts path, they may choose from four concentrations within the Liberal Arts Program: Dance; Fine Arts; Music; Social Service. In each case, students will take the general courses listed below as well as the designated concentration courses.

**General Requirements**

<b>ENG 101</b> —English Composition I .....	3
<b>ENG 201</b> —English Composition II .....	3
<b>ENG 3xx</b> —English Elective <sup>1</sup> .....	3
<b>HED 100</b> —Health Education .....	2
<b>MAT 100</b> —Fundamentals of Mathematics .....	4
OR	
<b>MAT 150</b> —Introduction to Statistics .....	4
<b>PED 1xx</b> —Physical Education <sup>2</sup> .....	1
<b>SPE 100</b> —Fundamentals of Speech <sup>3</sup> .....	3
<b>XXX xxx</b> —Science <sup>6</sup> .....	8
<b>XXX xxx</b> —Social Science Electives <sup>7</sup> .....	12
<b>Total General Credits</b> .....	<b>39</b>

**DANCE CONCENTRATION**

Especially designed for students who are considering careers in dance or who have previous dance training and/or experience. The Dance Concentration stresses building of technical skills through daily studio work in American Modern Dance, Classical Ballet and ethnic/cultural forms. 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. Admission by audition.

**Dance Concentration Requirements**

<b>PED 170</b> —American Dance Techniques I .....	4
<b>PED 266</b> —Dance Composition .....	2
<b>PED 267</b> —Dance Performance .....	2
<b>PED 270</b> —American Dance Techniques II .....	4
<b>PED 370</b> —American Dance Techniques III .....	4
<b>PED 470</b> —American Dance Techniques IV .....	4
<b>MUS 110</b> —Introduction to Music .....	2
OR	
<b>MUS 115</b> —Music and Physical Movement .....	2
OR	
<b>ART 110</b> —Art Survey .....	2
<b>XXX xxx</b> —Modern Foreign Language <sup>4</sup> .....	3-4
<b>XXX xxx</b> —Modern Foreign Language <sup>4</sup> .....	3-4
<b>Total Concentration Credits</b> .....	<b>30</b>
<b>Total Program Credits</b> .....	<b>67-69</b>

**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.



**Fine Arts Concentration Requirements**

<b>ART 230</b> —Design I .....	2
<b>ART 240</b> —Design II .....	2
<b>ART 301</b> —Drawing I .....	2
<b>ART 302</b> —Drawing II .....	2
<b>ART 110</b> —Art Survey.....	2
OR	
<b>ART 210</b> —Modern Art .....	2
<b>ART xxx</b> —Art Electives <sup>9</sup> .....	14
<b>XXX xxx</b> —Modern Foreign Language <sup>4</sup> .....	3-4
<b>XXX xxx</b> —Modern Foreign Language <sup>4</sup> .....	3-4
Total Concentration Credits	30-32
Total Program Credits .....	69-71

**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.

**Music Concentration Requirements**

<b>MUS 112</b> —Music Theory I .....	2
<b>MUS 113</b> —Musicianship I .....	1
<b>MUS 140</b> —Piano Class I .....	1
<b>MUS 150</b> —Piano Class II .....	1
<b>MUS 212</b> —Music Theory II .....	2
<b>MUS 213</b> —Musicianship II .....	1
<b>MUS 6xx</b> —Private Instruction <sup>10</sup> .....	4
<b>MUS xxx</b> —Music Electives <sup>11</sup> .....	12
<b>XXX xxx</b> —Modern Foreign Language <sup>4</sup> .....	3-4
<b>XXX xxx</b> —Modern Foreign Language <sup>4</sup> .....	3-4
Total Concentration Credits	30-32
Total Program Credits .....	69-71

**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.

**Social Service Concentration Requirements**

<b>SSR 110</b> —Field Experience in Social Work I .....	3
<b>SSR 150</b> —Introduction to Social Work .....	3
<b>SSR 210</b> —Field Experience in Social Work II .....	3
<b>SSR 300</b> —Social Welfare Programs and Policies .....	3
<b>SSR 400</b> —Marriage and the Family .....	3
<b>SSR 500</b> —Seminar on Social Welfare .....	2
<b>SOC 300</b> —Ethnic Groups in American Life .....	3
<b>SPN 101</b> —Elementary Spanish I .....	4
<b>SPN 102</b> —Elementary Spanish II .....	4
<b>XXX xxx</b> —Music or Art <sup>5</sup> .....	2
Total Concentration Credits .....	30
Total Program Credits .....	69

<sup>1</sup>Choose from any English (ENG) 300 level course or any Black (BLK) 300 level literature course.

<sup>2</sup>Choose any Physical Education (PED) 100 level course.

<sup>3</sup>For students whose first language is not English, SPE 102 will also satisfy this requirement.

<sup>4</sup>A two-semester sequence in the same language is required. For students who are native speakers of Chinese, French, Italian or Spanish, testing and placement by the Modern Language department is required.

<sup>5</sup>Note: Some Music courses are one credit. A total of two credits is required.

<sup>6</sup>Choose from two semesters of AST 110, BIO 110, CHE 110, PHY 110; or two consecutive semesters of BIO 210 and BIO 220, CHE 210 and CHE 220, or PHY 210 and PHY 220. Please note that BIO 420, BIO 425 and BIO 426 do not satisfy the Liberal Arts Science requirement.

<sup>7</sup>Choose courses in anthropology, economics, geography, history, philosophy, political science, psychology, sociology or any Ethnic Studies social science course. Students are required to take Social Science courses in four different disciplines.

<sup>8</sup>A maximum of nine (9) elective credits may be taken in career departments. A maximum of three (3) credits from developmental courses may be applied toward the Liberal Arts program.

<sup>9</sup>Students must take ART 110 and ART 210, and must choose four courses from the following: ART 171, ART 181, ART 271, ART 281, ART 371, ART 381.

<sup>10</sup>Students must take four semesters of private instruction.

<sup>11</sup>Choose one course from MUS 110, MUS 312, MUS 351; one course from MUS 220, MUS 230, MUS 352, MUS 412; three courses from MUS 160, MUS 180, MUS 240, MUS 303, MUS 307, MUS 313, MUS 430; three courses from MUS 170, MUS 190, MUS 250, MUS 304, MUS 308, MUS 413, MUS 440.

**MEDICAL RECORD TECHNOLOGY**

The Medical Record Technology Program, administered by the Allied Health Sciences Department (see pages 27-31 for course descriptions), equips students with the competencies to compile patient medical information, analyze and disseminate vital records (which are used for quality assurance, subsequent treatment, medical research, medical reimbursement and legal action) to physicians, patients, public agencies and other health care facilities. Upon successful completion of the requirements listed, students receive the Associate in Applied Science (A.A.S.) degree and are eligible for the certification examination offered by the American Medical Record Association.

**Note:** Admission to MRT sequence in September only.

**General Requirements**

<b>ENG 101</b> —English Composition I .....	3
<b>ENG 201</b> —English Composition II .....	3
<b>MAT 150</b> —Introduction to Statistics .....	4
<b>MUS 110</b> —Introduction to Music .....	2
OR	
<b>ART 110</b> —Art Survey .....	2
<b>PED 1xx</b> —Physical Education <sup>1</sup> .....	1
<b>PSY 100</b> —General Psychology .....	3
<b>SPE 100</b> —Fundamentals of Speech <sup>2</sup> .....	3
<b>XXX xxx</b> —Social Science <sup>3</sup> .....	3
Total General Credits .....	22

**Curriculum Requirements**

<b>MRT 102</b> —Medical Record Science I .....	4
<b>MRT 103</b> —Medical Terminology I .....	3
<b>MRT 202</b> —Medical Record Science II .....	4
<b>MRT 203</b> —Medical Terminology II .....	3
<b>MRT 210</b> —Medical Record Summer Clinical Practicum <sup>4</sup> .....	3
<b>MRT 300</b> —Medical Record Science III .....	3
<b>MRT 315</b> —Medical Coding .....	4
<b>MRT 400</b> —Medical Record Science IV .....	3
<b>MRT 420</b> —Pathology of Disease .....	3
<b>MRT 430</b> —Medical Record Clinical Practice <sup>4</sup> .....	4
<b>BIO 425</b> —Anatomy and Physiology I .....	4
<b>BIO 426</b> —Anatomy and Physiology II .....	4
<b>DAT 125</b> —Medical Record Application in Data Processing .....	3
<b>SEC 209</b> —Medical Transcription .....	3
Total Curriculum Credits .....	48
Total Program Credits .....	70

illness and the alleviation of suffering.

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 budgetary and Board of Trustees 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 Requirements**

<b>CHE 110</b> —General Chemistry .....	4
<b>ENG 101</b> —English Composition I .....	3
<b>MAT 104</b> —Mathematics for Health Sciences .....	3
<b>SOC 100</b> —Introduction to Sociology .....	3
Total Pre-Nursing Credits .....	13



**General Requirements**

<b>BIO 425</b> —Anatomy and Physiology I .....	4
<b>BIO 426</b> —Anatomy and Physiology II .....	4
<b>BIO 420</b> —Microbiology .....	4
<b>ENG 201</b> —English Composition II .....	3
<b>PED xxx</b> —Physical Education <sup>1</sup> .....	1
<b>PSY 400</b> —Developmental Psychology .....	3
<b>SPE 100</b> —Fundamentals of Speech <sup>2</sup> .....	3
<b>XXX xxx</b> —General Elective .....	2
Total General Credits .....	24

**Curriculum Requirements**

<b>NUR 111</b> —Fundamentals of Patient Care <sup>3</sup> .....	7
<b>NUR 210</b> —Medical/Surgical Nursing .....	8
<b>NUR 311</b> —Maternal and Newborn Care .....	4
<b>NUR 312</b> —Nursing Care of Children .....	4
<b>NUR 410</b> —Comprehensive Nursing Care .....	8
<b>NUR 415</b> —Nursing Today and Tomorrow .....	1
Total Curriculum Credits .....	32
Total Program Credits .....	69

<sup>1</sup>Choose any Physical Education (PED) 100 level course.

<sup>2</sup>For students whose first language is not English, SPE 102 will also satisfy this requirement.

<sup>3</sup>Students who are Licensed Practical Nurses may seek exemption by examination from NUR 111 and must subsequently enroll in NUR 120.

**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. In addition, students are trained to become competent nurses who assist those persons that are responsible for facilitating the maintenance of health, the improvement of health status, the prevention of

**OFFICE AUTOMATION**

The Office Administration Department offers students two comprehensive programs: Office Automation and Office Operations.

The Office Automation program is designed for students who wish to obtain a degree and gain excellent working knowledge of text processing equipment.

**General Requirements**

<b>ENG 101</b> —English Composition I .....	3
<b>ENG 201</b> —English Composition II .....	3
<b>HED 100</b> —Health Education .....	2
<b>MAT 150</b> —Introduction to Statistics .....	4
<b>PED 1xx</b> —Physical Education <sup>1</sup> .....	1
<b>SPE 100</b> —Fundamentals of Speech <sup>2</sup> .....	3
<b>XXX xxx</b> —Music or Art <sup>3</sup> .....	2
<b>XXX xxx</b> —Science <sup>4</sup> .....	4
<b>XXX xxx</b> —Social Science <sup>5</sup> .....	3
Total General Credits .....	25

**Curriculum Requirements**

<b>OFF 110</b> —Keyboarding .....	2
<b>OFF 115</b> —Office Communications .....	3
<b>OFF 201</b> —Transcription Development I—Machine .....	3
<b>OFF 220</b> —Text Processing I .....	4
<b>OFF 320</b> —Text Processing II .....	2
<b>OFF 321</b> —Advanced OIS Functions I .....	2
<b>OFF 330</b> —Automated Office Administration .....	3
<b>OFF 421</b> —Advanced OIS Functions II .....	2
<b>OFF 430</b> —OIS Supervision .....	2
<b>XXX xxx</b> —Program Electives <sup>6</sup> .....	2-4
<b>BUS 104</b> —Introduction to Business .....	3
OR	
<b>BUS 200</b> —Business Organization and Management .....	3
<b>CED 201</b> —Career Planning .....	2
OR	
<b>CED 351</b> —Office Administration Internship I .....	2
<b>CED 351</b> —Office Administration Internship I .....	2
OR	
<b>CED 451</b> —Office Administration Internship II .....	2
<b>DAT 130</b> —Introduction to Computer Applications .....	3
Total Curriculum Credits .....	35-37
Total Program Credits .....	60-62

<sup>1</sup>Choose any Physical Education (PED) 100 level course.

<sup>2</sup>For students whose first language is not English, SPE 102 will also satisfy this requirement.

<sup>3</sup>Note: Some Music courses are one credit. A total of two credits is required.

<sup>4</sup>Choose from AST 110, BIO 110, CHE 110 or PHY 110.

<sup>5</sup>Choose one course in anthropology, economics, geography, history, philosophy, political science, psychology, sociology or any Ethnic Studies social science course.

<sup>6</sup>Choose one from ACC 121, BUS 110 or ART 930.

**Worker Education Option**

The Worker Education option is limited to current union members who have registered for the program through the Director for Worker Education. See page 24.

**OFFICE OPERATIONS**

Students who choose Office Operations may elect to major in Executive, Legal, Bilingual or Education options.

Students who choose the Education option 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 in executive law offices. 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 and Bilingual option.

**General Requirements**

<b>ENG 101</b> —English Composition I .....	3
<b>ENG 201</b> —English Composition II .....	3
<b>HED 100</b> —Health Education .....	2
<b>MAT 150</b> —Introduction to Statistics .....	4
<b>PED 1xx</b> —Physical Education <sup>1</sup> .....	1
<b>SPE 100</b> —Fundamentals of Speech <sup>2</sup> .....	3
<b>XXX xxx</b> —Music or Art <sup>3</sup> .....	2
<b>XXX xxx</b> —Science <sup>4</sup> .....	4
<b>XXX xxx</b> —Social Science <sup>5</sup> .....	3
Total General Credits .....	25

**Curriculum Requirements**

<b>OFF 110</b> —Keyboarding .....	2
<b>OFF 115</b> —Office Communications .....	3
<b>OFF 200</b> —Transcription Development I—Shorthand .....	3
OR	
<b>OFF 201</b> —Transcription Development I—Machine .....	3
<b>OFF 210</b> —Formatting .....	3
<b>OFF 220</b> —Text Processing I .....	4
<b>OFF 300</b> —Transcription Development II—Shorthand .....	2
OR	
<b>OFF 301</b> —Transcription Development II—Machine .....	2
<b>OFF xxx</b> —Program Electives <sup>4</sup> .....	9
<b>BUS 104</b> —Introduction to Business .....	3
OR	
<b>BUS 200</b> —Business Organization and Management .....	3
<b>CED 201</b> —Career Planning .....	2
OR	
<b>CED 351</b> —Office Administration Internship I .....	2
<b>CED 351</b> —Office Administration Internship I .....	2
OR	
<b>CED 451</b> —Office Administration Internship II .....	2
<b>XXX xxx</b> —Business Electives <sup>7</sup> .....	6-7
Total Curriculum Credits .....	39-40
Total General Credits .....	64-65



- <sup>1</sup>Choose any Physical Education (PED) 100 level course.
- <sup>2</sup>For students whose first language is not English, SPE 102 will also satisfy this requirement.
- <sup>3</sup>Note: Some Music courses are one credit. A total of two credits is required.
- <sup>4</sup>Choose from AST 110, BIO 110, CHE 110 or PHY 110.
- <sup>5</sup>Choose one course in anthropology, economics, geography, history, philosophy, political science, psychology, sociology or any Ethnic Studies social science course.
- <sup>6</sup>Choose from the following: OFF 100, OFF 370, OFF 420, OFF 450, OFF 451, OFF 452, OFF 460, OFF 470, OFF 471, OFF 480. Students should consult the department regarding appropriate grouping of courses.
- <sup>7</sup>Choose from ACC 121, BUS 110 and DAT 130.

**RESPIRATORY THERAPY**

The Respiratory Therapy Program, administered by the Allied Health Sciences Department (see pages 27-31 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 Care, Inc.

**Note:** Admission to RTT sequence in September only.

**General Requirements**

<b>ENG 101</b> —English Composition I .....	3
<b>ENG 201</b> —English Composition II .....	3
<b>MAT 109</b> —Mathematics for Respiratory Therapy .....	3
<b>PED 1xx</b> —Physical Education <sup>1</sup> .....	1
<b>SPE 100</b> —Fundamentals of Speech <sup>2</sup> .....	3
<b>XXX xxx</b> —Music or Art <sup>3</sup> .....	2
Total General Credits .....	15

**Curriculum Requirements**

<b>RTT 100</b> —Fundamentals of Respiratory Therapy .....	4
<b>RTT 101</b> —Introduction to Respiratory Therapy Equipment .....	1
<b>RTT 201</b> —Respiratory Therapy I .....	4
<b>RTT 202</b> —Respiratory Therapy Clinical Practicum I <sup>4</sup> .....	3
<b>RTT 210</b> —Respiratory Therapy Summer Clinical Practicum <sup>4</sup> .....	6
<b>RTT 301</b> —Respiratory Therapy II .....	3
<b>RTT 302</b> —Respiratory Therapy Clinical Practicum II <sup>4</sup> .....	4
<b>RTT 310</b> —Cardio-Respiratory Physiology .....	2
<b>RTT 320</b> —Pulmonary Function Testing .....	2
<b>RTT 401</b> —Respiratory Therapy III .....	3
<b>RTT 403</b> —Respiratory Therapy Clinical Practicum III <sup>4</sup> .....	4
<b>BIO 410</b> —Fundamentals of Clinical Medicine .....	2
<b>BIO 420</b> —Microbiology .....	4
<b>BIO 425</b> —Anatomy and Physiology I .....	4
<b>BIO 426</b> —Anatomy and Physiology II .....	4
<b>CHE 118</b> —Fundamentals of Chemistry .....	4
<b>PHY 110</b> —General Physics .....	4
<b>PSY 100</b> —General Psychology .....	3
OR	
<b>SOC 100</b> —Introduction to Sociology .....	3
<b>SCI 530</b> —Pharmacology .....	3
Total Curriculum Credits .....	64
Total Program Credits .....	79

- <sup>1</sup>Choose any Physical Education (PED) 100 level course.
- <sup>2</sup>For students whose first language is not English, SPE 102 will also satisfy this requirement.
- <sup>3</sup>Note: Some Music courses are one credit. A total of two credits is required.
- <sup>4</sup>Students enrolled in clinical field work courses are required to obtain liability insurance; moderate group rates are available.



**WORKER EDUCATION CONCENTRATIONS**

The Liberal Arts requirements for all Worker Education concentrations are listed below. The eight core courses are required of all students in Worker Education. Students then choose whichever career concentration they wish to pursue. These concentrations are limited to current union members, and all students must register for them through the Director for Worker Education.

**General Requirements**

<b>CWE 101</b> —Communications Skills I .....	4
<b>CWE 102</b> —Communications Skills II .....	4
<b>CWE 103</b> —Communications Skills III .....	4
<b>CWE 104</b> —Art, Literature and Human Experience .....	4
<b>CWE 105</b> —Math and Computational Skills .....	4
<b>CWE 106</b> —America in Transition .....	4
<b>CWE 107</b> —Man, Science and Nature .....	4
<b>CWE 108</b> —The World of Work .....	4
Total General Credits .....	32

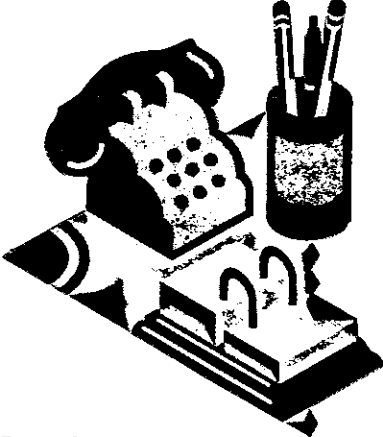
In addition to the Liberal Arts core listed above, students in Worker Education will choose one of the following concentrations:

**Accounting Requirements**

<b>ACC 121</b> —Elementary Accounting I <sup>1</sup> .....	4
<b>ACC 221</b> —Elementary Accounting II .....	4
<b>ACC 330</b> —Intermediate Accounting I .....	3
<b>ACC 430</b> —Intermediate Accounting II .....	3
<b>ACC 450</b> —Cost Accounting I .....	3
<b>ACC xxx</b> —Accounting Elective <sup>2</sup> .....	3
<b>BUS 110</b> —Business Law .....	3
OR	
<b>BUS 200</b> —Business Organization and Management .....	3
<b>CED 301</b> —Accounting Internship I .....	2
<b>CED 401</b> —Accounting Internship II .....	2
<b>PED 1xx</b> —Physical Education <sup>3</sup> .....	1
Total Curriculum Credits .....	28
Total Program Credits .....	60

**Business Management Requirements**

<b>BUS 104</b> —Introduction to Business .....	3
<b>BUS 110</b> —Business Law .....	3
<b>BUS 150</b> —Business Communication .....	3
<b>BUS 200</b> —Business Organization and Management .....	3
<b>BUS 210</b> —Business Methods .....	3
<b>ACC 121</b> —Elementary Accounting I <sup>1</sup> .....	4
<b>CED 361</b> —Business Management Internship I .....	2
<b>CED 461</b> —Business Management Internship II .....	2
<b>FNB 100</b> —Introduction to Finance .....	3
<b>MAR 100</b> —Introduction to Marketing .....	3
Total Curriculum Credits .....	29
Total Program Credits .....	61



**Office Operations Requirements**

<b>OFF 110</b> —Keyboarding .....	2
<b>OFF 115</b> —Office Communications .....	3
<b>OFF 200</b> —Transcription Development I—Shorthand .....	3
OR	
<b>OFF 201</b> —Transcription Development I—Machine .....	3
<b>OFF 210</b> —Formatting .....	3
<b>OFF 220</b> —Text Processing I .....	4
<b>OFF 300</b> —Transcription Development II—Shorthand .....	2
OR	
<b>OFF 301</b> —Transcription Development II—Machine .....	2
<b>ACC 121</b> —Elementary Accounting I <sup>1</sup> .....	4
OR	
<b>BUS 104</b> —Introduction to Business .....	3
OR	
<b>BUS 200</b> —Business Organization and Management .....	3
<b>BUS 300</b> —Office and Personnel Management .....	3
<b>CED 351</b> —Office Administration Internship I .....	2
<b>CED 451</b> —Office Administration Internship II .....	2
<b>DAT 130</b> —Introduction to Computer Applications .....	3
Total Curriculum Credits .....	30-31
Total Program Credits .....	62-63

<sup>1</sup>Students may substitute both ACC 101 (or ACC 106) and ACC 111 for this course.  
<sup>2</sup>Choose from ACC 340, ACC 451, or any Business Management course.  
<sup>3</sup>Choose any Physical Education (PED) 100 level course.





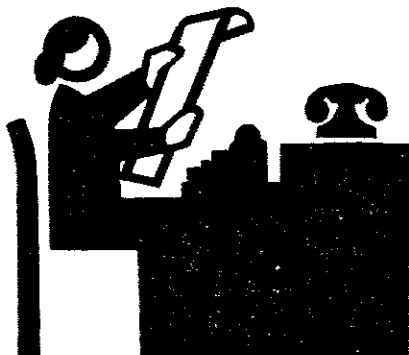


# **COURSE DESCRIPTIONS**

**ACCOUNTING**

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.



**Chairperson:** Doris B. Fitzgerald  
**Deputy Chairperson:** Josh Wolfson  
**Professors:** Doris B. Fitzgerald, Gerald Goldstein, Stanley H. Solomon, Albert Zelony  
**Associate Professors:** Stanley Chu, Seymour Handelman, Manuel Hernandez, Frank Navas  
**Assistant Professors:** , Lloyd Carrol, Harry Kleinman, Valerie Watts, Josh Wolfson  
**Adjunct Faculty:** There are approximately 10 adjuncts in the Department

**Elementary Accounting 1A** **ACC 101**  
 2 crs. 3 hrs.

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, closing entries and accounting for cash. An investigation is made of accounting for service businesses and trading concerns. Also, studies are made of basic business papers and procedures and classified financial statements. This course 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.

**Elementary Accounting IA-Bilingual** **ACC 106**  
 2 crs. 3 hrs.

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

**Elementary Accounting IB** **ACC 111**  
 2 crs. 3 hrs.

The course covers accounting for negotiable instruments, adjusting and closing entries, classified financial statements, disposal of plant assets and various methods of depreciation, as well as special journals. This course supplements the preceding ACC 101 course and together with it generally parallels most introductory college courses in Accounting.  
*Prerequisite: ACC 101*

**Elementary Accounting I** **ACC 121**  
 4 crs. 4 hrs.

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.

**Elementary Accounting II** **ACC 221**  
 4 crs. 4 hrs.

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, inventories, 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, statement of cash flows, and management reports and analyses.  
*Prerequisite: ACC 121*

**Intermediate Accounting I** **ACC 330**  
 3 crs. 4 hrs.

The course begins with a review of the accounting process. Topics covered include balance sheet presentation, the time value of money, accounting for cash, receivables, inventory cost and valuation procedures, plant and equipment accounting, including acquisition use, retirement and special valuation problems, accounting for intangible assets, current liabilities and contingencies. Attention is given to the theory pronouncements issued by the Financial Accounting Standards Board and other standard-setting bodies.  
*Prerequisite: ACC 221*

**Taxation: Federal**

3 crs. 4 hrs.

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 340**

Associate in Applied Science (A.A.S.) or Associate in Science (A.S.) degree and are qualified to work as technicians or therapists in a variety of health care and human services agencies.

**Chairperson:** Everett W. Flannery

**Deputy Chairpersons:** Norman E. Farber, Camille V. Layne

**Professors:** Marjory Abbott, Thomas-Robert H. Ames, Norman E. Farber, Everett W. Flannery, Paul H. Levitz

**Associate Professor:** Camille V. Layne

**Assistant Professors:** Francine Tabana-Belin, Richard Lanzara, Annabelle Nelson

**Lecturer:** Michael A. Nazzaro

**College Laboratory Technician:** Juana Rodriquez

**Adjunct Faculty:** There are approximate ten adjuncts in the Department

**Intermediate Accounting II**

3 crs. 4 hrs.

The course is a continuation of Intermediate Accounting I. A detailed study is made of the accounting for long term debt, investments in stocks and bonds, leases, pensions, accounting for income taxes and inflation accounting. Other topical coverage includes EPS, revenue recognition, preparation of the income statement and the statement of cash flows. 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 430**

**Cost Accounting I**

3 crs. 4 hrs.

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, allocation of costs, joint and by-product costs, payroll accounting and budgeting.

*Prerequisite: ACC 221*

**ACC 450**

**Cost Accounting II**

3 crs. 4 hrs.

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*

**ACC 451**

**COMMUNITY MENTAL HEALTH TECHNOLOGY**

**Introduction to Community Mental Health and the Rehabilitation Process**

**MHT 120**

3 crs. 3 hrs. 1 lab hr.

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.

*Prerequisite: Matriculation in CMHT Program or Departmental approval*



**Abnormal Psychology**

**MHT 215**

3 crs. 3 hrs.

**(Same as PSY 510)**

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 conception of normal personality functioning is discussed.

*Prerequisites: CMHT Matriculated Status and PSY 100 or Departmental approval*

**Clinical Assistantship in Community Mental Health I**

**MHT 305**

4 crs. 2 hrs. 16 lab hrs.

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.

*Prerequisite: MHT 330*

*Corequisites: MHT 325, PSY 500*

**ALLIED HEALTH SCIENCES**

The Department of Allied Health Sciences offers four professional programs: Community Mental Health Technology, Emergency Medical Technician/Paramedic Program, Medical Record Technology, and Respiratory Therapy. Students successfully completing these programs are awarded the

**Counseling and Interviewing MHT 325**

3 crs. 2 hrs. 3 lab hrs.

Introduction 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.

*Prerequisites: MHT 120, MHT 215, MHT 330 or Departmental approval.*

*Corequisites: MHT 305, PSY 500*

**Mental Health Treatment and Teaching Techniques MHT 330**

4 crs. 3 hrs. 3 lab hrs.

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

*Prerequisites: MHT 120, PSY 100*

*Corequisite: MHT 215*

**Clinical Assistantship in Community Mental Health II MHT 405**

4 crs. 2 hrs. 16 lab hrs.

Selected supervised field learning placements, designed in clinical settings, may be conducted in community mental health centers, special education programs or rehabilitation agencies. Included are the discussion and interpretation of the clinical experience.

*Prerequisites: MHT 325, MHT 330*

*Corequisites: MHT 406, MHT 421, MHT 440*

**Mental Health Practicum MHT 406**

2 crs. 3 lab hrs.

An opportunity for student critical introspection, self-evaluation, attitude and 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 personal performance by the community mental health assistant in the provision of services to the mentally handicapped individual.

*Prerequisite: MHT 330*

*Corequisites: MHT 405, MHT 440*

**Social Disability MHT 421**

3 crs. 3 hrs.

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.

*Prerequisites: MHT 215, MHT 330 or Departmental approval*

**The Psychopathology and the Sexuality of the Disabled MHT 440**

3 crs. 3 hrs. 1 lab hr.

This course provides students with both the knowledge and understanding of human sexuality and the psychopathology, special needs and problems of handicapped persons in achieving a healthy sexual adjustment as they relate to the roles and functions of the Community Mental Health Technician.

*Prerequisites: MHT 120, MHT 215, MHT 305, MHT 325, MHT 330, MHT 421, PSY 100, PSY 500*

*Corequisites: MHT 405, MHT 406*

**EMERGENCY MEDICAL TECHNICIAN / PARAMEDIC PROGRAM**

**Emergency Medical Care / Paramedic I EMC 101**

6 crs. 6 hrs. 3 lab. hrs.

This course provides students with the knowledge of human anatomy and physiology as required for the understanding of assessing and treating victims of sudden illness or injury. Pathophysiology and management of problems, patient assessment, and techniques of management of the cardiovascular system and respiratory system, as well as all other systems, are introduced.

*Prerequisite: New York State Certification as an Emergency Medical Technician*

**Emergency Medical Care / Paramedic II EMC 102**

6 crs. 6 hrs. 3 lab hrs.

This course will provide students with the knowledge of assessing victims of sudden illness or injury with the understanding of the underlying anatomy and physiology of the affected tissue, organ, or system. Students will also be given an understanding of appropriate treatment modalities for certain disease entities and injuries.

Students will also be provided with the knowledge and skills required for treating victims of sudden illness or injury as pre-hospital care givers.

*Prerequisite: EMC 101*

**Emergency Medical Care / Paramedic III EMC 201**

6 crs. 6 hrs. 3 lab hrs.

This course will provide students with the knowledge of appropriate assessment of the cardiac patient, the knowledge and skill to read normal electrocardiograms, recognize cardiac arrhythmias on same, operate and interpret electrocardiograms. It also provides students with the skills to use a defibrillator, and to perform defibrillation and synchronized cardioversion. Students are also provided with knowledge of local, general, and systemic effects of specific drugs, as well as the absorption rates via intravenous, subcutaneous, oral, transtracheal, and intramuscular routes of administration.

Students are provided with the knowledge of the effects of alpha and beta receptors in the heart, lungs, and arteries, as well as beta blockers. Students are also provided with the knowledge of dose, dilution, action, indications and use, precautions, incompatibility, contraindications, side effects, antidotes of specific drugs, and skills of administering drugs.

*Prerequisite: EMC 101, EMC 102*



**Emergency Medical Care / Paramedic IV** **EMC 202**  
6 crs. 6 hrs. 3 lab hrs.

This course provides students with the knowledge and skills required to perform physical examination on patients with suspected injury to the head, spinal cord, cervical spine, neurologic problems, and general seizures. It also provides students with the knowledge and skills to recognize symptoms of diabetes mellitus, insulin shock, hypoglycemia, hyperglycemia, and treatment of same. In addition, students are provided with the knowledge of appropriate treatment of a patient who has ingested poison. Students are provided with the knowledge and skill required to catheterize both male and female urinary bladders. Students are also provided with the knowledge and skills required to arrive at a decision to transport patients in labor, or to prepare for delivery, as well as functioning in all childbirth possibilities. Students are provided with the knowledge and skills of management in mass casualty situations, situations involving a battered or sexually abused child, and situations involving emotionally disturbed patients who are combative.

*Prerequisite: EMC 101, EMC 102*

**Emergency Medical Care / Paramedic Clinical Internship I** **EMC 301**

1 cr. 5 lab hrs.

Students will be provided with clinical training experience at the Cardiac Catheterization Laboratory, City Morgue, and with the Hospital Phlebotomy team. Students will also perform clinical service in the Emergency Department, Operating Room, and with the Paramedic Ambulance. Students will acquire further experience in the Labor and Delivery Suite, Intensive Care Unit, Pediatric Department, and Psychiatric Emergency Department.

*Corequisites: EMC 101, EMC 102*

**Emergency Medical Care / Paramedic Internship II** **EMC 302**

2 crs. 10 lab hrs.

In this second EMC/Paramedical clinical rotation course students continue their work in the hospital emergency room. In addition, clinical rotations are provided for experiences on the paramedical (advance life support) ambulance, in the operating room, and in the New York City Medical Examiners Office.

*Prerequisites: EMC 101, EMC 102, EMC 301*

*Corequisites: EMC 201, EMC 202*

**Emergency Medical Care / Paramedic Internship III** **EMC 303**

3 crs. 15 lab hrs.

In this final EMC/Paramedic clinical rotation course students complete their required hours in the hospital emergency room and on the Paramedic (A.L.S.) ambulance. Additional development of knowledge and skills is provided in the labor and delivery rooms, psychiatric facilities, ICU/CCU, Cardiac Catheterization laboratory, pediatric neonatal clinic and well baby clinic.

*Prerequisites: EMC 201, EMC 202, EMC 302*

**MEDICAL RECORD TECHNOLOGY**

**Medical Record Science I** **MRT 102**

4 crs. 3 hrs. 2 lab hrs.

This course is designed to introduce the student to the field of Medical Records Technology. An overview of the history of the profession is given. In-depth coverage of the basic functions related to the medical record field is presented.

This course presents the contents of the medical record, numbering and filing systems, index and registers.

*Prerequisites: Matriculation in MRT Program or departmental approval.*

*Corequisites: MRT 103, BIO 425*

**Medical Terminology I** **MRT 103**

3 crs. 3 hrs.

The first part of a two-semester course which includes a development of medical terminology in a logical sequence.

Medical terms are used in a limited number of body systems.

Special attention is given to presenting medical terms in their proper context as related to: anatomy and physiology, pathology, clinical procedures, laboratory tests and abbreviations.

*Prerequisites: Matriculation in MRT Program or Departmental Approval*

*Corequisites: MRT 102, BIO 425*

**Medical Record Science II** **MRT 202**

4 crs. 2 lab hrs. 3 hrs.

This course provides a general discussion of the administration of the admission department with special consideration to reviewing responsibilities, functions and procedures as they relate to the medical record. An in-depth review of documentation in long term care and other non-hospital facilities is provided. Statistical computations relevant to health care facilities are covered; also included are the sources and uses of health care data, its collection and display in health care facilities. Instruction in quantitative medical record analysis is provided with procedures for collection and presentation of data to the medical staff.

*Prerequisites: MRT 102, MRT 103, BIO 425*

*Corequisites: MRT 203, MRT 420, BIO 426*

**Medical Terminology II** **MRT 203**

3 crs. 3 hrs.

This course is a continuation and advanced study of medical terms. Basic fundamentals of word analysis are applied in a continued study of medical terms by body systems. Medical terminology is applied in case reports, X-ray reports, operative and diagnostic lists, drug descriptions and other medical contexts.

*Prerequisites: MRT 102, MRT 103, BIO 425*

*Corequisites: MRT 202, MRT 420, BIO 426*

**MRT 210**



**Medical Record Summer Clinical Practicum**

3 crs. 32 hrs.

A supervised learning experience in affiliated clinical sites which enables the student to acquire competence in medical record procedures directly related to the course content of MRT 102 and MRT 202.

*Prerequisites: MRT 202, MRT 203*

**Medical Record Science III**

**MRT 300**

3 crs. 3 lab hrs. 2 hrs.

This course includes coverage of the organization and function of a Cancer Registry Program; the organization and responsibilities of the medical staff committees (emphasizing the medical record practitioner's role); the role of accrediting agencies in the health field and medicolegal principles relating to medical records.

*Prerequisite: MRT 210.*

*Corequisite: MRT 315.*

**Medical Coding**

**MRT 315**

4 crs. 3 hrs. 2 lab hrs.

This course is designed to give the student an in-depth study of ICD-9-CM classification system, linking the historical development of other nomenclature and classification systems. An overview of other present day classification systems will be presented. Manual and computer systems for data collection and retrieval will be covered.

*Prerequisite: MRT 210*

*Corequisite: MRT 300*

**Medical Record Science IV**

**MRT 400**

3 crs. 3 lab hrs. 2 hrs.

This course covers the theories and methodologies utilized in quality assurance programs; the principles of form design and control; and the theories and techniques used in employee supervision.

*Prerequisites: MRT 300, MRT 315*

*Corequisites: DAT 125, MRT 430, OFF 211*

**Pathology of Disease**

**MRT 420**

3 crs. 3 hrs.

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: MRT 102, MRT 103, BIO 425*

*Corequisites: MRT 202, MRT 203, BIO 426*

**Medical Record Clinical Practice**

**MRT 430**

4 crs. 12 lab hrs.

A supervised learning experience in affiliated clinical sites which enables the student to acquire competence in medical record procedures directly related to the course content of MRT 300 and MRT 400.

*Prerequisites: MRT 300, MRT 315*

*Corequisites: DAT 125, MRT 400, OFF 211*

**Medical Transcription**

**OFF 211**

3 crs. 4 hrs.

This course provides the student with basic knowledge, understanding, and skills required to transcribe medical dictation with accuracy and clarity. An overview of acceptable business format related to planning, organizing and composing documents will be covered.

*Prerequisites: MRT 300, MRT 315*

*Corequisites: MRT 400, MRT 430, DAT 125*

**RESPIRATORY THERAPY**

**Fundamentals of Respiratory Therapy**

**RTT100**

4 crs. 2 hrs. 6 lab hrs.

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 cannulae, masks and tents, nebulizers, flowmeters and regulators, oxygen analyzers and oxygen supply systems.

*Prerequisite: Matriculation in the RTT Program*

*Corequisite: RTT 101*

**Introduction to Respiratory Therapy Equipment**

**RTT 101**

1 cr. 2 lab hrs.

This laboratory course gives the student the opportunity for hands-on learning of equipment found in Respiratory Therapy departments of affiliated hospitals. The student observes, operates, disassembles and reassembles equipment until fully competent at setting up, operating and trouble shooting. Students become familiar with equipment used in respiratory care prior to use in direct patient contact.

*Corequisite: RTT 100*

**Respiratory Therapy I**

**RTT 201**

4 crs. 4 hrs.

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 118*

*Corequisites: RTT 202, BIO 426*

**Respiratory Therapy Clinical Practicum I**

**RTT 202**

3 crs. 9 lab hrs.

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 118*

*Corequisites: RTT 201, BIO 426*



**Respiratory Therapy Summer Clinical Practicum**

**RTT 210**

6 crs. 40 lab hrs.

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 (RTT 201 and RTT 202). The schedule is structured to rotate groups in 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*

**Respiratory Therapy II**

**RTT 301**

3 crs. 4 hrs.

Skills in patient care are further developed and emphasis 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*

**Respiratory Therapy Clinical Practicum II**

**RTT 302**

4 crs. 16 lab hrs.

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

*Prerequisites: RTT 210, BIO 426*

*Corequisite: RTT 301*

**Cardio-Respiratory Physiology**

**RTT 310**

2 crs. 2 hrs.

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 is 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*

*Corequisites: RTT 301, RTT 302, RTT 320*

**Pulmonary Function Testing**

**RTT 320**

2 crs. 1 hr. 2 lab hrs.

This course introduces students to the most common tests of pulmonary function in adults and children. Students will be required to perform these tests and interpret their significance.

*Prerequisites: RTT 202, BIO 426 or Departmental approval*

*Corequisites: RTT 301, RTT 302, RTT 310*

**Respiratory Therapy III**

**RTT 401**

3 crs. 3 hrs.

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 Credentialing Examinations.

*Prerequisite: RTT 302, RTT 310, RTT 320*

*Corequisites: RTT 403, RTT 410*

**Respiratory Therapy Clinical Practicum III**

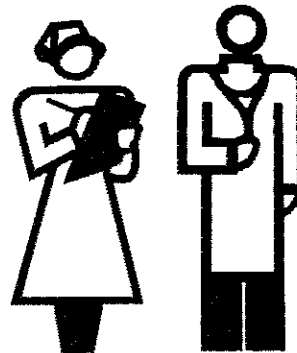
**RTT 403**

4 crs. 16 lab hrs.

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 operation, including patient record-keeping, reporting and charting. Interdisciplinary team relationships are also stressed.

*Prerequisites: RTT 302, RTT 310, RTT 320*

*Corequisites: RTT 401, RTT 410*



**Fundamentals of Clinical Medicine**

**RTT 410**

2 crs. 2 hrs.

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 are encouraged.

*Prerequisites: RTT 302, RTT 310*

*Corequisites: RTT 401, RTT 403 or Departmental approval*

**BUSINESS MANAGEMENT**

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

**Chairperson:** Chaim Ginsberg

**Deputy Chairpersons:** James H. Berson, Richard Farrell, Constantine Petrides

**Professors:** James H. Berson, Howard R. Budner, Chaim Ginsberg, Richard M. Gonzalez, Norman P. Horwitz, Marion M. Lauterstein, Constantine G. Petrides, Arnold H. Scolnick

**Associate Professors:** Basil L. Cleare, Elinor Garely, Conrad Henry, Percy Lambert, Joseph C. Picon

**Assistant Professor:** Arthur Leff

**Lecturers:** Richard Farrell, Shirley Zaragoza

**College Laboratory Technician:** William Guttenplan

**Adjunct Faculty:** There are approximately 45 adjuncts in the Department.

**ADVERTISING**

**Essentials of Advertising**

**ADY 200**

3 crs. 3 hrs.

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 104*

**BUSINESS**

**Introduction to Business**

**BUS 104**

3 crs. 3 hrs.

Business and industry in the United States are 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 business administration and the problems they engender in the total management process.

*Required of all Business Management Students.*

**Business Law**

**BUS 110**

3 crs. 3 hrs.

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.

**Business Communication**

**BUS 150**

3 crs. 3 hrs.

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 students develop their ability to think, to express themselves in business situations and to use the most effective methods in the most effective way.

*Prerequisites: ENG 101, ENG 201, SPE 100*

**Business Organization and Management**

**BUS 200**

3 crs. 3 hrs.

In this course, the total structure and character of modern business from initial organization through grouping of essential functions into operating departments are 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.

**Business Methods**

**BUS 210**

3 crs. 3 hrs.

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

*Prerequisites: MAT 150, MAT 175 or MAT 206 (for Business students only)*

**Managerial Decision Making**

**BUS 220**

3 crs. 3hrs.

The course is designed to develop the student's ability to make decisions as a manager. Cases are used to present the student with a variety of management problems. Students participate in oral and written case analysis which require identification of the problem, proposal of alternative solutions to it and the choice of one solution based on criteria of profitability and productivity. Students also participate in a management simulation game. Decision tree analysis is the dominant technique used in case study and simulation gaming.

*Prerequisites: BUS 210 (for Business students only)*

**Office and Personnel Management**

**BUS 300**

3 crs. 3 hrs.

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.

**Essentials of Small Business**

**BUS 410**

3 crs. 3 hrs.

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.





**FINANCE AND BANKING**

**Introduction to Finance FNB 100**  
3 crs. 3 hrs.

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.

**Commercial Credit and Collections Management FNB 220**  
3 crs. 3 hrs.

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.

*Prerequisite: ACC 121 or Departmental approval*

**Financial Management FNB 230**  
3 crs. 3 hrs.

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 businesses, sources of capital, banking and credit accommodations as well as the handling of other financial matters.

*Prerequisites: FNB 100, ACC 121*

**Consumer Credit Management FNB 240**  
3 crs. 3 hrs.

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 credit, and the management of a consumer or retail credit department.

*Prerequisite: BUS 104 or Departmental approval*

**Money and Banking FNB 250**  
3 crs. 3 hrs.

An analysis of the organization and operation of our financial system is given to 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: FNB 100, ECO 100*

**Investments FNB 300**  
3 crs. 3hrs.

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: FNB 100, ACC 121*

**MARKETING**

**Introduction to Marketing MAR 100**  
3 crs. 3 hrs.

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.

**Sales Principles and Practices MAR 300**  
3 crs. 3 hrs.

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*

**Retail Organization, Operation and Buying MAR 320**  
3 crs. 3 hrs.

In this study of the management operations of a large retail store, current practices in store layout, organization, personal management, service to customers, expense budgeting and control, receiving and marketing are analyzed. Methods and techniques employed by buyers in selecting new lines, assortment planning, placing orders, pricing and handling other phases of the buying job are discussed.

*Prerequisite: MAR 100*

**RETAILING**

**Consumer Motivation RET 300**  
3 crs. 3 hrs.

This course develops the student's understanding of the relevancy of consumer motivation and behavior to modern marketing techniques and strategies. It offers insight and information vital to the consumer-oriented firm. The economic, social and psychological aspects of consumer behavior are explored.

*Prerequisite: MAR 100*



**Retail Merchandising and Promotion**

**RET 310**

3 crs. 3 hrs.

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 and store displays and identify the promotional characteristics of textiles, fashion accessories, and home fashions.

*Prerequisite: MAR 390*

**REAL ESTATE**

**Real Estate Salesperson's Qualifying Course**

**RLS 202**

3 crs. 4 hrs.

This course is designed to meet the necessary educational requirements associated with the New York State Real Estate Salesperson's License Examination. Topics 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.

**Real Estate Broker's Qualifying Course**

**RLS 203**

3 crs. 4hrs.

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 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.

**Real Estate Management**

**RLS 301**

3 crs. 3 hrs.

This course explores the practical aspects of effective and efficient managing of commercial and industrial properties. In addition, the course focuses 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*

**Real Estate Appraisal**

**RLS 302**

3 crs. 3 hrs.

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 and the appraisal process for income property are explored.

*Prerequisites: RLS 202, 203*

**Real Estate Financing**

**RLS 303**

3 crs. 3 hrs.

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—deals with the institutional background of real estate financing concepts required for making investment strategy. In addition, emphasis is 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*

**SALES**

**Sales Management**

**SLS 300**

3 crs. 3 hrs.

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.

*Prerequisite: MAR 300*

**TRAVEL AND TOURISM**

**Introduction to Travel & Tourism**

**TTA 200**

3 crs. 3 hrs.

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 is for a student to acquire a thorough knowledge of "Tourism" embracing the foundations of transportation, accommodations, business and special activities which lure a person away from home.

**Travel Operations**

**TTA 201**

3 crs. 3 hrs.

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*

**World Markets**

**TTA 301**

3 crs. 3 hrs.

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**

The Center for Ethnic Studies offers courses in the following areas: Black Studies (BLK), Puerto Rican and Dominican Studies (PRN) and Black and Puerto Rican Studies (BPR). The courses can be used to satisfy liberal arts requirements in literature, the social science disciplines, music and art or as electives. Courses in the Center for Ethnic Studies are articulated for transfer credit.

The educational objectives of the courses include enhancement of critical thinking processes and refinement of written communication skills. The pedagogical approach is interdisciplinary in concept. Students interested in subjects related to career, liberal arts or pre-professional programs in African-American, Puerto Rican/Latin American or Caribbean Studies should consult members of the faculty in the Center for Ethnic Studies.

**Director:** William P. Coleman  
**Deputy Director:** Salvador Ocasio  
**Associate Professor:** David U. Farquhar  
**Assistant Professors:** William P. Coleman, Salvador Ocasio, Nicholas D. Ofaja, Rex Serrano-Mattei  
**Instructor:** Eleanor F. Drabo  
**Adjunct Faculty:** There are approximately six adjuncts in the Center

**BLACK STUDIES (BLK)**

**BLACK LITERATURE**

**Note:** Courses in Black Literature (300 level) satisfy requirements for a third semester of the English sequence. Completion of ENG 201 (see page 45) is required for all Black Literature courses.

**African-American Writing from 18th Century to 1940** **BLK 321**

3 crs. 3 hrs.  
 A survey of fiction, poetry and commentary by African-American writers from the 18th century through the Harlem Renaissance.  
*Prerequisite: ENG 201*

**Contemporary Black Writers** **BLK 322**

3 crs. 3 hrs.  
 A survey of fictional and non-fictional writing representing the various regions of the African world community from 1940 to the present.  
*Prerequisite: ENG 201*

**History of Black Theater** **BLK 335**

3 crs. 3 hrs.  
 Evolution of the Black Theatre as a distinctive cultural entity from the 1820's to the present.  
*Prerequisite: ENG 201*

**Black Literature of the Caribbean** **BLK 338**

3 crs. 3 hrs.  
 The course examines the emergence and growth of a distinct regional literature in English and French speaking nations.  
*Prerequisite: ENG 201*

**MUSIC AND ART**

**African Art (Same As Art 801)** **BLK 101**

2 crs. 2 hrs.  
 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 and visits to museums and galleries.

**African-American Art** **BLK 102**

2 crs. 2 hrs.  
 A survey of the works of African-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.

**SOCIAL SCIENCE**

**History of African Civilization** **BLK 121**

3 crs. 3 hrs.  
 African civilizations from the pre-historic cultures in Olduvai, through regional history to the decline of the West African kingdom of Songhai in 1596.

**Africa 1500 to Present** **BLK 122**

3 crs. 3 hrs.  
 Africa from the beginnings of the Atlantic 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.

**African-American History to 1865** **BLK 123**

3 crs. 3 hrs.  
 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. The course focuses on the participation of African-Americans in the growth and development of the United States. The involvement of African-Americans in abolitionism and in the development of social and cultural institutions in free black communities is analyzed.



**African-American History 1865 to Present** **BLK 124**

3 crs. 3 hrs.

Reconstructions I and II, 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. The course examines the impact of urbanization, institutional racism, economic and political policies on the life experiences of African-Americans. The dynamics of cultural, social and political interactions with the social structure of the nation since 1865 are analyzed.

**Caribbean History** **BLK 126**

3 crs. 3 hrs.

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.

**Haitian History and Culture** **BLK 127**

3 crs. 3 hrs.

The role of economics, culture and world diplomacy in the development of the Republic of Haiti since the Revolution of 1791. The impact of Haitian intellectual and popular thought on prose, poetry and art is examined.

**Black Women in the Americas and the Caribbean** **BLK 128**

3 crs. 3 hrs.

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

**The Black Man in Contemporary Society** **BLK 129**

3 crs. 3 hrs.

The effects of economic and social factors on socialization, status and levels of achievement among Black men are analyzed. The impact of institutional racism and underachievement on urbanized populations is explored comparatively in terms of access, social status and economic differentials.

**Modern Black Political Thought** **BLK 152**

3 crs. 3 hrs.

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

**Sociology of the Black Urban Community** **BLK 154**

3 crs. 3 hrs.

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*

**The Black Experience in Africa** **BLK 253**

3 crs. 3 hrs.

This course is designed to provide the student with an introduction to the cultures of selected African nations through travel, structured reading and lectures conducted on the campuses of African colleges and universities.

Requirements include a term paper. This course and PRN 475 are part of the Center's Study Abroad Program.

**The Contemporary Black Family** **BLK 256**

3 crs. 3 hrs.

The Black family in current urban/suburban settings and the effects of changing value systems, the single-parent family, crisis 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*

**Foundations of Black Psychology** **BLK 271**

3 crs. 3 hrs.

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

*Prerequisite: PSY 100*

**BLACK AND PUERTO RICAN STUDIES (BPR)**

**PHYSICAL EDUCATION**

**Introduction to Afro-American and Caribbean Dance (Same as PED 802)** **BPR 102**

1 cr. 2 hrs.

This course concentrates on elementary dance of the West Indian, Puerto Rican and African-American cultures. Students are expected to learn basic Dunham techniques as well as regional folk dances such as Samba, Calypso, Funga and Gao. By learning these dances, students will better understand the similarities of movement within these cultures.



SOCIAL SCIENCE

**Economics of Urban Communities** **BPR 111**  
3 crs. 3 hrs.

This course introduces the subject of urban economics in historical and social contexts rather than as a strict analytical discipline. The causes and existence of poverty in cities, the management of federal, state and local government programs, the financing of black enterprises, and conditions of social welfare are considered. Solutions towards developing neglected economics of urban communities are proposed.

**Economic Development of the Dominican Republic in the 20th Century** **BPR 112**  
3 crs. 3 hrs.

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 influence of the United States on developments in the Dominican economy during this century.

**African Development in the 20th Century** **BPR 113**  
3 crs. 3 hrs.

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 is explored.

**Political Economy of the Caribbean** **BPR 151**  
3 crs. 3 hrs.

A study of the factors 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.

**Health Problems in Urban Communities** **BPR 161**  
3 crs. 3 hrs.

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

*An elective course*

**PUERTO RICAN AND DOMINICAN STUDIES (PRN)**

MODERN LANGUAGES AND LITERATURE

**Representative Puerto Rican Writers** **PRN 233**  
3 crs. 3 hrs.

An intensive study of a group of Puerto Rican writers and their reactions to different periods in the history of their country. The course includes both oral and written analyses of the important works of Eugenio Maria de Hostos, Jose de Diego, Antonio S. Pedreira, Julia de Burgos, J.L. Gonzalez, Luis R. Sanchez 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: Proficiency level equivalent to SPN 210*

**Puerto Rican Theatre** **PRN 235**  
3 crs. 3 hrs.

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. The course 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.

*Prerequisite: Proficiency level equivalent to SPN 210*

**Puerto Rican Literature: Early Colonial Through 19th Century** **PRN 237**  
3 crs. 3 hrs.

This course is a survey of Puerto Rican literature from the Spanish colonial period through 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 are required. Note: This course is taught in Spanish and satisfies the Liberal Arts requirement for Modern Language.

*Prerequisite: Proficiency level equivalent to SPN 210*

**Contemporary Puerto Rican Literature** **PRN 238**  
3 crs. 3 hrs.

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

*Prerequisite: Proficiency level equivalent to SPN 210*



**The Short Story in the Spanish Speaking Caribbean** PRN 239

3 crs. 3 hrs.  
 This course studies the short story as a major form of literary expression in the Spanish speaking countries of the Caribbean: Colombia, Cuba, the Dominican Republic, Puerto Rico and Venezuela. It studies the development of the short story beginning with Indian legends recreated by Spaniards during the early Colonial period. Examples of short stories written during the different literary movements are studied and analyzed. The relationship between the writer and society is analyzed as well as the common history, culture and socio-economic problems which are reflected in each story. Note: This course is taught in Spanish and satisfies the Liberal Arts requirement for Modern Language.  
*Prerequisite: Proficiency level equivalent to SPN 210*

**Latin American Heritage** PRN 475

3 crs. 3 hrs.  
 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 is graded on a written paper and/or a final examination. This course and BLK 253 are part of the Center's Study Abroad Program.  
*Prerequisite: A functional knowledge of the language of the country or countries visited may be required.*



MUSIC AND ART

**Puerto Rican Music (Same as MUS 881)** PRN 141

2 crs. 2 hrs.  
 This course studies the history and development of Puerto Rican music, beginning with an analysis of the role of music in each of the three cultures (Arawak, Spanish and West African) that comprise 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

**Puerto Rican Culture and Folklore** PRN 125

3 crs. 3 hrs.  
 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 and the Puerto Rican family, race relations, the jibaro, religion, and the arts. It reviews customs, traditions, celebrations, dances, legends, songs, proverbs, and hero/underdog stories as well as the impact of the United States culture.

**History of Puerto Rico: Discovery through 19th Century** PRN 127

3 crs. 3 hrs.  
 This course studies the history of Puerto Rico from the pre-Columbian period to the end 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 and to the events leading to the Spanish-American War in 1898.

**History of Puerto Rico: 1900 to Present** PRN 128

3 crs. 3 hrs.  
 This course studies the historical conditions of Puerto Rico in the 20th 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 a perspective. The alternatives to the problem of status—commonwealth, statehood and independence—are studied.

**History of the Dominican Republic** PRN 131

3 crs. 3 hrs.  
 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 economic 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.

**Politics of Puerto Rican Communities** PRN 151

3 crs. 3 hrs.  
 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.

**Puerto Rican Experience in Urban U.S. Settings** **PRN 152**

3 crs. 3 hrs.  
 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.

**The Puerto Rican Family** **PRN 234**

3 crs. 3 hrs.  
 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.

**Puerto Rican Economic Development Since 1898** **PRN 236**

3 crs. 3 hrs.  
 This course analyzes the history and effects of American economic policies on contemporary Puerto Rico. 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 to power of the Popular Party, with its politics of land reform and economic development, are examined. The economic and social planning that have brought about modern Puerto Rico are analyzed.

**CHILD CARE/EARLY CHILDHOOD EDUCATION**

**Director:** Lillian Oxtoby  
**Professor:** Lillian Oxtoby  
**Lecturer:** Mary E. Shepard  
**Adjunct Faculty:** There are approximately ten adjuncts in the Program.

**Early Childhood Education I** **ECE 102**

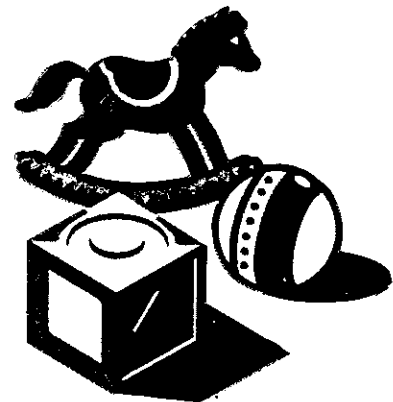
3 crs. 2 hrs. 2 lab hrs.  
 An introductory course for perspective assistant teachers. The course identifies the philosophy, practices and resources in the field of Early Childhood Education today. In addition, students visit early childhood education settings for first hand observation of young children.

**The Exceptional Child** **ECE 201**

3 crs. 2 hrs. 2 lab hrs.  
 Identifies the various handicapping conditions and special needs of young children, including the gifted. The course defines emotional, intellectual, physical, visual, hearing, orthopedic, speech and/or language impairments. In addition, techniques and strategies for mainstreaming these children within the early childhood educational environment are included.  
*Prerequisite: ECE 102*

**Curriculum and Program Planning for Young Children I** **ECE 202**

3 crs. 2 hrs. 2 lab hrs.  
 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*



**Infant Care Curriculum and Program Planning I** **ECE 204**

3 crs. 2 hrs. 2 lab hrs.  
 An intensive course in the methods and materials of infant (2 months—18 months) care, including theory; curriculum construction and planning; infant's emotional, cognitive, social and physical development; the role of parent; infant's schedules and routines; and infant observation and recording.  
*Prerequisite: ECE 102*

**Early Childhood Education II** **ECE 301**

3 crs. 1 hr. 4 lab hrs.  
 A fieldwork course focusing on the observation of children, requiring supervised participation in an assigned early childhood education setting, such as a day care center, pre-kindergarten, Head Start, infant care, private school, etc. The student spends a minimum of 60 hours in the field.  
*Prerequisite: ECE 202*

**Curriculum and Program Planning for Young Children II** **ECE 302**

3 crs. 2 hrs. 2 lab hrs.

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

*Prerequisite: ECE 202*

**Early Childhood Education II** **ECE 303**

3 crs. 1 hr. 4 lab hrs.

A fieldwork course focusing on the observation of children, requiring supervised participation in an assigned group care, infant or toddler setting. The student spends a minimum of 60 hours in the field.

*Prerequisite: ECE 204*

**Toddler Care Curriculum and Program Planning II** **ECE 304**

3 crs. 2 hrs. 2 lab hrs.

A continuation of Infant Care Curriculum and Program Planning I. The topics introduced in ECE 204 and their applications to the toddler child age 18 months-36 months are considered. These 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*

**Supervised Instructional Experience With Young Children** **ECE 401**

4 crs. 1 hr. 6 lab hrs.

Application of theory through supervised observation and student teaching in the pre-school setting. This experience is implemented by a weekly lecture designed to coordinate the curriculum sequence with practical experience, thus preparing the prospective assistant teacher to assume his or her role upon commencement. The student spends a minimum of 90 hours in the field.

*Prerequisites: ECE 301, ECE 302*

**Supervised Instructional Experience With Infants and Toddlers** **ECE 403**

4 crs. 1 hr. 6 lab hrs.

Application of theory through supervised observation and student teaching in assigned group-care, infant or toddler setting. This experience is supplemented by a weekly lecture 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**

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. The Cooperative Education Department makes every effort to ensure that there will be an experiential component to each student's BMCC education. Cooperative Education is required of students majoring in Accounting, Business Management (including the concentrations in Credit and Collections, Finance and Banking, General Management, Marketing, Real Estate, Retailing, Sales Management, and Travel and Tourism), Corporate and Cable Communications, and Office Automation/Operations. It is optional in Data Processing and Liberal Arts. The typical Cooperative Education requirement is the Career Planning course (CED 201) and an Internship (CED 300).

**Chairperson:** Henry G. Stroobants

**Deputy Chairperson:** Joanne Tekula

**Professor:** Brice Hargadon

**Associate Professor:** Patricia Hough

**Assistant Professors:** Barbara J. Kole, Henry G. Stroobants

**Instructors:** Stephanie Billingsley, Jonathan Dash, Joanne Tekula

**Lecturer:** Joan Jeter

**Adjunct Faculty:** There are usually two adjuncts in the Department.

**Career Planning (Classroom Course)** **CED 201**

2 crs. 2 hrs.

Designed to help students creatively plan their careers, the course covers self-assessment, career exploration and practical job search skills. Typically, the course includes the following topics: identifying and classifying needs, interests, values and skills; researching occupational and organizational alternatives; job search techniques and resources for employment; resume and cover letter preparation; and job interviewing and follow-up.

Students who are required to register for the classroom course CED 201, Career Planning, should do so after completing all remedial requirements and accumulating more than 12 credits. After accumulating 24 credits, including 6 credits in their major, students who are matriculated with a 2.0 GPA or higher, register for Internship I (See CED 300).





**Cooperative Education Internships CED 300, 400, 500**  
2 crs. 15 hrs.

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** Office Administration Internship I
- CED 451** Office Administration Internship II
- CED 551** Office Administration 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: Credit and Collections, Finance and Banking, General Management, Marketing, Real Estate, Retailing, Sales Management, and Travel and Tourism. Liberal Arts Internships include students majoring in Business Administration, Corporate and Cable Communications and Liberal Arts.

*\*Registration in the CED 500 series requires special approval by the Cooperative Education Coordinator.*

**The Internship**

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 worksite supervisor. Most students work part-time, fifteen (15) hours per week, a minimum of 150 hours per semester, in a field related to their majors while remaining full-time students, receive two (2) academic credits, and are paid by their employers. On occasion, a student may accept a volunteer (non-paid) rather than a paid assignment in order to complete the necessary internship. Should a student prefer, internships may also be fulfilled on a semester basis, alternating full-time work one semester with full-time study the next semester.

**Pre-Registration Orientation**

Each semester, during the Academic Advisement period, the Department conducts pre-registration orientations for all students planning to enroll in the coming semester internship program. Attendance at these sessions is mandatory. Students must meet with a Coordinator and receive written permission to take an internship before registration.

**Registration and Scheduling**

When registering, 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. 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.

**Special Situations:**

Students who are working complete a special version of the Internship tailored to meet their particular circumstances. Students currently working must contact the Department to discuss with a Coordinator how the internship requirement will be fulfilled.

Other conflicts and problems can be resolved only by discussing them with the appropriate coordinator. Students should resolve all problems and concerns by the time they have accumulated 45 credits in order to avoid postponing graduation.

**FOR COMPLETE INFORMATION VISIT THE COOPERATIVE EDUCATION AND PLACEMENT DEPARTMENT IN N-765, SEE A COORDINATOR, AND ASK FOR A COPY OF THE INTERNSHIP STUDENT HANDBOOK.**

*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, sexual preference, or age.*

**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, by appointment, through the Department. Job openings which require counselor assistance are posted in room N-759. A self-referral job posting board is located outside of N-765. The Department also coordinates on-campus recruiting, career seminars and conferences, and resume and interview workshops.

Students who are candidates for graduation are especially encouraged to avail themselves of the career planning and placement services. For further information regarding job placement and referrals, contact the Cooperative Education and Placement Department, room N-765, tel. 618-1476. 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, sexual preference, or age.*

**DISCOVER-COMPUTERIZED CAREER COUNSELING SYSTEM**

**DISCOVER** is an easy to use, interactive computerized guidance system that provides essential career decision-making information, including:



- Self-assessment (interests, values, abilities, experiences)
- Occupations (duties, requirements, salaries, and outlook for over 450 occupations)
- College Transfer (locations, admissions requirements, majors, costs, and financial aid for over 5,000 schools)
- Career Transition Strategies

All BMCC students may make a DISCOVER appointment by calling or visiting the DISCOVER Center located in the Cooperative Education and Placement Department in N-744, tel. 618-1468. No computer skills are necessary.

## DATA PROCESSING

The Computer Programming Concentration prepares the student for a career in business applications programming. Students learn how to write comprehensive programs in COBOL, Assembler, RPG, Pascal, FORTRAN and PL/1. There is also course work in operating systems, personal computer packages, systems design and implementation. Graduates in this concentration are encouraged to continue their course work at a four-year college majoring in computer science, computer information systems or management systems.

The Computer Operations Concentration prepares students to operate micro and mainframe computer systems. Students also complete course work in operating systems, RPG, JCL, and personal computer applications packages.

**Chairperson:** Jorge Nossa

**Deputy Chairpersons:** Richard Chorley, Toby Ginsberg

**Professors:** Marvin Kushner, Cynthia Zucker

**Associate Professors:** Deborah Becker, Carol L. Brandon, James L. Brooks, Mary Alice Cohen, Jorge Nossa

**Assistant Professors:** Alberto H. Errera, Solomon Z. Feder, Toby Ginsberg, Ahmet Kok

**Instructors:** Paul Moriarty, Mahandra Singh

**Lecturers:** Richard Chorley, Julio Cortes, Robert Greer, Lin Leung, Carlos Linares

**College Laboratory Technicians:** Elizabeth Bleckley, Sharon Fung, Luis Rivera

**Adjunct Faculty:** There are approximately 30 adjuncts in the Department

### Computers and Programming

**DAT 110**

4 crs. 5 hrs.

This course introduces the student to the theoretical and practical aspects of computers. The major laboratory experience is the completion of programming projects using Polya's four-step method. These projects have been carefully selected and ordered to provide the student with experience in fundamental control and data structures. All practical programming work is done on microcomputers.

### Medical Record Application in Data Processing

**DAT 125**

3 crs. 4 hrs.

This course develops an understanding of the importance of computers in the medical record field. Through the use of microcomputers and computer terminals, students are given practical experience utilizing a computerized hospital system covering the typical functions of a medical records technician. Ethical and legal aspects of computer usage are also covered.

*Prerequisite: Students must be enrolled in Medical Records Technology curriculum.*

### Introduction to Computer Applications

**DAT 130**

3 crs. 4 hrs.

This course develops an understanding of computer technology through the exploration of computer equipment widely used in the business environment. An emphasis is placed upon the use of available software to solve business problems. Practical applications utilizing popular microcomputers illustrate the use of computers in the business environment. Applications include: spreadsheet packages, data-base management packages, and word processing for the non-secretary.

### Computers in Society

**DAT 150**

3 crs. 3 hrs.

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

### Introduction to Data Base Applications

**DAT 190**

2 crs. 3 hrs.

This course will introduce the student to data base concepts and applications using state of the art data base packages. The student will not only study the theory of data bases, but will also implement and test complete data base applications.

*Prerequisite: DAT 110 or DAT 130 or departmental approval.*



**Introduction to Spreadsheet Packages**                      **DAT 191**  
2 crs. 3 hrs.

This course will introduce the student to spreadsheet concepts and applications using state of the art spreadsheet packages. Emphasis is placed on the use of the package to solve a wide range of business problems, including, but not limited to, accounting, scheduling and statistical applications. Students will develop and test a series of projects.  
*Prerequisite: DAT 110 or DAT 130 or departmental approval*

**COBOL**    **DAT 205**  
4 crs. 5 hrs.

Students learn the programming language of COBOL in this course. They are taught how to analyze a problem, design a solution, code and enter the program into the computer system, and finally test the program for both logic and accuracy. Students are required to complete several programs covering: data validation, business reporting, level breaks and table handling.  
*Prerequisite: DAT 110 or Departmental approval*

**Computer Operations**    **DAT 215**  
3 crs. 4 hrs.

A detailed practical study of the operations of the IBM 4361 Computer is presented. Students learn the operating principles of tape and disk drives, set up forms in the printer, operate the IBM 4361 System, prepare basic control cards, read and prepare operating procedures and make emergency repairs. In addition, utility programs, disk concepts and terminal operations are covered. Students are given practical assignments in all areas.  
*Prerequisite: DAT 110 or Departmental approval*

**RPG Programming**    **DAT 225**  
3 crs. 4 hrs.

Report Program Generator (RPG) is the program language presented in this course. Students obtain practical experience by writing programs in this computer language, utilizing field validation techniques, control breaks, table handling processing methods, matching records and file updating. RPG gives students experience with a non-procedural programming language which is widely used in the business community.  
*Prerequisite: DAT 110 or Departmental approval*

**FORTRAN**    **DAT 240**  
3 crs. 4 hrs.

This course covers the full grammar of FORTRAN in theory and practice. FORTRAN's data types are explored through the construction of a variety of programs. FORTRAN's control structures are explored by designing these programs using the modular and structured methods of program construction.  
*Prerequisite: DAT 110 or Departmental approval*

**PL/1 (Programming Language/One)**                              **DAT 270**  
3 crs. 4 hrs.

This course is designed to provide the student with the ability to use PL/1 effectively as a programming language in solving a variety of data processing problems. Attention will be given to structured program design, structured program writing and program debugging. Each student is expected to design, write, debug and successfully execute several programs.  
*Prerequisite: DAT 110 or Departmental approval*

**File Handling Using COBOL**    **DAT 305**  
3 crs. 5 hrs.

File handling concepts and programming techniques are presented in theory and in practice by writing programs in COBOL which create, access, and update sequential and VSAM files. Table handling is reinforced throughout the programming assignments.  
*Prerequisite: DAT 205 or Departmental approval*

**Advanced Computer Operations**                                      **DAT 315**  
3 crs. 4 hrs.

This course is designed to give the student extensive practical experience in operating a computer under the OS/MVT Operating System. Emphasis is placed on operator commands, the IBM OS Utility Programs, the Sort/Merge Program, and the execution of Utility and Sort/Merge Job Streams. Each student is expected to demonstrate practical proficiency in operating the 4361 Computer System under OS/MVT.  
*Prerequisite: DAT 215 or Departmental approval*

**Operating Systems Concepts**    **DAT 321**  
3 crs. 3 hrs.

This course covers the main operating systems that are being used in the data processing industry today. Emphasis is placed on OS and its libraries, systems generation, linkage, editor, JCL and data management techniques. The course reviews other operating systems and compares them to OS.  
*Prerequisites: DAT 270, DAT 305 or Departmental approval*

**Systems Analysis**    **DAT 330**  
3 crs. 3 hrs.

This course builds on the knowledge students have gained in their programming courses. It teaches students to analyze the interaction between "state of the art" computer hardware and software and tools and methods used by systems analysts to develop systems for computer applications. Students follow up on the theory by preparing a runbook which is an analysis and design of complex problem-stressing data formats, documentation and operating instructions.  
*Prerequisite: DAT 205 or Departmental approval*



**Assembler Language and Machine Architecture**

**DAT 331**

4 crs. 6 hrs.

Students receive practical and theoretical experience writing programs in an assembler language. Topics include computer architecture, machine language, addressing techniques, macros, and the implementation of data and control structures. The inter-relationships of the assembler language with the architecture of its hardware and the compilation of higher level languages are also explored.

*Prerequisite: Any DAT 200 or 300 level course or Departmental approval*

**Job Control Language**

**DAT 340**

3 crs. 4 hrs.

The aim of this course is to teach the background, purpose and concepts of operating systems as implemented through job control language. There is an intensive look at the internal structure of fourth generation computers and representative operating systems. This course traces the development of today's sophisticated hardware and software. Special attention is given to OS job control language. Students are required to perform a series of practical assignments to achieve professional competence.

*Prerequisite: Any DAT 200 level course or departmental approval.*

**Systems Implementation**

**DAT 400**

3 crs. 5 hrs.

Students continue from the realm of theory taught in DAT 330, Systems Analysis, to realities of practical applications. The class is divided into teams. A system is developed as a joint effort by each team as it analyzes, systematizes, programs and writes documentation to implement its projects. In addition to the team projects, topics relevant to current data processing techniques are discussed and where applicable, demonstrated to or practiced by the class.

*Prerequisites: DAT 305 and DAT 330 or Departmental approval*

**On-Line Operations**

**DAT 415**

3 crs. 4 hrs.

On-Line Operations teaches the student the command language and the control statements for IBM's advanced operating system, VM/CMS. The student learns to operate an IBM 4361 under VM/CMS in networking environment. This includes file transfer functions involving both large and small computers in a remote and locally situated environment. In addition to telecommunications processing, the student learns file-handling techniques and specific language procedures for compiling, storing and loading programs. System configuration and virtual memory concepts are also covered.

*Prerequisite: DAT 315 or Departmental approval*

**DEVELOPMENTAL SKILLS**

The Department of Developmental Skills offers courses in English as a Second Language (ESL) and Reading (RDG). 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, placement examinations in reading and writing (the CUNY Skills Assessment Tests) are given. As a result of the examinations, students may be assigned to appropriate ESL and/or reading courses at appropriate levels. An ESL course is required for all students whose placement examination in writing receives a non-passing score and whose major problems with writing stem from a foreign language background.

**Note:** Students who are required to take ESL 054/049, 061, 062, 083, 084, or RDG 061, 062, 073, 074 are not permitted to register for more than a total of 18 contact hours a semester..

**Chairperson:** Jean Withrow

**Deputy Chairpersons:** Yeghia Aslanian, Constance Barry

**Professors:** James Schiavone, Sylvia Seidman

**Associate Professors:** Edward M. Bostick, Gay Brookes, Barbara Gonzales, Bette Kalash, Linda R. Markstein, Daniel J. Smith

**Assistant Professors:** Yeghia Aslanian, Janis Jones, Larry Lester, Carol Lindquist, Yvonne K. Pratt-Johnson, Susan Price, Maya Sharpe, Jean Withrow, Eva Ziesk

**Instructors:** Juliet Emanuel, Anne Friedman, Kenneth Levinson, Judith Resnick

**Lecturers:** Reynaldo S. Alvarez, Louise Axelrad, Constance Barry, William D. Bonham, Diane M. Buscemi, Eleanor Frorup, Anne O. McCammon, Paulette R. Plonchak-Dinnerstein, Cynthia B. Richards

**Senior College Laboratory Technician:** Joseph Johnson

**Adjunct Faculty:** There are approximately 80 adjuncts in the Department

**English as a Second Language**

**ESL 054**

0 cr. 9 hrs.

**English as a Second Language**

**ESL 049**

0 cr. 3 hrs.

Intensive English. These two courses are designed in their combined form to improve the reading/writing and aural/oral skills of the beginning and low-intermediate student. These two courses must be taken concurrently and are obligatory for one semester for all incoming ESL students whose placement examinations show a need for instruction at this level.



**English as a Second Language** **ESL 061**  
 0 cr. 6 hrs.  
 This course is designed for students who do not pass ESL 054/049 or for part-time incoming students at the ESL 054/049 level.

**English as a Second Language** *S/R ↓* **ESL 062**  
 0 cr. 6 hrs.  
 This is a high-intermediate level course that combines listening, speaking, reading, and writing skills. Narrative and descriptive writing are emphasized and expository writing is introduced.

**English as a Second Language** **ESL 083**  
 3 crs. 6 hrs.  
 This advanced level course emphasizes writing and reading skills; however, oral skills are not neglected. In writing, students focus on introducing, developing, supporting, and organizing their ideas in expository essays as well as in narrative and descriptive writing. Credit is granted when students' essay-writing performance is judged satisfactory for entrance into either ESL 084 or English Composition I (ENG 101).

**Intensive Writing** **ESL 084**  
 3 crs. 6 hrs.  
 This intensive writing course for ESL students focuses on basic components of effective writing, including paragraph development and structure, sentence structure, word choice, and content. Students read and respond to a variety of texts and use argumentation, narrative, and description as modes of developing ideas in writing. Credit is granted when students' essay-writing performance is judged satisfactory for entrance into English Composition I (ENG 101).

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

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

**Reading and Study Skills III** **RDG 073**  
 3 crs. 6 hrs.  
 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.) 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.

*Selected sections of RDG 073 are paired with content courses.*

**Reading and Study Skills, Level III** **RDG 074**  
 3 crs. 3 hrs.  
 This course is open only to those students who have previously taken RDG 073, but who did not successfully meet the course exit requirements and who, in the opinion of the instructor, do not need the six hour RDG 073 course. Note: Students who take both RDG 073 and RDG 074 can only receive a total of three (3) credits.

**ENGLISH**

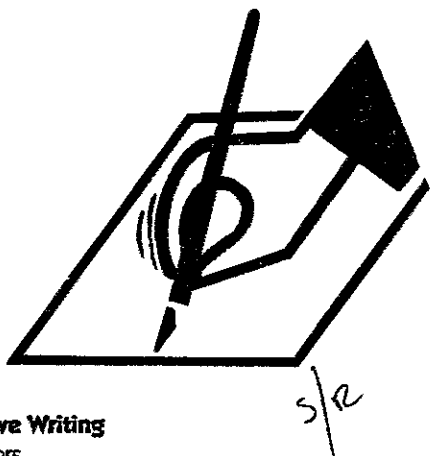
The English Department prepares students who have various levels of proficiency to reach an optimum level of performance in writing. The courses offered by the Department enable students to qualify for graduation and to perform successfully in four-year colleges.

All entering students are required to take the CUNY Writing Assessment Test (WAT) for placement. Students who score below 8 will enroll in an appropriate remedial writing course and will not be permitted to enroll in English 101 until they complete their remedial requirements.

All students are required to take English 101 and English 201. Liberal Arts and Business Students are required to take one three credit course beyond English 201. This requirement may be fulfilled by an English III course or by literature courses offered in the Center for Ethnic Studies (see Black Literature courses on page 35).

**Chairperson:** Philip Eggers  
**Deputy Chairpersons:** Joyce Harte, Erwin Wong  
**Professors:** Nan Bauer-Maglin, Milton Baxter, Stephen Cogan, Gerald Cohen, Philip Eggers, Rivkah Feldman, H. Lee Gershuny, Sheila Klass, Abraham Kupersmith, Robert Lapidés, Jane Paznik-Bondarin, Marilyn Rosen  
**Associate Professors:** Charles DePaolo, Leonore Hoffmann, Nancy McClure, George Moberg, Barney Pace, Erwin Wong  
**Assistant Professors:** Kathleen Chamberlain, Anthony R. Drago, Natalie Farbman, Leonard B. Feldman, Doris Hart, Hedwig Heilbrun, Hary Lutrin, Elliot Podwill, Yvonne Starn, Naomi Woronov, Jane J. Young, Robert Zweig  
**Lecturer:** Rebecca Weiner  
**Instructors:** Andrea Alonzo, Joyce Harte, Dexter Jeffries, Ruth Misheloff  
**Professor Emeritus:** Roger B. Dooley  
**Resident Professors:** Ruth Weinstock, Randolph White  
**Adjunct Faculty:** There are approximately 85 adjuncts in the Department.





**Intensive Writing**

0 cr. 6 hrs.

This is a lower-level remedial writing course in which students are introduced 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 is for students who score below 5 on the CUNY WAT, and it prepares them for English 090.

**ENG 088**

**Intensive Writing**

3 crs. 6 hrs.

This is an upper-level intensive developmental writing course for students scoring 5 or 6 on the CUNY WAT. Students are instructed in basic components of effective writing, including word selection, punctuation, spelling, grammar, sentence structure and paragraph development. Students are given frequent in-class writing exercises that focus on argumentation, narrative, and description as modes of developing ideas. Individual conferences with instructors are frequent.

**ENG 090**

**English Composition I**

3 crs. 3 hrs.

This is the basic college-level course, similar to "freshman English" at other community and four-year colleges. Students are guided to see their experience and ideas as subject matter for essays and to analyze their ideas as they explore topics in depth. They are also acquainted with the process of writing, from getting ideas to producing a final, proofread draft. The purpose of, audience for, and structure of the essay are explored through readings designed to stimulate both ideas for writing and attention to style. Topics in grammar and syntax are discussed as needed. At the end of this course, students take a departmental essay examination that requires them to compose, draft and edit a thesis-centered essay of at least 500 words.

**ENG 101**

**English Composition I and II, in Tandem**

6 crs. 6 hrs.

This course combines English 101 and 201 into a one-semester course. It is recommended for students who have demonstrated proficiency on the placement examination.

**ENG 121**

**English Composition II**

3 crs. 3 hrs.

This course is a continuation of English 101. It helps the student develop the ability to write longer expository essays. Students continue to focus on the writing process as they are introduced to literary genres such as the short story, play, poem or novel. These help the student develop some awareness of literary form and provide the basis for continued exposition. Students are expected to complete a research project that involves library research, documentation, and the use of source material in a thesis-centered essay.

*Prerequisite: English 101*

**ENG 201**

**ENGLISH III**

English III consists of the English electives which appear in the catalog as courses numbered English 301 or higher. The literature courses consider, in depth, major writers, literary periods or genres. The writing courses are workshops where students can develop their writing talents in specialized fields.

**ENG 300**

The English III courses are similar in structure, organization and content to courses at four-year colleges. 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.

*Prerequisite: English 101 and 201 or English 121*

**Journalism: News Writing**

3 crs. 3 hrs.

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.

*Prerequisite: English 101 and 201 or English 121*

**ENG 303**

**Journalism: Feature Writing**

3 crs. 3 hrs.

This course 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.

*Prerequisite: English 101 and 201 or English 121*

**ENG 304**



**Creative Writing Workshop**

3 crs. 3 hrs.

The objective of the Creative Writing Workshop is to sharpen students' creative writing skills in the genres of short story, poetry and drama, depending on interests and ability.

*Prerequisite: English 101 and 201 or English 121*

**ENG 311**

**Film**

3 crs. 3 hrs. 1 lab. hr.

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 the 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.

*Prerequisite: English 101 and 201 or English 121*

**ENG 321**

**Fiction into Film**

3 crs. 3 hrs.

In this course film adaptations of 19th and 20th century British and American stories and novels are compared to their original versions to determine differences and similarities between literary and cinematic technique. Films based on novels include such award-winning movies as *One Flew Over the Cuckoo's Nest*, *Clockwork Orange*, *To Kill A Mockingbird*, *The Maltese Falcon* and *Women in Love*. Also included are film adaptations of stories by Richard Wright, William Faulkner, Willa Cather, F. Scott Fitzgerald, Ambrose Bierce and Nathaniel Hawthorne. Students will learn terms to describe cinematic effects and techniques.

*Prerequisite: English 101 and 201 or English 121*

**ENG 322**

**The Art of the Detective Story**

3 crs. 3 hrs.

This course explores the genre of the detective story: its principal themes, plots, characters and settings; 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 the detective story attracted such a large audience?

*Prerequisite: English 101 and 201 or English 121*

**ENG 332**

**The Short Story**

3 crs. 3 hrs.

This course acquaints students with the wide range and varied forms of the short story as it developed in America, Europe, and other continents. Readings will include works by male and female authors of different periods and nationalities, and some attention may be paid to the historical development of the short story as a genre, as well as the cultural contexts in which the assigned stories were written.

*Prerequisite: English 101 and 201 or English 121*

**ENG 333**

**Science Fiction**

3 crs. 3 hrs.

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, Delaney, Gibson, Lem, Orwell, Vonnegut and Zelazny.

*Prerequisite: English 101 and 201 or English 121*

**ENG 337**

**Modern Poetry**

3 crs. 3 hrs.

The goals of this course are to stimulate an appreciation for, and an enjoyment of, poetic masterworks mainly of the 20th century. This course includes critical reading and writing; its approach is an in-depth study of poetry which has universal significance. Writers studied include T.S. Eliot, W.H. Auden, Dylan Thomas, e.e. cummings, Pablo Neruda, Langston Hughes, Theodore Roethke, Gwendolyn Brooks and Sylvia Plath.

*Prerequisite: English 101 and 201 or English 121*

**ENG 345**

**Women in Literature**

3 crs. 3 hrs.

This course focuses on the contributions of women literary artists from a variety of cultures and ethnic groups. It examines how some writers have both reflected the prevailing female stereotypes of their age and background, and also imagined the "New Woman." Enrollment is open to both women and men.

*Prerequisite: English 101 and 201 or English 121*

**ENG 353**

**Contemporary Urban Writers**

3 crs. 3 hrs.

This course focuses on the literature of urban America since 1950 and in particular on how contemporary writers use the images and themes of the city.

*Prerequisite: English 101 and 201 or English 121*

**ENG 358**

**English Literature I**

3 crs. 3 hrs.

This course surveys works of English literature from its origins in pre-Norman England 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 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.

*Prerequisite: ENG 101 and 201 or ENG 121*

**ENG 371**



**English Literature II**

**ENG 372**

3 crs. 3 hrs.

This survey course is independent of English 371 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. It exposes students to major works of literature including poetry, plays, short stories, novels and essays. It enables students to appreciate the thoughts and contributions of outstanding writers such as Keats, Wordsworth, Tennyson, Browning, Yeats and Eliot, as well as Dickens, Joyce and Lawrence.

*Prerequisite: ENG 101 and 201 or ENG 121*

**Introduction to Shakespeare**

**ENG 373**

This course provides careful, in-depth readings from Shakespeare's tragedies, histories and comedies. The course examines some of the main characteristics of his work, including his major themes, the development of character and plot, and the special worlds that he creates through his poetic language.

*Prerequisite: ENG 101 and 201 or ENG 121*

**American Literature I**

**ENG 381**

3 crs. 3 hrs.

This course surveys American literature from its colonial beginnings to the American Renaissance of the nineteenth century—from Ann Bradstreet and Cotton Mather to Walt Whitman and Herman Melville. Students learn about the cultural milieu that influenced writers, read major and representative works and sharpen their critical abilities.

*Prerequisite: ENG 101 and 201 or ENG 121*

**American Literature II**

**ENG 382**

3 crs. 3 hrs.

Though English 381 is not a prerequisite, this course begins where 381 leaves off and covers select fiction and poetry from the Gilded Age of the late nineteenth century to the present. Students study major writers and literary movements; and an effort is made to place literature in its cultural context. Works by such writers as Mark Twain, Emily Dickinson, Henry James, T.S. Eliot, Richard Wright, F. Scott Fitzgerald and Toni Morrison may be included.

*Prerequisite: ENG 101 and 201 or ENG 121*

**The American Novel**

**ENG 383**

3 crs. 3 hrs.

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.

*Prerequisite: ENG 101 and 201 or ENG 121*

**Modern American Theatre**

**ENG 384**

3 crs. 3 hrs.

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 manner by Barry and Behrman; socially conscious plays of the 1930's by Odets, Sherwood and Hellman; and post-war dramas by Williams and Miller.

*Prerequisite: ENG 101 and 201 or ENG 121*

**World Literature I:**

**ENG 391**

**From Homer to Dante**

**3 crs. 3 hrs.**

This course offers readings in great books from ancient times to the 15th century. It includes selections from *The Epic of Gilgamesh*, Homer, the Greek tragedies, the *Bhagavad Gita*, Plato, Virgil, the Bible, St. Augustine and Dante.

*Prerequisite: ENG 101 and 201 or ENG 121*

**World Literature II: From the Renaissance to Contemporary Times**

**ENG 392**

3 crs. 3 hrs.

This course includes masterpieces of literature from the 16th to the 20th centuries. Readings will include works of such writers as Shakespeare, Rabelais, Cervantes, Moliere, Voltaire, Goethe, Dostoevsky, Kafka, and Pinter. ENG 391 is not a prerequisite for this course.

*Prerequisite: ENG 101 and 201 or ENG 121*

**Modern European Novel**

**ENG 394**

3 crs. 3 hrs.

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.

*Prerequisite: ENG 101 and 201 or ENG 121*

**MATHEMATICS**

Every student enrolled in a degree program is required to take at least one college-level course in mathematics. The courses are designed to help students appreciate the logical structure of mathematics and the scope of 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 Skills Assessment Test.) 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, Business Administration, Early Childhood, Engineering Science, Community Mental Health Technology and Respiratory Therapy students must complete MAT 051. Any student who plans to transfer to a four-year CUNY college must take MAT 010 or MAT 011 and MAT 051, or MAT 012 (which combines MAT 011 and MAT 051) unless exempted.

**Chairperson:** Patricia R. Wilkinson

**Deputy Chairpersons:** Geoffrey R. Akst, Lawrence A. Sher, Austin Williams

**Professors:** Geoffrey R. Akst, Beryl E. Hunte, Nathan Newman, Maria Reid, Lawrence A. Sher, Patricia R. Wilkinson

**Associate Professors:** Toni Kasper, William A. Parsons

**Assistant Professors:** Maria DeVito, Herman J. Drucker, Esther Etedgui, Robert Kaufman, Mary R. Kellogg, Shanta Krishnamachari, Myron S. Rosenbaum, Lawrence B. Spector, Ana Yudanin, Evangelina Zosa

**Instructors:** Daniel Lipson, Anthony Portafoglio, Marilyn Russakoff

**Lecturers:** June Gaston, Sofya Nayer, Carole Weisbrot, Austin Williams

**College Laboratory Technician:** Sahker Abuasi

**Adjunct Faculty:** There are approximately 100 adjuncts in the Department.

**Basic Mathematics I**

**MAT 010**

0 cr. 6 hrs.

This is a course in 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.

**Basic Mathematics II**

**MAT 011**

0 cr. 3 hrs.

This is a course in 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.*

**Basic Arithmetic and Algebra**

**MAT 012**

0 cr. 6 hrs.

This course is a combination of arithmetic and algebra. It includes the 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 CUNY Freshman Skills Assessment Test required for transfer to the upper division of CUNY.

**Elementary Algebra**

**MAT 051**

0 cr. 4 hrs

This course covers the same material as a traditional 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. This course is designed to prepare students for the CUNY Freshman Skills Assessment Test required for transfer to the upper division of CUNY, as well as for more advanced math courses. If a student passes MAT 012, the student **should not** register for MAT 051.

**Intermediate Algebra and Trigonometry**

**MAT 055**

3 crs. 6 hrs.

This course 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 MAT 012*

**Fundamentals of Mathematics I**

**MAT 100**

4 crs. 4 hrs.

This course includes the study of several mathematical systems. The role of mathematics in modern culture, the role of postulational thinking in all of mathematics, and the scientific method are discussed. The course considers topics such as: the nature of axioms, truth and validity; the concept of number; the concept of set, scales of notation, groups and fields.

**Mathematics for Health Sciences**

**MAT 104**

3 crs. 3 hrs.

This course covers computations and measurements essential in the health science professional fields. Topics include: units and measurements, ratios, solutions and dosages.

*Prerequisite: MAT 010 or MAT 011 if needed.*

**Mathematics for Respiratory Therapy**

**MAT 109**

3 crs. 3 hrs.

This course covers topics in intermediate algebra and emphasizes problems and applications in respiratory therapy. It includes such topics as: algebraic representation, factoring, approximate numbers, significant digits and scientific notation, first and second degree equations with applications, ratio and proportions, square roots, radicals and exponents, logarithms, graphing linear equations, vectors and the metric system.

*Prerequisite: MAT 012, MAT 051 or the equivalent if needed.*

**Introduction to Statistics**

**MAT 150**

4 crs. 4 hrs.

This course covers basic statistics, including measures of central tendency, measures of dispersion, graphs, the regression line, confidence intervals, the significance of differences, hypothesis testing.

*Prerequisite: MAT 010 or MAT 011 if needed.*



**Introduction to Discrete Mathematics MAT 175**

4 crs. 4 hrs.  
 This course covers fundamental mathematical topics associated with computer information systems, including: numeration systems; sets and logic; Boolean algebra, functions, and elementary switching theory; combinatorics, mathematical induction, permutations, combinations, binomial coefficients, and distributions.  
*Prerequisite:* MAT 051, MAT 055. *Required for students in Business Administration and Data Processing.*  
*Note:* Prerequisites to this course should be taken in the first semester or as early as possible.

**Fundamentals of Mathematics II MAT 202**

3 crs. 3 hrs.  
 This course covers an axiomatic approach to mathematical structures and number systems. Topics include: functions, relations, operations, and the real number system.  
*Prerequisite:* MAT 100

**Mathematical Foundations for Calculus MAT 206**

4 crs. 4 hrs.  
 This course covers basic algebraic and trigonometric skills, algebraic equations, and functions. Topics include: mathematical induction, complex numbers, the binomial theorem.  
*Prerequisites:* MAT 051, MAT 055. *Consult the Department chairperson if you are in doubt about prerequisites.*  
*Recommended for mathematics-and-science-oriented Liberal Arts students.*

**Statistics MAT 207**

3 crs. 3 hrs.  
 This course covers statistical concepts and techniques with applications. Topics include probability, random variables, binomial distribution, hyper-geometric distribution, measures of tendency, normal distribution, precision and confidence levels, sample design and projects.  
*Prerequisite:* MAT 051, MAT 055

**Linear Algebra MAT 215**

3 crs. 3 hrs.  
 This course covers matrices, determinants, systems of linear equations, vector spaces, eigenvalues and eigenvectors, Boolean algebra, switching circuits, Boolean functions, minimal forms, Karnaugh maps.  
*Prerequisite:* MAT 301

**Analytic Geometry and Calculus I MAT 301**

4 crs. 4 hrs.  
 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 *Recommended for mathematics-and science-oriented Liberal Arts students.*

**Analytic Geometry and Calculus II MAT 302**

4 crs. 4 hrs.  
 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. *Recommended for mathematics and science oriented Liberal Arts students.*

**Analytic Geometry and Calculus III MAT 303**

4 crs. 4 hrs.  
 This course is an extension of the concepts of differentiation and integration to function of two or more variables. Topics include partial differentiation, multiple integration, Taylor series, polar coordinates and calculus of vectors in one or two dimensions.  
*Prerequisite:* MAT 302. *Recommended for mathematics and science oriented liberal arts students.*

**Finite Mathematics MAT 402**

4 crs. 4 hrs.  
 This course covers compound statements, sets and subsets, partitions and counting, probability theory, vectors, and matrices.  
*Prerequisites:* MAT 051, MAT 055.  
*Note:* Prerequisites to this course should be taken as early as possible.

**Ordinary Differential Equations MAT 501**

3 crs. 3 hrs.  
 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**

The Modern Language 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.

In Liberal Arts, Business Administration, Early Childhood Education and Community Mental Health Technology Programs two semesters of the same foreign language are required. Native speakers of the language in question and



students with more than two years of study of the language in high school should go to the Modern Languages Department for placement. Students are required to take two consecutive courses from 101 to 210 and thereafter in any order. No credit will be given for a literature course unless the student has taken 200 and 210 or the student has passed a written test for the 210 level.

**Chairperson:** Margarita J. Fazzolari  
**Deputy Chairpersons:** Neil Birnbaum, Armida F. Castagnaro  
**Professors:** Marisol B. Amar, Neil Birnbaum, Emilia E. Borsi, Margarita J. Fazzolari, Adelaide L. Guernelli, Jaime A. Montesinos, Bernard G. Picard, Fay Rogg  
**Associate Professor:** Armida F. Castagnaro  
**Instructor:** Nidia Pulles  
**Senior Laboratory Technician:** Luis-Alfredo Cartagena  
**College Laboratory Technician:** Maryse Kieffer-Gibbons  
**Adjunct Faculty:** There are approximately 10 adjuncts in the Department.

**CHINESE**

**Chinese I** **CHI 101**  
 4 crs. 4 hrs. 1 lab hr.  
 This course is for students who have no previous background in Modern Chinese (Mandarin). The pronunciation is that of Peking. Skills in comprehension, reading and writing are developed, but emphasis is on speaking.

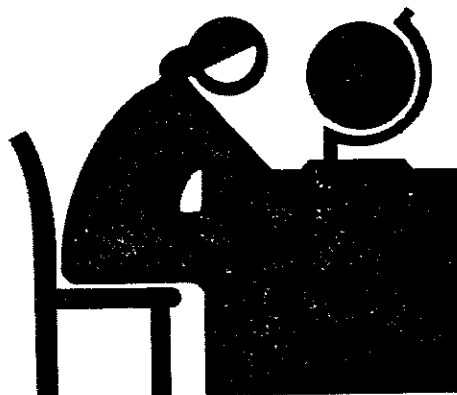
**Chinese II** **CHI 102**  
 4 crs. 4 hrs. 1 lab hr.  
 The continuation of the study of Chinese, developing and strengthening skills in comprehension, speaking, reading, and writing. The pronunciation taught is that of Peking. Emphasis is on speaking.  
*Prerequisite:* CHI 101 or Departmental approval.

**FRENCH**

**French I** **FRN 101**  
 4 crs. 4 hrs. 1 lab hr.  
 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.

**French II** **FRN 102**  
 4 crs. 4 hrs. 1 lab. hr.  
 In this continuation of French I, grammar, composition, conversation, reading and analysis of simple literary texts are covered.  
*Prerequisite:* FRN 101 or Departmental approval

**Basic Conversational French** **FRN 150**  
 3 crs. 3 hrs. 1 lab hr.  
 This course for non-native students having mastered two semesters of French is designed to build confidence and competence in conversing in French.



**French III** **FRN 200**  
 3 crs. 3 hrs. 1 lab hr.  
 This course includes a review of grammar plus the study of French civilization and selected readings in French literature.  
*Prerequisite:* FRN 102 or Departmental approval

**French IV** **FRN 210**  
 3 crs. 3 hrs. 1 lab hr.  
 While reviewing advanced grammar, students are trained in literary analysis through the works of modern French authors.  
*Prerequisite:* FRN 200 or Departmental approval.

**Advanced French Conversation** **FRN 310**  
 3 crs. 3 hrs.  
 This course involves intensive oral work consisting of discussions in French based on literary texts of the 20th century with drills in pronunciation, intonation and rhythm. Intensive use is made of the language laboratory.  
*Prerequisite:* FRN 200 or Departmental approval

**French V: Survey of French Literature I** **FRN 430**  
 3 crs. 3 hrs.  
 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

**French VI: Survey of French Literature II** **FRN 435**  
 3 crs. 3 hrs.  
 This course concentrates on the literature of the Enlightenment and the 19th century as reflected in the works of Voltaire, Rousseau, Montesquieu, Balzac, Flaubert, Stendhal and the Romantic and Symbolist poets. Written and oral reports are required. *May be taken before French V.*  
*Prerequisite:* FRN 210 or Departmental approval



**French VII: 20th-Century French Literature FRN 440**

3 crs. 3 hrs.

In this study of the major writers and literary movements (surrealism, avant-garde, existentialism) of the 20th century, 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*

**Advanced French Grammar and Composition (Commercial French I) FRN 455**

3 crs. 3 hrs.

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 Office Administration students.*

*Prerequisite: Functional knowledge of French, FRN 200 or Departmental approval*

**Advanced French Grammar and Composition (Commercial French II) FRN 456**

3 crs. 3 hrs.

The objective of this course is to increase the ability to communicate both orally and in writing in more complex business situations. Emphasis is placed on writing commercial letters and on intensive oral practice of related speech structures.

*Prerequisite: FRN 455 or Departmental approval*

**Existentialism in French Literature FRN 460**

3 crs. 3 hrs.

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

*Prerequisite: FRN 200 or Departmental approval*

**The Individual and Society in 19th Century French Literature FRN 461**

3 crs. 3 hrs.

Based on works by Chateaubriand, Stendhal, Balzac and Zola, this course analyzes the relationship between the individual and society undergoing critical changes. Special attention is given to the problem of the Romantic ego in a materialistic society and the coming of age of a new "hero" emerging from the Industrial Revolution. Readings are in French; discussion and written work in English or French.

*Prerequisite: FRN 200 or Departmental approval*

**History of French Drama and Theater FRN 462**

3 crs. 3 hrs.

A history survey of the theories of French Theater evolved from the Greek Tragedy through medieval, classical Romantic, Realistic, Symbolist and Surrealist theater up to Avant-garde Theater and the Theater of the Absurd. Readings are in French, discussion in English.

*Prerequisite: FRN 200 or Departmental approval*

**Modern French Civilization FRN 470**

3 crs. 3 hrs.

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, 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 and French.

*Prerequisite: FRN 200 or Departmental approval*

**GERMAN**

**German I GER 101**

4 crs. 4 hrs. 1 lab hr.

A course for students who have had no previous background in German. Grammar is taught inductively and simple texts are read. Skills in comprehension, speaking, reading and writing are developed.

**German II GER 102**

4 crs. 4 hrs. 1 lab hr.

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

*Prerequisite: GER 101 or Departmental approval*

**ITALIAN**

**Italian I ITL 101**

4 crs. 4 hrs. 1 lab hr.

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.

**Italian II ITL 102**

4 crs. 4 hrs. 1 lab hr.

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

*Prerequisite: ITL 101 or Departmental approval*

**Italian III ITL 200**

3 crs. 3 hrs. 1 lab hr.

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

*Prerequisite: ITL 102 or Departmental approval*



**Literature and Civilization of the Spanish-American**

**SPN 470**

3 crs. 3 hrs.

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*

**Literature, Culture and Civilization of the Greater Antilles**

**SPN 472**

3 crs. 3 hrs.

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, and any other modern language.

*Prerequisite: SPN 210 equivalent and/or Departmental approval*

**Latin American Heritage**

**SPN 475**

3 crs. 3 hrs.

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 is graded on a written paper and/or a final examination.

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

**MUSIC AND ART**

Courses in music and art are designed to provide a broad exposure to the fine and performing arts, art history and music literature. Students develop an awareness of the beauty of music and art and their meanings. They 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

and Art Department. The curriculum for the concentration in Art is on pages 19-20; the curriculum for the concentration in Music is on page 20.

**Chairperson:** Laurence Wilson

**Deputy Chairperson:** Rochelle Weinstein

**Professors:** Leonard Goines, Eugene W. Hancock, Anthony J. Sorce, Rochelle Weinstein, Laurence Wilson

**Associate Professors:** Howard A. Roberts, Jerrold W. Schoenblum

**Assistant Professors:** Douglas K. Anderson, Betty Copeland

**College Laboratory Technician:** Gladys Washburn

**Adjunct Faculty:** There are approximately 8 adjuncts in the Department.

**MUSIC**

**Music I: Introduction to Music**

**MUS 110**

2 crs. 2 hrs.

The ability to listen to music intelligently and to recognize specific styles, forms and idioms are 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.

**Music Theory I: Fundamentals of Music Theory**

**MUS 112**

2 crs. 3 hrs.

This course reviews intervals, chord structures, scales/keys and beginning voice leading.

**Musicianship I**

**MUS 113**

**Musicianship II**

**MUS 213**

1 cr. 2 hrs. (per term)

Sight singing, ear training, rhythmic reading and dictation are coordinated with MUS 112 and MUS 212.

**Music and Physical Movement**

**MUS 115**

2 crs. 2 hrs.

This course is designed to introduce students to the relationships between music and physical movement, with special emphasis being placed on rhythm as it relates to music and movement in dance. In addition, the study of rhythmic notation, musical forms and the preparation of original rhythmic scores are included.

**Woodwind Class**

**MUS 120**

1 cr. 2 hrs.

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

**Brasswind Class**

**MUS 130**

1 cr. 2 hrs.

Students learn to play a brass instrument. Attention is given to method of group instruction used in the public schools.



**SPANISH**

**Spanish I** **SPN 101**  
4 hrs. 4 cr. 1 lab hr.

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.

**Spanish II** **SPN 102**  
4 crs. 4 hrs. 1 lab hr.

In this continuation of Spanish I, grammar, composition, conversation and reading Spanish texts are covered.  
*Prerequisite: SPN 101 or Departmental approval*

**Spanish Conversation** **SPN 130**  
2 crs. 2 hrs. 1 lab hr.

Designed primarily for Health Science Technology students, this course emphasizes the practice of conversation based on medical terminology and useful expressions and idioms. Classes will be assigned according to the student's background in Spanish. Use is made of the language laboratory.

**Basic Spanish Conversation** **SPN 150**  
3 crs. 3 hrs. 1 lab hr.

This course for non-native students having mastered 2 semesters in Spanish is designed to build confidence and competence in conversing in Spanish.  
*Prerequisite: SPN 102*

**Spanish III** **SPN 200**  
3 crs. 3 hrs. 1 lab hr.

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 102 or Departmental approval*

**Spanish IV** **SPN 210**  
3 crs. 3 hrs. 1 lab hr.

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.*

**Spanish V: Survey of Spanish Literature I** **SPN 430**  
3 crs. 3 hrs.

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, and 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*

**Spanish VI: Survey of Spanish Literature II** **SPN 435**  
3 crs. 3 hrs.

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*

**Spanish VII: 20th Century Spanish Literature** **SPN 440**  
3 crs. 3 hrs.

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 210 or Departmental approval*

**Spanish VIII: Survey of Spanish-American Literature** **SPN 445**  
3 crs. 3 hrs.

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 210 or Departmental approval*

**Spanish IX: 20th Century Spanish-American Literature** **SPN 450**  
3 crs. 3 hrs.

The major authors and literary movements of the late 19th and 20th centuries 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 210 or Departmental approval*

**Advanced Spanish Composition and Grammar I (Commercial Spanish I)** **SPN 455**  
3 crs. 3 hrs.

Designed primarily for Office Administration 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 students.*  
*Prerequisite: SPN 210 or Departmental approval*

**Advanced Spanish Composition and Grammar II (Commercial Spanish II)** **SPN 456**  
3 crs. 3 hrs.

A continuation of SPN 455, this course provides intensive practice in linguistic skills involving business letters and legal documents which can be of special value for Office Administration bilingual students. Stress is placed on composition.

*Open to all students.*  
*Prerequisite: SPN 455 or Departmental approval*



**Piano Class I** **MUS 140**  
**Piano Class II** **MUS 150**

1 cr. 2 hrs. (per term)  
 Designed for study of the piano as secondary instrument, the course includes acquaintance with the keyboard, scales, chords, sight reading, transposition and elementary piano repertoire.

**Voice Class I** **MUS 160**  
**Voice Class II** **MUS 170**

1 cr. 2 hrs. (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/her to teach voice classes.

**Guitar Class I** **MUS 180**  
**Guitar Class II** **MUS 190**

1 cr. 2 hrs. (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 simple popular, rock and jazz songs played in classroom, camp and playground settings. Students must supply their own instruments.

**Music Theory II: Elementary Harmony** **MUS 212**

2 crs. 3 hrs.  
 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.  
*Prerequisite: MUS 112*

**Music in World Culture** **MUS 220**

2 crs. 2 hrs.  
 The 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 their juxtapositions, and 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.

**African-American Music** **MUS 230**

2 crs. 2 hrs.  
 This course covers the history of Black music in the United States from slavery to present, including a thorough investigation of African backgrounds of the music of slavery, the blues, jazz, gospel, rhythm and blues, as well as Black music in Western art forms. Extensive listening and attendance at live musical performances are required.

**Piano Class III** **MUS 240**  
**Piano Class IV** **MUS 250**

1 cr. 2 hrs. (per term)  
 Continuation of MUS 140 and MUS 150.

**Jazz Performance Workshop I** **MUS 301**

**Jazz Performance Workshop II** **MUS 302**

1 cr. 2 hrs. (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.

**Jazz Performance Workshop III** **MUS 303**

**Jazz Performance Workshop IV** **MUS 304**

1 cr. 2 hrs. (per term)  
 Continuation of MUS 301 and MUS 302.

**Orchestral Performance I** **MUS 305**

**Orchestral Performance II** **MUS 306**

1 cr. 3 hrs. (per term)  
 The course includes the study and preparation of representative works of the standard, contemporary, and musical theater orchestral literature. Students perform at concerts, college ceremonies and musical theatre presentations.  
*Prerequisite: Adults only.*

**Orchestral Performance III** **MUS 307**

**Orchestral Performance IV** **MUS 308**

1 cr. 3 hrs. (per term)  
 Continuation of MUS 305 and MUS 306.

**Fundamentals of Music** **MUS 310**

1 cr. 2 hrs.  
 A preparatory course in rudiments designed for the layman. A study of notation, rhythm, scales and keys, intervals and chord structures.

**Music Theory III: Advanced Harmony** **MUS 312**

**Music Theory IV: Advanced Harmony** **MUS 412**

2 crs. 3 hrs. (per term)  
 Chromatic harmony, including altered chords, secondary dominant, the dominant ninth and dominant thirteenth, modulation, analysis and short original compositions are studied.



**Musicianship III**  
**Musicianship IV**  
 1 cr. 2 hrs. (per term)  
 Continuation of MUS 113 and MUS 213.

**MUS 313**  
**MUS 413**

**Arranging I**  
 2 crs. 2 hrs. (per term)  
 Beginning with fundamentals and continuing through large ensemble arranging, the course includes composing for various ensemble combinations. Contemporary techniques such as those of Stockhausen, Ornette Coleman, Penderecki, Persichetti, etc. are explored.  
*Prerequisite: MUS 212 or Departmental approval*

**MUS 351**



**Arranging II**  
 2 crs. 2 hrs.  
 Continuation of MUS 351

**MUS 352**

**Chorus I**  
**Chorus II**  
 1 cr. 2 hrs. (per term)  
 Students are involved in the performance of standard and contemporary choral literature for mixed voices. In addition to choral training, the course includes performances at concerts, college ceremonies and functions.

**MUS 410**  
**MUS 440**

**Chorus III**  
**Chorus IV**  
 1 cr. 2 hrs. (per term)  
 Continuation of MUS 410 and MUS 420

**MUS 430**  
**MUS 440**

**Instrumental Ensemble I**  
**Instrumental Ensemble II**  
 1 cr. 2 hrs. (per term)  
 The instrumental ensemble is designed to develop the performance capability and technique of students who play a musical instrument. The repertoire is selected for both personal development and for public performances at college functions and concerts.

**MUS 510**  
**MUS 520**

**Instrumental Ensemble III**  
**Instrumental Ensemble IV**  
 1 cr. 2 hrs. (per term)  
 Continuation of MUS 510 and MUS 520.

**MUS 530**  
**MUS 540**

**Private Instruction**  
 1 cr. each 1/2 hr.  
 Beginning with scales and arpeggios. Study of standard repertoire with emphasis on stylistic interpretation. Development of sight-reading skills.  
*(Private instruction is restricted to students who are concentrating in Music-Performing Arts. Entry into the program must be approved by the chairperson following an audition).*

**MUS 611-648**

**Puerto Rican Music**  
 2 crs. 2 hrs.  
 Same as PRN 141 (for description, see page 35)

**MUS 881**

**ART**

**Color and Design**  
 2 crs. 4 hrs.  
 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 105**

**Art Survey I**  
 2 crs. 2 hrs.  
 This introduction to art principles and terms includes the study of the plastic arts: nature, content and form. The meaning of illusion and abstraction, style and the changing concept of reality in art throughout history are explored. Selected paintings, sculpture and architecture are examined.

**ART 110**

**Art Survey II**  
 2 crs. 2 hrs.  
*Not offered in 1989-90*

**ART 120**

**Life Drawing**  
 2 crs. 2 hrs.  
 Students are introduced to various drawing media and techniques. Rendering problems dealing with gesture, action, proportion, form and anatomical structure are pursued. Charcoal, pencil, conte crayon, ink and wash, marking pen and various papers (cold and hot press, rice, newsprint and prepared surfaces) are used. Selected readings and attendance at drawing shows in museums and galleries are required.

**ART 164**

**Introduction to Painting**  
 2 crs. 2 hrs.  
 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).

**ART 171**



**Introduction to Sculpture** **ART 181**  
 2 crs. 2 hrs.  
 During this course, the special relationship between cultural and architectural form is discussed. Clay, wire, plaster, stone, metals, plastics and mixed media are used in construction as a means of expression and in solving design problems.

**Modern Art** **ART 210**  
 2 crs. 2 hrs.  
 An analysis is made by exploring the use of the visual elements in modern art. The major movements are discussed in relation to the individual artist's expression in terms of changing historical, social and cultural periods.

**Advertising Design I** **ART 214**  
 2 crs. 2 hrs.  
 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, television media and direct mail. Trade-marks, letterheads and packaging are also covered. The course provides a broad overview of advertising design.  
*Prerequisite: ART 105*

**Design I: Introduction to Painting and Drawing Techniques** **ART 230**  
 2 crs. 2 hrs.  
 For the beginning student, critical and artistic ability are developed by executing problems of two-dimensional design such as color relationships, composition, pattern, line, shape and texture. Emphasis is placed on exploring aspects of design and techniques as they apply to the student's work.

**Photography I** **ART 234**  
 2 crs. 2 hrs.  
 This is a basic course dealing with the use of the camera, lenses, light meters, exposure methods and related processing systems. Sessions in basic theory, laboratory procedures, developing methods, printing control equipment operation and care are conducted. Students explore problems dealing with both natural and studio lighting. Field trips are taken to photographic studios, advertising agencies and photographic exhibitions.

**Design II: Introduction to Basic Sculptural Problems** **ART 240**  
 2 crs. 2 hrs.  
 This course is concerned with three-dimensional design problems and is geared to the advanced student who wishes to expand his/her knowledge of formal problems concerned with mass, volume and shape in a variety of materials.  
*Prerequisite: ART 105 or ART 230*

**Painting I** **ART 271**  
 2 crs. 4 hrs.  
 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*

**Sculpture I** **ART 281**  
 2 crs. 4 hrs.  
 This course, geared toward individual study, is an extension of ART 181. The use of materials for specific creative expression of the sculptor: modeling, carving, and metal working are explored.  
*Prerequisite: ART 181*

**Drawing I** **ART 301**  
 2 crs. 2 hrs.  
 This course covers basic drawing problems aimed at the achievement of manual skills in freehand drawing, drawing from nature objects and conceptual drawings.

**Drawing II** **ART 302**  
 2 crs. 2 hrs.  
 An extension of ART 301, this course places emphasis on the human figure, with concentrated attention on formal concerns of design and composition.  
*Prerequisite: ART 301 or Departmental approval.*

**Advertising Design II** **ART 314**  
 2 crs. 2 hrs.  
 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 are presented.  
*Prerequisite: ART 214*

**Painting II** **ART 371**  
 2 crs. 4 hrs.  
 This course is geared toward individual study and the concerns of an advanced painting and drawing student.  
*Prerequisite: ART 271*

**Sculpture II** **ART 381**  
 2 crs. 4 hrs.  
 This course is geared toward individual study and the concerns of the advanced sculpture student.  
*Prerequisite: ART 281*

**African Art** **ART 801**  
 2 crs. 2 hrs.  
 Same as BLK 101 (for description, see page 35)



**NURSING**

The Nursing Department offers courses that educate men and women to become competent nurses—serving the individual, the family and the community. The curriculum emphasizes respect for cultural diversity, patient/client rights, and the function of an associate degree nurse as a member of the health care team.

The College is affiliated with a number of health care facilities in order to provide clinical experiences for Nursing students. The facilities are: Bellevue Hospital Center, Cabrini Medical Center, Harlem Hospital Center, Bronx Lebanon Hospital, Lenox Hill Hospital, Manhattan Veterans Administration Hospital Medical Center and Metropolitan Hospital Center.

To enhance students' understanding of the nursing care of children, the College is affiliated with the following day care centers: Hope Day Nursery, Inc., Mt. Morris Childrens' Center, Salem Day Care Center and Upper Manhattan Day Care and Child Development, Inc.

**Chairperson:** Aubrey T. Robinson

**Deputy Chairpersons:** Veronica Coleman, Sylvia Corliss

**Professors:** Mattie C. Collins, Veronica Coleman, Sylvia Corliss, Wilhemina B. Glarville, Bobbie Harrison, Yvette Nazaire, Aubrey T. Robinson, Martha A. Small

**Associate Professors:** Avor Cave, Mary G. Coward, Harriet Swoopes, Elizabeth Merrill-Varcariolis, Betty West, Ernestine F. Willis

**Assistant Professors:** Ethel B. Dawry, Sung Gwak, Lorraine Pohutsky, Barbara Tacinelli

**Senior College Laboratory Technician:**

Miguel Cervantes

**College Laboratory Technicians:** Gwyneth Lymberis, Norrisjean Schaal

**Pre-Nursing Coordinator:**

Belinda O'Bogany

**Adjunct Faculty:** There are approximately 92 adjuncts in the Department.

**Fundamentals of Patient Care**

**NUR 111**

7 crs. 3 hrs. 12 lab hrs.

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 care. Clinical experiences are provided in general hospitals and a nursing home.

*Prerequisite:* Completion of the Pre-Nursing sequence.

*Corequisites:* BIO 425, ENG 201

**Medical-Surgical Nursing**

**NUR 210**

8 crs. 4 hrs. 12 lab hrs.

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 111, BIO 425, ENG 201

*Corequisites:* BIO 426, SPE 100

**Maternal and Newborn Care**

**NUR 311**

4 crs. 4 hrs. 12 lab hrs. (7 weeks)

The course focuses on the role of the nurse in the care of the child-bearing family during the antepartal, intrapartal, and the post-partal phases 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

**Nursing Care of Children**

**NUR 312**

4 crs. 4 hrs. 12 lab hrs. (7 weeks)

This course focuses on the child's physical, social and emotional reaction to illness, the nurse's role in providing support to the child and the members of his/her family constellation during periods of stress. Emphasis is placed upon differences between 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

**Comprehensive Nursing Care**

**NUR 410**

8 crs. 4 hrs. 12 lab hrs.

This continuation of NUR 210 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

**Nursing Today and Tomorrow**

**NUR 415**

1 cr. 1 hr.

This course includes the discussion of the legal rights and responsibilities of the professional nurse, current trends in employment and education, as well as changes in nursing practices.

*Restricted to students registered in NUR 410.*

**Note:**

- ▶ Nursing courses are sequential; Clinical Nursing cannot be completed in less than two (2) years.
- ▶ Fourth semester students are required to take the National League for Nursing's Psychiatric Nursing and Comprehensive Achievement Test at the end of the semester. Failure to take examinations as scheduled will result in a grade of "Incomplete" (INC).



**OFFICE ADMINISTRATION**

The Department offers two comprehensive programs, Office Automation and Office Operations. The Office Automation program is designed for students who wish to obtain a degree and gain excellent working knowledge of text processing equipment. Students who choose Office Operations may select to major in Executive, Legal, Bilingual or Education concentrations.

Students who choose the Education concentration are eligible to take the New York City 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 in executive law offices. 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 and Bilingual concentration.

In addition, the Department prepares students for positions as administrative assistants in business, law, accounting, education and government offices.

**Chairperson:** Charlotte M. Bishop

**Deputy Chairperson:** Barbara Ann Eason

**Professors:** Susan Amerling, Marie Heinz, Anna E. Porter, Gloria C. Taylor

**Associate Professors:** Charlotte M. Bishop, Barbara Ann Eason, Donna Santo

**Instructors:** Sue Kimbrough, Carol Mack Torres

**College Laboratory Technician:** Iona Samuels

**Adjunct Professors:** There are approximately five adjuncts in the Department.

**Beginning Shorthand**

**OFF 100**

3 crs. 3 hrs.

This course is an introductory course in the theory and principles of Gregg stenography. Emphasis will be given to brief forms, phrases, the development of a basic stenographic vocabulary, and speed building on familiar and unfamiliar material to achieve a proficiency of 60 wpm for three minutes. At registration, students will be assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments.

*Prerequisite:* Satisfactory completion of all remedial courses.

**Note:** Not open to students who have completed SEC100

**Keyboarding**

**OFF 110**

2 crs. 2 hrs.

This course is designed to teach beginning students the fundamentals of keyboarding utilizing the touch typewriting approach. The course will emphasize the development of proper keyboarding techniques and speed and accuracy. The keyboarding of basic business documents, such as letters and envelopes, inter-office memorandums, and tables will be taught. Speed requirements will be 30 to 40 words per minute. At registration, students will be assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments.

*Prerequisite:* Satisfactory completion of all remedial courses.

**Note:** Not open to students who have completed SEC110

**Office Communications**

**OFF 115**

3 crs. 3 hrs.

This course is designed to train students to plan, organize, and write effective business correspondence. In addition, the structure and mechanics of English will be reviewed.

*Prerequisite:* Satisfactory completion of all remedial courses

*Corequisite:* OFF 110 or departmental approval

**Note:** Not open to students who have completed SEC 175

**Transcription Development I—Shorthand**

**OFF 200**

3 crs. 3 hrs.

Emphasis is given to the use of correct language arts skills and transcription techniques to produce acceptable copy from the student's shorthand notes. The goal of the course is the ability to take dictation at a minimum of 80 wpm for three minutes. At registration, students will be assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments. Exemption with departmental approval

*Prerequisites:* OFF 110, OFF 115, OFF 100 or departmental approval

**Note:** Not open to students who have completed SEC 200.

**Transcription Development I—Machine**

**OFF 201**

3 crs. 3 hrs.

This course develops competency in the skill of machine transcription. Knowledge of transcribing machines will be learned: transcribing letters, memorandums, and other types of written communications. The student will be trained to spell, punctuate, and divide words while transcribing. At registration, students will be assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments.

*Prerequisite:* OFF 110, OFF 115



**Formatting**

2 crs. 2 hrs.

This course develops keyboard production skills and proper formatting techniques of documents. Letter styles, manuscripts, and advanced tabulation projects are taught. Speed development is stressed. The minimum speed requirement is 40 words per minute on 5-minute timed tests. At registration, students will be assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments. Exemption with departmental approval.

*Prerequisite:* OFF 110

**Note:** Not open to students who have completed SEC 210

**OFF 210**

**Text Processing II**

2 crs. 2 hrs.

This is a skills development course requiring the production of complex multi-page documents, including the preparation of tables utilizing horizontal scroll and reports containing a table of contents, complex tabulations, footnotes, and an index. Students will be taught the functions of the text processing utilities menu. Speed requirements will be 60-80 words per minute. At registration, students will be assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments.

*Prerequisites:* OFF 220 or departmental approval

**OFF 320**

**Medical Transcription**

3 crs. 4 hrs.

This course provides the student with basic knowledge, understanding, and skills required to transcribe medical dictation with accuracy and clarity. An overview of acceptable business format related to planning, organizing and composing documents will be covered.

*Prerequisites:* MRT 102, MRT 202, MRT 203.

**OFF 211**

**Advanced OIS Functions I**

2 crs. 2 hrs.

This course will teach the use and manipulation of the mathematics and decision processing software of an electronic information system. At registration, students will be assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments.

*Prerequisite:* OFF 220 or departmental approval

**OFF 321**

**Text Processing I**

4 crs. 4 hrs.

This course is designed to teach students the text processing operations of a shared logic office information system. The following operational functions will be taught: input-output, storage, editing, and formatting, including merge document, dual column, work page, and glossary. Speed requirements will be 50-65 words per minute. At registration, students will be assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments.

*Prerequisites:* OFF 110, OFF 115

**Note:** Not open to students who have completed SEC 476.

**OFF 220**

**Automated Office Administration**

3 crs. 3 hrs.

There will be an overview of current automated office equipment. Physical, budgetary, and personnel problems that can be encountered when office systems are newly installed, rearranged, or expanded will be studied. It will be a lecture and case study course with the incorporation of a guest speaker and/or site visit.

*Prerequisite:* OFF 220

**OFF 330**

**Educational Problems of the School Secretary I**

2 crs. 2 hrs.

This course is designed to give the school secretary and the prospective school secretary an over-all view of education—its philosophy, its function, and its techniques. This course will include background material on educational developments in the United States, current trends in education in general, and current trends in the New York City school system in particular. The focus will be on role of the school secretary within the school system. The course will include classroom lectures, prepared reports delivered to the class by individual students, class discussion of relevant current events, as well as assigned readings and a written report.

**Note:** Not open to students who have completed SEC 360

**OFF 370**

**Transcription Development II—Shorthand**

2 crs. 2 hrs.

This course is specifically designed for speed development and transcription skills for mailable copy within the prescribed time. The goal of the course is 90-100 words per minute for three minutes. At registration, students will be assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments.

*Prerequisite:* OFF 200

**Note:** Not open to students who have completed SEC 370/371.

**OFF 300**

**Transcription Development II—Machine**

2 crs. 2 hrs.

Continuation of Transcription I with emphasis on mailable copy, timed production, and advanced business documents. At registration, students will be assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments.

*Prerequisite:* OFF 201

**OFF 301**



**Legal Text Processing**

2 crs. 2 hrs.

This course will concentrate on students producing legal documents and legal letters on the word processing equipment. Varied applications, as relates to keyboarding and setup of legal materials, including editing, merged documents, tabulation, enumeration, global operations, headers, footers, dual column, and super copy/move, multi-page reports, tables, invoices, citations, footnotes, endorsements, the brief, will be taught. Required speed 60-80 words per minute and timed production. At registration, students will be assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments.

*Prerequisite: OFF 220*

**OFF 420**

**Advanced OIS Functions II**

2 crs. 2 hrs.

This course will teach the use and manipulation of the sort and list processing software of an electronic office information system. At registration, students will be assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments.

*Prerequisite: OFF 220*

**OFF 421**

**OIS Supervision**

2 crs. 2 hrs.

This course is designed to train students to operate and supervise an electronic office system that uses OIS software. The operating procedures of the DOS (disc operating system)—supervisory functions, file utilities, volume utilities, and control functions—will be taught. In addition, systems installation procedures and system management will be taught. At registration, students will be assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments.

*Prerequisite: OFF 320*

**OFF 430**

**Legal Transcription—Shorthand**

2 crs. 2 hrs.

This course will concentrate on preparing students for the exact work required in a legal office, with emphasis on developing skill in legal shorthand dictation and timed transcription of basic litigation and non-litigation documents and legal letters. At the conclusion of the semester, students are expected to take dictation at 100-110 words per minute for three minutes, with timed transcription on legal materials, utilizing the highest standards of the law office. At registration, students will be assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments.

*Prerequisites: OFF 300, OFF 210*

**Note:** Not open to students who have completed SEC 390/391 and SEC 490/491.

**OFF 450**

**Legal Transcription—Machine**

2 crs. 2 hrs.

This course will concentrate on preparing students for the exact work required in a legal office, with emphasis on developing skills in taking legal machine dictation and the timed transcription of basic litigation and non-litigation documents and legal letters. At registration, students will be assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments.

*Prerequisites: OFF 301, OFF 210*

**OFF 451**

**Legal Terminology, Operations and Administration**

2 crs. 2 hrs.

This course will introduce the student to basic legal vocabulary, legal office procedures, operations and administration. Included will be a study of the courts and the court system, procedure, basic litigation and non-litigation documents. Previewed legal documents and materials will be presented, analyzed—as to background, handling, spellings, compounds, legal phrases, punctuation, abbreviations, comprehension, etymological derivation, so as to ease skill development in preparation and procedure for basic legal documents and materials.

*Prerequisites: OFF 200, OFF 201, OFF 210*

**OFF 452**



**Bilingual Stenography**

3 crs. 3 hrs.

This course presents the theory of Gregg Spanish shorthand and develops a speed to 60 words a minute in Spanish. Students are trained to transcribe in appropriate form business letters and memoranda in Spanish, taking into account the cultural and business mores of the language. At registration, students will be assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments.

*Prerequisites: OFF 300, OFF 210*

**OFF 460**

**Educational Problems of the School Secretary II**

**OFF 470**

2 crs. 2 hrs.

This course is designed to provide preparation for the school secretary and the prospective school secretary in basic educational principles and practices. The course will include classroom lectures, prepared reports delivered to the class by individual students, and case studies of school problems and their solutions.

*Prerequisite: OFF 370*

**Note:** Not open to students who have completed SEC 460.

**School Records and Accounting**

**OFF 471**

2 crs. 2 hrs.

This course is required for the School Secretary License of the New York City Board of Education. This course is designed to instruct students in the competencies of New York City school records and accounts and administrative procedures.

**Note:** Not open to students who have completed SEC 350

**Expert Speed Development—Shorthand**

**OFF 480**

2 crs. 2 hrs.

Continuation of OFF 300, Transcription Development I, with emphasis on mailable copy and production. The goal of the course is 100-120 words per minute for three minutes. At registration, students will be assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments.

*Prerequisite: OFF 300*

**Note:** Not open to students who have completed SEC 470/471, 480/481 and 490/491.

**PHYSICAL EDUCATION,  
HEALTH, RECREATION AND DANCE**

The Department offers courses and administers a Liberal Arts concentration in Dance (see page 19). The courses which are offered by the Department complement the other curricula in developing the "whole" person and focusing on individual health and physical needs.

Physical Education 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 various College programs. The Health Education survey course (HED 100) creates an awareness of the components of well-being.

**Chairperson:** Mayer Rossabi

**Deputy Chairpersons:** Thomas DeCarlo, Richard Packard

**Professors:** Joseph M. Beerman, Anthony Bria, Thomas J. DeCarlo, Howard L. Jones, Mayer Rossabi

**Associate Professors:** Peter Fazio, Stuart Hodes, Barbara A. Solomon, Norma Van Felix

**Assistant Professors:** Philip Belcastro, Olivia Cousins, George Vargas

**Instructors:** Michael Basile, Catherine Lange

**Lecturers:** Richard Packard

**College Laboratory Technicians:** Judith Chew, Andrew Escobar, Amalia LaPorta, Harold Solomon

**Facilities Coordinator:** James Kelly

**Adjunct Faculty:** There are approximately 35 adjuncts in the Department.

**HEALTH EDUCATION**

**Note:** The courses listed as HED 215, 220, 225, 230, 235, and 240 do not meet the Health Education requirement. Only HED 100 meets the Health Education requirement.

**Health Education**

**HED 100**

2 crs. 2 hrs.

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 substance abuse education; mental health; sex education; family living, and nutrition and exercise.

**Habituation and Addiction and Their Prevention**

**HED 215**

3 crs. 3 hrs.

This course covers causes of alcoholism and drug abuse. It discusses ways people are introduced to harmful substances, social and personal effects of alcoholism and drug abuse, prevention and rehabilitation techniques. Methods and materials for the professional student are given special consideration.

**Human Sexuality**

**HED 220**

3 crs. 3 hrs.

This course deals with the physiological, psychological and social aspect of human sexual development and functions.

**Health Concerns of Women**

**HED 225**

3 crs. 3 hrs.

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



**Consumer Health Survey HED 230**

3 crs. 3 hrs.  
Historical events and contemporary factors affecting the availability, control and monitoring of American Health Care products and services are explored. Such factors include: the private and public financing of health care, public and private monitoring of health care; and the ethical issues of medical care in America. The purpose of the course is not to advocate any particular health care philosophy, product or service, but to provide the student with the skills and factual base for making informed decisions in the health care marketplace.

**Nutrition for Health HED 235**

3 crs. 3 hrs.  
This course examines what people, advertising and science recommend for our nutritional needs. It tackles subjects such as vitamin supplements, dieting, healthfood, pregnancy and diet, diet foods and the diet industry. The course is designed to help students make informed choices regarding their nutritional needs and goals.

**First Aid, Safety and Cardio Pulmonary Resuscitation HED 240**

3 crs. 3 hrs.  
Students in this course acquire knowledge essential for safe living, including the causes and preventions of accidents. The student learns the practical skills of first aid and cardio pulmonary resuscitation. Students are eligible for certification providing they meet Red Cross standards.

**PHYSICAL EDUCATION AND DANCE**

**Volleyball and Badminton PED 112**

1 cr. 2 hrs.  
This course introduces students to the fundamental skills and rules of badminton and volleyball. The course will emphasize incorporating skill into student's leisure-time activity pursuits.

**Fencing PED 113**

1 cr. 2 hrs.  
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.

**Golf PED 114**

1 cr. 2 hrs.  
A course designed to introduce students to basic skills and techniques of golf. For beginners and intermediates.

**Tennis PED 115**

1 cr. 2 hrs.  
The fundamental tennis skills, rules and strategy are developed in this course.

**Gymnastics PED 116**

1 cr. 2 hrs.  
An introduction to the fundamentals of artistic gymnastics for men and women.

**Beginning Skiing PED 118**

1 cr. Hrs. arranged  
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.*

**Cycling PED 122**

1 cr. 2 hrs.  
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 New York area, progressing in degree of difficulty. Students must be able to ride a bicycle.

**Introduction to Backpacking and Trail Hiking PED 124**

1 cr. 2 hrs.  
A study of trail equipment, hiking techniques, backpacking skills, safety, map reading—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.

**Self-Defense for Men and Women PED 131**

1 cr. 2 hrs.  
This introductory course in self-defense techniques places emphasis on escaping from various holds and chokes, and on practicing counterattacks.

**Karate PED 132**

1 cr. 2 hrs.  
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 will also set aside some time for additional practice at home. Traditional discipline is maintained during class.

**Conditioning and Slimnastics PED 141**

1 cr. 2 hrs.  
This course provides students with basic knowledge of nutritional 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 exercise and a planned programs of weight reduction. Social support plays a vital role in helping individuals achieve the desired goal.



**Aerobics** **PED 142**

1 cr. 2 hrs.  
A movement class, consisting of warm-ups and different dance routines, emphasizing continuous motion. There is no specific proficiency level and students progress at their own rate.

**Weight Training/Fitness** **PED 144**

(Formerly Progressive Resistance PED 143)  
1 cr. 2 hrs.  
A beginner course in progressive exercise designed to acquaint the student with the fundamental principle and techniques of weight training. To be offered Fall, Spring and Summer.

**Yoga** **PED 145**

1 cr. 2 hrs.  
Through these special exercises, students learn how to breathe properly, improve circulation and appearance, relax and tone muscles—accomplished by deep concentration of thought and action.

**Posture, Relaxation and Movement** **PED 150**

1 cr. 2 hrs.  
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 are practiced accordingly.

**Social Dancing** **PED 151**

1 cr. 2 hrs.  
A unit of study of basic steps and variations in the Fox Trot, Rumba, Cha-Cha-Cha, Tango, Lindy, Waltz, Touch Hustles and Free Dance Disco.

**Square and Folk Dance** **PED 152**

1 cr. 2 hrs.  
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.

**Modern Dance I** **PED 153**

1 cr. 2 hrs.  
During this course, students are introduced to modern dancing techniques, including improvisation.

**Jazz Dance** **PED 154**

1 cr. 2 hrs.  
This course is designed to introduce students to an indigenous American art form—jazz dance. Basic technique and stylistic considerations are explored.

**Introduction to Dance** **PED 155**

1 cr. 3 hrs.  
This is the basic dance course for all students. It stresses the skills underlying the safe execution of all dance techniques (e.g. alignment, weight shifts, walks, jumps, skips) and offers an introduction to three specific dance techniques: ballet, Modern and African. There is a special section for those concentrating in Dance.

**Ballet I** **PED 156**

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

**American Dance Techniques I** **PED 170**

4 crs. 8 hrs.  
Intensive technical study of American Modern Dance, Classical Ballet, and ethnic/cultural disciplines. Students work to develop professional skills. Admission by audition.

**Fundamentals of Swimming I** **PED 190**

1 cr. 2 hrs.  
This course is designed for students who cannot swim at least 30 feet in shallow water. 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.

**Fundamentals of Swimming II** **PED 191**

1 cr. 2 hrs.  
This course is designed for those students who can swim at least 30 feet on front and back but not efficiently. The course is a follow-up to PED 190 with further development of fundamental strokes, elementary water entries and basic safety procedures in aquatic activities.  
*Prerequisite: PED 190 or pass swim placement test*

**Intermediate Swimming** **PED 192**

1 cr. 2 hrs.  
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 the crawl, side and breast strokes.  
*Prerequisite: PED 191 or pass swim placement test*

**Advanced Swimming** **PED 193**

1 cr. 2 hrs.  
This course is designed for the good swimmer and is a follow-up to PED 192. The basic strokes of crawls, side, breast and elementary back stroke will be taught with an emphasis on endurance swimming.  
*Prerequisite: PED 192 or Departmental approval*





**Synchronized Swimming**

1 cr. 2 hrs.  
This course is designed for the more experienced swimmer. Emphasis is placed on individual and group stunts, numerous water entries, adapting and combining the various strokes performed in unison and to music.  
*Prerequisite: PED 192 or Departmental approval*

**PED 197**

**African-American Caribbean Dance**

2 crs. 3 hrs.  
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 are explored.  
*Does not meet Physical Education requirement.*

**PED 225**

**Dance Composition**

2 crs. 3 hrs.  
Students choreograph and rehearse their own dances and work as performers in the dances of fellow students. Self reliance and leadership are stressed.  
*This course does not meet the Physical Education elective requirement for any curricula.*

**PED 226**

**Dance Performance**

2 crs. 4 hrs.  
A course to teach production and performance skills. Students learn a dance from the choreographer and perform it at a workshop concert which they produce themselves.  
*Prerequisite: Departmental approval*

**PED 267**

**American Dance Techniques II**

4 crs. 8 hrs.  
Builds upon American Dance Techniques I.  
*Prerequisite: PED 170, Placement examination or departmental permission.*

**PED 270**

**Scuba Diving**

1 cr. 2 hrs.  
The course introduces the fundamental concepts, principles, techniques and equipment relative to the safe performance and enjoyment of Scuba and Skin Diving. Special equipment needed: tanks, regulators, B.C. jackets. To be offered Spring and Summer.  
*Prerequisite: PED 191, higher level course or permission of instructor.*  
**Note:** A special equipment charge is required. Students should consult the Department regarding this charge before registering for this course.

**PED 290**

**Advanced Life Saving**

1 cr. 2 hrs.  
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. American Red Cross (ARC) certificates are issued to those who meet ARC standards.  
*Prerequisite: Successful completion of PED 192 or pass swim placement test and be at least 15 years of age. Ability to swim 500 yards continuously (125 yards: front crawl, side, elementary back and breast strokes).*

**PED 295**

**Survey of 20th Century Dance**

3 crs. 3 hrs.  
This is a survey of the developments in dance as a performing art during the 20th century—its period of greatest development. By means of films, tapes and slides, the class explores the relationship of this art form to the social and political changes taking place and the changes in the other arts. Among the areas covered are ballet, jazz, musical comedy and modern.

**PED 360**

**American Dance Techniques III**

4 crs. 8 hrs.  
Builds upon American Dance Techniques II.  
*Prerequisite: PED 270, Placement examination or departmental permission.*

**PED 370**

**Water Safety Instructor**

2 crs. 3 hrs.  
This course is designed for the expert swimmer who would like to teach. It includes lectures on such topics as teaching methodology, program organization and pool management, as well as practice teaching. After successful completion of this course, candidates are qualified to teach and issue Red Cross certificates in Swimming and Advanced Life Saving series.  
*Prerequisites: PED 295 or Departmental approval. Must possess current American Red Cross Advanced Life Saving certificate and be 17 years of age.*

**PED 395**

**American Dance Techniques IV**

4 hrs. 8 hrs.  
Builds upon American Dance Techniques III.  
*Prerequisite: PED 370, Placement examination or departmental permission.*

**PED 470**

**Introduction to African-American and Caribbean Dance (Same as BPR 102)**

1 cr. 2 hrs.  
This course concentrates on elementary dance of the West Indian, Puerto Rican and African American cultures. Students are expected to learn basic Dunham Techniques as well as regional folk dances such as Samba, Calypso, Funga and Gao. By learning these dances, students will better understand the movement similarities between cultures.

**PED 802**



**SCIENCE**

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

**Chairperson:** Charles Kosky

**Deputy Chairpersons:** Herbert Ringel, Ronald Slavin, Richard Whealey

**Professors:** Daniel M. Ekstein, Marvin Jaffe, Charles Kosky, Martin P. Levine, Samuel Levine, John L. Raynor, Herbert Ringel, Edith S. Robbins, Sylvia L. Saunders, Harold M. Spevack, David Waldman, Man-Im Yu

**Associate Professors:** Ricard Brower, Charles Goldberg, Stephanie Mazur, Philip Penner, Ronald J. Slavin, Edward Whitley

**Assistant Professors:** Jerry Karol, Henry C. Lee, Edgar Schnebel, Asher Torren, Richard W. Whealey,

**Senior College Laboratory Technicians:** Robert J. Bauer, Alba N. Carson, Alton W. Johnson, Myrna Kilkenny

**Adjunct Faculty:** There are approximately 30 adjuncts in the Department.



**ASTRONOMY**

**General Astronomy** **AST 110**

4 crs. 3 hrs. 2 lab hrs.

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

**BIOLOGY**

**General Biology** **BIO 110**

4 crs. 3 hrs. 2 lab hrs.

Basic cellular structure, tissue organization, physiological process, reproduction and genetics are studied. Special attention is given to selected zoological specimens with particular emphasis upon man.

**Biology I** **BIO 210**  
**Biology II** **BIO 220**

4 crs. 3 hrs. 3 lab hrs. (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. Prerequisite for BIO 220 is BIO 210.*

**Microbiology** **BIO 420**

4 crs. 3 hrs. 3 lab hrs.

Micro-organisms pathogenic to humans: their characteristics, pathogenicity and modes of transmission are studied.

Instruction includes a study of the sterile technique and maintenance of the sterile field.

*Required in selected programs in the Health Sciences; available to other students through Departmental approval. Prerequisite: CHE 110, CHE 118 or Departmental approval*

**Anatomy and Physiology I** **BIO 425**  
**Anatomy and Physiology II** **BIO 426**

4 crs. 3 hrs. 3 lab hrs. (per term)

A two-semester course that explores 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 services technologies; available to all other students for elective credit. Prerequisite for BIO 426 is BIO 425. Two terms required.*

*Prerequisite: CHE 110, CHE 118, or Departmental approval*

**CHEMISTRY**

**General Chemistry** **CHE 110**

4 crs. 3 hrs. 2 lab hrs.

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

**Fundamentals of Chemistry** **CHE 118**

4 crs. 3 hrs. 2 lab hrs.

A one-semester course designed especially to meet the needs of students in the Health Technology Programs. Topics include modern atomic theory and an introduction to the molecular basis of matter through the study of chemical principles and reactions. Lecture and laboratory are integrally related.

**Fundamentals of Organic Chemistry** **CHE 120**

4 crs. 3 hrs. 3 lab hrs.

An introduction to the chemistry of carbon compounds. The lecture emphasizes structure and bonding, reaction mechanisms, synthesis, stereochemistry and applications to biological chemistry. The laboratory experiments illustrate the lecture topics.

*Prerequisite: CHE 110, CHE 118 or CHE 210*

**Chemistry I** **CHE 210**



CHEMISTRY I

**Chemistry II**

4 crs. 3 hrs. 3 lab hrs. (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. Prerequisite for CHE 220 is CHE 210

**Organic Chemistry I**

**Organic Chemistry II**

5 crs. 3 hrs. 4 lab hrs. (per term)

This two-semester course sequence is the study of the structure and properties of the fundamental classes of organic compounds with emphasis on reactivity, reaction mechanisms, stereochemistry, electronic theory and applications to allied fields.

Two terms are required. Prerequisite for CHE 240 is CHE 220 and 230

**GEOLOGY**

**Geology I**

4 crs. 3 hrs. 3 lab hrs.

Fundamental principles of geology encompassing the study of minerals and rocks, geological processes, interpretation of topographic and geological maps and techniques of remote sensing.

Program Elective in Engineering Science. Elective in all other curricula. Does not meet Science requirement for Liberal Arts A. A. degree

**PHYSICS**

**General Physics**

4 crs. 3 hrs. 2 lab hrs.

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/her work to the lives of non-scientists is continually examined.

**Physics I**

**Physics II**

4 crs. 4 hrs. 2 lab hrs. (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 are used.

Two terms required.

Prerequisite for PHY 220 is PHY 210

CHEMISTRY

**CHE 220**

**CHE 230**

**CHE 240**

**GLY 210**

**PHY 110**

**PHY 210**

**PHY 220**

**University Physics I**

**University Physics II**

4 crs. 4 hrs. 2 lab. hrs. (per term)

A two-semester course for students in science and engineering. Concepts of calculus are introduced and used when necessary. The lecture and laboratory exercises pertain to mechanics, fluids, heat and thermodynamics, wave motion, sound, electricity, and magnetism, geometric and physical optics and an introduction to modern physics.

For PHY 215 Corequisite: MAT 301

For PHY 225 Prerequisite: PHY 210, or PHY 215; MAT 301

Two terms required.

Note: Students cannot receive credit for both PHY 210 and PHY 215, or PHY 220 and PHY 225.

**Engineering Mechanics**

4 crs. 4 hrs.

This is a course in statics and dynamics and is designed for engineering students. Among the topics covered are forces, equilibrium, friction, kinematics and dynamics of a particle, work and energy, linear and angular motion and rotational dynamics of a rigid body.

Prerequisite: PHY 220

**Modern Physics**

3 crs. 4 hrs.

Introduction to atomic and nuclear physics, relativity, solid state physics and elementary particles.

Prerequisite: PHY 220

**Thermodynamics**

3 crs. 4 hrs.

Introductory concept and definitions; Absolute temperature, Work, heat, First Law and applications, Second Law, Carnot Theorem, entropy, thermodynamic state variables and functions, reversibility, irreversibility, ideal gas mixtures, mixtures of vapors and gas, humidity calculations.

Prerequisite: CHE 210

Corequisite: PHY 225

**Circuits and Systems I**

3 crs. 4 hrs.

Circuit elements and their voltage-current relations; Kirchoff's Laws, elementary circuit analysis; continuous signals; differential and difference equations; first order systems.

**The Physics of Music**

4 crs. 3 hrs. 2 lab hrs.

The 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 for Music majors and is available to all other students for elective credit.

**PHY 215**

**PHY 225**

**PHY 230**

**PHY 240**

**PHY 245**

**PHY 250**

**PHY 400**



**SCIENCE**

**General Science**

**SCI 100**

3 crs. 3 hrs. 1 lab hr.

The study of science is accomplished through an analysis of basic conceptual problems in the physical and life sciences. Emphasis is placed upon the interrelations of the natural sciences and other branches of knowledge through discussions, field trips, lectures, demonstrations and laboratory exercises.

**Computer Methods in Science**

**SCI 120**

4 crs. 3 hrs. 2 lab hrs.

This course teaches a computer language and emphasizes application of programming methods for the sciences and engineering. Numerical methods will be applied to examples gleaned from physics, chemistry and biology and engineering.

**Computer Methods in Science (Pascal)**

**SCI 121**

4 crs. 3 hrs. 2 lab hrs.

This course is similar in scope and assignments to SCI 120 but utilizes the Pascal programming language.

**Engineering Graphics**

**SCI 130**

2 crs. 1 hrs. 4 lab hrs.

Fundamental engineering drawing and industrial drafting-room practice. Lettering, orthographic projection, auxiliary views, sections and conventions, pictorials, threads and fasteners, tolerances, detail drawing dimensioning and electrical drawing; introduction to computer-aided graphics.

**Nutrition**

**SCI 150**

3 crs. 3 hrs.

An introduction to the fundamental principles of human nutrition. The nutrient composition of various foods are examined as well as the manner in which the nutrients are metabolized and used by the human body.

*Prerequisite: One semester of science or Departmental approval*

**Consumer Science**

**SCI 200**

3 crs. 3 hrs.

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; electric appliances; soaps and detergents; plastics, and air-conditioning and heating systems.

*This course is offered as an elective in all curricula.*

**Man and Environment**

**SCI 410**

3 crs. 3 hrs.

This course is a study of the interaction of man and his environment. Topics examined included 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*

**Scientific Instrumentation**

**SCI 430**

4 crs. 2 hrs. 4 lab hrs.

The course covers the theory and practice and quantitative method with special attention to instrumentation currently employed such as optical, electro-chemical, chromatographic and radio-chemical techniques. The physicochemical theory and operating characteristics of the instrumentation are stressed. The laboratory emphasizes measurements of biological and environmental significance.

*Prerequisite: 1 year of laboratory science or Departmental approval.*

**Pharmacology**

**SCI 530**

3 crs. 3 hrs.

Fundamental principles and concepts in pharmacology are considered. Particular attention is given to drug action and interaction and to the effect 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 MRT 103, Medical Terminology before registering for this course.*

**SOCIAL SCIENCE**

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, 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 page 35-39).



**Note:** Students must successfully complete ESL 060, ESL 061, ESL 062, ENG 088, or RDG 062 before enrolling in Social Science courses. In addition, MAT 010 and MAT 011 are prerequisites for all economics courses.

**ANTHROPOLOGY**

**Introduction to Anthropology** **ANT 100**  
3 crs. 3 hrs.

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, social and cultural; archeology and linguistics. Emphasis is placed on preliterate societies to facilitate the study of the interrelation of various aspects of culture.

**Indians of North America: Their Histories and Cultures** **ANT 110**  
3 crs. 3 hrs.

*Not offered in 1989-90*

**The Roles of Women in a Changing World** **ANT 300**  
3 crs. 3 hrs.

*Not offered in 1989-90*

**ECONOMICS**

**Introduction to Economics** **ECO 100**  
3 crs. 3 hrs.

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.

**Microeconomics** **ECO 210**

This course is designed principally for those students who intend to pursue professional careers in fields such as economics, accounting, finance, management and administration. It is also opened to highly motivated students in other areas. The course will focus on Price Theory in conjunction with: the laws of supply and demand, the analysis of cost, profit, market structure, production theory, and the pricing of productive factors. Significant contemporary economic problems will also be investigated.

**Macroeconomics** **ECO 220**

This course is intended primarily for those students who intend to pursue professional careers in fields such as economics, finance, management and administration. It is also open to highly motivated students in other areas. Topics include: National Income and National Product; Saving, Consumption, Investment, The Multiplier Theory, Fiscal Policy, Inflation, Employment and Business Cycles. The student will also be acquainted with Money, Banking, and Central Bank Monetary Policies, as well as some of the more significant theories of International Trade and Economic Development.

**GEOGRAPHY**

**Introduction to Human Geography** **GEO 100**  
3 crs. 3 hrs.

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, landform, natural resources, soil, space and ecology have influenced human culture and civilization over time.

**HISTORY**

**Western Civilization: From Ancient to Early Modern Times** **HIS 101**  
3 crs. 3 hrs.

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.

**Western Civilization: The Emergence of Modern World** **HIS 102**  
3 crs. 3 hrs.

This course traces the growth of the modern Western world to the present. It surveys the political, economic and social foundations of contemporary civilization.

**Early American History: Colonial Period to Civil War** **HIS 200**  
3 crs. 3 hrs.

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.

**Modern American History: Civil War to Present**

3 crs. 3 hrs.  
This continued study of American history emphasizes the emergence of an industrial economy, an urban society, world responsibility and the expanded federal government.

**History of Women** **HIS 600**  
3 crs. 3 hrs.

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 the American slave and plantation society; women in the modern capitalist and socialist worlds.

*Prerequisite: One semester of history or Departmental approval*



**PHILOSOPHY**

**Philosophy** **PHI 100**  
 3 crs. 3 hrs.  
 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.

**Logic** **PHI 110**  
 3 crs. 3 hrs.  
 The course focuses on principles of sound thinking and valid argument in order to develop skills in analysis and evaluation of inductive and deductive reasoning. Students learn to discriminate between valid and invalid argument, using as tools the techniques of formal and symbolic logic.

**POLITICAL SCIENCE**

**American Government** **POL 100**  
 3 crs. 3 hrs.  
 The history, development and intellectual origin of American government are studied and analyzed. Special consideration is given to the structure and operation of the executive, legislative and judiciary and the role of government and politics in a modern industrial society.

**World Politics** **POL 400**  
 3 crs. 3 hrs.  
 This course considers the basic factors involved in international relations. The components of nationalism, the state system and the concept of politics as the crucial form of interstate relationship are discussed and examined. A systematic study is made of capabilities, goals and methods of interstate relations, considering the underlying principles, forces, patterns and problems which historically characterize international organization and the political systems of the world.  
*Prerequisite: POL 100*

**Politics and Government in New York City** **POL 500**  
 3 crs. 3 hrs.  
 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.  
*Prerequisites: POL 100, SSC 100*

**PSYCHOLOGY**

**General Psychology** **PSY 100**  
 3 crs. 3 hrs.  
 This course stresses adaptive human behavior in relation to the environment. Topics considered include: origins and methods of psychology, neuropsychological bases of behavior, maturation, motivation, emotion, learning frustration and conflict.

**Social Psychology** **PSY 200**  
 3 crs. 3 hrs.  
 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*

**Psychology of Personality** **PSY 300**  
 3 crs. 3 hrs.  
 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*

**Psychology of Women** **PSY 345**  
 3 crs. 3 hrs.  
 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*

**Developmental Psychology** **PSY 400**  
 3 crs. 3 hrs.  
 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.*

**Child Psychology** **PSY 500**  
 3 crs. 3 hrs.  
 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*



**Abnormal Psychology (Same as MHT 215) PSY 510**

3 crs. 3 hrs.  
This course discusses the causes, diagnoses, treatment and prevention of various types of maladjustment and mental disorders. The relation of neuroses and functional psychoses to current conceptions of normal personality functioning is discussed.  
*Prerequisites: PSY 100 and permission of the Instructor*

**SOCIOLOGY**

**Introduction to Sociology SOC 100**

3 crs. 3 hrs.  
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.

**Social Problems SOC 200**

3 crs. 3 hrs.  
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*

**Ethnic Groups in American Life SOC 300**

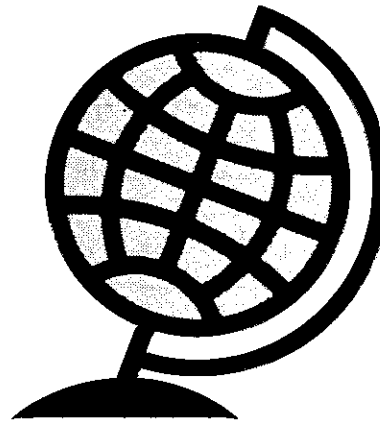
3 crs. 3 hrs.  
This course studies the various ethnic groups which comprise the population of the United States—their accommodations and assimilation, their changing attitudes and impact on one another. In addition, the effects of interracial tension on personality and social organization are explored and comparative analyses of selected countries are made.  
*Prerequisite: SOC 100*

**Urban Sociology SOC 400**

3 crs. 3 hrs.  
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*

**The Family SOC 500**

3 crs. 3 hrs.  
An examination of the basic functions of the family in contemporary society. The social processes involved in courtship, marriage, parenthood, alternative family models, the roles of family members, and the relationship between the various models and the community will be examined.  
*Prerequisite: SOC 100 or ANT 100*



**SOCIAL SCIENCE**

**Social Science and Contemporary Society SSC 100**

3 crs. 3 hrs.  
This course concentrates on the important issues confronting human beings in modern society and attempts 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.*

**Field Experience in Italy SSC 200**

3 crs.  
This course offers the student Social Science field experience in Italy. Orientation, seminars with guest lecturers, field trips to sites of historic interest and cultural tours are an integral part of the travel program. The field experience base of operations is a university in Italy.  
*Prerequisites: IT 101, IT 102*



**SOCIAL SERVICE**

**Field Experience in Social Work SSR 110**

3 crs. 6 hrs.  
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.*

**Introduction to Social Work SSR 150**

3 crs. 3 hrs.  
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.*

**Field Experience in Social Work II** **SSR 210**  
3 crs. 6 hrs

This course follows the format of SSR 110, Field Experience in Social Work. 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.

*Prerequisite: SSR 110*

**Social Welfare Programs and Policies** **SSR 300**  
3 crs. 3 hrs.

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.*

**Marriage and the Family** **SSR 400**  
3 crs. 3 hrs.

In this course, students examine aspects of family structure and functions (including family organization and disorganization, child rearing practices, interfamilial relationships and 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*

**Seminar on Social Welfare** **SSR 500**  
2 crs. 2 hrs.

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.*

**SPEECH, COMMUNICATIONS  
AND THEATRE ARTS**

The courses offered by the Department of Speech, Communications and the 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 the Corporate and Cable Communications Program. This is a comprehensive program in video production leading to the A.A.S. degree.

**Chairperson:** Anthony T. Millili

**Deputy Chairpersons:** Lois Adler, Charlotte Croman

**Professors:** Lois Adler, Charlotte Croman, Edward Mapp, Anthony T. Millili, Doris Newburger

**Associate Professors:** George Fleck, Frank Galassi, Carol Lane, Golda Solomon

**Assistant Professors:** Ernest L. Charrier, Susan L. Grabina, Ellwood E. Williams

**Lecturer:** Patricia Ivers

**Adjunct Faculty:** There are approximately 18 adjuncts in the Department

**SPEECH**

**Fundamentals of Speech** **SPE 100**  
3 crs. 3 hrs.

The aim of this course is to develop effective skills in speech communication. The student examines how to generate topics and organized 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*

**Fundamentals of Speech: Language Skills** **SPE 102**  
3 crs. 3 hrs.

The course is intended for those who desire special emphasis in vocabulary building, pronunciation, enunciation and mechanics of effective delivery. This class is particularly recommended for those whose native language is not English as well as those wishing concentration in speech and language skills. Class work is implemented through the use of recordings, individual and group drills, interpersonal exercises, oral reading, impromptu and prepared group discussion and speeches. Weekly speech tutoring is required. *This course may be taken in place of SPE 100 and satisfies the requirement for Speech.*

**Oral Interpretation** **SPE 110**  
3 crs. 3 hrs.

This course is devoted to the reading aloud of various works of literature, such as poetry, prose or 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*

**Public Speaking** **SPE 120**  
3 crs. 3 hrs.

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*



**Voice and Diction**

3 crs. 3 hrs.  
 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 are covered. 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 200**

**Performance for the Camera**

3 crs. 3 hrs.  
 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.

**THE 130**

*Prerequisite: SPE 100*

**Interpersonal Communication**

3 crs. 3 hrs.  
 The course introduces the basic concepts and theories of interpersonal communication in personal, educational and business settings. This includes a study of self as communicator, the effect of language on others, verbal and nonverbal expression of thoughts and feelings and factors which contribute to effective communication.

**SPE 240**

**Introduction to Theatre**

3 crs. 3 hrs.  
 This is a conceptual rather than a chronological approach to the origins and influences of significant theatrical movements from classical theatre to contemporary European and American theatre. This study of playwrights, production history, schools of acting, and theatre criticism includes discussion of such figures as Euripides, Shakespeare, Betterton, Gordon Craig, Stanislavski, Grotowski, Pinter, Le Roi Jones and Brustein.

**THE 150**

*Prerequisite: SPE 100 or permission of Department*

**The Mass Media**

3 crs. 3 hrs.  
 The focus of this course is to provide an understanding of the influence and impact on our lives and society by the mass media. The course examines the history, law, technology, economics and politics of the mass media through independent study, field trips, etc. Students are encouraged to be aware of techniques of influence used by the mass media to determine social and political values. In addition, students learn to develop tools for critical analysis of and standards for discriminating consumption of the mass media.

**SPE 245**

**Externship:**

**Elements of Theatre Production**

4 crs. 15hrs.  
 Students serve as interns in various elements of theatrical production. Technical skills in lighting, sound, scenery and props are included as well as experience with box office, publicity and promotion. Students are assigned to the BMCC Performing Arts Center or other theatre companies in Manhattan.

**THE 254**

*Prerequisite: Departmental approval*



*Prerequisite: SPE 100 or permission of Department*

**T H E A T R E**

**Acting I**

3 crs. 3 hrs.  
 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 theatrical performance rather than literature. Scenes and one-act plays are studied.

**THE 101**

**Acting II**

3 crs. 3 hrs.  
 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.

**THE 102**

*Prerequisite: THE 101 or permission of Department*

**Theatre in Society**

3 crs. 3 hrs.  
 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 are seen and considered by the class during each semester.

**THE 255**

**Classical Greek Theatre:**

**A Contemporary Encounter**

3 crs. 3 hrs.  
 A survey of the theatre of classical Greece as the earliest form of dramatic art in the Western world. The course considers 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 is evaluated through modern translations and production of classical plays.

**THE 256**

**Community Dramatics THE 260**

3 crs. 3 hrs.  
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 are assigned to work in community organizations where they are expected to devote one hour weekly to teaching children.

**Elements of Playwriting THE 262**

3 crs. 3 hrs.  
Introduction to basic theories and techniques for writing the one-act play. This course includes lectures on how to observe one's own plays, as well as introduces the student to the contemporary theatre and the type of plays it produces.  
*Prerequisite: ENG 101*

**CORPORATE AND CABLE COMMUNICATIONS**

**Budgeting for Audiovisual Production CCC 130**

3 crs. 3 hrs.  
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. Student learn how to work within a strict budget to insure compliance with corporate and cable television organizational requirements.

**Teleconferencing CCC 140**

3 crs. 3 hrs.  
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 participate in visits to studios currently transmitting teleconferencing software.

**Introduction to Corporate Media Applications CCC 150**

3 crs. 3 hrs.  
This course introduces students to the many industrial applications of the state-of-the-art media. New technologies and current industrial communication problems are covered. Students study the history of modern communications and each student is 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 editors.

**T.V. Studio Production for Business I CCC 160**

3 crs. 4 hrs.  
A "hands-on" course designed to teach students every aspect of studio television production. Students 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. Instruction is 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 perform the basic functions of a T.V. studio director, floor manager and technical director.

**Remote Production/Video Editing I CCC 170**

3 crs. 4 hrs.  
Students will learn how to produce, shoot and edit industrial videotapes on campus, using 1/2" and 3/4" equipment. Productions include pre-planned, scripted projects as well as use of interview techniques and electronic news gathering.

**Non-Broadcast Television CCC 180**

3 crs. 3 hrs.  
This course acquaints students with the non-broadcast 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 media in varied applications such as training, product promotion, and sales and management seminars. Students participate in workshops and visit non-broadcast television facilities.

**T.V. Studio Production for Business II CCC 260**

3 crs. 3 hrs.  
This "hands-on" course is designed to further teach students all aspects of studio television production. Students 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 learns to create, develop and produce programming for cable television.  
*Prerequisite: CCC 160 or permission of the department*

**Remote Production/Video Editing II CCC 270**

3 crs. 3 hrs.  
Advanced students in corporate and cable communications learn videotape editing on 3/4" videotape cassette equipment. In order to assemble sequences into a coherent story, students learn how to remove extraneous material and build a structure through careful selection of shots and points of edit. Two videotape recorders (VTR's) and the latest editing decks are used in this course.  
*Prerequisite: CCC 170 or permission of the Department*



**Introduction to Video Graphics**

3 crs. 3 hrs.  
This course will offer an introduction to two dimensional video graphics systems. The student will learn the operation of these systems as they are used in corporate and cable television applications, as openings for programs, in live studio situations, and for integration in post-production.  
*Prerequisite: CCC 160 or CCC 710*

**CCC 301**

**Art, Literature, and Human Experience**

4 crs. 4 hrs.  
This course introduces students to the humanities as the study and investigation of human creativity and values. Students will focus on the structure, content and meaning of art and literature of America. They will learn to communicate their own beliefs and values about art and other experiences and to identify the different perspectives of artist, critic and audience.

**CWE 104**

**Lighting for Television**

3 crs. 3 hrs.  
This course will cover the fundamentals of lighting for television. Students will learn the principals of lighting techniques and study the various types of instruments and peripherals used. Besides lectures, there will be hands-on demonstrations both in the studio and on location.  
*Prerequisite: CCC 160 or CCC 170*

**CCC 302**

**Math and Computational Skills**

4 crs. 4 hrs.  
This course, after reviewing the bases of arithmetic, reintroduces the student to the concepts of algebra, geometry and trigonometry. Statistics and computer programming will be used both to reinforce the learning of mathematics and to extend math to those practical and technical uses most essential to future courses. Given a fundamental math problem, students will be able to code a solution in BASIC.

**CWE 105**

**SPECIAL COURSES**

**Academic Life and Skills**

1 cr. 1 hr.  
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 the students acquire study skills that facilitate and enhance their classroom performances. Specialized counseling is also an important component of this course.

**DSL 101**

**America in Transition**

4 crs. 4 hrs.  
This course introduces students to the methods and central concerns of the social sciences. Descriptive techniques, statistical and others, will be presented as ways of gathering and controlling data about the events of everyday life with which students are familiar. The course will focus on factors causing rapid transitions in the industrial urban society of America.

**CWE 106**

**Communication Skills I**

4 crs. 4 hrs.  
This course focuses on the development of clear and precise expository prose. As an introductory course, it will develop and awareness of the various rhetorical modes, including narration, description, comparison, and contrast and process. Skill development will focus on the concept of paragraph — a building block and improvement of mechanical skills.

**CWE 101**

**Man, Science and Nature**

4 crs. 4 hrs.  
This course introduces students to the scientific method and to the classification of the physical and natural sciences. Students will develop an understanding of model building, experiments, quantitative methods in description and prediction and some of the ways in which science affects the rest of human life and the physical environment. The relationships of science to work (technology) are explored.

**CWE 107**

**Communication Skills II**

4 crs. 4 hrs.  
This course focuses on further development of writing skills in expository writing and analytical thinking. It will introduce students to various genres of writing and analytical forms. Students will become thoroughly familiarized with literacy terminology as it assists in the explication and analytical process.

**CWE 102**

**The World of Work**

4 crs. 4 hrs.  
This is an intermediate, interdisciplinary course which will provide a broad perspective on the social, economic and technological factors most clearly affecting the nature of work in contemporary America. Students will examine the effect of the scientific and technological revolutions on the social and economic forces which dominate the American workplace. The course will focus on the decline of some industries and the development of new industries, new dimensions of labor, new types of jobs and new career ladders.

**CWE 108**

**Communication Skills III**

4 crs. 4 hrs.  
This course introduces students to the principles and practices of speech-making. It will work on developing effective speaking techniques as well as the analysis of tone, audience and occasion. Students will evaluate themselves, their peers and others through live, recorded and videotaped presentations.

**CWE 103**





## CUNY/BMCC SPECIAL PROGRAMS

The City University of New York (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 program 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 collectively 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 of all disciplines the opportunity to study at one of the universities of Paris while earning credits toward their CUNY degree. Applicants should be in good academic standing and have three semesters of college French or the equivalent proficiency. For further information or applications, contact: Dr. Maxine Fisher, New York/Paris Exchange Program, Baruch College, 17 Lexington Avenue, Box 339, New York, NY 10010. Telephone: (212) 725-3214. Prof. Michael Giammarella, Student Life Department, is campus coordinator of the Program at BMCC.

## CONTINUING EDUCATION AND COMMUNITY SERVICES

Through the Office of Continuing Education, 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 Services.

### **Private Sector Employee Training and Development Program**

The Office of Continuing Education works closely with training and development departments and with the Regional Education Center for Economic Development to design, develop and implement customized programs structured to meet specific training needs. The primary objective is to augment individual programs with low-cost, professional in-house training.

### **Public Sector Employee Training and Development Program**

The Office works closely with governmental, union and community organizations to increase the productivity and potential of public sector employees. It specializes in the areas of clerical, organizational and developmental skills training. Examples of clientele include the New York City Human Resources Administration, the New York State Civil Service Department, the U.S. Post Office and Local 1199.

**English as a Second Language**

Basic, intermediate and advanced courses in English as a Second Language are offered at the BMCC campus.

**New York Association for New Americans (NYANA)**

Funded through the Job Training Partnership Act, this program provides English as a Second Language training for refugees and immigrants who wish to learn or improve their English language skills.

**Learning For A Lifetime**

A number of courses focusing on the interests of the general public are offered at the BMCC campus and LaGuardia High School. Courses are offered under the general headings of Career Development, Business Skills Personal Development and Kids' College. The courses include: Word Processing, Management, Playwrights Workshop, to mention a few.

**Manhattan House of Detention**

The College, through a program developed by the Office of Continuing Education and funded by the Correction Consortium, serves inmates at the recently re-opened Rikers 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 for mentally retarded adults.

**Hispanic Case Aide Program**

Participants in this 20-week program receive intensive classroom instruction in a wide variety of psychological and practical subjects to prepare them for positions as professional case aide workers, caring for the mentally retarded and the developmentally disabled in facilities located throughout the metropolitan area.

**Small Contractor's Assistance Program**

The Small Contractor's Assistance Program is a joint venture involving Borough of Manhattan Community College and the New York City Department of Housing and Preservation. Training is provided to small minority contractors in order to expand their businesses and enhance their ability to compete for city construction contracts. In its fifth year of operation, the program has already assisted over 250 firms and has served as a model for other collaborative efforts involving the construction trade.

**Emergency Medical Technician Certificate Program**

In response to the overwhelming need for professionals in the area of allied health, Borough of Manhattan Community College has entered into partnership with the Emergency Care Institute of Beekman Downtown Hospital and will be one of only two such institutions in the metropolitan area to offer a certificate training program in Emergency Medical Care. Students enrolled in the program are given classroom instruction as well as actual field experience in preparation for state certification as Emergency Medical Technicians.



**ACADEMIC GRADING**

**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 following:

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-	60-62%	0.7
F	Failure	0.0
S	Satisfactory	—
U	Unsatisfactory (counts as Failure)	0.0
W	Withdraw (assigned by instructor upon withdrawal from class between 4th and 6th weeks; non Failure)	—
WF	Withdraw Failing (counts as Failure—assigned by instructor upon withdrawal from class between 4th and 6th weeks)	0.0
WU	Withdraw Unofficially (assigned by Registrar—counts as 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)	—
NC	No credit granted (restricted to regular compensatory courses)	—
ABS	Absent from final. A makeup exam is permitted. An "ABS" grade reverts to an "F" (FAB) 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" (FIN) 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 at the time of registration for the course.	—

- 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".	—
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
FPN	"F" from Pending—to be used when "PEN" 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.	—
TR	Transfer credit from another institution and courses taken on permit.	—

**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 96). 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+	3.3	x 3 =	9.9
Accounting I	A	4	x 4 =	16
Introduction to Business	WU	0	x 3 =	0
Art Survey I	A-	3.7	x 2 =	7.4
Fundamentals of Speech	B	3	x 3 =	9
Health Education	F	0	x 2 =	0
			Totals	17 42.3

$$\text{GPA} = \frac{\text{Points Earned}}{\text{Credits}} = \frac{42.3}{17} = 2.49$$

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



**Absences**

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 class that meets four times a week totaling four hours. You are allowed *five hours of absence (not five days)*.

**Class Attendance**

If you do not attend class at least once in the first three weeks of the course *and* once in the fourth or fifth weeks, the Office of the Registrar is required to assign a grade of WU. 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 106.**

**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 pages 96-97). **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 to the Committee on Academic Standing" form. The form is available at the Registrar's Office. (The Committee may make a recommendation to the Dean of Academic Affairs after first consulting with the instructor and the Department Chairperson.)
- ▶ The Dean of Academic Affairs.
- ▶ The Instructor.

**Note:** *The time of appealing past grades is one year after the end of the semester in which the grades were issued.*

**Repeating Courses**

You should not repeat a course if a passing grade has been received or if transfer credit has been accepted for a course completed at another institution. However, if you repeat a course for which you have received an earned grade, you can only receive a grade of "REP" for the repeated course and credit will not be awarded.

**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 form. **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 other institution.

**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.**

**HONORS AND AWARDS**

**Dean's List**

The Office of the Dean of Academic Affairs 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 graduate with a 3.30 GPA or better 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 Academic Affairs 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/Aaron Benjamin Memorial Awards**

The Black Faculty and Staff Association of BMCC, in honor of its past presidents, Dr. Aaron Benjamin (former member of the Modern Languages Department) and Dr. Ellsworth Janifer (former chairperson of the Music and Art Department), presents Commemorative Scholarship Awards to graduating students. The awards are in the following categories: Ideals of Ellsworth Janifer/Aaron Benjamin, Academic Excellence, Contribution to the College Community, and Contribution 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.

**Dolly King Award**

A memorial award for academic excellence and service to the Physical Education Department is given in honor of Dolly King, the first chairperson of the Physical Education Department.

**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 Memorial Library is BMCC's central source for information and research. The large modern facility serves the needs of the entire College community. Located on the fourth floor, overlooking the Hudson River and New York harbor, the library has a seating capacity for 700 students at tables and individual study carrels and a shelving capacity for 100,000 volumes.

The 6,000 volume Reference Collection includes encyclopedias, dictionaries, indexes, bibliographies, a wide range of basic reference books, and a number of new reference sources in microform and CD-ROM. The Reserve Collection has textbooks and other required reading materials. Currently, the Periodicals section has over 700 magazines, newspapers and scholarly journals. Microfilm reader/printers enable students to read the 10,000 reels of microfilm that make up the backfile of the Periodicals Collection. In addition, a growing collection of audio/video software is available to faculty for classroom use. A valid College ID permits borrowing books from the General Collection.

The library conducts orientation lectures for both beginning





and advanced students and it publishes a handbook (available free to all visitors) describing its facilities and services.

**LIBRARY HOURS**

**Monday to Thursday** ..... 8:00 AM-10:00 PM  
**Friday** ..... 8:00 AM-5:00 PM  
**Saturday** ..... 10:00 AM-5:00 PM

**Chief Librarian** ..... Lina M. Lowry  
**Deputy Chief Librarian** ..... Sherwood Smith  
**Associate Professors** ..... Sidney Eng  
    Evelyn Hisz  
    Lina M. Lowry  
    Wambui Mbugua  
    Sherwood Smith  
**Assistant Professors** ..... Joanna Bevacqua  
    Lester Bower  
    Rafat Ispahany  
    Vicente Revilla  
    Leo J. Theinert

**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, 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 basketball, swimming, 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 dance, gymnastics, karate, physical fitness, swimming, tennis, and weight training; special events include the Annual Turkey Trot, Swim Festival, Dance Festival, Mr. & Ms. BMCC Contest and ski outings (in conjunction with Student Activities). Participants can attend all intercollegiate athletic events free of charge.

**THE ALUMNI ASSOCIATION**

The goal of the Alumni Association is to provide a variety of services for all BMCC graduates. The Office of Alumni Affairs has the responsibility for the day-to-day administration in cooperation with the elected officials of the Alumni Association.

The Alumni Association has provided scholarships to freshman students and encouraged academic achievement through the presentation of awards to currently enrolled BMCC students.

Alumni cover a broad range of academic and occupational achievements. From tax attorneys to Certified Public Accountants to Vice-Presidents of major educational concerns to C.E.O.'s of their own businesses, graduates of BMCC are involved in the fabric of American life.

This year BMCC is inviting Alumni back to celebrate twenty-five years of growth and memories. To get involved with the association contact the Office of Alumni Affairs, S747 or call 618-1698.

**RULES AND REGULATIONS**

*See Notification of College Policy regarding absence for religious purposes, page 106.*

**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, once they are admitted and registered at BMCC, can have earned credits from another institution transferred to BMCC, provided they have departmental approval. BMCC students taking courses at other CUNY colleges and BMCC students who have not attended the College recently must contact the Admissions Office for transfer credit procedures and evaluation.

**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 98).

**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/academic advisor may be submitted. Appeal forms are available in the Registrar's Office.



## 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" and "Withdrawal from Class(es)" forms with the Registrar's Office. **DO NOT DROP OUT OR WITHDRAW FROM CLASSES 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 "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.***

## RULES AND REGULATIONS FOR THE MAINTENANCE OF PUBLIC ORDER PURSUANT TO ARTICLE 129-A 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 inter-

ference. 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 education 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 of his/her respective College Committee and as such shall have the immediate supervisory power 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 facilities;
- c. Exercise general superintendence over the concerns, officers, employees, and students of his/her educational unit.

### 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 identifications 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 to fear abuse, physical, verbal, or otherwise, from others supporting conflicting points of view. Members of the academic community and other persons on the college grounds shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.
6. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the University/college, or whose presence on any such campus obstructs and/

or forcibly prevents others from the exercise of their rights or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.

- 7.** Disorderly or indecent conduct on University/college-owned or controlled property is prohibited.
- 8.** No individual shall have in his/her possession a rifle, shotgun, or firearm or knowingly have in his/her possession any other dangerous instruments 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 any individual or damage upon a building or the grounds of the University/college.
- 9.** Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.
- 10.** The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by University employees in the workplace, or the performance by University employees in the workplace of any work while under the influence of an unlawfully obtained controlled substance, is prohibited. Employees of the University must also notify the College Personnel Director of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction.

**P E N A L T I E S**

- 1.** Any student engaging in any manner in conduct prohibited under substantive Rules 1 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 1-10 shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the Bylaws of the Board of Higher Education, or suspension with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection, and/or arrest by the civil authorities, **and, for engaging in any manner in conduct prohibited under substantive rule 10, may, in the alternative, be required to participate satisfactorily in an appropriately licensed drug treatment or rehabilitation program.** In addition, in the case of a tenured faculty member, or tenured member of the administrative or custodial staff engaging in any manner in conduct prohibited under substantive Rules 1-8 shall be entitled to be treated in accordance with applicable provisions of the Education Law or Civil Service Law.
  - 3.** Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1-9 shall be subject to ejection, and/or arrest by the civil authorities.
  - 4.** Any organization which authorized the conduct prohibited under substantive rules 1 [9] **10** shall have its permission to operate on campus rescinded.
- Penalties 1-4 shall be in addition to any other penalty provided by law or The City University Trustees.

**A P P E N D I X**

**Sanctions defined:**

- Admonition.** An oral statement to the offender that he/she has violated university rules.
- 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 cause far more severe disciplinary action.
- 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.
- 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.
- Restitution.** Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- Suspension.** Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.
- Expulsion.** Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of expulsion.

**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 possession of drugs, including marijuana, are illegal by New York State law. Violators will be subject to disciplinary action and/or referral to outside authorities.

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

Alcoholic beverages are not permitted at any College (department or program) event to which students are invited or expected to participate.

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. As a result of emergency or extraordinary circumstances, a student may be suspended for a period not to exceed seven (7) school days. A hearing must be held within that same time period unless the student agrees or consents to an extension of the time.

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 grant 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, i.e. the right to a hearing and the right to file a written statement disagreeing with any decision which denies the student's right to challenge the complained of information.

5. Unless requested by a student who has made an appropriate request, directory information (student's name, attendance dates, telephone listing, home address, present address, major/minor fields of study, degree and awards received) will not be released by the College except to agencies exempted under the law.

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 reusing such information.

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

9. The Registrar shall maintain a record of each request for disclosure of a student's record; the Registrar's 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 an 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. 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 sex 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 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. Student 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 submit a 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.

**Nondiscrimination on the Basis of Handicap**

The Borough of Manhattan Community College of the City University of 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 5325**. 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 made up of three individuals will be formed: 1) a dean or chief administrator of the area from which the complaint emanated, for example, the Dean of Academic Affairs for complaints having to do with an 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. Alynne Holmes Coy, Title IX and Section 504 Coordinator at 618-1591/99.

**EXPLANATION:** The Federal Drug-Free Workplace Act of 1988 and its implementing regulations require that a recipient of a Federal grant approved and awarded after March 18, 1989, "certify[] to the contracting agency that it will provide a drug-free workplace" by complying with certain statutory requirements. The requirements are the publication and circulation to employees of a drug abuse policy that prohibits the unlawful manufacture, distribution, possession, and use of unlawful drugs in the workplace; specifies the penalties for violation of the policy; conditions employment upon employee willingness to abide by the policy; and requires employees to notify the employer of drug-related criminal convictions for unlawful conduct

which occur in the workplace. The Council of Presidents and collective bargaining representatives have been consulted regarding these amendments, which will bring the University into compliance with the Drug-Free Workplace Act of 1988. Although these amendments apply only to employees of the University, Section 15.1 of the University *Bylaws* provides that students of the University "... shall obey the laws of the City, State, and Nation. ..." Students are thus already prohibited from engaging in conduct of the nature that is prohibited by proposed substantive rule 10.

Adoption of these amendments will also complement the University's commitment, as reflected in the University Policy On Drug and Alcohol Abuse, adopted by the Board on March 30, 1987, to the development and conduct of educational and support programs directed toward the use and abuse of drugs and alcohol, both legal and illegal.

**BMCC ADMINISTRATION and STAFF**

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- Augusta Souza Kappner .....President
- Howard Prince.....Associate Dean  
for Labor Relations Designee
- Richard Harris .....Associate Dean, Assistant to the  
President for Community Relations
- Acte Maldonado .....Associate Dean of for  
Continuing Education
- Martha Jones.....Public Relations Officer
- Michael Elliot Neal .....Public Relations
- Laura Higgins .....Director of the Manhattan  
Educational Opportunity Center
- Audrey Hutchinson.....Executive Assistant to the President
- America Roman .....Executive Secretary to the President

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THE DEAN OF ACADEMIC AFFAIRS**

- Stephen M. Curtis .....Dean of Academic Affairs
- Reuben A. Braxton .....Associate Dean of Academic Affairs  
for Personnel and Development
- Sadie Chavis Bragg.....Associate Dean of Academic Affairs  
for Instruction
- Sandra Poster .....Associate Dean of Academic Affairs  
for Instructional Resources
- Richard Jones.....Associate Dean of Freshman Studies
- Reinhart Kussat .....Director of Instructional Testing
- James Tynes.....Director of Learning Resource Center
- Robin Schanzenbach .....Director of Media Center
- Margaret McAuliffe.....Director of Institutional Research
- Lindsay Gambini .....Executive Director of  
Performing Arts Center
- Lina Lowry .....Chief Librarian

- Annette Santos .....Assistant to the Dean  
of Academic Affairs
- Bernard O'Loughlin .....Assistant to the Associate Dean  
of Academic Affairs
- Barbara Wechsler.....Assistant to the Associate Dean  
of Academic Affairs

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- Kenneth P. D'Oyen .....Dean of Students
- Daisy Alverio .....Associate Dean of Students,  
Director of Counseling
- Howard Entin .....Director of Financial Aid
- George Rhinehart.....Director of Student Activities
- Joyce Bland .....Director of College Discovery (Acting)
- Todd Boressoff.....Director of Early Childhood Center
- Elaine Wint .....Staff Nurse

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ADMINISTRATION AND PLANNING**

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- Morris Wietz .....Business Manager
- Gregory Wist .....Senior Registrar
- Dennis Bonner .....Director of Admissions
- Alyne Holmes Coy.....Director of Personnel and Title IX  
and OSHA Coordinator
- James Frazier .....Director of Security and Safety
- Ethem Kok.....Director of the Administrative  
Computer Center
- Edward Sullivan .....Administrative Superintendent of  
Buildings and Grounds
- Robert Scott.....Assistant Administrative Superintendent  
of Buildings and Grounds
- William Andersen.....Campus Facilities Officer

**AUXILIARY ENTERPRISES**

- James Pawlak.....Director of Auxiliary Enterprises

**PRESIDENT'S ADVISORY COUNCIL**

A group of civic-minded individuals interested in Borough of Manhattan Community College and its students serve on the President's Advisory Council. They volunteer their time and assistance to the President to implement the needs and to further the purposes of the College. Distinguished in their own communities, the members of the President's Advisory Council come from various walks of life and diverse backgrounds. The members are:

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Assistant Director/Chief Economist  
Planning and Development Department  
The Port Authority of New York  
and New Jersey  
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New York, NY 10048

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Administrator  
Education Department  
District Council 37  
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New York, NY 10007

**Dee Topol**

Chair  
Primerica Corporation  
65 East 55 Street, 35th Floor  
New York, NY 10022



**THE CITY UNIVERSITY OF NEW YORK**

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 Wednesday from 9:00 a.m. to 5:45 p.m., Thursday from 10:00 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.

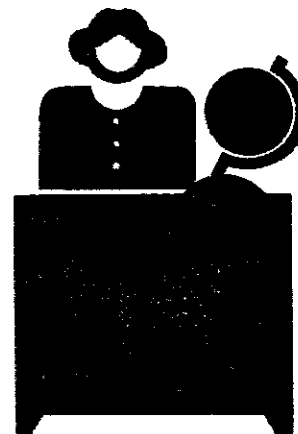
In addition, OAS administers the College Level Examination Program (CLEP) and the Test of English as a Foreign Language (TOEFL). Other functions include the preparation of CUNY publications such as The Freshman Guide to Admissions and FACETS, the CUNY newsletter.

**ADMINISTRATIVE OFFICERS**

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Laurence F. Mucciolo, Deputy Chancellor

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\*\*Senior, Emeritus





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 M.S.Ed., Hunter College

**Roger Blackmon**  
 Assistant to Higher Education  
 Officer, Financial Aid Office

**James Blake**  
 Professor, Student Life  
 B.S., North Carolina College  
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M.A., University of Texas  
Ph.D., Fordham University

**Mayra Yopez**

Financial Aid Counselor  
B.B.A., Baruch College

**Jane J. Young**

Assistant Professor, English  
B.A., The City College of New York  
M.A., Harvard University

**Anna Yudanin**

Assistant Professor  
Mathematics  
M.A., Equivalence

**Man-Lim-Yu**

Professor, Science  
B.A., M.S., Ph.D., New York University

**Shirley Choy Zaragosa**

Lecturer  
Business Management  
B.S., Babson  
M.A., Indiana University

**Albert Zelony**

Professor, Accounting  
A.A.S., Brooklyn College  
B.B.A., M.B.A., The City College of New  
York  
C.P.A., State of New York

**Eva Ziesk**

Assistant Professor  
Developmental Skills  
A.B., Brooklyn College (CUNY)  
M.A., Ph.D., New York University

**Eyangelina Zosa**

Assistant Professor  
Mathematics  
Ed.D., Columbia University  
Technical College

**Cynthia Zucker**

Professor, Data Processing  
B.S., Brooklyn College  
M.A., New York University

**Robert Zweig**

Assistant Professor, English  
B.A., Queens College  
Ph.D., The City University of New York

**PROFESSORS EMERITI**

**Irving Cohen**

Professor, Business Management  
B.A., The City College of New York  
M.A., Columbia University

**Roger B. Dooley**

Professor, English  
B.A., Canisus College  
M.A., Ph.D., Catholic University

**Mary G. Jacobs**

Professor, Physical Education, Health,  
Recreation and Dance  
B.S., Fisk University  
M.A., Columbia University  
Ed.D., New York University



**INVENTORY OF REGISTERED PROGRAMS**

<b>Program Name</b>	<b>Program Code</b>	<b>HEGIS Code</b>	<b>Type of Degree Awarded</b>	<b>Date Registered</b>
Accounting	01080	5002	A.A.S.	3/72
Business Administration	01076	5004	A.A.	3/72
Business Management	79416	5004	A.A.S.	8/89
Banking & Finance			A.A.S.	
Marketing			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.	
Child Care/Early Childhood Education	81256	5503	A.A.S.	7/81
Community Mental Health Technology	01097	5216	A.S.	8/79
Corporate & Cable Communications	82563	5008	A.A.S.	12/82
Data Processing	01091	5101	A.A.S.	3/72
Operations			A.A.S.	
Programming			A.A.S.	
Emergency Medical Technician/Paramedic	88036	5299	A.A.S.	2/88
Engineering Science	89095	5609	A.S.	4/89
Liberal Arts	01079	5649	A.A.	3/72
Dance			A.A.	
Fine Arts			A.A.	
Government Administration			A.A.	
Music-Performing Arts			A.A.	
Physical Education			A.A.	
Recreation Leadership			A.A.	
Social Service			A.A.	
Medical Record Technology	01094	5213	A.A.S.	3/72
Nursing	01093	5208.1	A.A.S.	9/67
Office Operations & Automation	88348	5005	A.A.S.	9/88
Office Operations				
Office Automation	88349	5005	A.A.S.	9/88
Respiratory Therapy Technology	01096	5215	A.A.S.	3/72



**NOTIFICATION OF PROCEDURES FOR  
SEXUAL HARASSMENT COMPLAINTS  
BY EMPLOYEES AND STUDENTS**

Under the policies of the City University of New York harassment of employees or students on basis of sex is prohibited. Investigation of allegations will be made promptly and on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken.

It is a violation of CUNY policy for any member of the college community engage in sexual harassment. It is a violation of CUNY policy for any member of the college community to take action against an individual for reporting harassment.

It is the responsibility of each dean, director, department chairperson, administrator or other person with supervisory responsibility to disseminate this policy within his/her area.

Alyne Homes Coy, Director of Personnel/Title IX Compliance Officer (Room S-710, extension 1591, 1592) is available to answer questions concerning procedures and will facilitate the processing of complaints.

**Sexual Harassment is defined as follows:**

"Unwelcome sexual advances, requests for sexual favors, and other verbal or written communication or physical conduct of a sexual nature constitute sexual harassment when:

- ▶ Submission to such conduct is made when explicitly or implicitly a term or condition of an individual's employment or academic standing,
- ▶ Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decision affecting such individual, or
- ▶ 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."

**Procedures for Students**

A student of the College who claims harassment on the basis of sex should report such harassment to the Dean of Students. Upon receipt of such complaint, the Dean of Students, in consultation with the Dean of Academic Affairs and the Title IX Compliance Officer, shall make an informal confidential investigation and report the findings to the President with appropriate recommendations. The CUNY Board of Trustees Policy provides that allegations of sexual harassment should be made within thirty (30) days of the alleged occurrence except for extenuating circumstances.

A student who believes that he/she is the subject of sexual harassment, but is uneasy about reporting a complaint, may speak to Alyne Holmes Coy, Title IX Compliance Officer/ Director of Personnel. Ms. Coy is available in Room S-710, extension 1591-1592 to explain the process for reporting and investigating a complaint.

**Procedures for Employees**

In accordance with the City University's statement of policy, employees of the College claiming harassment on the basis of sex "should utilize their respective collective bargaining grievance procedure."

Research Foundation employees should contact the Personnel Office of the Research Foundation, 212-886-2951, to report any complaints of harassment on the basis of sex and request information as to procedure to be followed. Reference may be made to the Policy and Procedure Statement No. 510, "Project Employee Complaints." A copy of this Policy and Procedure statement is available.

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:

- ▶ The College 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.
- ▶ The panel appointed by the President consist of Alyne Holmes Coy, Title IX Compliance Officer and Howard Prince, Labor Relations Designee.
- ▶ 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 the panel 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 the panel member in response to a complaint shall be made on an informal basis, and every effort shall be made to insure privacy of both complainant and the accused.
- ▶ If no formal resolution of the allegation is achieved, the panel shall promptly submit a written report with recommendations to the President.
- ▶ Following receipt of the report, the President may take such further action as she deems necessary, including the initiation of disciplinary proceedings.

Allegations of sexual harassment or discrimination should be made within thirty (30) days of the date of alleged occurrence except for extenuating circumstances.



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