

W1ST



YEARS OF SERVICE TO THE COMMUNITY



BOROUGH OF
MANHATTAN
COMMUNITY COLLEGE

THE CITY UNIVERSITY OF NEW YORK

1994-1996 BULLETIN



WIST
346-8201

**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 SUBJECT TO CHANGE WITHOUT NOTICE AT ANY TIME AT THE DISCRETION OF THE ADMINISTRATION
AND THE BOARD OF TRUSTEES OF THE CITY UNIVERSITY OF NEW YORK.

ACCREDITATION

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 Colleges. Its health programs are accredited by the appropriate agencies, including the National League of Nursing, the American Health Information Management Association and Commission on Accreditation of Allied Health Educational Programs.

STATEMENT OF NONDISCRIMINATION

Borough of Manhattan Community College is an Equal Opportunity and Affirmative Action Institution. The College does not discriminate on the basis of age, sex, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, handicap, veteran or marital status in its student admissions, employment, access to programs, and administration of educational policies.

Dean Reuben Braxton is the College's Affirmative Action Officer. Dean Braxton's office is located in the Office of the Associate Dean of Academic Affairs, Room S725, and his telephone number is (212) 346-8825.

Alyne Holmes Coy is Title IX Coordinator and Section 504 Coordinator. (Title IX prohibits sex discrimination in federally assisted education programs; Section 504 prohibits discrimination based on handicap.) Ms. Coy's office is located in the Office of the Director of Human Resources, Room S710, and her telephone number is (212) 346-8050/8051.

DEAR STUDENT:

Welcome to Borough of Manhattan Community College of The City University of New York. Located in the heart of the financial district in one of the most exciting and fastest growing communities in New York City, Borough of Manhattan Community College offers quality education in an environment where you can pursue a wide variety of career opportunities.

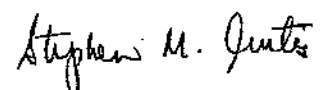
At Borough of Manhattan Community College, our faculty and staff are committed to your future and your educational needs. Our mission is to prepare you to enter the work force with highly marketable skills, and we are continually developing new and innovative programs designed to meet the demands of our rapidly changing environment.

BMCC's facilities are among the newest and finest in The City University of New York. Our main building, at 199 Chambers Street, is a modern four-block long structure from which a full range of academic programs and support services are offered. Our newest facility, Fiterman Hall, which is located just a few short blocks from the main building, provides an exciting and dynamic learning environment for students.

As we approach the year 2000, we face the challenges of rapidly growing technologies and other critical social and environmental issues that affect the quality of life for us all. Borough of Manhattan Community College is committed to providing you with the education and training necessary to effectively confront these challenges and issues and to successfully meet your academic goals.

We look forward to your joining the BMCC community and to your involvement in college programs and activities.

Sincerely,

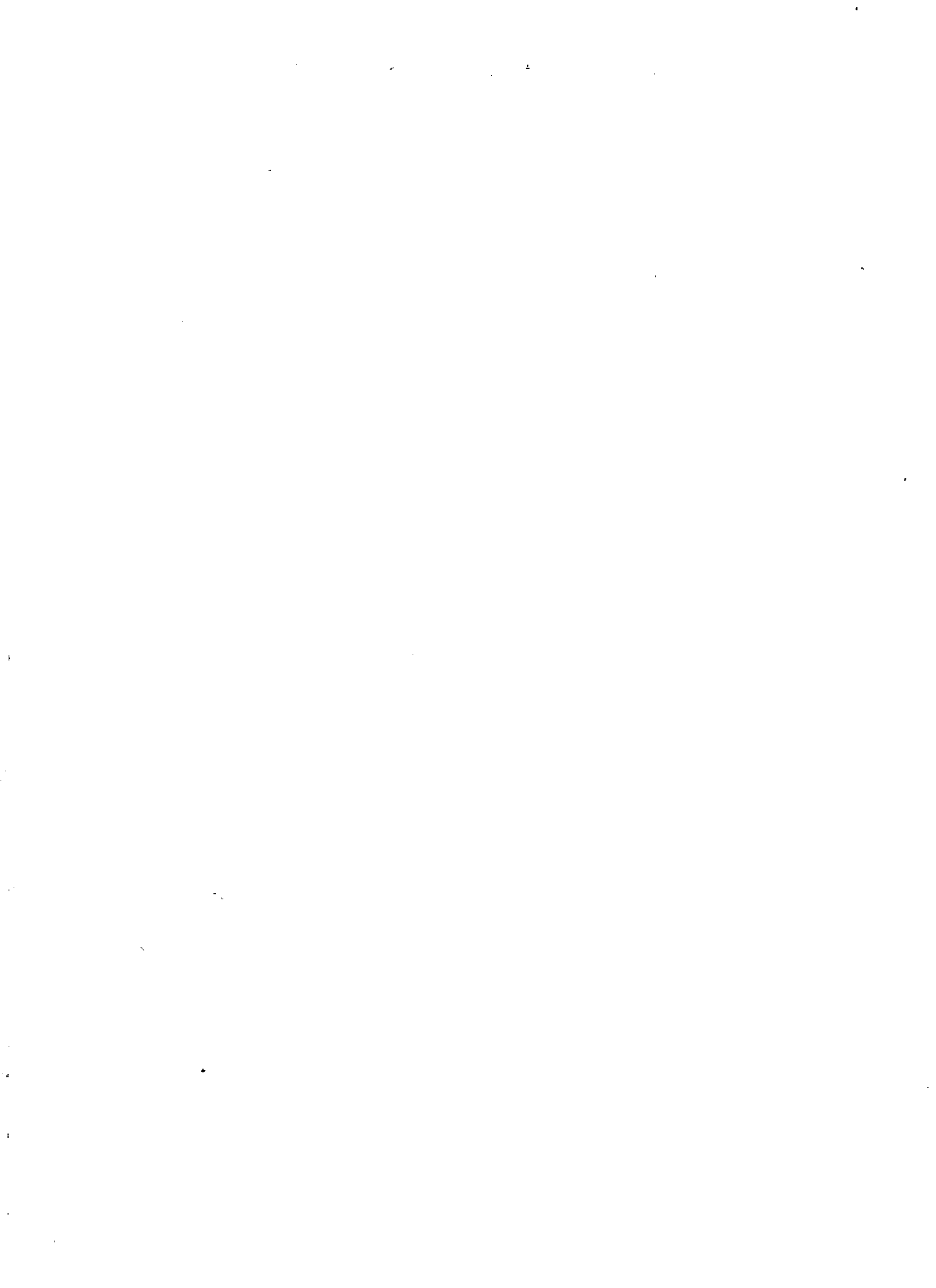


Stephen M. Curtis
Acting President



CONTENTS

Profile	1
Admissions Information	3
Tuition and Fees	5
Financial Aid	8
Student Services	12
Academic Programs	15
Course Descriptions	31
Continuing Education and Community Services	83
CUNY/BMCC Special Programs	83
Academic Grading	85
Rules and Regulations	89
BMCC Administration and Staff	97
President's Advisory Board	98
The City University of New York	98
Basic Skills Guide	101
Faculty and Staff	104
Inventory of Registered Programs	118
Index	119



MISSION

The City University of New York defines its mission in terms of two basic themes: maintaining and expanding its commitment to academic excellence and providing access to higher education for all who seek it as "an avenue to economic advancement and personal fulfillment to the citizens of New York City, and in particular to the economically and socially disadvantaged among them."

Borough of Manhattan Community College was founded in 1963 and opened in 1964 as a small, primarily business-oriented, community college offering programs aimed at the midtown business community. During the next two decades, the mission of the College changed in response to the advent of the City University's open admissions policy in 1970 and in response to the emergence of new technologies and changes in business and industry. Open admissions significantly extended higher educational opportunity to thousands of students, many of them non-traditional. After BMCC relocated in 1983 to its new building at 199 Chambers Street, the programs of the College became more diversified and reflected many of the emerging new technologies. BMCC now offers a wide range of degree programs, including Accounting, Allied Health Sciences, Business Administration, Business Management, Computer Programming and Operations, Computer Science, Corporate and Cable Communications, Early Childhood Education, Engineering Science, Human Services, Liberal Arts, Nursing, Office Automation and Operations, Science and Small Business Entrepreneurship as well as many non-degree programs in Adult and Continuing Education.

Consistent with the mission of City University to preserve academic excellence and extend higher educational opportunity to a diversified urban population, Borough of Manhattan Community College deems its mission as providing general, liberal arts, and career education, including transfer programs, relevant to the needs, interests and aspirations of our students, along with continuing education for students of all ages. The College is committed to offering quality education in a pluralistic urban environment, to fostering excellence in teaching, to facilitating the enhancement of learning, and to sustaining full access to higher education for those who seek fulfillment of personal, career or socio-economic goals. BMCC is also committed to providing collaborative programs and services responsive to the educational, cultural and recreational needs of the community.

Consistent with its stated mission, the College supports the following goals:

- To provide higher education to the diverse urban constituency in support of CUNY's policy of open admissions.

- To provide a collegiate environment conducive to the advancement and reinforcement of teaching and learning.

- To provide all students with a level of proficiency in basic skills to assure their readiness for, and likely success in, college and in the workplace.

- To enable and encourage students to make sensible and informed choices in setting their academic, career and personal goals.

- To provide for all students a general education which fosters personal development, intellectual curiosity and critical thinking to enhance informed and effective participation in society.

- To promote multi-cultural awareness and understanding in our college community and respect for pluralism and diversity in our society.

- To prepare liberal arts and career students for transfer to four-year colleges.

- To prepare students in career programs for employment and career mobility.

- To encourage lifelong learning independent of degree programs.

- To enhance the cultural, recreational and social life of the community.

- To maintain a governance structure that facilitates the participation of faculty, administrators and students in the life of the College and encourages contributions and involvement by alumni and advisory groups.

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 prepare 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 midtown area. The phenomenal expense of renting classroom and office space for the College prompted the City of New York to plan and

finance the construction of a new self-contained campus. To the disappointment of the College community, plans and construction were halted due to the City's fiscal crisis. Only the steel frame of the building was erected and the structure remained untouched for five years. In spite of the inconvenience of scattered classroom space, BMCC continued to prepare 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 intercollegiate-size swimming pool, and a gymnasium which can be divided into three regulation basketball courts.

In addition, Fiterman Hall is BMCC's newest facility. Located at 30 West Broadway (between Park and Barclay), just a few short blocks from the main building, this 15 story structure currently houses classrooms, student lounges, a conference center and the Shirley Fiterman Art Gallery. This new educational facility was donated by Miles and Shirley Fiterman.

OTHER FEATURES AT BMCC

- A day care center
- A distance learning lab
- 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

Since its inception in 1982, the BMCC Media Center has been among the finest and most technically current in the country.

This multimillion dollar resource supports an academic degree program, a professional training program, distance learning and more. The Center serves as a teaching laboratory for the College's Corporate and Cable Communications degree program and a training facility for PROVIT (Professional Video Training Program), a skills upgrade program for the New York professional film and television industry. The BMCC Media Center provides media support for conferences and public events, as well as for traditional academic needs and college purposes. It is a video production and post-production facility producing original programming for the College, the University, and for outside organizations and clients. The Media Center's satellite services provide video and audio connectivity from the campus to any national or international location.

The heart of the BMCC Media Center consists of an integrated complex of two television studios, a master control room, computer graphics and videotape editing facilities. BMCC's satellite connectivity allows it to send and receive programming via worldwide satellites for video-conferencing and dramatically extends the reach of the College's state-of-the-art Distance Learning Room. BMCC is wired for closed-circuit television with distribution drops to every classroom, office and meeting space on the campus. Origination points allow BMCC to generate programming from any of its large meeting spaces, theaters, the gymnasium and conference rooms which can then be sent via satellite locally, nationally or internationally.

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 \$35.00 non-refundable application fee for Freshman application or \$40.00 fee for Transfer application. 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, and The Admissions Office at Borough of Manhattan Community College, Room S300, 199 Chambers Street, New York, NY 10007, (212) 346-8100.

Note: *You should apply as early as possible; however, your application will be considered whenever you apply. Freshman applications allow students to apply to six programs. Transfer applications allow students to apply to four programs. You will be admitted to one college ONLY—the first choice for which you are eligible.*

There are six 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. Please note application deadline on page 4. 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 (G.E.D.) and have never attended college.
- you are a permanent resident, an immigrant or a refugee.
- you have foreign secondary 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. Personalized Application/Freshman Application for Admission

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-five dollar (\$35.00) bank check or money order application fee, to the high school, which will mail the form to the University Application Processing Center.

3. 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. BMCC has a "forgiveness clause" policy which permits a student who has not attended college for a period of six months to five years, and who has a GPA below 2.0, to be admitted to BMCC on probation regardless of the student's GPA. Please note the Advanced Standing Application deadline on the following page. Students must submit all credentials (the application, official high school transcript and all previous official college transcripts) by the deadline. Use this application if:

- you have foreign post-secondary 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.

4. 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.

5. Second Degree Application

Students who have earned an Associate 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, students 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.

ADMISSIONS

APPLICATION DEADLINES

High School Seniors and Graduates with No Previous College Credits

Students with Previous College Credits (Advanced Standing and Transfers)

Readmission Applications

Fall Semester

January 15

March 15

August 15

Spring Semester

October 14

November 1

January 15

Note: Some applications may be considered on a rolling admissions basis.

AFTER YOU ARE 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. (Please see pp. 101-103)

N.Y.S. Health Requirements

Medical Requirement

N.Y.S. Health Law 2165 requires proof of immunization against Measles, Mumps, and Rubella in order to attend school if you were born after 1956. Prior to registration you must show this proof to Health Services in Room N303.

New students must show all of their records and will have only thirty days in which to complete it in order to avoid tuition, financial aid and academic problems from occurring.

Returning, transferring and re-admitting students must comply fully if they have attended New York State schools since Fall 1991. All others must follow the new student guideline.

Physicals are required of all those students prior to registering for and participating in Physical Education classes.

Freshman Orientation

All new students are required to attend a special pre-registration orientation session conducted by the Student Life Department. 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.

Advanced standing through the College Level Examination Program (CLEP) and/or through the Advanced Placement Program (AP) of the College Board is granted at the discretion of individual academic departments. Check with the Admissions Office for detailed information.

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 6.

Part-Time

For description of Part-Time status, see page 7.

TUITION AND FEES

TUITION PER SEMESTER

	Full Time	Part Time	
1. Residents of New York City*	\$1,050.00	\$85.00	per credit
a. Nonmatriculated Students		\$100.00	per credit
2. Non-Residents of New York City who are:			
a. Residents of New York State with B-81 form on file**	\$1,050.00	\$85.00	per credit
b. Residents of New York State without B-81 form on file	\$1,338.00	\$104.00	per credit
c. Out-of-State Residents	\$1,338.00	\$104.00	per credit
d. Foreign Students***	\$1,338.00	\$104.00	per credit
e. Non-Degree Students		\$150.00	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. A B-81 form can be obtained from the county clerk's office in the county in which you reside. Return the B-81 Form to the Bursar's Office no later than two weeks prior to registration. Failure to do so will result in your being billed at the non-resident rate.

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

SENIOR CITIZENS: New York City residents who are 65 years or older are granted free tuition but must pay a \$50.00 per semester charge. Senior citizens pay all non-instructional fees, except application fees.

Note: 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* |

* Includes \$.85 University Senate Fee

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.

ACCELERATED STUDY FEE

For students whose courseload in a given semester exceeds 18 real credits, an accelerated study fee is charged, in addition to tuition, as follows:

For students taking	Fee
19-20 credits	\$ 75.00
21-22 credits	\$175.00
23-24 credits	\$350.00
25 or more credits	\$525.00

PAYMENT OF TUITION AND FEES

Tuition and Fees may be paid by CASH, CHECK OR MONEY ORDER. 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.

TUITION AND FEES

NON-INSTRUCTIONAL FEES (NON-REFUNDABLE)

1. Consolidated Services Fee (All students per semester)	\$ 2.00
2. Application for Admission	
New Students	\$35.00
Transfer Students	\$40.00
Non-degree Students	\$35.00
3. Application for Readmission	\$10.00
4. Late Registration fee	\$15.00
5. Change of Program fee (adding or changing sections of a course)	\$10.00
THERE IS NO CHARGE FOR DROPPING A COURSE	
6. Duplicate photo I.D	\$5.00
7. Transcripts***	\$4.00
8. Senior Citizens—semester charge (no tuition)	\$50.00
9. Late Payment	\$15.00
10. Payment Reprocessing (bad checks)	\$15.00
11. Special Examinations (each additional exam \$5.00)	\$15.00
12. Duplicate Bill	\$5.00
13. Reinstatement Fee	\$15.00

*** 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 87 for detailed information.)

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. Even if your bill indicates a "0" balance, you must go to the Bursar.

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. Contact hours for the following courses may be used to satisfy the full-time enrollment requirement. For these courses, tuition is charged on the basis of contact/equated hours.

ESL (all courses)

MAT 010, 011, 012, 051, 055

RDG (all courses)

ENG 088, 090

Tuition Assistance for Full-time Students

To qualify for tuition assistance from the two financial aid programs listed below, you must meet certain enrollment and academic requirements for each payment you receive.

New York State Tuition Assistance Program (TAP)

■ You must be full-time according to the TAP definition for full-time enrollment. This means that you must be

enrolled for at least 12 credits or equated credits. In the first semester you receive TAP, you must be enrolled for at least three (3) degree credits as part of your full-time course load. After your first semester of receiving TAP, you must be enrolled for at least six (6) degree credits as part of your full-time course load.

■ You must remain in good academic standing for New York State award programs by meeting academic progress and program pursuit requirements every semester you receive TAP (see the section "Standards of Academic Progress" which follows on p. 9-11)

■ You are eligible for up to eight (8) semesters of TAP as an undergraduate. This limit holds even if you transfer from one school to another or change majors.

■ If you are a College Discovery student, you may be eligible for up to ten (10) semesters of TAP as an undergraduate.

New York State Supplemental Tuition Assistance Program (STAP)

■ You must be considered educationally disadvantaged as specifically defined for this program. According to CUNY guidelines, an educationally disadvantaged student is one who is in need of remedial courses as shown by placement test scores and high school grade averages.

■ You must be enrolled in at least 12 equated credits; at least six of these must be non-credit remedial contact hours. There is no degree credit enrollment requirement for STAP eligibility.

■ You may receive STAP only if you have not received TAP in a prior semester.

■ You may be eligible for STAP for up to two (2) semesters only.

■ You must remain in full-time attendance throughout the term of study in which you receive a STAP payment. This is defined as successfully completing 50% of a minimum full-time course load. You are not subject to the New York State academic standing requirements outlined below.

Part-Time Status

To be considered a part-time student, you must enroll in fewer than 12 credits or equated credits. Part-time tuition is calculated on a per credit basis except when non-credit remedial or developmental courses are taken. For non-credit remedial or developmental courses, contact hours rather than credits are used to calculate tuition.

Part-time Tuition Assistance

There are two tuition assistance programs available for part-time students: New York State's Aid for Part-Time Study program (APTS) and the CUNY Part-Time Tuition Waiver (PTTW).

Aid for Part-Time Study (APTS)

To receive APTS, you must:

1. File an application by the established deadline and meet the basic eligibility requirements for the program.
2. Be enrolled in at least six (6) and fewer than twelve (12) credits or equated hours. At least three (3) of these must be degree credits.
3. Remain in good academic standing for New York State award programs.
4. Not have used up eligibility for TAP.

Part-Time Tuition Waiver (PTTW)

To receive PTTW, you must:

1. Be enrolled as a matriculated student in at least six (6) but fewer than 12 credits or equated hours at the time of your initial registration.
2. Apply for and be turned down for APTS.
3. Be a U.S. citizen, permanent resident or other eligible classification of non-citizen.
4. Be a resident of New York City for at least one year.
5. Have an eligible Federal Pell Grant EFC and submit your Student Aid Report to the Financial Aid Office during your period of attendance.

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.

VETERANS

Tuition Deferrals—Students wishing to secure a Veteran's deferral must bring proof of eligibility and file an application for Veterans Administration benefits in the Registrar's Office.

Benefits—Applications for Veterans Administration benefits must be made in the Registrar's Office. Students eligible to receive V. A. educational assistance must file a certificate of eligibility with the Registrar's Office at their initial registration and must inform that office of the V. A. standing each subsequent semester for which they wish to use their educational benefits.

Questions pertaining to eligibility to receive Veterans educational entitlement should be referred to the New York Regional Office of the V. A. at 252 Seventh Avenue, New York, New York 10007.

Upon submission of a DD214 or proof of foreign military service, veterans may be granted special course credit in Physical Education.

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%	25%
Withdrawal during the second calendar week of classes	50%	50%
Withdrawal during the third calendar week of classes	25%	75%
Withdrawal after the third calendar week of classes	0	100%

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

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

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

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.

TUITION AND FEES

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. Register for the permit in the Registrar's Office.
6. Pay full tuition and fees to the 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 receipts 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

You may need to supplement your own financial resources to meet the cost of your college education. Grant, loan and work-study assistance is available to help you with your tuition and other school-related expenses.

When you apply for financial aid, you are considered for all award programs for which you may be eligible. The amount of aid you receive is based on your financial need as determined by the Financial Aid Office.

In order to be eligible for most Federal and State student aid, you must be a U.S. citizen, a permanent resident or other eligible classification of non-citizen and enrolled in a program leading to a degree. If you have defaulted on a student loan or owe a repayment of a grant at any CUNY school, you must make satisfactory repayment arrangements with the institution(s) involved before you receive any aid at BMCC. Finally, most Federal and State aid programs require that you make satisfactory academic progress towards the completion of a degree to qualify for continued funding. (Please refer to the section "Standards of Academic Progress" immediately following on pp. 9-11.)

Financial aid applications, counseling and assistance in completing your forms are available in the Office of Financial Aid, Room N340. Because some programs with limited funding are awarded on a first come, first served basis, you should apply for financial aid as soon as you have made your decision to attend BMCC. You do not have to wait until you are admitted to the College to apply for financial aid. However, the College will not make any award monies available to you until after you are enrolled and attending classes. You should allow 4 to 6 weeks processing time for your applications. The College can apply financial aid towards your tuition bill only if you have received notification of your eligibility for them.

The Office of Financial Aid publishes a booklet entitled "...And What About Financial Aid? A Guide to Financing Your College Education At BMCC." This publication describes the types of financial aid available and details eligibility requirements and application procedures for each award program. It may be obtained on request from the Office of Financial Aid, Room N340. Up to date information on changes in financial aid program requirements is also published in the Schedule of Classes each semester and in the Student Handbook.

SOURCES OF FINANCIAL AID

Tuition Assistance Program (TAP) is a New York State grant program which helps eligible full-time students meet tuition costs. TAP is money paid on your behalf directly to the school for tuition only. You must have lived in New York State for at least one year prior to your first term of enrollment, and meet certain income and enrollment criteria to qualify for TAP. TAP award amounts vary based on family income, the number of family members attending college full-time, the number of semesters you have already received TAP

and the size of the State's annual appropriation for the program. At the time of this publication, TAP awards ranged from a minimum of \$50.00 to a maximum of \$1012.50 per semester.

Supplemental Tuition Assistance Program (STAP) is a New York State grant program which helps to pay the tuition of eligible full-time students who need remediation and may not be able to meet the degree credit enrollment requirements for TAP. STAP awards, like TAP awards, come directly to the College to pay all or part of your tuition.

Aid for Part-Time Study (APTS) is a New York State tuition grant for students pursuing a degree on a part-time basis. To receive APTS, you must be a New York State resident, enroll for at least 6 but fewer than 12 credits, meet certain income limits and not have exhausted your eligibility for TAP. Award amounts per semester will vary based on the availability of program funds.

Federal Pell Grant can be used to pay your tuition, or if your tuition is covered by other means, help you buy your books and supplies, or pay your transportation costs. This grant is available only to students who have not earned a first Bachelor's Degree or professional certificate. Award amounts for the most recent academic year ranged from a minimum of \$200.00 to a maximum of \$1150.00 for full-time study. You may also qualify for a Federal Pell Grant if you are a part-time student taking from 1 to 11 credits.

Federal Supplemental Educational Opportunity Grant (FSEOG) is a program which helps exceptionally needy students with educationally related expenses. FSEOG awards are made to supplement other forms of financial aid and do not have to be repaid.

Federal Work-Study (FWS) is a program providing part-time jobs to students who need additional financial aid. Jobs are available both on or off-campus. To participate in FWS, you must remain enrolled in at least 6 credits or the equivalent.

Federal Perkins Loan is a low interest (5%) loan awarded by the College to help you meet your college expenses. A Federal Perkins Loan is not a grant. It is money that is borrowed and has to be repaid. To receive a Federal Perkins Loan, you must remain enrolled in at least 6 credits or the equivalent. Entering Freshmen in their first year of study are not eligible to receive this loan.

Subsidized Federal Stafford Loan is a low interest loan allowing you to borrow money through a local bank or financial institution to help you pay for your college education. The Federal Government subsidizes or supports these loans by paying the interest charges on the money while you are attending school. You must

remain enrolled in at least 6 credits or the equivalent to qualify for this loan and must begin to repay it six months after graduation or termination of attendance.

Unsubsidized Federal Stafford Loan (formerly Federal Supplemental Loan for Students) allows you to borrow money for your education in addition to the amounts allowed under the subsidized loan program. These loans are not subsidized by the Federal Government which means that you, the borrower, are responsible for all interest charges during in-school and deferment periods. You must remain enrolled in at least 6 credits or the equivalent to qualify for an unsubsidized loan. You must begin repayment of your unsubsidized loan immediately upon disbursement unless you request a deferment or capitalization option.

Parent Loan for Undergraduate Student (PLUS) allows the parents of dependent students to borrow money to help students supplement the amounts they might be receiving under other grant or loan programs. All Federal PLUS loans require a credit check and loans will be approved based on your parents' credit history. Repayment of PLUS loans begins within 60 days of the final disbursement.

College Discovery (CD) is a special program funded by New York State for financially and educationally disadvantaged students. Students in the CD program may receive money for books, fees and a small stipend. To be considered for CD, you must complete the special programs section of the admissions application. The Office of Admissions will choose the students to be admitted into the program by a lottery system. You must register and maintain enrollment as a full-time student in order to remain eligible for CD.

STANDARDS OF ACADEMIC PROGRESS

Remedial or Developmental Coursework and Eligibility for Federal Financial Aid

You may receive Federal financial aid payments for no more than thirty (30) hours of non-credit remedial coursework or the non-credit portion of developmental coursework. This restriction does not apply to English as a Second Language courses. Specifically, if you have attempted and received payment for a total of thirty (30) or more non-credit remedial or developmental hours, you cannot receive Federal financial aid for any additional non-credit remedial or developmental coursework you attempt, except ESL courses for which there is no such limitation. You will, however, still receive Federal financial aid payments for credit bearing coursework, including the credit bearing portion of developmental courses, subject to your ability to meet the Federal satisfactory academic progress standard outlined below.

Satisfactory Academic Progress Standards for Federal Financial Aid Programs

In order to remain eligible for Federal financial aid, you must be making satisfactory progress towards the completion of a degree. This means that you must:

1. meet the College's minimum retention standard or be placed on academic probation. During a period of academic probation, you will continue to maintain your academic standing with the College and your eligibility for Federal financial aid.
2. earn your degree within a specific period of time. If you are enrolled in an Associate's Degree program at BMCC, you are eligible to receive Federal financial aid for no more than the full-time equivalent of four (4) academic years. If you are enrolled in a Bachelor's Degree program within CUNY, you may receive Federal financial aid for no more than the full-time equivalent of seven (7) academic years.
3. earn a certain number of degree credits for every year of full-time enrollment. For every Full-Time Equivalent Year (FTEY) (see definition below) of enrollment, you must earn a minimum of eighteen (18) degree credits. Your records will be monitored once each academic year to see that this standard is being met. If you do not earn the required minimum number of degree credits in any FTEY, you may still remain eligible for Federal financial aid provided you meet the provisional standard as shown in the chart below. If you fall beneath this provisional standard, you may file an appeal to retain your eligibility for continued Federal financial aid. If your appeal is granted, you will have a one year probation period to improve your academic record to meet the appropriate standard.

Definition of Full-Time Equivalent Year

A Full-Time Equivalent Year (FTEY) is equal to taking a full-time course load (12 or more degree credits) for 2 semesters within one academic year. A student who enrolls for 1 to 5 degree credits for 2 semesters within an academic year is considered to have used one-fourth of a FTEY. A student who enrolls for 6 to 8 degree credits for 2 semesters within an academic year is considered to have used one-half of a FTEY. A student who enrolls for 9 to 11 degree credits for 2 semesters within an academic year is considered to have used three-fourths of a FTEY.

Federal Satisfactory Progress Chart

The following chart represents both the minimum academic year credit accumulation and the provisional standard to meet the satisfactory progress requirement for Federal financial aid.

FTEY YEARS COMPLETED	1	2	3	4	5	6	7
ELIGIBILITY STATUS							
Satisfactory Progress	18	36	54	72	90	108	126
Provisional Standard	0	21	42	63	84	105	126

New York State Good Academic Standing Requirements

To receive payment under New York State tuition assistance programs, you must maintain good academic standing. The good academic standing requirement for New York State financial aid programs consists of both an "ACADEMIC PROGRESS" and a "PROGRAM PURSUIT" component. These are explained in the Academic Progress Chart on page 11 and the accompanying explanations. The New York State good academic standing requirements apply to all students receiving payments either from TAP or the Aid for Part-Time Study program, but do not apply to students receiving STAP.

If you do not meet the New York State academic standing requirements in any semester you receive TAP or APTS, you lose your eligibility for TAP, STAP, APTS and other New York State award programs. Further payments of these awards to you will be stopped. However, you can regain good academic standing by any one of the following procedures:

- a. Combine two or more semesters' work, provided that only one of those semesters is paid for through New York State support.
- b. Be readmitted to BMCC after an absence of at least one calendar year.
- c. Transfer to another college. There, you will be eligible to receive New York State awards your first semester.
- d. Apply to the Committee on Academic Standing for a one-time TAP/APTS waiver. If the waiver is approved, you may continue your studies without interruption of New York State program assistance.

ACADEMIC PROGRESS

Meeting the ACADEMIC PROGRESS standard requires that you (a) accumulate at least six (6) degree credits by the end of the second semester and between 12-15 credits each semester thereafter AND (b) attain a minimum Grade Point Average as specified in the chart for each State aid payment requested.

To be certified for payment number:	1	2	3	4	5	6	7	8
At the end of the prior semester, you must have:								
a. Earned at least this many credits:	0	0	6	12	18	24	30	36
and								
a. Have at least this Grade Point Average:	0	0	1.0	1.2	1.4	1.65	1.70*	1.75*

*Associate Degree students must have a 2.00 at the point of graduation.

NOTE: If you are receiving APTS as a part-time student, you have two terms to meet the credit accrual and GPA requirement that a full-time student must achieve in one term.

PROGRAM PURSUIT

Demonstrating PROGRAM PURSUIT means that you must receive satisfactory grades in a minimum percentage of your course work every semester State aid is received.

To be certified for payment number:	1	2	3	4	5	6	7	8
You must have completed this percentage of a minimum full-time/part-time course load in the last semester you received TAP/APTS:	0	50%	50%	75%	75%	100%	100%	100%

NOTE: If you are a part-time student receiving APTS, you must meet the appropriate Program Pursuit standard every semester you receive an APTS payment.

How to Get a Waiver

If you feel you may be eligible for a TAP/APTS waiver, you must follow these instructions.

1. Obtain a TAP/APTS Waiver Request Form from the Registrar's Office, Room S310.
2. Provide an explanation of your circumstances on the request form. You should attempt to document all pertinent facts related to your case. The final decision will be based on the documentation received.
3. See a Student Life Counselor, Room S330, to help you fill out the form and advise you on what documentation you may need. Make sure your counselor signs and dates the form.
4. Obtain faculty statements, if necessary, and attach them to the request. Faculty statements should be submitted by persons who you feel will help the Committee on Academic Standing better understand your case.
5. Sign, date, and return your request, with all supporting documentation to the Registrar's Office, Room S310.
6. After your request has been acted upon, you will be notified of the action taken on your case by means of a letter to your home address.

Possible Reasons For a Waiver

A. Personal Criteria

1. Personal illness involving either hospitalization or extended home confinement under a physician's supervision.

2. Illness in the immediate family (of origin or of generation) forcing you to be absent from class for an extended period.
3. Emotionally disabling conditions which force you to miss class for an extended period.
4. Changing work conditions beyond your control and upon which you must depend, forcing you to leave classes.
5. Your inability to attend classes because of military duty orders, temporary incarceration, or other involvement with agencies of government (local, state or federal).

B. Academic Criteria

1. A change in major causes you to fall behind in the pursuit of program requirement although prior to this your academic performance was sound.
2. You have consistently met the minimum academic performance standards but, for one semester, do not meet them. An assessment of your academic record indicates that granting you a waiver will be to your benefit.

If you are granted a waiver, you can continue to be eligible for New York State tuition assistance for that semester only. In order to be eligible in any semester following, you must again begin to meet the Academic Progress and Program Pursuit requirements as stated in the TAP Progress Chart for the payment indicated. **Remember:** You may be granted a waiver from the New York State good academic standing requirements only once.

STUDENT LIFE

Acting Dean of Students: Daisy Alverio

Senior Associate to the Dean of Students:
Angela Sales

Assistant to the Dean of Students:
Makea McDonald

Department Secretaries:
Wanda Ware, Charlotte Washington

Professors: James Blake, Joyce Bland, Ardie D. DeWalt, Francis Elmi, Michael Giammarella, Ellen Simon

Associate Professors: Sample Pittman, Mary Padula

Assistant Professors:
Adrienne Faison, Milton Stubbs

Instructors: Steven Buchanan, Letty Eisenhower, Pedro Perez, Sally Robles, Vanessa Rozzelle, Beryl Duncan-Wilson

Lecturer: Irma Fernandez

Adjunct Faculty: There are approximately 15 adjuncts in the Department.

College Discovery: Joyce Bland, Room S352

Disabled Student Counseling:
Letty Eisenhower, Room S345

Honors Counseling: Barbara Brauer, Room S349

Substance Abuse Counselor: Milton Stubbs, S335

Psychological Counseling: Matthew Lanna, Room S344

Executive Director, Early Childhood Center:
Todd Boressoff

Director of Student Activities: George Rhinehart

Director of Financial Aid: Howard Entin

Associate Director of Financial Aid:
Kevin McGowan

Assistant Director of Financial Aid: Bertina Tyler

Assistant to Director of Financial Aid: Anne Fuchs

Financial Aid Counselors: Marie Ameduri, Ralph Buxton, Kenneth Capeci, Fred Lane, Michael Neal, Roseann Ragone, Tracy Wynn, Mayra Yeppez

Staff Nurse: Joanne Giummo

DSL 101, 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 to acquire study skills that facilitate and enhance their classroom performance.

The DSL 101 course emphasizes personal interaction, personal participation, and self-exploration.

Appropriate communication skills and behaviors are encouraged for the purpose of fostering personal and academic development. Specialized counseling is an essential component of this course. The DSL 101 instructor becomes the counselor for the students in his or her DSL 101 classes.

COUNSELING

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.

Academic Probation

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

Career Counseling

For freshmen 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, Director

Room S326

Disabled Student Counseling

All BMCC students who have medical and/or physical limitations may receive academic adjustments appropriate for their individual needs: notetakers, readers, interpreters, tape recorders, calculators, spell-checkers, and accommodations for testing. Also available are: screening and diagnosis for learning disabilities, basic skills and academic tutoring, including computer assisted learning, specialized equipment for the visually impaired, psychological counseling and referral, special medical monitoring through the nurse's office and early (or preferred) registration. In providing these services the program works closely with the Committee for the

Atypical Learner, Student Support Services and Central Tutoring. Students whose medical and/or physical limitations may affect their academic pursuits should contact Professor Letty Eisenhauer, (212) 346-8143, Room S345.

Financial Aid Counseling

Financial Aid Counselors are available in the Office of Financial Aid (N340) to help answer questions about your eligibility for the various Federal and State financial aid programs administered by the College. Major sources of financial aid are grants, loans and work-study. You are encouraged to learn about these programs and apply for those for which you may be eligible.

Foreign Student Counseling

Counseling is available for foreign students on a non-immigrant visa. Counseling extends to concerns relating to immigration status (i.e. change of visa status, on campus/off-campus work, etc.), academic standing, student exchange(s)/study aboard programs and related matters. All BMCC students on a nonimmigrant visa are urged to contact Professor Michael Giammarella, Room S329 throughout the academic year for vital immigration information and counseling.

Honors Counseling

Students seeking information on scholarships and other academic honors and awards are encouraged to see Ms. Barbara Brauer in Room S349.

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.

Substance Abuse Counseling

This office provides counseling on all issues relating to drug problems. Videos for use by faculty and materials on substance abuse are available. For further information call or visit Professor Milton Stubbs at 346-8146 in Room S335.

Transfer Counseling

Transfer information for the student interested in furthering his/her education is available in the office of Transfer Counseling, Room S328. Dr. Ellen Simon, Director of the Transfer Office, will assist students who wish to transfer to another academic institution.

OTHER STUDENT SERVICES

Student Activities ■ Room S227

Tel 346-8125

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 Mr. George Rhinehart, Director, Room 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 Borough of Manhattan Community College is required to attend a special pre-registration orientation session. The program is specifically designed to help students successfully adjust to college life, and to utilize the various college resources for maximum personal development and benefit.

Health Services Office ■ Room N303

Tel 346-8255

The Health 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. The College nurse is Joanne Giummo, R.N.

BMCC Early Childhood Center and Family Daycare Network ■ Room N310

Tel. 346-8260

BMCC offers two quality child care programs, the BMCC Early Childhood Center and its Family Daycare Network. Each provides quality child care and early childhood 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,

OTHER STUDENT SERVICES

the staff works out the schedule that most closely meets the needs of both parent and child. Services also include child care information and referral services.

Todd Boressoff, M.S. Ed., *Executive Director* Room N312
Arline Garcia, *Network Coordinator* Room N310
Flavia Dilonez, *Administrative Assistant* Room N310

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. For information concerning academic advisement, contact Ms. Barbara Wechsler, Coordinator of Academic Advisement, in Room S719.

Learning Resource Center (LRC) ■ Room S500 Tel 346-8623, 8620

The Learning Resource Center provides students with services designed to strengthen academic skills and to meet learning needs.

The tutorial program offers scheduled, drop-in, and walk-in tutoring; study skills workshops in time management, note taking, and text reading; and a variety of non-print materials. For further information, please contact Ms. Theresa Artemus, Tutoring Coordinator.

The LRC maintains two instructional computer labs which are available to individuals, classes and small groups for a variety of instructional purposes, self-paced exercises, computer workshops and independent work. The IBM lab is located in S502 and is equipped with 25 personal computers. The Apple Macintosh lab in S500A has 24 computers. For further information, please contact the Computer Coordinator at 346-8620.

Student Support Services Program (SSSP) Room S400 ■ Tel 346-8380/8381

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 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. For more information, contact Ms. Jacqueline Williams, Director.

The Women's Resource Center Room S358, S359 ■ Tel 346-8153/8178

The Women's Resource Center's primary purpose is to provide support services for the growth and develop-

ment of women students at BMCC as they pursue both their academic and their lifelong goals. The Center sponsors activities designed to educate and provide information related to women, the family and community concerns. Special programs, seminars and workshops as well as individualized counseling are designed to address such concerns as wellness, domestic violence, substance abuse, stress management, parenting, relationships, and academics. In addition the Center has weekly support groups facilitated by the counselors, and a peer counseling program. The Center also provides referral services to external social service agencies and acts as a network for resources within the College. For more information please feel free to visit the Center or contact Dr. Maya Sharpe, Director, Room S359.

Cooperative Education/Job Placement Department Room N765 ■ Tel 346-8360

The Cooperative Education/Job Placement Department offers internships that provide the opportunity to apply classroom theory to practical work situations. Students gain experience in business, industry, government or service situations. The Cooperative Education and Placement Department also assists students and alumni to secure part-time, full-time and summer employment. Professor Brice Hargadon, 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 75,000 books, 700 periodicals, 14,000 reels of microfilm and seating for 600 students at tables and individual carrels. The Library is open 68 hours each week during the Fall and Spring semesters 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-9:00 PM
Friday	8:00 AM-5:00 PM
Saturday	10:00 AM-5:00 PM

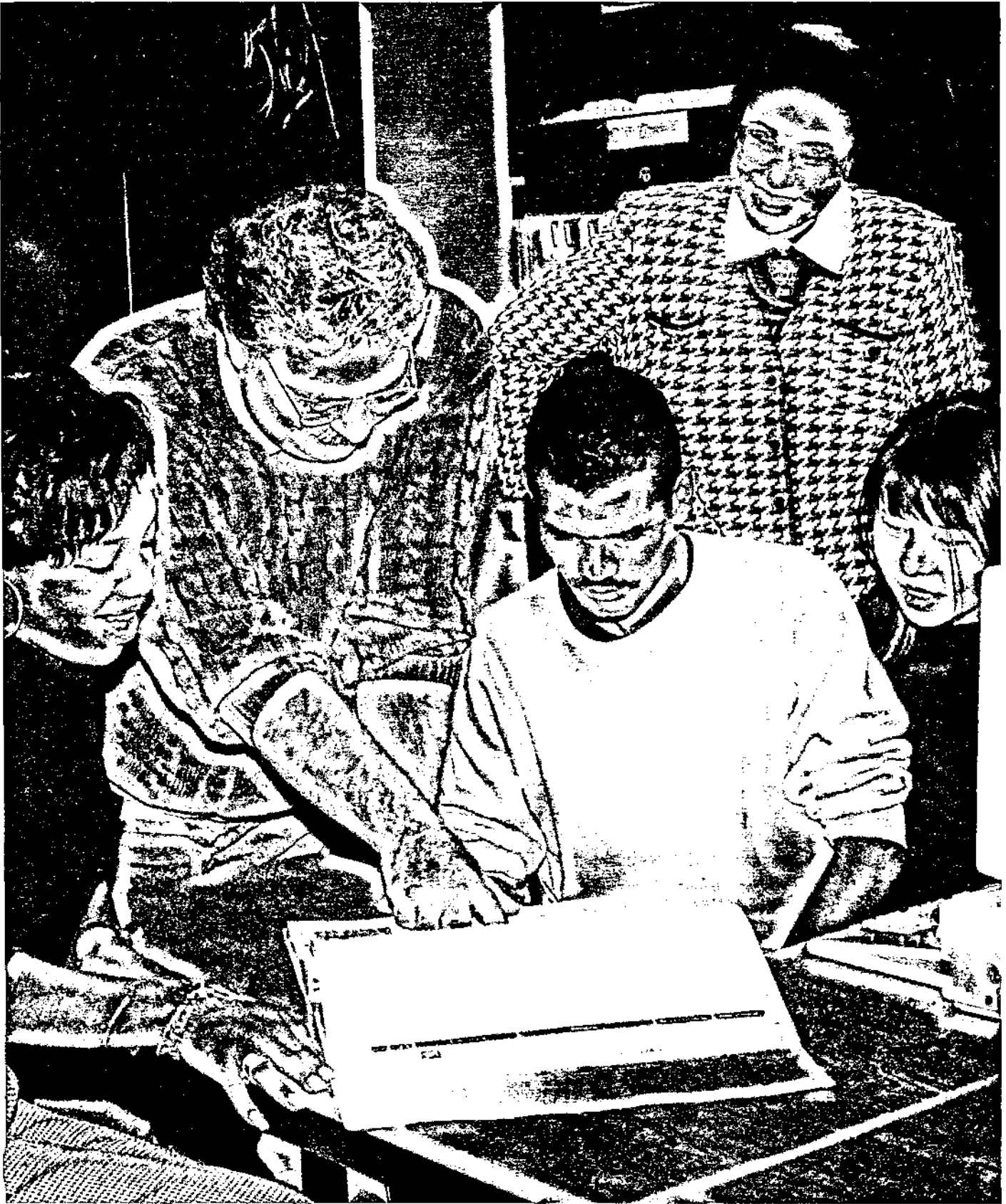
Chief Librarian: Lina M. Lowry

Deputy Chief Librarian: Sidney Eng

Professors: Sidney Eng, Evelyn Hisz, Lina Lowry, Wambui Mbugua

Associate Professors: Vicente Revilla, Joanna Bevacqua, Rafat Ispahany

Assistant Professors: Bruce Salen, Leo J. Theinert



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 p 4.

DEGREE PROGRAMS

DEGREE PROGRAMS

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

Associate in Science degree (A.S.)

Computer Science
Engineering Science
Human Services
Science

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

Accounting
Business Management
Child Care/Early Childhood Education
Computer Operations
Computer Programming
Corporate and Cable Communications
Emergency Medical Technician/Paramedic
Medical Record Technology
Nursing
Office Automation
Office Operations
Respiratory Therapy Technology
Small Business/Entrepreneurship

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 corequisites. In planning programs, students must consult the appropriate Departmental advisor.

Note: 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 pre-requisites, can be found in the Basic Skills Guide. Please see pp 101-103. The Guide is also available in all academic departments and in the Office of Academic Affairs. Students should consult the Guide in planning their academic schedules.

ACCOUNTING

The Accounting Program is designed to provide the student with a strong preparation in accounting, business and liberal arts. The Accounting Program prepares students for entry-level positions in the accounting field. In addition, a large percentage of students choose to continue their education at four-year colleges in order to become certified public accountants (CPA). CPA's can have their own companies or work in public, private or government accounting. Upon completion of the requirements listed below, the Associate of Applied Science (A.A.S.) degree is awarded.

General Requirements

ENG 101	English Composition I	3
ENG 201	English Composition II	3
ENG 3xx	English Elective ¹	3
HED 100	Health Education	2
MAT 150	Introduction to Statistics ²	4
	OR	
MAT 200	Introduction to Discrete Mathematics ³	4
	OR	
MAT 2xx	Mathematics ³	4
PED 1xx	Physical Education ⁴	1
SPE 100	Fundamentals of Speech ⁵	3
XXX xxx	Music or Art ⁶	2
XXX xxx	Science ⁷	3-4
XXX xxx	Social Science ⁸	3
Total General Credits		27-28

Curriculum Requirements

ACC 122	Accounting Principles I	4
ACC 222	Accounting Principles II	4
ACC 330	Intermediate Accounting I	3
ACC 350	Cost Accounting I	3
ACC 430	Intermediate Accounting II	3
ACC xxx	Accounting Electives ⁹	6
BUS 104	Introduction to Business	3
	OR	
BUS 200	Business Organization and Management	3
BUS 110	Business Law	3
CED 201	Career Planning ¹⁰	2
CED 301	Accounting Internship ¹⁰	2
CIS 100	Computer Applications	3
ECO 100	Introduction to Economics	3
	OR	
ECO 201	Macroeconomics	3
	OR	
ECO 202	Microeconomics	3
Total Curriculum Credits		39
Total Program Credits		66-67

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

²Either MAT 012 or MAT 051 or exemption from Elementary Algebra is a pre-requisite for MAT 150.

²Choose any Mathematics (MAT) 200 or higher level course. Please note that Elementary Algebra (MAT 051) and Intermediate Algebra (MAT 055) are pre-requisites for MAT 200 and MAT 206.

⁴Choose any Physical Education (PED) 100 level course.

⁵For students whose first language is not English, SPE 102 will also satisfy this requirement.

⁶Note: Some Music courses are one credit. A total of two credits is required.

⁷Choose from AST 110, BIO 110, CHE 110, or PHY 110.

⁸Choose one course in anthropology, geography, history, philosophy, political science, psychology, sociology or any Ethnic Studies social science course.

⁹Choose two courses from ACC 321, ACC 340, ACC 421, ACC 451, or any Business Management course. Three of the six credits must be in Accounting.

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

BUSINESS ADMINISTRATION

The Business Administration Program, administered by the Business Management Department, provides students with a general education background and 12 credits in basic business. After completion of the program, students may transfer to a senior college or university to attain the baccalaureate degree in business.

Many students have inquired into 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, and who intend to continue their undergraduate education in business. The Business Management Program is designed primarily for students who desire a career-oriented education. (See course descriptions for both programs, pages 37-40.) Both programs prepare students to enter four-year colleges for the continuation of their baccalaureate studies.

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

General Requirements

ENG 101	English Composition I	3
ENG 201	English Composition II	3
ENG 3xx	English Elective ¹	3
HED 100	Health Education	2
MAT 200	Introduction to Discrete Mathematics ²	4
	OR	
MAT 206	Mathematical Foundations for Calculus ²	4
PED 1xx	Physical Education ³	1
SPE 100	Fundamentals of Speech ⁴	3
XXX xxx	Modern Foreign Language ⁵	3-4
XXX xxx	Modern Foreign Language ⁵	3-4
XXX xxx	Music or Art ⁶	2
XXX xxx	Science ⁷	4
Total General Credits		31-33

Curriculum Requirements

BUS 110	Business Law	3
BUS 200	Business Organization and Management	3
ACC 122	Accounting Principles I	4
ACC 222	Accounting Principles II	4
CIS 100	Computer Applications	3
ECO 201	Macroeconomics	3
	OR	
ECO 202	Microeconomics	3
HIS 101	History of Western Civilization I (Ancient)	3
HIS 102	History of Western Civilization II (Modern)	3
MAR 100	Introduction to Marketing	3
POL 100	American Government	3
PSY 100	General Psychology	3
Total Curriculum Credits		35
Total Program Credits		66-68

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

²Please note that Elementary Algebra (MAT 051) and Intermediate Algebra (MAT 055) are pre-requisites for MAT 200 and MAT 206.

³Choose any Physical Education (PED) 100 level course.

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

⁵A 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.

⁶Note: Some Music courses are one credit. A total of two credits is required.

⁷Choose from AST 110, BIO 110, CHE 110 or PHY 110.

BUSINESS MANAGEMENT

The Business Management Department awards an Associate in Applied Science degree (A.A.S.). After completion of the first semester of work, which includes basic courses in business and the liberal arts, students may prepare for employment or continued study in a specific area of business management. Upon 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 37-40 for course descriptions.)

BUSINESS MANAGEMENT

General Requirements

ENG 101	English Composition I	3
ENG 201	English Composition II	3
HED 100	Health Education	2
MAT 150	Introduction to Statistics ¹	4
OR		
MAT 200	Introduction to Discrete Mathematics ¹	4
OR		
MAT 206	Mathematical Foundations for Calculus ¹	4
PED 1xx	Physical Education ²	1
SPE 100	Fundamentals of Speech ³	3
XXX xxx	Science ⁴	4
XXX xxx	Liberal Arts Elective ⁵	3
	Total General Credits	23

Curriculum Requirements

BUS 104	Introduction to Business	3
BUS 110	Business Law	3
BUS 150	Business Communication	3
BUS 210	Business Methods	3
BUS 220	Managerial Decision Making	3
ACC 122	Accounting Principles I	4
CED 201	Career Planning	2
CED 361	Business Management Internship I	2
CIS 100	Computer Applications	3
ECO 100	Introduction to Economics	3
OR		
ECO 201	Macroeconomics	3
OR		
ECO 202	Microeconomics	3
FNB 100	Introduction to Finance	3
MAR 100	Introduction to Marketing	3
	Total Curriculum Credits	35
	Total Area of Study Credits (see below)	12
	Total Program Credits	70

BUSINESS MANAGEMENT AREAS OF STUDY

Prior to the second semester, in consultation with a faculty advisor, students may prepare for employment or continued study in one of the areas listed below.

General Management Area of Study

BUS 200	Business Organization and Management	3
BUS 300	Office and Personnel Management	3
SBE 100	Product and Service Creation	3
XXX xxx	Business Management Elective	3

Credit and Collections Area of Study

FNB 220	Commercial Credit and Collections Management	3
FNB 230	Financial Management	3
FNB 240	Consumer Credit Management	3
XXX xxx	Business Management Elective	3

Finance and Banking Area of Study

FNB 230	Financial Management	3
FNB 250	Money and Banking	3
FNB 300	Investments	3
XXX xxx	Business Management Elective	3

Marketing Area of Study

ADV 200	Essentials of Advertising	3
MAR 300	Sales Principles and Practices	3
RET 300	Consumer Motivation	3
XXX xxx	Business Management Elective	3

Real Estate Area of Study*

RLS 202	Real Estate Salesperson's Qualifying Course	3
RLS 203	Real Estate Broker's Qualifying Course	3
RLS 301	Real Estate Management	3
RLS 302	Real Estate Appraisal	3
RLS 303	Real Estate Financing	3

*Student should select a total of 12 credits

Travel and Tourism Area of Study

TTA 200	Introduction to Travel and Tourism	3
TTA 201	Travel Operations	3
TTA 301	World Markets	3
GEO 100	Introduction to Human Geography	3

¹Please note that MAT 012 or MAT 051 or exemption from Elementary Algebra is a pre-requisite for MAT 150.

Intermediate Algebra (MAT 055) is a pre-requisite for MAT 200 and MAT 206.

²Choose any Physical Education (PED) 100 level course.

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

⁴Choose from AST 110, BIO 110, CHE 110 or PHY 110.

⁵In the Travel and Tourism Area of Study Conversational Modern Foreign Language Level 3 or 4 replaces the Liberal Arts elective listed under General Requirements.

CHILD CARE / EARLY CHILDHOOD EDUCATION

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 areas of study: 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: Day Care Center and Head Start. Upon satisfactory completion of program requirements, 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 100	Fundamentals of Mathematics ¹	4
	OR	
MAT 114	Mathematics for Elementary Education I ¹	4
	OR	
MAT 150	Introduction to Statistics ¹	4
PED 1xx	Physical Education Elective ²	1
SPE 100	Fundamentals of Speech ³	3
XXX xxx	General Elective	3
XXX xxx	Music or Art ⁴	2
XXX xxx	Science ⁵	4
XXX xxx	Social Science ⁶	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
XXX xxx	Modern Foreign Language ⁷	3-4
XXX xxx	Modern Foreign Language ⁷	3-4
	Total Curriculum Credits	21-23

Infant-Toddler (Birth to 3 Years) Area of Study 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 Credits in Area of Study	16
	Total Program Credits	65-67

Pre-School (3 to 6 Years) Area of Study 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 Credits in Area of Study	16
	Total Program Credits	65-67

¹Students who have taken MAT 100 may not receive credit for MAT 114. Please note that MAT 012 or MAT 051 or exemption from elementary algebra, is a pre-requisite for all 100-level mathematics courses.

²Choose any Physical Education (PED) 100 level course.

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

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

⁵Choose from AST 110, BIO 110, CHE 110 or PHY 110.

⁶Choose from ECO 100 or POL 100.

⁷For students who are native speakers of a language other than English, testing and placement by the Modern Language department is required.

COMPUTER OPERATIONS

COMPUTER OPERATIONS

Computer Operations prepares students to operate sophisticated, state-of-the-art computer equipment. Students are also given in-depth instruction in JCL, telecommunications networks and operating systems concepts. Upon completion of program requirements, students 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 ¹	4
PED 1xx	Physical Education ²	1
SPE 100	Fundamentals of Speech ³	3
XXX xxx	Music or Art ⁴	2
XXX xxx	Science ⁵	4
XXX xxx	Social Science ⁶	3
Total General Credits		25

Curriculum Requirements

CSC 110	Computer Programming I	4
CIS 120	Applications in Data Base Management	2
CIS 140	Spreadsheet Applications	2
CIS 235	Computer Operations I	4
CIS 335	Computer Operations II/JCL	3
CIS 345	Telecommunications Networks I	4
CIS 445	Telecommunications Networks II/LAN	4
ACC 122	Accounting Principles I	4
ACC 222	Accounting Principles II	4
BUS 104	Introduction to Business	3
OR		
BUS 200	Business Organization and Management	3
CED 201	Career Planning ⁷	
AND		
CED 315	Computer Information Systems Internship ⁷	3-4
XXX xxx	Elective ⁸	3-4
Total Curriculum Requirements		40-42
Total Program Credits		65-67

¹Choose from MAT 150, MAT 200, MAT 206, MAT 301 or MAT 402. Please note that MAT 012 or MAT 051 or exemption from Elementary Algebra is a pre-requisite for MAT 150, and Intermediate Algebra (MAT 055) is a pre-requisite for MAT 200 and MAT 206.

²Choose any Physical Education (PED) 100 level course.

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

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

⁵Choose from AST 110, BIO 110, CHE 110, or PHY 110.

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

⁷A BUS, CIS or CSC elective may substitute for CED 201 and CED 315.

⁸Choose one course from ACC, BUS, CIS or CSC.

COMPUTER PROGRAMMING

Computer Programming focuses on the application of computers in a business environment with an emphasis on the analysis and design of business information systems. Upon completion of program requirements, students 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 ¹	4
PED 1xx	Physical Education ²	1
SPE 100	Fundamentals of Speech ³	3
XXX xxx	Music or Art ⁴	2
XXX xxx	Science ⁵	4
XXX xxx	Social Science ⁶	3
Total General Credits		25

Curriculum Requirements

CSC 110	Computer Programming I	4
CSC 210	Computer Programming II	4
CIS 320	Systems Analysis	3
CIS 365	Business Systems I	4
CIS 420	Systems Implementation	3
CIS 465	Business Systems II	3
ACC 122	Accounting Principles I	4
ACC 222	Accounting Principles II	4
BUS 104	Introduction to Business	3
OR		
BUS 200	Business Organization and Management	3
CED 201	Career Planning ⁷	
AND		
CED 315	Computer Information Systems Internship ⁷	3-4
XXX xxx	Elective ⁸	3-4
XXX xxx	CIS or CSC elective ⁹	3
Total Curriculum Requirements		41-43
Total Program Credits		66-68

¹Choose from MAT 150, MAT 200, MAT 206, MAT 301 or MAT 402. Please note that MAT 012 or MAT 051 or exemption from Elementary Algebra is a pre-requisite for MAT 150, and Intermediate Algebra (MAT 055) is a pre-requisite for MAT 200 and MAT 206.

²Choose any Physical Education (PED) 100 level course.

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

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

⁵Choose from AST 110, BIO 110, CHE 110, PHY 110.

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

⁷A BUS, CIS or CSC elective may substitute for CED 201 and CED 315.

⁸Choose one course from ACC, BUS, CIS or CSC.

⁹Choose from CIS 340, CIS 440, CIS 345, CIS 445 or CSC 230, CSC 330, CSC 430, CSC 310, CSC 410.

COMPUTER SCIENCE

Computer Science provides students with an understanding of the theory that underlies the existence, organization and applications of computers. Upon completion of program requirements, students are awarded the Associate in Science (A.S.) degree.

General Requirements

ENG 101	English Composition I	3
ENG 201	English Composition II	3
HED 100	Health Education	2
PED 1xx	Physical Education ¹	1
SPE 100	Fundamentals of Speech ²	3
XXX xxx	Music or Art ³	2
XXX xxx	Social Science ⁴	3
XXX xxx	General Elective	3
Total General Credits		20

Curriculum Requirements

CSC 110	Computer Programming I	4
CSC 210	Computer Programming II	4
CSC 230	Discrete Structures	3
CSC 310	Assembler Language and Architecture I	3
CSC 330	Data Structures I	3
CSC 410	Assembler Language and Architecture II	3
CSC 430	Data Structures II	3
MAT 200	Introduction to Discrete Mathematics ⁵	4
MAT 301	Analytic Geometry and Calculus I ⁶	4
MAT 302	Analytic Geometry and Calculus II	4
MAT 303	Analytic Geometry and Calculus III	4
PHY 215	University Physics I	4
PHY 225	University Physics II	4
Total Curriculum Requirements		47
Total Program Credits		67

¹Choose any Physical Education (PED) 100 level course.

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

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

⁴Choose one course in anthropology, economics, geography, history, philosophy, political science, psychology, sociology or any Ethnic Studies social science course.

⁵Please note that Elementary Algebra (MAT 051) and Intermediate Algebra (MAT 055) are pre-requisites for MAT 200.

⁶MAT 206 is a pre-requisite for MAT 301.

CORPORATE AND CABLE COMMUNICATIONS

The Corporate and Cable Communications Program, administered by the Speech, Communications and Theatre Arts Department (see pages 80-82 for course descriptions), may prepare 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. Courses in the Corporate and Cable Communications program (CCC courses) are restricted to students enrolled in the curriculum.

General Requirements

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

Curriculum Requirements

CCC 150	Introduction to Corporate Media Applications	3
CCC 160	T.V. Studio Production for Business I	3
CCC 170	Remote Production/Video Editing I	3
CCC 180	Non-Broadcast Television	3
CCC 260	T.V. Studio Production for Business II	3
CCC 270	Remote Production/Video Editing II	3
CCC xxx	Program Elective ⁵	3
ART 105	Color and Design	2
BUS 200	Business Organization and Management	3

EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC

CED 201	Career Planning	2
CED 371	Corporate & Cable Communications Internship I	2
SPE 245	Mass Media	3
	Total Curriculum Credits	33
	Total Program Credits	65

¹Please note that MAT 012 or MAT 051 or exemption from Elementary Algebra, is a pre-requisite for MAT 100 or MAT 150.

²Choose any Physical Education (PED) 100 level course.

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

⁴Choose two courses from anthropology, economics, geography, history, philosophy, political science, psychology, sociology or any Ethnic Studies social science course.

⁵Choose from CCC 130, CCC 140, CCC 301, CCC 302, SPE 240.

EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC PROGRAM

The EMT/Paramedic Program, administered by the Allied Health Sciences Department in collaboration with New York Downtown Hospital, provides the knowledge and skills necessary for graduates to function in advanced pre-hospital care. The curriculum follows the guidelines established by the Commission on Accreditation of Allied Health Educational Programs, as well as those of the New York State Department of Health, Bureau of Emergency Health Service EMT /Paramedic training.

Upon successful completion of the two-year curriculum, students will be awarded the Associate in Applied Science degree. Upon completion of the Paramedic portion of the program, students 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.

Notes: Admission to the EMT sequence occurs in September only. All students must complete any transfer requirements prior to admission to the EMT sequence. All students are required to show proof of physical examination per New York State Department of Health requirements for hospital personnel.

General Requirements

ENG 101	English Composition I	3
ENG 201	English Composition II	3
MAT 150	Introduction to Statistics ¹	4
SPE 100	Fundamentals of Speech ²	3
	Total General Credits	13

Curriculum Requirements

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

¹Please note that MAT 012 or MAT 051 or exemption from Elementary Algebra is a pre-requisite for MAT 150.

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

³All students must be New York State certified as Emergency Medical Technician/Ambulance prior to entry into the Emergency Medical Care/Paramedic sequence. If an applicant is not certified, the BMCC Office of Adult and Continuing Education offers an Emergency Medical Technician/Ambulance certificate program at the College. For information call (212) 346-8245.

⁴Students enrolled in clinical field work courses are required to obtain liability insurance. Moderate group rates are available. Students are responsible for their own transportation expenses when fulfilling clinical practice requirements. Students receive no monetary compensation when fulfilling clinical practice requirements.

ENGINEERING SCIENCE

The Department of Science offers an A.S. degree program in Engineering Science. The program provides 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

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

Curriculum Requirements

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

Curriculum Electives

(choose 13 credits from the following)

CHE 230	Organic Chemistry I	5
CHE 240	Organic Chemistry II	5
ESC 130	Engineering Graphics	2
ESC 201	Engineering Mechanics I	3
ESC 202	Engineering Mechanics II	3
ESC 211	Thermodynamics I	3
ESC 221	Circuits and Systems I	3
ESC 223	Switching Systems and Logic Design	3
GLY 210	Geology I	4
MAT 315	Linear Algebra	3
PHY 240	Modern Physics	3
	Total Curriculum Elective Credits	13
	Total Program Credits	66⁵

¹Choose any Physical Education (PED) 100 level course.

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

³Choose 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.

⁴MAT 206 is a pre-requisite for MAT 301.

⁵Depending upon the combination of elective courses chosen, the total program credits may exceed 66.

HUMAN SERVICES

The Human Services program is designed for students who wish to prepare themselves for careers that focus on helping people to solve problems and to live more satisfying lives. These careers may encompass jobs in the following general areas: social work, counseling, rehabilitation, recreation, child welfare, public welfare, social security, developmental and physical disabilities, substance abuse, and services for older adults and others.

Students receive an Associate in Science (A.S.) degree upon successful completion of the program.

General Requirements

ENG 101	English Composition I	3
ENG 201	English Composition II	3
HED 100	Health Education	2
MAT 150	Introduction to Statistics ¹	4
PED 1xx	Physical Education ²	1
SPE 100	Fundamentals of Speech ³	3
XXX xxx	Science ⁴	4
XXX xxx	Modern Foreign Language ⁵	3-4
XXX xxx	Modern Foreign Language ⁵	3-4
XXX xxx	Music or Art ⁶	2
XXX xxx	Elective	3
	Total General Credits	31-33

Curriculum Requirements

HUM 101	Introduction to Human Services and Social Work	3
HUM 201	Human Service Skills	4
HUM 211	Introduction to Gerontology	3
	OR	
HUM 212	Introduction to Disabilities and Behavior Change	3
	OR	
HUM 213	Introduction to Child Welfare	3
HUM 301	Field Experience in Human Services I	3
HUM 401	Field Experience in Human Services II	3
HUM 411	Social Welfare Programs and Policies	3
POL 100	American Government	3
PSY 100	General Psychology	3
SOC 100	Introduction to Sociology	3
XXXxxx	Social Science Elective ⁷	3
	Total Curriculum Credits	31
	Total Program Credits	62-64

¹Please note that MAT 012 or MAT 051 or exemption from Elementary Algebra is a pre-requisite to MAT 150.

²Choose any Physical Education (PED) 100 level course.

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

⁴Choose from AST 110, BIO 110, CHE 110, or PHY 110.

⁵A 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.

⁶Note: Some Music courses are one credit. A total of two credits is required.

⁷Choose from PSY 400, PSY 500, PSY 510 or SOC 500.

LIBERAL ARTS

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. The Liberal Arts Program awards the Associate in Arts (A.A.) degree.

This program provides a variety of courses in many different areas. Students who choose the Liberal Arts program are usually interested in preparing for careers in teaching, law, medicine, the humanities, the social sciences, counseling, journalism, or other broad areas.

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 three (3) credits from developmental courses will be accepted toward a Liberal Arts degree. In addition, DSL 101 and PED courses cannot be used as liberal arts electives.

Program Requirements

✓	ENG 101	English Composition I	3
✓	ENG 201	English Composition II	3
✓	ENG 3xx	English Elective ¹	3
✓	HED 100	Health Education	2
✓	MAT 100	Fundamentals of Mathematics ²	4
	OR		
	MAT 150	Introduction to Statistics ²	4
	OR		
✓	MAT 200	Discrete Mathematics ²	4
	OR		
✓	MAT 206	Mathematical Foundations for Calculus ²	4
	OR		
✓	MAT 301	Analytic Geometry and Calculus I	4
✓	PED xxx	Physical Education Elective ³	1
✓	SPE 100	Fundamentals of Speech ⁴	3
✓	XXX xxx	Modern Foreign Language ⁵	3-4
✓	XXX xxx	Modern Foreign Language ⁵	3-4
✓	XXX xxx	Music or Art ⁶	2
✓	XXX xxx	Science ⁷	8
✓	XXX xxx	Social Science Electives ⁸	12
✓	XXX xxx	Liberal Arts Electives ⁹	19
		Total Program Credits	66-68

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

²Please note that MAT 012 or MAT 051 or exemption from Elementary Algebra is a pre-requisite for MAT 100 and MAT 150. Intermediate Algebra (MAT 055) is a pre-requisite for MAT 200 and MAT 206. MAT 104, MAT 109, MAT 114 and MAT 115 do not meet the liberal arts math requirement.

³Choose any Physical Education (PED) 100 level course.

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

⁵A 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. Spanish-language literature courses offered by the Center for Ethnic Studies may also be used to satisfy the Liberal Arts foreign language requirement.

⁶Note: Some Music courses are one credit. A total of two credits is required.

⁷Choose 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, BIO 426, CHE 118, CHE 120, CHE 230 and CHE 240 do not satisfy the Liberal Arts Science requirement.

⁸Choose courses in anthropology, economics, geography, history, philosophy, political science, psychology, sociology, an Ethnic Studies social science course in one of the above categories, or SSC 110, Critical Thinking. Students are required to take Social Science courses in four different disciplines.

⁹A 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.

MEDICAL RECORD TECHNOLOGY

The Medical Record Technology Program, administered by Allied Health Sciences Department (see pages 33-37 for course descriptions), equips students with the competencies to use manual or computerized health information systems that collect data for analysis, interpretation and dissemination to physicians, patients, public/private agencies and other health care facilities. Health information maintained within the manual or electronic files can be used for quality assurance, subsequent patient care, medical research, financial reimbursement and legal purposes. Students may matriculate in a day or part-time evening/weekend sequence. 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 Health Information Management Association.

Program Policies: In order to maintain eligibility in the program, students must attain an average of C or better in all MRT courses, including CIS 105 and CIS 205. Students who fail any Medical Record Technology course, including CIS 105 and CIS 205, may repeat such course only once. Students who have been academically dismissed must attain a Grade Point Average (GPA) of 2.0 or above in order to re-enter the Medical Record Technology program. BMCC students wishing to transfer into Medical Record Technology must also have attained a GPA of 2.0 or above.

Note: Admission to the MRT sequence occurs in September only. All students must complete any remedial requirements prior to admission to the MRT sequence. All students are required to show proof of physical examination, per New York State Department of Health requirements for hospital personnel.

General Requirements

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

Curriculum Requirements

MRT 103	Medical Terminology I	3
MRT 104	Introduction to Health Data Information	2
MRT 105	Retention & Retrieval of Health Information	3
MRT 203	Medical Terminology II	3
MRT 204	Health Statistics	2
MRT 205	Health Record Systems	2
MRT 206	Pathology of Disease	3
MRT 210	Medical Record Summer Clinical Practicum ⁵	3
MRT 330	Medical Coding I	2
MRT 331	Medicolegal Applications	2
MRT 332	Quality Assurance & Form Design	2
MRT 421	Medical Coding II	2
MRT 422	Health Care Delivery Systems	1
MRT 423	Medical Record Management	2
MRT 430	Medical Record Clinical Practicum II ⁵	4
BIO 425	Anatomy and Physiology I ⁶	4
BIO 426	Anatomy and Physiology II	4
CIS 105	Introduction to Computerized Medical Records	2
CIS 205	Advanced Computerized Medical Records	2
	Total Curriculum Credits	48
	Total Program Credits	70

¹Please note that MAT 012 or MAT 051 or exemption from Elementary Algebra is a pre-requisite for MAT 150.

²Choose any Physical Education (PED) 100 level course.

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

⁴Choose one course in anthropology, economics, geography, history, philosophy, political science, psychology, sociology or any Ethnic Studies social science course.

⁵Students enrolled in clinical field work courses are required to obtain liability insurance. Moderate group rates are available. Students are responsible for their own transportation expenses when fulfilling clinical practice requirements. Students receive no monetary compensation when fulfilling clinical practice requirements.

⁶Please note that General Chemistry (CHE 110) is a pre-requisite for BIO 425.

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 who are responsible for facilitating the maintenance of health, the improvement of health status, the prevention of illness and the alleviation of suffering.

Students may matriculate in a day or part-time evening/ weekend sequence. Upon successful completion of the program, 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.

REQUIREMENTS AND SELECTION POLICIES:

Requirements for Entering the Pre-Clinical Nursing Sequence:

a. Attain a high school diploma or General Equivalency Diploma (GED). Students enrolled in the 24-credit General Equivalency Diploma (GED) Program at Borough of Manhattan Community College may not register for the Pre-Clinical Sequence until they have attained the 24 credits. A copy of the GED must be submitted to the Nursing Department.

b. Complete all remediation. No Pre-Clinical Nursing courses may be taken if a student is taking any remedial courses.

Requirements for Admission into the Clinical Nursing Sequence (NUR):

All pre-clinical student records are compiled by the Pre-clinical Nursing Coordinator and reviewed by the Departmental Admissions and Recruitment Committee in order to determine eligibility for the Clinical Nursing Sequence. Students must meet the following criteria:

a. Demonstrate twelfth grade or above reading ability and no less than ninth grade level in mathematics skills.

b. Complete the Pre-Clinical Nursing Sequence with a minimum Grade Point Average (GPA) of 2.50; the lowest acceptable grade in pre-clinical courses is "C."

c. Attain an overall College Cumulative Index of 2.50 minimum. This index includes grades for all courses taken at BMCC before admission into the Clinical Nursing Sequence.

d. Perform satisfactorily on the Pre-Nursing Examination of the National League for Nursing (NLN) as determined by the CUNY Board of Trustees' formula. (Currently, the NLN Pre-Nursing Examination and the CUNY criteria have been temporarily waived).

NOTE: The department has a limit on the number of matriculants allowed in the clinical nursing sequence. While a College Grade Point Average (GPA) of 2.50 is the minimum requirement for consideration of an application, IT DOES NOT GUARANTEE ADMISSION INTO THE CLINICAL NURSING SEQUENCE. The stronger the group of applicants in any given semester, the higher the GPA needed for admission.

Progression Policy:

a. All clinical nursing students must maintain a cumulative GPA of 2.0 or better in order to remain in the Nursing Program. Students who pass a nursing course, but whose overall (cumulative) GPA falls below 2.0 (C) may not advance to the next semester. Non-nursing course grades are computed into the cumulative GPA every semester.

b. The clinical laboratory is an integral part of the Clinical Nursing Sequence. Clinical nursing students must pass the clinical laboratory segment and attain a minimum grade of "C" (73-76%) in departmental course examinations.

c. Students must pass both clinical and classroom components. Failure to pass in either area constitutes a failure in the course. Students who earn an "NC" grade (excluding NUR 112) may be eligible to repeat the course the following semester depending upon the availability of seats and the student's cumulative GPA.

Repeat/Withdrawal Policy:

Clinical nursing students may not repeat NUR 112 and may only withdraw from this course once.

After NUR 112, students may enroll in only one nursing course twice (depending upon availability of seats); all other courses must be satisfactorily completed the first time. Students repeating a nursing course are required to earn a grade of "C+" (77-79%) in order to pass the course. If after repeating a nursing course, the student receives a grade of less than "C+," the student receives the grade earned, but is automatically ineligible to continue in the Nursing Program.

Transfer Students:

a. Transfer students are held to the same criteria as all other students applying to the Nursing Program. (Thus, the inclusion of grades earned in the Pre-Clinical Nursing courses ensures equal standing among all students applying for admission into Clinical Nursing.) Transfer students must ensure that their transcript credits have been accepted by the BMCC Office of Admissions. Students who are requesting credit to be applied to the Nursing curriculum must also submit transcripts from former colleges to the Pre-Clinical Nursing Coordinator in the Department of Nursing.

b. Transfer grades in English, Sociology, and Anatomy and Physiology I will be computed into the Pre-Clinical Nursing index.

c. A grade of "D" is not transferable into the Nursing Program, although it is transferable into the College. Therefore, if a grade of "D" in a Pre-Clinical Nursing course is transferred into the College for credit, the student is automatically ineligible for entry into the Nursing Program.

Re-Entry Policy:

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

Termination Policy:

The Department of Nursing's guidelines for student behavior is consistent with that of the College. Students are expected to adhere to the Code for Nurses and demonstrate professional behavior.

Students who do not adhere to departmental policies are reviewed by the department's Grievance Committee. If further action is indicated, formal disciplinary procedures are taken, as outlined in Articles 15.3 to 15.5 of the Board of Trustees CUNY Bylaws.

LICENSED PRACTICAL NURSE CAREER LADDER PILOT PROGRAM:

In order to provide credit for prior educational experiences and to allow Licensed Practical Nurses to complete the nursing curriculum with less time and expense, the Nursing Department provides a career ladder for LPNs to challenge the Nursing Fundamentals course by taking the NLN Nursing Profile I Examination. Upon successful completion of this exam and of the Nursing Concepts Course (NUR 120), students will be exempt from taking NUR 112. This program is temporarily suspended.

PART-TIME EVENING/WEEKEND NURSING PROGRAM:

Borough of Manhattan Community College has established an evening/weekend Associate Degree in Nursing Program for part-time students. The BMCC program is designed to be completed by the part-time student in three years and will articulate completely with the RN/Baccalaureate Degree in Nursing Program at Medgar Evers College. BMCC also offers a part-time evening/weekend nursing program in collaboration with Harlem Hospital.

Both programs are intended to fulfill goals and aspirations of a large segment of New York City residents who have been denied access into nursing degree programs in City University due to financial and/or family obligations that require them to engage in full-time employment during the day hours.

All students interested in nursing must see the appropriate (day or evening) Pre-Clinical Counselor.

Note: Applicants for admission to the Nursing Program will be required to meet the physical and mental health standards set forth by the College and affiliating agencies. All students are required to show proof of physical examination for clinical placement, per New York State Department of Health requirements for hospital personnel. All students must show proof of current malpractice insurance for one to three million dollars.

Pre-Clinical Requirements

ENG 101	English Composition I	3
SOC 100	Introduction to Sociology	3
MAT 104	Mathematics for the Health Sciences ¹	3
BIO 425	Anatomy and Physiology ²	4
Total Pre-Clinical Credits		13

General Requirements

BIO 426	Anatomy and Physiology II	4
BIO 420	Microbiology	4
ENG 201	English Composition II	3
PED 1xx	Physical Education ³	1
PSY 400	Developmental Psychology	3
SPE 100	Fundamentals of Speech ⁴	3
XXX xxx	General Elective	3
Total General Credits		21

Curriculum Requirements

NUR 112	Nursing Process I: Fundamentals of Patient Care ⁵	8
NUR 211	Nursing Process II: Obstetrics and Psychiatric Nursing Care	8
NUR 313	Nursing Process III: Pediatric and Basic Medical-Surgical Nursing Care	8
NUR 411	Nursing Process IV: Medical-Surgical Nursing Care	8
NUR 415	Nursing Today and Tomorrow	1
Total Curriculum Credits		33
Total Program Credits		67

¹Please note that MAT 012 or MAT 051 or exemption from Elementary Algebra is a pre-requisite for MAT 104.

²Please note that General Chemistry (CHE 110) is a pre-requisite for BIO 425.

³Choose any Physical Education (PED) 100 level course.

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

⁵Students who are Licensed Practical Nurses may seek exemption by examination from NUR 112 and must subsequently enroll in NUR 120. This program is temporarily suspended.

OFFICE AUTOMATION

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

ENG 101	English Composition I	3
ENG 201	English Composition II	3
HED 100	Health Education	2
MAT 150	Introduction to Statistics ¹	4
PED 1xx	Physical Education ²	1
SPE 100	Fundamentals of Speech ³	3
XXX xxx	Music or Art ⁴	2
XXX xxx	Science ⁵	4
XXX xxx	Social Science ⁶	3
Total General Credits		25

Curriculum Requirements

OFF 110	Keyboarding	2
OFF 101	Office Skills and Machine Transcription	4
OFF 215	Communications for the Office	3
OFF 220	Text Processing I	4
OFF 320	Text Processing II	2
OFF 321	Advanced OIS Functions I	2
OFF 330	Automated Office Administration	3
OFF 422	Text Processing III	2
OFF 430	OIS Supervision	2
ACC 122	Elementary Accounting	4
OR		
BUS 110	Business Law	3
OR		
OFF/BUS	Elective ⁷	2-3
BUS 104	Introduction to Business Administration	3
OR		
BUS 200	Business Organization and Management	3
CED 201	Career Planning	2
OR		
CED 351	Office Administration Internship I	2
CED 351	Office Administration Internship I	2
OR		
CED 451	Office Administration Internship II	2
CIS 100	Computer Applications	3
Total Curriculum Credits		36-38
Total Program Credits		61-63

¹Please note that MAT 012 or MAT 051 or exemption from Elementary Algebra is a pre-requisite for MAT 150.

²Choose any Physical Education (PED) 100 level course.

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

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

⁵Choose from AST 110, BIO 110, CHE 110 or PHY 110.

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

⁷Choose one from: OFF 100, OFF 370, OFF 420, OFF 450, OFF 451, OFF 452, OFF 460, OFF 470, OFF 471, OFF 480. Any business course with the exception of BUS 104, BUS 110 and BUS 200.

OFFICE OPERATIONS

OFFICE OPERATIONS

Students who choose Office Operations may select executive, legal, or education course offerings. Students who choose the Education course offerings are eligible to take the New York City School Secretary examination and to seek employment as secretaries to administrators in educational agencies and schools. The legal course offerings are ideal for those who wish to work as secretaries in legal departments or in executive law offices. Students who wish to work as administrative or supervising secretaries in government agencies as well as in private industry should consider taking the Executive Secretary course offerings.

General Requirements

ENG 101	English Composition I	3
ENG 201	English Composition II	3
HED 100	Health Education	2
MAT 150	Introduction to Statistics ¹	4
PED 1xx	Physical Education ²	1
SPE 100	Fundamentals of Speech ³	3
XXX xxx	Music or Art ⁴	2
XXX xxx	Science ⁵	4
XXX xxx	Social Science ⁶	3
Total General Credits		25

Curriculum Requirements

[OFF 101	Office Skills & Machine Transcription	4
	OR		
[OFF XXX	Departmental Elective ⁷	3
	OFF 110	Keyboarding	2
[OFF 200	Transcription Development I—Shorthand	2
	OFF 215	Communications for the Office	3
[OFF 210	Formatting	2
	OFF 300	Transcription Development II—Shorthand	2
OR			
[OFF 301	Transcription Development II—Machine	2
	OFF 220	Text Processing I	4
[OFF 320	Text Processing II	2
	OFF xxx	Departmental Electives ⁷	6
[BUS 104	Introduction to Business Administration	3
	OR		
[BUS 200	Business Organization and Management	3
	XXX xxx	Business Electives ⁸	6-7
[CED 201	Career Planning	2
	OR		
[CED 351	Office Administration Internship I	2
	CED 351	Office Administration Internship I	2
OR			
[CED 451	Office Administration Internship II	2
	Total Curriculum Credits		39-41
Total Program Credits		64-66	

¹Please note that MAT 012 or MAT 051 or exemption from Elementary Algebra is a pre-requisite for MAT 150.

²Choose any Physical Education (PED) 100 level course.

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

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

⁵Choose from AST 110, BIO 110, CHE 110 or PHY 110.

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

⁷Choose from the following: OFF 100, OFF 321, OFF 330, OFF 370, OFF 420, OFF 450, OFF 451, OFF 470, OFF 471, OFF 480.

⁸Choose two courses from the following: ACC 122, BUS 110, CIS 100.

RESPIRATORY THERAPY

The Respiratory Therapy Program, administered by the Allied Health Sciences Department (see pages 33-37 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.

Program Policies: In order to maintain eligibility in the program, students must attain an average of C or better in all RTT courses. Students who fail any Respiratory Therapy Technology course may repeat such course only once. Students who have been academically dismissed must attain a Grade Point Average (GPA) of 2.0 or above in order to re-enter the Respiratory Therapy Technology program. BMCC students wishing to transfer into Respiratory Therapy Technology must also have attained a GPA of 2.0 or above.

Note: Admission to the RTT sequence occurs in September only. All students must complete any remedial requirements prior to admission to the RTT sequence. All students are required to show proof of physical examination, per New York State Department of Health requirements for hospital personnel.

General Requirements

ENG 101	English Composition I	3
ENG 201	English Composition II	3
MAT 109	Mathematics for Respiratory Therapy ¹	3
PED 1xx	Physical Education ²	1
SPE 100	Fundamentals of Speech ³	3
XXX xxx	Music or Art ⁴	2
Total General Credits		15

Curriculum Requirements

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

¹Please note that MAT 012 or MAT 051 or exemption from Elementary Algebra is a pre-requisite for MAT 109.

²Choose any Physical Education (PED) 100 level course.

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

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

⁵Students enrolled in clinical field work courses are required to obtain liability insurance. Moderate group rates are available. Students are responsible for their own transportation expenses when fulfilling clinical practice requirements. Students receive no monetary compensation when fulfilling clinical practice requirements.

SCIENCE

The Department of Science offers a Science program leading to an Associate in Science (A.S.) degree. This program is appropriate for students whose education goals require a Bachelor's Degree in a basic or applied science, or students who desire a background in science for a health profession education.

General Requirements

ENG 101	English Composition I	3
ENG 201	English Composition II	3
SPE 100	Fundamentals of Speech ¹	3
XXXxxx	Social Science Electives ²	6
PED 1XX	Physical Education ³	1
HED 100	Health Education	2
MUS 110	Introduction to Music	2
	OR	
ART 110	Art Survey	2
MAT 206	Mathematical Foundations for Calculus ⁴	4
XXXxxx	Modern Language ⁵	6-8
	Total General Credits	30-32

Program Requirements

Choose two of these three introductory science course sequences*:

BIO 210	Biology I	4
	AND	
BIO 220	Biology II	4
	OR	
CHE 210	Chemistry I	4
	AND	
CHE 220	Chemistry II	4
	OR	
PHY 210	Physics I ⁶	4
	AND	
PHY 220	Physics II ⁶	4
	Total Program Requirements	16

*The third introductory science course sequence may be taken as a program elective.

SCIENCE

Program Electives (Select 20 credits from the courses listed)

BIO 210	Biology I	4
AND		
BIO 220	Biology II	4
OR		
CHE 210	Chemistry I	4
AND		
CHE 220	Chemistry II	4
OR		
PHY 210	Physics I ⁶	4
AND		
PHY 220	Physics II ⁶	4
BIO 230	Principles of Microbiology	4
BIO 240	Genetics	3
CHE 120	Fundamentals of Organic Chemistry ⁷	4
CHE 230	Organic Chemistry I ⁷	5
AND		
CHE 240	Organic Chemistry II	5
MAT 301	Analytic Geometry and Calculus I	4
AND		
MAT 302	Analytic Geometry and Calculus II	4
PHY 240	Modern Physics	4
SCI 120	Computer Methods in Science	4
SCI 140	Introduction to Microprocessors	4
SCI 430	Scientific Instrumentation	4
	Total Program Electives	20
	Total Credits	66-68

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

²Choose from Anthropology, Economics, Geography, History, Philosophy, Political Science, Psychology, Sociology, Critical Thinking or any Ethnic Studies Social Science course.

³Choose any Physical Education (PED) 100 level course

⁴MAT 301 may be substituted for MAT 206. MAT 055 is a prerequisite for MAT 206.

⁵A two-semester sequence in the same language is required.

⁶PHY 215-PHY 225 may be substituted for PHY 210-PHY 220.

⁷Degree credit will not be granted for both CHE 120 and CHE 230.

SMALL BUSINESS/ ENTREPRENEURSHIP

The Small Business/Entrepreneurship program (SBE) is a two-year program leading to the Associate in Applied Science (A.A.S.) degree. The program is designed to prepare students with the necessary skills to start their own business or to be a successful employee of a small business. The program features four courses specifically formatted to help students begin their own business.

General Requirements

ENG 101	English Composition I	3
ENG 201	English Composition II	3
HED 100	Health Education	2
MAT 150	Introduction to Statistics ¹	4
OR		
MAT 200	Introduction to Discrete Mathematics ¹	4
OR		
MAT 206	Mathematical Foundations for Calculus ¹	4
PED 1xx	Physical Education ²	1
SPE 100	Fundamentals of Speech ³	3
XXX xxx	Science ⁴	4
XXX xxx	General Elective ⁵	2
	Total General Credits	22

Curriculum Requirements

BUS 104	Introduction to Business	3
BUS 110	Business Law	3
BUS 150	Business Communication	3
BUS 210	Business Methods	3
ACC 122	Accounting Principles I	4
CEB 365	Small Business Entrepreneurship I	2
CIS 100	Computer Applications	3
ECO 100	Introduction to Economics	3
OR		
ECO 201	Macroeconomics	3
OR		
ECO 202	Microeconomics	3
FNB 100	Introduction to Finance	3
MAR 100	Introduction to Marketing	3
SBE 100	Product and Service Creation	3
SBE 200	International Trade and Export	3
SBE 300	Independent Research in Small Business	2
SBE 400	Small Business Management	3
	Total Curriculum Credits	41
	Total Program Credits	63

¹Please note that MAT 012 or MAT 051 or exemption from Elementary Algebra is a prerequisite for MAT 150. Intermediate Algebra (MAT 055) is a pre-requisite for MAT 200 and MAT 206.

²Choose any Physical Education (PED) 100 level course.

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

⁴Choose from AST 110, BIO 110, CHE 110 or PHY 110.

⁵A social science elective is recommended.



COURSE DESCRIPTIONS

ACCOUNTING

The Accounting curriculum is designed to prepare BMCC graduates for jobs in that field. Students may also continue their studies at a four-year college. 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 16.

Chairperson: Doris B. Fitzgerald

Deputy Chairperson: Stanley Chu

Professors: Stanley Chu, Doris B. Fitzgerald, Stanley H. Solomon, Albert Zelony

Associate Professors: Lloyd Carroll, Manuel Hernandez, Harry Kleinman, Frank Navas, Josh Wolfson

Assistant Professor: David Knight

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

Accounting Principles I ACC 122

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.

Accounting Principles II ACC 222

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, partnership accounting, payroll preparation and taxes, and accounting for corporations. Study is made of accounting involved in the interpretation of financial statements, budgetary control, statement of cash flows, and management reports and analyses.

Prerequisite: ACC 122

Accounting Applications on Microcomputers ACC 321

3 crs. 4 hrs.

This course provides accounting students with the opportunity to solve accounting problems through the use of microcomputers. Areas in which students will prepare computerized accounting records and reports include journals, ledgers, trial balance, accounts receivable, accounts payable and payroll. The course will introduce students to basic accounting documentation, and processing flowcharts of different accounting functions.

Prerequisites: ACC 222, CIS 100

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 222

Taxation: Federal ACC 340

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 222

Cost Accounting I ACC 350

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 222

Accounting Information Systems ACC 421

3 crs. 4 hrs.

The course provides accounting students with the opportunity to become familiar with accounting information systems, systems and documentation flowcharts, information concepts and applications to the different areas in the transaction processing system. The course also covers accounting control procedures that are commonly used to detect, correct and prevent deficiencies in internal control, administrative control and in the transaction processing system for both the manual and computerized accounting processing systems. The course will include basic analysis and design of accounting information systems.

Prerequisite: ACC 321

Intermediate Accounting II

ACC 430

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

Cost Accounting II

ACC 451

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 350

ALLIED HEALTH SCIENCES

The Department of Allied Health Sciences offers three professional programs: Emergency Medical Technician/ Paramedic Program, Medical Record Technology, and Respiratory Therapy. Students successfully completing these programs are awarded the Associate in Applied Science (A.A.S.) degree and are qualified to work as technicians or therapists in a variety of health care agencies.

Chairperson: Everett W. Flannery

Deputy Chairperson: Camille V. Layne

Professors: Everett W. Flannery, Camille V. Layne

Associate Professor: Richard Lanzara

Assistant Professors: Francine Tabana-Belin, Sinee Karpel, Michael A. Nazzaro,

College Laboratory Technician: Juana Rodriguez

Adjunct Faculty: There are approximate thirty adjuncts in the Department.

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

Corequisites: EMC 102, EMC 301

Emergency Medical Care/ Paramedic II

EMC 102

6 crs. 6 hrs. 3 lab hrs.

This course provides 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.

Corequisites: EMC 101, EMC 301

Emergency Medical Care/ Paramedic III

EMC 201

6 crs. 6 hrs. 3 lab hrs.

This course provides 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.

Prerequisites: EMC 101, EMC 102

Corequisites: EMC 202, EMC 302

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.

Prerequisites: EMC 101, EMC 102

Corequisites: EMC 201, EMC 302

Emergency Medical Care/ Paramedic Clinical Internship I

EMC 301

1 cr. 5 lab hrs.

Students are 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/Paramedical 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 Terminology I

MRT 103

3 crs. 3 hrs.

This is 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.

Corequisites: MRT 104, MRT 105, CHE 110

Introduction to Health Data Information

MRT 104

2 crs. 3 hrs. 2 lab hrs.

This course begins with a historical overview of the medical record field. Topics covered include contents of a medical record, required standards for chart documentation, divisions within the medical record department and the chart flow through the units of a medical record department.

Corequisites: MRT 103, MRT 105, CHE 110

Retention and Retrieval of Health Information

MRT 105

3 crs. 4 hrs.

This course covers the development and use of primary and secondary indexes and registries, numbering and filing systems and microfilming methodologies utilized for the retention and retrieval of health information.

Corequisites: MRT 103, MRT 104, CHE 110

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 103, MRT 104, MRT 105

Corequisites: MRT 204, MRT 205, BIO 425

Health Statistics

MRT 204

2 crs. 3 hrs.

This course provides an in-depth coverage of statistical computations relevant to hospital inpatient and outpatient services. Common statistical collection and display methodologies used for administrative decisions are covered.

Prerequisites: MRT 103, MRT 104, MRT 105

Corequisites: MRT 203, MRT 205, BIO 425

Health Record Systems

MRT 205

2 crs. 3 hrs.

This course prepares the student to identify an incomplete medical record. The administrative functions of the Admission Department as they relate to the medical record will be covered. An overview of medical record documentation component requirements, for other non-hospital facilities, will be presented.

Prerequisites: MRT 104, MRT 105, MRT 103

Corequisites: MRT 203, MRT 204, MRT 206, BIO 425

RESPIRATORY THERAPY

Fundamentals of Respiratory Therapy

RTT 100

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

Corequisites: RTT 101, MAT 109

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.

Corequisites: RTT 100, MAT 109

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, RTT 101, CHE 118

Corequisites: RTT 202, BIO 426

Respiratory Therapy Clinical Practicum I

RTT 202

3 crs. 9 lab hrs.

This is a supervised clinical experience in Respiratory Therapy hospital affiliations. Students 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, RTT 101, 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

Corequisites: RTT 302, RTT 310, RTT 320

Respiratory Therapy Clinical Practicum II

RTT 302

4 crs. 16 lab hrs.

This is 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

Corequisites: RTT 301, RTT 310, RTT 320

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, MAT 109 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 admin-

istrative responsibilities of the therapist. Preparation is included for the Credentialing Examinations.

Prerequisites: RTT 301, 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 301, RTT 302, RTT 310, RTT 320

Corequisites: RTT 401, RTT 410

Fundamentals of Clinical Medicine

RTT 410

2 crs. 2 hrs.

This course is an assimilation of the basic and clinical sciences from several areas of medicine, to help students develop a deeper understanding of the pathophysiological 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 301, RTT 302, RTT 310, RTT 320

Corequisites: RTT 401, RTT 403 or Departmental approval

BUSINESS MANAGEMENT

The Business Management Department administers the Business Administration program (see page 17), the Business Management program (see page 18), and the Small Business/Entrepreneurship Program (see page 30).

Chairperson: Chaim Ginsberg

Deputy Chairpersons: James H. Berson, Arthur Leff, Joseph Picon

Professors: James H. Berson, Howard R. Budner, Chaim Ginsberg, Richard M. Gonzalez, Percy Lambert, Marion M. Lauterstein, Constantine G. Petrides, Arnold H. Scolnick

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

Assistant Professor: Arthur Leff

Lecturer: Shirley Zaragoza

Instructor: Beverly Copeland

Senior College Laboratory Technician: William Guttenplan

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

ADVERTISING

Essentials of Advertising

ADV 200

3 crs. 3 hrs.

This course is designed to provide an introduction to and an overview of advertising, its use as a management tool and its place in the marketing picture. Included are: the approach to 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 surveyed broadly in 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 surveys briefly 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. The applicability and construction of letters, memos, reports, telephone messages and telegrams are considered. Relationships of creative, logical, and critical thinking of the problem-solving nature of business communication are explored. The course is 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.

This course covers the total structure and character of modern business from initial organization through grouping of essential functions into operating departments. Management and the decision-making process, financing, operations and marketing considerations are studied, with actual cases used to illustrate problems in small and big businesses.

BUSINESS MANAGEMENT

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 .

Prerequisite: MAT 150, MAT 200 or MAT 206 (for Business students only)

Managerial Decision Making

BUS 220

3 crs. 3 hrs.

This 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 requires 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.

Prerequisite: BUS 210 (for Business students only)

Office and Personnel Management

BUS 300

3 crs. 3 hrs.

This is 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.

FINANCE AND BANKING

Introduction to Finance

FNB 100

3 crs. 3 hrs.

This course focuses on the three general areas of 1) money and financial institutions, 2) business financial management and 3) investments. These areas are surveyed by covering such topics 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.

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 and credit investigators, credit analysis of financial statements, bases for credit judgment, collection procedures, legal problems, accounts receivable financing and factoring.

Prerequisite: ACC 122 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 are 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 122

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.

This course is an analysis of the organization and operation of our financial system, including 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 demonstrated.

Prerequisites: FNB 100; ECO 100 or ECO 201 or ECO 202

Investments

FNB 300

3 crs. 3 hrs.

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 122

MARKETING

Introduction to Marketing

MAR 100

3 crs. 3 hrs.

The 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.

Sales Principles and Practices

MAR 300

3 crs. 3 hrs.

This course is an overview of the process and management of direct selling. Topics include analyzing a product, evaluating customer needs and buying motives, handling objections, closing sales and developing the salesperson's personality. Organization and presentation of selling proposals are required.

Prerequisite: MAR 100

Retail Organization, Operation and Buying**MAR 320**

3 crs. 3 hrs.

This course studies the management and operations of retail stores. 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, and other phases of the buying job are investigated.

*Prerequisite: MAR 100***RETAILING****Consumer Motivation****RET 300**

3 crs. 3 hrs.

This course develops the student's understanding of the relevance 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.

This course is a comprehensive analysis of retail merchandising and promotion. 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 320***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. 4 hrs.

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.

*Prerequisite: RLS 202***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: FNB 100, RLS 202***SALES****Sales Management****SLS 300**

3 crs. 3 hrs.

This course is a study of the problems of sales management. It 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***SMALL BUSINESS/ENTREPRENEURSHIP****Product and Service Creation****SBE 100**

3 crs. 3 hrs.

This course examines the fundamentals of entrepreneurship, including an analysis of the entrepreneur and exploration of business opportunities, and an investigation of the technical/conceptual creation of products and services. The emphasis will be on the acquisition of knowledge and the analysis of small business creation for the present and future entrepreneur.

*Corequisite: BUS 104***International Trade and Export****SBE 200**

3 crs. 3 hrs.

This course is a survey of selected fundamental areas of international trade. The student is exposed to theory, policy and enterprise issues of international trade, behavior of the international money environment, multinational enterprises and governments.

Prerequisite: BUS 104

Independent Research in Small Business SBE 300 2 crs. 2 hrs.

Based on the student's interest, the student takes the initiative and the major responsibility for developing a comprehensive, holistic view of a specific industry and type of business. The course aids the student in preparation for the business plan required in SBE 400.

Prerequisites: SBE 100, SBE 200

Small Business Management SBE 400 3 crs. 3 hrs.

This course covers the scope and trends of small business in the economy. The general functions of management, factors in business success and failure, and the entrepreneur's qualifications are covered. Case studies, mathematical decision making and microcomputer applications are integral parts of the creation of a usable business plan.

Prerequisite: SBE 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 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: Asian Culture (ASN), Black Studies (BLK), Puerto Rican and Dominican Studies (PRN), 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 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. Ofiaja, Rex Serrano-Mattei

Lecturer: Eleanor F. Drabo

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

ASIAN CULTURE

SOCIAL SCIENCE

Chinese Culture and Heritage ASN 111 3 crs. 3 hrs.

In this course students will inquire into the nature of classical traditions of Chinese culture. A range of Chinese texts in translation and associated materials will be explored to develop knowledge of the literary and philosophical foundations of Chinese culture. Lectures and readings are in English.

Asian American History ASN 114 3 crs. 3 hrs.

The Asian American presence from the mid-nineteenth century to the present is studied. Three periods, 1848 to 1943, 1943 to 1965, and 1965 to the present are examined. Topics are designed to focus on the impact of historical processes on the cultural, economic and political experiences of diverse Asian American groups in urban and rural communities. The multi-ethnic aspects of Asian American communities are explored.

LITERATURE

Asian American Literature ASN 339 3 crs. 3 hrs.

Representative works reflecting the collective experiences of Asian American writers are analyzed. Fiction, poetry, drama, and non-fiction written from Chinese, Filipino, Asian Indian, Japanese, Korean and South-east Asian cultural perspectives are discussed.

Prerequisite: ENG 201 or ENG 121

**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 52) is required for all Black Literature courses.

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

3 crs. 3 hrs.
This course is a survey of fiction, poetry and commentary by African American writers from the 18th century through the Harlem Renaissance to 1940.
Prerequisite: ENG 201

Contemporary Black Writers **BLK 322**

3 crs. 3 hrs.
This course is a survey of fictional and non-fictional writing by African Americans from 1940 to the present.
Prerequisite: ENG 201

History of Black Theater **BLK 335**

3 crs. 3 hrs.
This course examines the evolution of the Black Theater 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.
This is 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, slides and visits to museums and galleries are included.

African-American Art **BLK 102**

2 crs. 2 hrs.
The aesthetic, cultural and social contexts of African American art are studied. Comparative studies of the art created by Haitian and African-American artists are included in the course.

SOCIAL SCIENCE

History of African Civilization **BLK 121**

3 crs. 3 hrs.
African civilizations from the pre-historic cultures in East Africa to the decline of the West African kingdom of Songhai in 1596 are examined.

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 is examined. The effect of Colonialism on economic and cultural patterns in the African diaspora is explored.

**African-American History,
17th Century to 1865** **BLK 123**

3 crs. 3 hrs.
This course is a systematic examination of the participation of African American people in the political, economic and cultural history 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 within the social structure of the nation since 1865 are analyzed.

Caribbean History **BLK 126**

3 crs. 3 hrs.
This course is a survey of the economic, political and cultural institutions which characterize the present nations of the Caribbean, their antecedents in the post-Emanicipation period and the prospects for the future.

Haitian History and Culture **BLK 127**

3 crs. 3 hrs.
This course explores 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 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, crises in education and economic stability are examined. Field visits to selected agencies and institutions are required.

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.

This is 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 relationships between economic and social factors and the delivery of health care services in urban communities. Attention is given to community needs related to HIV/AIDS, tuberculosis, mortality rates, prevention and education. Guest lecturers and workshops are presented.

**PUERTO RICAN AND DOMINICAN STUDIES (PRN)
MODERN LANGUAGES AND LITERATURE**

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

This is 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 writ-

ten 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. Note: This course is taught in Spanish and satisfies the Liberal Arts requirement for Modern Language.

Prerequisite: SPN 210 or departmental approval

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. Note: This course is taught in Spanish and satisfies the Liberal Arts requirement for Modern Language.

Prerequisite: SPN 210 or departmental approval

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: SPN 210 or departmental approval

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: SPN 210 or departmental approval

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 relation-

ship 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: SPN 210 or departmental approval

MUSIC AND ART

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

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.*

CHILD CARE/EARLY CHILDHOOD EDUCATION

Coordinator: Rachel Theilheimer
Professor: Lillian Oxtoby
Assistant Professor: Sheryl Cohn
Instructors: Roy Fernandez, Rachel Theilheimer
Adjunct Faculty: There are approximately fourteen adjuncts in the Program.

Early Childhood Education I ECE 102
3 crs. 2 hrs. 2 lab hrs.

An introductory course for prospective assistant teachers, the course identifies the philosophy, practices and resources in the field of Early Childhood Education today. History, program models, theories, and emerging issues, including child abuse and neglect will be covered. 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.

This course 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.

This is 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.
 This is an intensive course in the methods and materials of infant (2 months to 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.
 This is 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.
 This is a continuation of Curriculum and Program Planning I. Methods and materials of early childhood education in science, social studies, and mathematics are studied.
Prerequisite: ECE 202

Early Childhood Education II **ECE 303**

3 crs. 1 hr. 4 lab hrs.
 This is 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.
 This is 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.
 This course deals with the application of theory through supervised observation and student teaching in the preschool 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.
 This course deals with the 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

COMPUTER INFORMATION SYSTEMS

The Computer Information Systems Department offers programs in Computer Operations and Computer Programming leading to the Associate in Applied Science (A.A.S.) degree. Both programs provide students with technical competence in the field of computer information systems and a basic understanding of business organization and the role of computer information systems in support of the management process. Students may prepare for a variety of entry-level positions and for transfer to senior colleges.

In addition, the department offers a program in Computer Science leading to the Associate in Science (A.S.) degree which is intended for the student who is interested in a more theoretical course of study. Students in this program are prepared for transfer to a baccalaureate degree program in computer science.

- Chairperson:** Mary Alice Cohen
- Deputy Chairpersons:** Alberto Errera, Lin Leung
- Professors:** Mary Alice Cohen, Cynthia Zucker
- Associate Professors:** Richard Chorley, Toby Ginsberg, Ahmet M. Kok
- Assistant Professors:** Albert Errera, Solomon Z. Feder, Carlos Linares, Gennady Lomako
- Lecturers:** Julio Cortes, Robert Greer, Lin Leung
- Instructor:** Anna Salvati
- Senior College Laboratory Technician:** Luis Rivera
- College Laboratory Technicians:** Elizabeth Bleckley, Sharon Fung
- Adjunct Faculty:** There are approximately twenty-two adjuncts in the Department

COMPUTER INFORMATION SYSTEMS**Introduction to Computer Applications CIS 100**
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.

Introduction to Computerized Medical Records CIS 105
2 crs. 3 hrs.

This course covers the current use of computers and data processing systems in the medical record field. This is a required course in the MRT curriculum.
Prerequisites: MRT 204, MRT 205, MRT 206, MRT 210, BIO 425
Corequisites: MRT 330, MRT 331, MRT 332

Introduction to Data Base Applications CIS 120
2 crs. 3 hrs.

This course introduces the student to data base concepts and applications using state-of-the-art data base packages. The student not only studies the theory of data bases, but also implements and tests complete data base applications.
Prerequisite: CSC 110 or CIS 100 or departmental approval.

Introduction to Spreadsheet Packages CIS 140
2 crs. 3 hrs.

This course introduces 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: CSC 110 or CIS 100 or departmental approval

Desktop Publishing Packages CIS 160
2 crs. 3 hrs.

This course teaches students to use desktop publishing software to prepare a variety of documents in different page layouts including alphanumerics (in assorted fonts), graphics in various file formats or a combination of both. Students will learn the basic concepts of desktop publishing and how to organize and compose a document. Not open to students from the Office Administration department.
Prerequisite: CIS 100 or CSC 110 or departmental approval.

Advanced Computerized Medical Records Applications CIS 205
2 crs. 3 hrs.

This course enables students to gain skills in the use of computer software specifically designed for medical record applications. This is a required course in the MRT curriculum.
Prerequisites: MRT 330, MRT 331, MRT 332, CIS 105
Corequisites: MRT 421, MRT 422, MRT 423, MRT 430

BASIC CIS 220
3 crs. 4 hrs.

This course covers a full range of BASIC language elements. A series of programs are completed to cover typical business, scientific, graphics, gaming and simulation applications.
Prerequisite: CSC 110 or departmental approval

RPG Programming CIS 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: CSC 110 or departmental approval

Computer Operations I CIS 235
4 crs. 5 hrs.

This course presents a detailed and practical study of the operation of the mainframe computer. Students learn the command language and control statements for the IBM VM/CMS system. In addition, utility programs, disk concepts and terminal concepts along with operations in a networked environment are introduced. Students are familiarized with file handling techniques and how to compile, store and load programs for various languages supported by the hardware.
Prerequisite: CSC 110 or departmental approval

FORTRAN CIS 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: CSC 110 or departmental approval

Systems Analysis CIS 320
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 theo-

ry by preparing a runbook which is an analysis and design of complex problem-stressing data formats, documentation and operating instructions.

Prerequisite: CSC 210 or departmental approval

Computer Operations II/JCL **CIS 335**

3 crs. 5 hrs.

This course introduces the student to practical experience operating a mainframe computer through the use of OS/MVS Job Control Language (JCL). The background, purpose and the concepts of operating systems as implemented through OS/MVS JCL are taught through a series of practical assignments. Also covered are the creation and execution of utility and sort/merge programs in the IBM 30XX environment.

Prerequisite: CIS 235 or any CIS 300-level course or departmental approval.

Programming in C **CIS 340**

3 crs. 4 hrs.

Students learn to program in "C" through examples and exercises and write several programs designed to emphasize and illustrate the extensive capabilities of the language.

Prerequisite: CSC 210 or departmental approval

Telecommunication Networks I **CIS 345**

4 crs. 5 hrs.

This course is an introductory course in telecommunications networks. It covers the fundamentals of networking concepts, such as networking media, topology, switching and management. It will also include an introduction to Open System Interface (OSI) layered organization and the functionality of each layer.

Prerequisite: CSC 210 or CIS 235 or departmental approval

PL/1 (Programming Language/One) **CIS 360**

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 is 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: CSC 110 or departmental approval

Business Systems I **CIS 365**

4 crs. 5 hrs.

This course is an introductory business programming course. It introduces the students to business programming concepts such as analysis, implementation and documentation of business systems. The students write business programs using the COBOL programming language. The programming assignments include report generation, data validation, sort programs and single and multidimensional tables. The students are required to test and document all programs using standard business programming methods.

Prerequisite: CSC 210 or departmental approval

Systems Implementation **CIS 420**

3 crs. 5 hrs.

Students continue from the realm of theory taught in CIS 320, 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 computing techniques are discussed and where applicable, demonstrated to or practiced by the class.

Prerequisites: CIS 365 and CIS 320 or departmental approval

UNIX **CIS 440**

3 crs. 4 hrs.

Students are introduced to the UNIX operating system, its external commands, internal structures, and text processing capabilities.

Prerequisite: CIS 340 or departmental approval

Telecommunications Networks II/LAN **CIS 445**

4 crs. 5 hrs.

This course is a second course in telecommunications networks with special emphasis on Local Area Networks (LAN). It covers the fundamentals of LAN technology, such as wiring and topology as well as implementation and management of LANs. Advanced topics include LAN connectivity and future LAN directions.

Prerequisite: CIS 345 or departmental approval

Business Systems II **CIS 465**

3 crs. 5 hrs.

This course is a second course in business programming where the students are introduced to advanced programming concepts in the COBOL language and a fourth generation business language. Individual programming projects include creation and usage of random (VSAM) files, interactive screen design and generation for online input and modification, and documentation of existing system modules through analysis of maintenance requests.

Prerequisite: CIS 365 or departmental approval

Operating Systems Concepts **CIS 480**

3 crs. 3 hrs.

This course covers the main operating systems that are being used in the computer 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.

Prerequisite: CIS 365 or CIS 235 or departmental approval

COMPUTER SCIENCE

Computer Programming I **CSC 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.

Computer Programming II **CSC 210**

4 crs. 5 hrs.

This course is a continuation of CSC 110. Students are introduced to elementary data structures, string processing, and searching and sorting techniques. Students are expected to complete several complex programs.

Prerequisite: CSC 110 or departmental approval

Discrete Structures **CSC 230**

3 crs. 3 hrs.

This course focuses on discrete structures and techniques which have direct applications in computer science. Topics include the use of monoids, groups, finite automata and Turing machines in understanding and implementing simulations, circuitry, and the encoding and decoding of information.

Prerequisites: CSC 110 and MAT 200 or departmental approval

Assembler Language and Architecture I **CSC 310**

3 crs. 4 hrs.

This course is designed to provide a basic knowledge of computer architecture and Assembler Language programming with emphasis on the following areas: main storage organization, instruction sets and addressing, index and displacement registers, interrupts and the program status word.

Prerequisite: CSC 210 or departmental approval

Data Structures I **CSC 330**

3 crs. 4 hrs.

This course is an introduction to abstract data structures, their use and implementation. Storage allocation techniques, including stacks, queues, and linked lists and recursive programming will be discussed. Students will be expected to complete several programming assignments illustrating the basic concepts.

Prerequisites: CSC 210 and CSC 230 or departmental approval

Assembler Language and Architecture II **CSC 410**

3 crs. 4 hrs.

The students enhance their knowledge of Assembler Language and machine architecture by writing sophisticated programs utilizing indexing, subroutines and linkage conventions. User and system macros, conditional assembly and file input/output operations are covered.

Prerequisite: CSC 310 or departmental approval

Data Structures II

CSC 430

3 crs. 4 hrs.

This course introduces the student to more complex data structures. Topics include: the manipulation of trees, graphs and multi-linked structures, design and analysis of searching and sorting algorithms with emphasis on complexity and efficiency and memory management.

Prerequisite: CSC 330 or departmental approval

Computer Graphics

CSC 450

3 crs. 4 hrs.

This course is an introduction to the principles of interactive computer graphics, including input techniques and devices, display files, and two-and-three-dimensional computer graphics.

Prerequisites: CSC 210 and CSC 230 or departmental approval

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 is an experiential component to each student's BMCC education. Cooperative Education is required of students majoring in Accounting, Business Management (including areas of study in Credit and Collections, Finance and Banking, General Management, Marketing, Real Estate, and Travel and Tourism), Corporate and Cable Communications, and Office Automation/Operations. It is optional in Computer Information Systems and Liberal Arts. The typical Cooperative Education requirement is the Career Planning course (CED 201) and an Internship (CED 300).

Chairperson: Brice Hargadon

Deputy Chairperson: Joan Jeter-Moye

Professors: Brice Hargadon, Patricia Hough

Associate Professor: Barbara Kole

Assistant Professors: Henry G. Stroobants, Joanne Tekula

Lecturers: Stephanie Billingsley, Jonathan Dash, Joan Jeter-Moye

Instructor: Eleanor Rollins

Adjunct Faculty: There are usually three 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 315** Computer Information Systems Internship I
- CED 415** Computer Information Systems Internship II
- CED 371** Corporate and Cable Communications Internship I
- CED 471** Corporate and Cable Communications 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 365** Small Business/Entrepreneurship Internship I
- CED 461** Business Management Internship II
- CED 561** Business Management Internship III*

Business Management Internships include students in the following areas of study: Credit and Collections, Finance and Banking, General Management, Marketing, Real Estate, and Travel and Tourism. Liberal Arts Internships include students majoring in Business Administration, 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 stu-

dent may accept a volunteer (non-paid) rather than a paid assignment in order to complete the necessary internship. Internships may also be fulfilled on a semester basis, alternating full-time work one semester with full-time study the next semester. This is subject to special approval by the Cooperative Education Coordinator.

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 N765, 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 N759. A self-referral job posting board is located outside of N765. The Department also coordinates on-campus recruiting, career seminars and conferences, and resume and interview workshops.

COOPERATIVE EDUCATION AND PLACEMENT

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 N765, tel. 346-8360. 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 N744, tel. 346-8365. No computer skills are necessary.

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, or 073 are not permitted to register for more than a total of 18 contact hours a semester.

Chairperson: Jean Withrow

Deputy Chairpersons: Linda Markstein, Cynthia Richards

Professors: Edward M. Bostick, Gay Brookes, Bette Kalash, Linda Markstein, James Schiavone, Sylvia Seidman, Daniel Smith

Associate Professors: Yeghia Aslanian, Carol Lindquist, Jean Withrow

Assistant Professors: Hafiz Baghban, Gail Cueto, Anne Friedman, Janis Jones, Lanny Lester, Kenneth Levinson, Sharona Levy, Yvonne K. Pratt-Johnson, Susan Price, Tajpertab Rakjumar, Judith Resnick, Cynthia Richards, Maya Sharpe, Eva Ziesk

Instructors: Joyce Simons, Theresa Suraci, Wei Yong, Dongmei Zeng

Lecturers: Louise Axelrad, William D. Bonham, Juliet Emanuel, Eleanor Frorup, Anne O. McCammon, Paulette R. Planchak

Senior College Laboratory Technician: Joseph Johnson

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

ENGLISH AS A SECOND LANGUAGE

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 **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

The following reading 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 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.) Students use a variety of reading materials and multi-modal resources, including computer-assisted instruction, speed-reading machines, cassette listening tapes, and selected videos.

Reading and Study Skills I**RDG 061**

0 cr. 6 hrs.

This basic level reading course is designed to provide students with a foundation in reading skills. Reading comprehension and vocabulary are developed through listening, speaking, writing, critical thinking activities, use of study skills and improved rates of reading. A variety of materials is used to develop a basic understanding of reading.

Reading and Study Skills II**RDG 062**

0 cr. 6 hrs.

This intermediate level reading course emphasizes increased reading comprehension through the practice of literal, inferential and critical reading skills, vocabulary development, writing, improved rates of reading, and study skills. A variety of materials is used to enrich students' basic understanding of reading.

Reading and Study Skills III**RDG 073**

3 crs. 6 hrs.

This advanced level reading course is designed to help students master and apply a full range of college-level reading and related skills, including critical comprehension, vocabulary, writing, flexible rates of reading, and study strategies. A variety of college-level materials is used.

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, Accounting and Business Administration 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 Asian and Black literature courses on page 40-41).

Chairperson: Philip Eggers

Deputy Chairpersons: Joyce Harte, Doris Hart

Professors: Nan Bauer-Maglin, Milton Baxter, Stephen Cogan, Charles DePaolo, Philip Eggers, Leonore Hoffmann, Sheila Klass, Abraham Kupersmith, Robert Lapidés, George Moberg, Barney Pace, Jane Paznik-Bondarin, Erwin Wong, Robert Zweig

Associate Professors: Doris Hart, Nancy McClure, Elliot Podwill

Assistant Professors: Kathleen Chamberlain, Anthony R. Drago, Natalie Farbman, Hedwig Heilbrun, Harry Lutrin, Naomi Woronov, Jane J. Young

Instructor: Maria Devasconcelos, Yi-Chun Tricia Lin, Joseph Ugoretz, Hector Vila

Lecturers: Andrea Alonzo, Joyce Harte, Dexter Jeffries, Ruth Misheloff, Rebecca Weiner

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

Professors Emeriti: Gerald Cohen, Marilyn Rosen, Randolph White

Intensive Writing**ENG 088**

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.

Intensive Writing**ENG 090**

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.

English Composition I**ENG 101**

3 crs. 3 hrs.

This is a basic college-level course, similar to "freshman English" at other community and four-year colleges. Students learn to use their experience and ideas as subject matter for essays and to analyze topics in depth. They also become acquainted with the process of writing, from pre-writing activities to producing a final, proofread draft. The purpose of, audience for, and structure of the essay are explored through readings chosen to stimulate ideas for writing and demonstrate varied style. 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.

English Composition I and II, in Tandem**ENG 121**

6 crs. 6 hrs.

This course combines English 101 and 201 into a one-semester course. It is designed for students with a high level of reading and writing proficiency. Departmental permission is required.

English Composition II**ENG 201**

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: ENG 101

English III**ENG 3xx**

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.

The English III courses are similar in structure, organization and content to courses at four-year colleges. Students who plan to transfer to four-year colleges are urged to contact those colleges to find out which English electives should be taken at BMCC to fulfill their admission requirements.

Prerequisites: ENG 101 and 201 or ENG 121

Journalism: News Writing**ENG 303**

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.

Prerequisites: ENG 101 and 201 or ENG 121

Journalism: Feature Writing**ENG 304**

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.

Prerequisites: ENG 101 and 201 or ENG 121

Creative Writing Workshop**ENG 311**

3 crs. 3 hrs.

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

Prerequisites: ENG 101 and 201 or ENG 121

Advanced Composition**ENG 314**

3 crs. 3 hrs.

This course teaches the writing of formal and informal essays, articles, and reviews in a personal voice. Through the reading of modern and contemporary essayists students learn to identify the unique qualities of writers in order to develop an individual style applicable to the various disciplines of public and personal writing.

Prerequisite: A grade of B or better in ENG 201 or ENG 121, or departmental approval

Film**ENG 321**

3 crs. 3 hrs. 1 lab. hr.

This is a film history and appreciation course, with special emphasis on style, techniques, genres and themes. 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. Students will read about the development of the cinema and write essays about well-known films.

Prerequisites: ENG 101 and 201 or ENG 121

Fiction into Film**ENG 322**

3 crs. 3 hrs.

In this course film adaptations of 19th and 20th century fiction 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*, and *To Kill A Mockingbird*. Also included are film adaptations of stories by writers such as Richard Wright, William Faulkner, Willa Cather, F. Scott Fitzgerald, Ambrose Bierce and Ernest Gaines. Students will learn terms to describe cinematic effects and techniques.

Prerequisites: ENG 101 and 201 or ENG 121

The Art of the Detective Story**ENG 332**

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?

Prerequisites: ENG 101 and 201 or ENG 121

The Short Story**ENG 333**

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.

Prerequisites: ENG 101 and 201 or ENG 121

Children's Literature**ENG 334**

3 crs. 3 hrs.

This course studies and analyzes outstanding classical, contemporary and multicultural literature for children and adolescents, arranged by genre. Students are given an overview of the evolution of the literature from its cultural roots in myth and legend to its present role as a reflector of modern society.

Prerequisites: ENG 101 and 201 or ENG 121

Science Fiction**ENG 337**

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.

Prerequisites: ENG 101 and 201 or ENG 121

Modern Poetry**ENG 345**

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.
Prerequisites: ENG 101 and 201 or ENG 121

Women in Literature **ENG 353**
 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.
Prerequisites: ENG 101 and 201 or ENG 121

Contemporary Urban Writers **ENG 358**
 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.
Prerequisites: ENG 101 and 201 or ENG 121

English Literature I **ENG 371**
 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.
Prerequisites: ENG 101 and 201 or ENG 121

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.
Prerequisites: 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.
Prerequisites: 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.
Prerequisites: 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.
Prerequisites: 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.
Prerequisites: 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.
Prerequisites: ENG 101 and 201 or ENG 121

World Literature I: From Homer to Dante **ENG 391**
 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.
Prerequisites: 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.
Prerequisites: 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.
Prerequisites: ENG 101 and 201 or ENG 121

HUMAN SERVICES

Coordinator: Ellen Ciporen
Professors: Thomas-Robert H. Ames, Emily B. Anderson, Ellen Ciporen, Paul Levitz

Introduction to Human Services and Social Work **HUM 101**
3 crs. 3 hrs.

This course introduces students to the field of Human Services and the profession of Social Work. Those human services which deal with social and personal problems are explored as well as the knowledge base, the skills base and the values base of the social work profession. Students are exposed to the methods of working with people as individuals, in groups and on a community level. This course meets the requirements as a liberal arts elective in social science.

Human Services Skills **HUM 201**
4 crs. 4 hrs.

The course is designed to train students in the use of helping skills and techniques utilized in the field of human services. Some of the areas covered in the course include interviewing and counseling, making referrals, assessment, and behavioral techniques. This course is open only to students enrolled in the Human Services curriculum.
Prerequisite: HUM 101

Introduction to Gerontology **HUM 211**
3 crs. 3 hrs.

This course provides students with a basic understanding of the interrelationships between the physical, intellectual, social and psychological aspects of the aging process in contemporary society. Problems particular to aging are explored as well as policies and programs which have been developed to deal with them.

Introduction to Disabilities and Behavior Change **HUM 212**
3 crs. 3 hrs.

This course focuses on the psychological and sociological aspects of disabling conditions, and the approaches to effecting the person's habilitation/rehabilitation through behavior change.
Prerequisite: PSY 100

Child Welfare **HUM 213**
3 crs. 3 hrs.

This course is a survey of child welfare as a field of Social Work practice. Course content includes the relationships of parents, children and society; the development of old and new governmental programs for children; the impact on the family of child welfare policies, and the future of child welfare programs in the United States.

Field Experience in Human Services I **HUM 301**
3 crs. 1 hr. 6 lab hrs.

Students are placed for one day per week in human service settings where they learn first-hand about agency structure and function, the activities of human service professionals, and the application of human service skills. Settings include community centers, hospitals, family service agencies, community residences for the developmentally disabled, senior citizen centers, homeless shelters, child psychiatry clinics, etc. A one hour weekly class session reinforces the agency experience through case presentations and group discussion. This course is open only to students enrolled in the Human Services curriculum.

Field Experience in Human Services II **HUM 401**
3 crs. 1 hr. 6 lab hrs.

This course follows the same format as HUM 301, Field Experience in Human Services I. Remaining in the same field placement, the student deepens his/her knowledge and strengthens his/her skills through continued practice and supervision. This course is open only to students enrolled in the Human Services curriculum.

Social Welfare Programs and Policies **HUM 411**
3 crs. 3 hrs.

This course will acquaint students with the social welfare system of the United States. An historical perspective helps to illuminate the evolution of current policies, programs and practices. Poverty in the U.S. is analyzed as well as the specific programs which have been developed to alleviate it. Cross-cultural approaches to social welfare are also examined.
Prerequisite: POL 100

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 students must complete MAT 010 or MAT 011, unless exempted. MAT 051 or MAT 012 is a pre-requisite of all mathematics courses at the 100 level. All students must complete MAT 051 or MAT 012, if needed.

Chairperson: Patricia R. Wilkinson

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

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

Associate Professor: June L. Gaston

Assistant Professors: Herman J. Drucker, Marilyn Eisenberg, Robert Kaufman, Mary R. Kellogg, Shantha Krishnamachari, Sofya Nayer, Lawrence B. Spector, Ana Yudanin

Instructors: Sandra Boer, Ralph DeFiore, Jonathan Grib, Barbara Lawrence, Glenn Miller, Frederick Reese, Mildred Whitener

Lecturers: Anthony Portafoglio, Carole Weisbrot, Austin Williams

College Laboratory Technician: Alan Felix, David Iorde

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, since it is the same material as MAT 010, but at a faster pace.

Basic Arithmetic and Algebra **MAT 012**

0 cr. 6 hrs.

This course is a combination of arithmetic and elementary algebra. It includes the arithmetic of integers, fractions, decimals, and percent. In addition, such topics as signed numbers, algebraic representation, operations with polynomials, factoring, the solution of simultaneous linear equations of two variables, and graphing are covered.

Elementary Algebra **MAT 051**

0 cr. 4 hrs

This course is the first algebra course offered at the College. It includes such topics as algebraic representation, signed numbers, operations with polynomials, factoring, the solution of linear equations, the coordinate 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, since MAT 012 combines MAT 011 and MAT 051.

Prerequisite: MAT 010 or MAT 011, if needed.

Intermediate Algebra and Trigonometry **MAT 055**

3 crs. 6 hrs.

This course is the second algebra course offered at the college. It is open to students who have completed elementary algebra or its equivalent. 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, if needed.

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; and groups and fields.

Prerequisite: MAT 012 or MAT 051, if needed

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 012 or MAT 051, 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 or MAT 051, if needed.

Mathematics for Elementary Education I

MAT 114

4 crs. 4 hrs.

This course covers the first half of the mathematics recommended by the National Council of Teachers of Mathematics (NCTM) for prospective elementary school teachers, including problem solving, sets, logic, numeration, computation, integers, rational and real numbers, and number theory. This course meets the mathematics requirement only for students in the ECE program. Students who have taken MAT 100 may not receive credit for this course.

Prerequisite: MAT 012 or MAT 051, if needed.

Mathematics for Elementary Education II

MAT 115

4 crs. 4 hrs.

This course covers the second half of the mathematics recommended by NCTM for prospective elementary school teachers, including probability, statistics, plane and transformational geometry, congruence and similarity. This course meets the mathematics requirements only for students in the ECE program. Students who have taken MAT 150 may not receive credit for this course.

Prerequisite: MAT 114

Introduction to Statistics

MAT 150

4 crs. 4 hrs.

This course covers basic statistics, including: measures of central tendency, measures of dispersion, graphs, correlation, the regression line, confidence intervals, the significance of differences, and hypothesis testing, including z-tests, t-tests, and chi-square tests.

Prerequisite: MAT 012 or MAT 051, if needed.

Introduction to Discrete Mathematics

MAT 200

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 012 or MAT 051, if needed; also MAT 055. This course will satisfy the math requirement

for students in Business Administration, Computer Operations, Computer Programming, Computer Science or Accounting. 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, and the binomial theorem.

Prerequisites: MAT 012 or MAT 051, if needed; also MAT 055. Consult the department chairperson if you are in doubt about prerequisites. Recommended for mathematics- and science-oriented Liberal Arts students.

Mathematical Problem Solving

MAT 208

2 crs. 2 hrs.

This is a Liberal Arts elective course. It will focus on the general steps in the problem-solving process and the use of problem-solving strategies espoused by Polya, et al. Problems will include non-routine exercises taken from mathematics journals and competitions, and famous problems from the history of mathematics.

Prerequisites: MAT 012 or MAT 051, if needed; also MAT 055.

Statistics

MAT 209

4 crs. 4 hrs.

This course covers statistical concepts and techniques with applications. Topics include probability, random variables, the binomial distribution, the hyper-geometric distribution, measures of central tendency, the normal distribution, precision and confidence intervals, sample design and computer projects.

Prerequisite: MAT 206

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 provides 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 anti-derivative, 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 functions of two or more variables. Topics include partial differentiation, multiple integration, Taylor series, polar coordinates and the calculus of vectors in one or two dimensions.

Prerequisite: MAT 302. *Recommended for mathematics- and science-oriented Liberal Arts students.*

Linear Algebra MAT 315

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 302 or permission of the department.

Abstract Algebra MAT 320

3 crs. 3 hrs.

This course covers the standard material comprising an introduction to group and ring theory: set theory and mappings; groups, normal subgroups, and quotient groups; Sylow's Theorem; rings, ideals, and quotient rings, Euclidean rings, polynomial rings.

Prerequisite: MAT 315 or the equivalent.

Finite Mathematics MAT 402

4 crs. 4 hrs.

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

Prerequisites: MAT 012 or MAT 051, if needed; also MAT 055.

Ordinary Differential Equations MAT 501

3 crs. 3 hrs.

This is 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

History of Mathematics MAT 505

3 crs. 3 hrs.

The course follows the growth of mathematics from its empirical nature in Egypt and Babylonia to its deductive character in ancient Greece wherein the roots of the calculus will be identified. The concept of number and the

development of algebra, with Hindu, Arabic and medieval contributions are discussed. The rise of analytic geometry, the calculus, and the function concept are examined. Finally, the trend towards greater rigor and abstraction is considered including formal axiomatic systems and Godel's Incompleteness Theorem.

Prerequisite: MAT 302

Advanced Calculus I MAT 601

3 crs. 3 hrs.

The course presents the logical structure on which the foundations of the calculus have been based: construction of the real number system, mathematical induction, limits and continuity in precise formulation, functions of several variables, point sets in higher dimensions; uniform continuity, and elements of partial differentiation.

Prerequisite: MAT 303 or departmental approval

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 the Liberal Arts, Business Administration, Early Childhood Education, Human Services and Science Programs two semesters of the same foreign language are required. Students in the Emergency Medical Technician Program need one semester. Native speakers of the language in question and students who have studied a language in high school should go to the Modern Language 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. Courses may also be taken to satisfy the Liberal Arts elective requirement.

Chairperson: Bernard G. Picard

Deputy Chairpersons: Emilia E. Borsi, Fay Rogg

Professors: Neil Birnbaum, Emilia E. Borsi, Jaime A. Montesinos, Bernard G. Picard, Fay Rogg

Assistant Professors: Peter Consenstein, Carol Wasserman

Lecturer: Nidia Pulles-Linares

Senior Laboratory Technician: Luis-Alfredo Cartagena

College Laboratory Technician: Emanuel Fode

Adjunct Faculty: There are approximately 16 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.
This is 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.
This is a course for students who have had no previous background in French. Grammar is taught inductively and simple texts are read. Speaking, reading, and writing are emphasized.

French II FRN 102

4 crs. 4 hrs. 1 lab. hr.
In this continuation of French I, grammar, composition, oral comprehension of simple literary texts are developed supplemented by readings and analysis of French texts.
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.
Prerequisite: FRN 102 or departmental approval

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. This course 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. This course may be taken before French V and French VI.
Prerequisite: FRN 210 or departmental approval

Advanced French Grammar and Composition FRN 455

(Commercial French I)
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. This course is open to Business, Liberal Arts and Office Administration students.
Prerequisite: Functional knowledge of French, FRN 200 or departmental approval

Advanced French Grammar and Composition **FRN 456**

(Commercial French II)

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.

This is 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.

This is 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

Literature, Culture and Civilization of Italy **ITL 170**

3 crs. 3 hrs.

This Liberal Arts Elective is an introduction to the evolution and development of Italian culture and civilization through the literary and artistic features, geared to the understanding of present day problems of modern European Italy and the Italian American people. Readings are in English, and term papers are in English.

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

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. Speaking, reading and writing are emphasized.

Spanish II **SPN 102**

4 crs. 4 hrs. 1 lab hr.
In this continuation of Spanish I, grammar, composition, oral comprehension are developed and supplemented by readings of Spanish texts.
Prerequisite: SPN 101 or departmental approval

Spanish Conversation **SPN 130**

2 crs. 2 hrs. 1 lab hr.
Designed primarily for Health/Medical area 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 speaking students may follow the two semester sequence in Spanish. It is designed to build confidence and competence in conversing in Spanish.
Prerequisite: SPN 102 or departmental approval

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 writing course emphasizes comprehension, writing and analysis of contemporary, and classical texts.
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, Don Juan Manuel, Jorge Manrique, Fernando de Rojas, Cervantes, Quevedo, and Calderon de la Barca. Written and oral reports are required.
Prerequisite: SPN 210 or departmental approval

Spanish VI: Survey of Spanish Literature II **SPN 435**

3 crs. 3 hrs.
This course is a survey of the representative authors of the 18th and 19th centuries - Moratin, el Duque de Rivas, Larra, Becquer, Zorilla and Galdos - with emphasis on neo-classicism, romanticism and realism in the novel, theater and poetry of the period. Reading 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

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.

This course is 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.

Chairperson: Douglas K. Anderson

Deputy Chairperson: Betty Copeland

Professors: Howard A. Roberts, Anthony J. Sorce, Rochelle Weinstein, Laurence Wilson

Associate Professors: Douglas K. Anderson, Betty Copeland, Jerrold W. Schoenblum

College Laboratory Technician: Gladys Washburn

Adjunct Faculty: There are approximately 21 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 is an introduction to essentials in four voice part-writing, voice leading, composing a soprano line to a given bass, and harmonizing a given soprano in 17th and 18th century chorale style. There will be some analysis of Bach chorales.

Prerequisite: MUS 310 or departmental approval.

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.

Prerequisite: MUS 310 or departmental approval.

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 methods of group instruction used in the public schools.

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.
 This is a course in 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, preparation and performance of representative works of the standard, contemporary, and musical theater orchestral literature.

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.
 This is 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 **MUS 313**
Musicianship IV **MUS 413**

1 cr. 2 hrs. (per term)
 Continuation of MUS 113 and MUS 213.

Arranging I **MUS 351**

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

Arranging II **MUS 352**

2 crs. 2 hrs.
 Continuation of MUS 351

MUSIC AND ART

Chorus I **MUS 410** **Chorus II** **MUS 420**

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.

Chorus III **MUS 430** **Chorus IV** **MUS 440**

1 cr. 2 hrs. (per term)
Continuation of MUS 410 and MUS 420

Instrumental Ensemble I **MUS 510** **Instrumental Ensemble II** **MUS 520**

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.

Instrumental Ensemble III **MUS 530** **Instrumental Ensemble IV** **MUS 540**

1 cr. 2 hrs. (per term)
Continuation of MUS 510 and MUS 520.

Private Instruction **MUS 611-648**

1 cr. each 1/2 hr.
Beginning with scales and arpeggios, this is a study of standard repertoire with emphasis on stylistic interpretation. In addition the student develops sight-reading skills. Entry into private instruction must be approved by the chairperson following an audition.

Puerto Rican Music **MUS 881**

2 crs. 2 hrs.
Same as PRN 141 (for description, see page 43)

ART

Color and Design **ART 105**

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 Survey I **ART 110**

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.

Life Drawing **ART 164**

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.
Prerequisite: Art 301 or permission of department

Introduction to Painting **ART 171**

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).

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. Trademarks, letterheads and packaging are also covered. The course provides a broad overview of advertising design.
Prerequisite: ART 105 or departmental approval

Survey of Non-Western Art **ART 220**

2 crs. 2 hrs.
This course is an introduction to and survey of art produced in Africa, India, Oceania, and Pre-Columbian North America (Indian). Basic modes of primitive art will be presented and assessed in historical relationship to cultures past and present.

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 course offers a basic introduction to technical, theoretical, and aesthetic aspects of photography. A 35mm camera in working condition is required.

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 or Art 230 or Art 105 or permission of department

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 or departmental approval.

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 objects from nature 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 or departmental approval.

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 or departmental approval

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 or departmental approval

African Art **ART 801**

2 crs. 2 hrs.
Same as BLK 101 (for description, see page 41)

NURSING

The Nursing Department offers a program leading to the Associate in Applied Science (A.A.S.) degree. Students are then eligible to take the New York State Licensure Examination for Registered Nursing (RN). Students may matriculate in a day or part-time evening/weekend sequence.

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.*

Chairperson: Veronica Coleman
Deputy Chairpersons: Elizabeth Merrill-Varcacolis, Barbara Tacinelli, Ernestine Willis
Professors: Avor Cave, Veronica Coleman, Elizabeth Merrill-Varcacolis, Martha A. Small, Ernestine F. Willis
Associate Professors: Barbara Tacinelli, Betty West, Sung Gwak
Assistant Professors: Gwyneth Lymberis, Hyacinth Martin, Elora Orcajada, Arnette Robinson
Instructors: Jacqueline Brandwein, Fern Drillings, Consuelo Hudgins, Margie White, Rita Williams
Senior College Laboratory Technician: Miguel Cervantes
College Laboratory Technicians: Norrisjean Schaal, Susan Green
Pre-Clinical Coordinator: Jose Sierra, John Lopez
Adjunct Faculty: There are approximately 22 adjuncts in the Department.

Nursing Process I: Fundamentals of Patient Care NUR 112

8 crs. 4 hrs. 12 lab hrs.

This course is 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-Clinical sequence

Corequisites: BIO 426, PSY 400

Associate Degree Nursing Concepts NUR 120

2 crs. 2 hrs.

The course is designed to facilitate the transition of Licensed Practical Nurses to associate degree nursing education. Content is based on the philosophy, conceptual framework, and the overall curriculum objectives. Emphasis is placed upon the nursing process, nursing care plans, legal, ethical and cultural aspects of patient care, and drug calculations. Pre-clinical students who have satisfied the required remedial reading course may also enroll. This course will not be offered in 1995.

Nursing Process II: Obstetrical and Psychiatric Nursing Care NUR 211

8 crs. 4 hrs. 12 lab hrs.

This course is composed of a seven-week Maternal and Newborn Care component and a seven-week psychiatric Mental Health Nursing component. The Maternal and Newborn Care component focuses on the role of the nurse in the care of the child-bearing family during the antepartal, intrapartal and the postpartal phases of the maternity cycle, as well as the immediate care of the normal newborn and premature infant. The Psychiatric Mental Health Nursing Component introduces the student to basic mental concepts, interventions in crisis and family violence, severe mental health disorders, and substance use disorders highlighting treatment for individuals and families within the community.

Prerequisites: NUR 112, BIO 426, PSY 400

Corequisites: BIO 420, ENG 201

Nursing Process III: Pediatric and Basic Medical-Surgical Nursing Care NUR 313

8 crs. 4 hrs. 12 lab hrs.

This course is composed of a seven-week component in Nursing Care of Children and a seven-week compo-

nent in Basic Medical-Surgical Nursing Care. The Pediatric Nursing component 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 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. The Basic Medical-Surgical Nursing component builds upon previous nursing knowledge and techniques already introduced. Major emphasis is placed upon common recurring health problems. Psycho-social nursing techniques are emphasized as they relate to the care of the client with selected health problems.

Prerequisites: NUR 211 and all previous prerequisites

Corequisites: SPE 100, any PED 100-level course

Nursing Process IV: Medical-Surgical Nursing NUR 411

8 crs. 4 hrs. 12 lab hrs.

This course is composed of a semester of medical-surgical nursing. It is a continuation of medical-surgical nursing introduced in NUR 313. There is emphasis on selected medical-surgical problems and students receive supervision of more advanced medical-surgical nursing skills in the hospital lab.

Prerequisites: NUR 313 and all previous prerequisites

Corequisite: NUR 415

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 411.

Note: Nursing courses are sequential; Clinical Nursing cannot be completed in less than two (2) years. All students are required to take NLN Achievement Tests at the end of each semester. The fee is paid by the student.

Fourth semester students are also required to take a Comprehensive Achievement Test at the end of the semester. The fee is paid by the student. Failure to take NLN Achievement Tests and/or the Comprehensive Achievement Test 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 courses in Executive, Legal or Education course offerings. Students who choose the Education course offerings are eligible to take the New York City Secretary examination and to seek employment as secretaries to administrators in educational agencies and schools. Pursuing Legal course offerings is ideal for those who wish to work as secretaries in legal departments or in executive law offices. Students who wish to work as administrative or supervising secretaries in government agencies as well as in private industry should consider taking the Executive Secretary courses.

Chairperson: Charlotte M. Bishop

Deputy Chairperson: Barbara Ann Eason

Professors: Susan Amerling-Stern, Charlotte M. Bishop, Barbara Ann Eason, Marie Heinz, Anna E. Porter, Gloria C. Taylor

Associate Professor: Donna Santo

Instructor: Sue Kimbrough

Lecturer: Carol Mack Torres

Sr. College Laboratory Technician:

Iona Samuels

College Laboratory Technicians: Monica Nunez, Jocelyn Samuel

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 SEC 100

Office Skills and Machine Transcription OFF 101

4 crs. 4 hrs.

Through the use of machine dictation equipment, the students will become proficient as machine transcribers. Emphasis is placed on the mechanics of correct transcribing skills. At registration students will be assigned a two-hour per week laboratory space in order to facilitate completion of production assignments.

Corequisite: OFF 110 or department approval

Keyboarding OFF 110

2 crs. 2 hrs.

This course is designed to teach beginning students the fundamentals of keyboarding utilizing the touch type-

writing approach. The course will emphasize the development of proper keyboarding techniques, speed and accuracy. The keyboarding of basic business documents, such as letters and envelopes, inter-office memorandums, and tables is taught. Speed requirements are 30 to 40 words per minute. At registration, students are assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments.

Note: Not open to students who have completed SEC 110

Computer Keyboarding OFF 111

3 crs. 3 hrs.

This course is designed to teach beginning students the fundamentals of operating a computer keyboard using the touch approach. Proper techniques for learning the alphabetic, numeric and symbol locations will be taught. Emphasis will be given to one of the primary purposes of learning to keyboard which is to input quickly and accurately personal business letters, reports and tables in proper format. At registration, students are assigned a one-hour per week lab space to facilitate completion of homework assignments.

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 are assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments. Exemption with departmental approval.

Prerequisites: OFF 110, OFF 215, OFF 100 or departmental approval

Note: Not open to students who have completed SEC 200.

Formatting OFF 210

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 are 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

Communications for the Office OFF 215

3 crs. 3 hrs.

This course is designed to train students to plan, organize, write, edit, and rewrite business correspondence. *Prerequisites:* OFF 100 or 101 and 110, or departmental approval.

Note: Not open to students who have completed OFF 115.

OFFICE ADMINISTRATION

Text Processing I

OFF 220

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 documents, dual column, work page, and glossary. Speed requirements are 40-55 words per minute. At registration, students are assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments.

Prerequisite: OFF 110

Note: Not open to students who have completed SEC 476.

Transcription Development II— Shorthand

OFF 300

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 are 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.

Transcription Development II Machine

OFF 301

2 crs. 2 hrs.

This course is a continuation of Transcription I with emphasis on mailable copy, timed production, and advanced business documents. At registration, students are assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments.

Prerequisite: OFF 101

Text Processing II

OFF 320

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 are 50-65 words per minute. At registration, students are assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments.

Prerequisite: OFF 220 or departmental approval

Advanced OIS Functions I

OFF 321

2 crs. 2 hrs.

This course teaches the use and manipulation of the mathematics and decision processing software of an electronic information system. At registration, students are assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments.

Prerequisite: OFF 220 or departmental approval

Automated Office Administration

OFF 330

3 crs. 3 hrs.

This course provides 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 are studied. It is a lecture and case study course with the incorporation of a guest speaker and/or site visit.

Prerequisite: OFF 220

Educational Problems of the School Secretary I

OFF 370

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 is on the role of the school secretary within the school system. The course includes 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

Legal Text Processing

OFF 420

2 crs. 2 hrs.

This course concentrates 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, are taught. Required speed is 60-80 words per minute and timed production. At registration, students are assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments.

Prerequisite: OFF 220

Text Processing III

OFF 422

2 crs. 2 hrs.

This course is designed to teach alternative software programs utilized for processing documents in today's electronic office. Speed requirements are 60-80 words per minute. At registration, students are assigned a two-hour per week laboratory space in order to facilitate the completion of homework assignments.

Prerequisite: OFF 320 or departmental approval

Note: Not open to students who have completed OFF 421

OIS Supervision

OFF 430

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—are taught. In addition, systems installation procedures and system management are taught. At registration, students are assigned a two-

hour per week laboratory space in order to facilitate completion of homework assignments.

Prerequisite: OFF 320

Legal Transcription—Shorthand **OFF 450**

2 crs. 2 hrs.

This course concentrates 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 are assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments.

Prerequisites: OFF 210, OFF 300

Note: Not open to students who have completed SEC 390/391 and SEC 490/491.

Legal Transcription—Machine **OFF 451**

2 crs. 2 hrs.

This course concentrates 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 are assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments.

Prerequisites: OFF 210, OFF 301

Legal Terminology, Operations and Administration **OFF 452**

2 crs. 2 hrs.

This course introduces the student to basic legal vocabulary, legal office procedures, operations and administration. Included are a study of the courts and the court system, procedure, basic litigation and non-litigation documents. Previewed legal documents and materials are 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 101, OFF 200, OFF 210

Bilingual Stenography **OFF 460**

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 are assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments.

Prerequisites: OFF 300, OFF 210

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 includes 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.

This course is a continuation of OFF 300, Transcription Development II, with emphasis on mailable copy and production. The goal of the course is 100-120 words per minute for three minutes. At registration, students are 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 courses which are offered by the Department complement the other curricula in developing the "whole" person and focusing on individual health and physical needs. The Department also offers courses for students who want to focus on dance.

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: Norma Van Felix

Deputy Chairpersons: Joseph M. Beerman, Richard Packard, Barbara A. Solomon, George Vargas

Professors: Joseph M. Beerman, Philip Belcastro, Anthony Bria, Bobbie Harrison, Howard L. Jones, Norma Van Felix

PHYSICAL EDUCATION

Associate Professors: Olivia Cousins, Peter Fazio, Barbara A. Solomon, George Vargas

Assistant Professors: Michael Basile

Lecturers: Catherine Lange, Richard Packard

College Laboratory Technicians: Michael Cullen, Andrew Escobar

Athletic Director: Boston Keith

Aquatics Director: George Vargas

Dance Coordinator: Barbara A. Solomon

Health Coordinator: Olivia Cousins

Facilities Coordinator: James Kelly

Adjunct Faculty: There are approximately 46 adjuncts in the Department.

HEALTH EDUCATION

Note: The courses listed as HED 215, 220, 225, 230, 235, 240 and 250 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 aspects 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, health food, 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.

**Stress: Awareness, Understanding
and Management** **HED 250**
3 crs. 3 hrs.

This course is designed to provide students with a comprehensive overview of the psychological, physical and social understanding of the stress response. The course will explore the divergent ranges of the human stress response, while emphasizing the use of positive stress in an academic setting. Opportunities will be provided for students to learn concrete scientific measures, gain practical insights, and adapt viable stress management techniques. The purpose of the course is not to advocate any one particular technique, but rather to enable students to make informed decisions about stress management approaches toward enhancing health.

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.

This is a course designed to introduce students to basic skills and techniques of golf. For beginners and intermediates.

Gymnastics PED 116
1 cr. 2 hrs.

This course is 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. Option 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.)

Cycling PED 122
1 cr. 2 hrs.

One or two classroom meetings are used as an 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, are required. Students must be able to ride and provide their own bike in good working condition.

Introduction to Backpacking and Trail Hiking PED 124
1 cr. 2 hrs.

This course is 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.

In this beginning course, 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.

Intermediate Karate PED 133
1 cr. 2 hrs.

This course prepares the student for active participation in traditional Karate, which utilizes complete body movement for technique execution. It will provide the student with an understanding of the Karate precepts: Dojo Kun (seek perfection of character, be faithful, endeavor, respect others, and refrain from violent behavior), meditation, and the code of conduct.
Prerequisite: PED 132 or departmental approval

Tennis PED 135
1 cr. 2 hrs.

The fundamental tennis skills, rules and strategy are developed in this course.

Intermediate Tennis PED 136
1 cr. 2 hrs.

This course prepares the advanced beginner for a higher level of competitive and recreational participation in the game of tennis. Students will be introduced to those skills which will produce a more effective offensive and defensive serve and volley game. Strokes to be emphasized include: the volley, lob, overhead smash and drop shot.
Prerequisite: PED 135 or approval of the instructor

Conditioning and Slimnastics PED 141
1 cr. 2 hrs.

This course provides students with basic knowledge of nutrition and metabolism to enable them to correct faulty diet patterns. Emphasis is placed on helping students establish a foundation for life-long weight control and better health through the use of body conditioning exercise and a planned program of weight reduction. Social support plays a vital role in helping individuals achieve the desired goal.

Aerobics PED 142
1 cr. 2 hrs.

This movement class consists 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

1 cr. 2 hrs.

This is a beginner course in progressive exercise designed to acquaint the student with the fundamental principles and techniques of weight training. There are two hours of assigned homework per week in the Fitness Center.

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.

In this unit of study, basic steps and variations in the Fox Trot, Rumba, Cha-Cha-Cha, Tango, Lindy, Waltz, Touch Hustles and Free Dance Disco are taught.

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.

Ballet I PED 156

1 cr. 2 hrs.

This first level course introduces 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.

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 PED 197

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

Scuba Diving PED 290

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.

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.

Advanced Life Saving PED 295

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).

Lifeguard Training PED 296

1 cr. 2 hrs.
 In this course, designed to develop personal water safety skills and knowledge, students learn preventive lifeguarding, use of basic rescue equipment, and swimming rescues. American Red Cross (ARC) certificates are issued to those who meet Red Cross standards.
Prerequisite: PED 192 or higher-level course

Water Safety Instructor PED 395

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.
Prerequisite: PED 296 or Instructor's approval. Must possess current American Red Cross Emergency Water Safety or Lifeguard Training certificate and be at least 17 years of age.

DANCE

In consultation with a faculty advisor, students may take dance courses that develop and perfect their skills in the area of dance. The dance focus provides students with a thorough background in both performance and production. Students participate in dance classes, workshop performances of their own and works choreographed by established choreographers. The courses cover a wide range of dance techniques and are designed for students with previous dance training or those who are considering a career in the professional theater.

American Dance Techniques I DAN 170

4 crs. 8 hrs.
 This course is an intensive technical study of American Modern Dance, Classical Ballet, and ethnic/cultural disciplines. Students work to develop professional skills. Admission by audition.

African-American Caribbean Dance DAN 225

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.

Dance Composition DAN 266

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.

Dance Performance DAN 267

2 crs. 3 hrs.
 The course teaches 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

American Dance Techniques II DAN 270

4 crs. 8 hrs.
 This course builds upon American Dance Techniques I.
Prerequisite: PED 170, Placement examination or departmental permission.

Performing Arts Management DAN 301

3 cr. 3 hrs.
 This course is designed to provide an introduction to organizational, fiscal, managerial and artistic policy making principles and techniques involved in managing the performing arts with specific emphasis on the non-profit professional dance company.

Survey of 20th Century Dance DAN 360

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.

American Dance Techniques III DAN 370

4 crs. 8 hrs.
 This course builds upon American Dance Techniques II.
Prerequisite: PED 270, Placement examination or departmental permission.

American Dance Techniques IV DAN 470

4 crs. 8 hrs.
 This course builds upon American Dance Techniques III.
Prerequisite: PED 370, Placement examination or departmental permission.

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

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.

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 J. Slavin, Richard Whealey

Professors: Marvin Jaffe, Charles Kosky, Martin P. Levine, Samuel Levine, Stephanie H. Mazur, John L. Raynor, Herbert Ringel, Edith S. Robbins, Sylvia L. Saunders, Edgar Schnebel, Harold M. Spevack, David Waldman, Richard Whealey, Man-lim Yu

Associate Professors: Charles Goldberg, Philip Penner, Ronald J. Slavin, Edward Whitley

Assistant Professors: Henry C. Lee, Asher Torren

Senior College Laboratory Technicians:

Robert J. Bauer, Alba N. Carson, Alton W. Johnson, Myrna Kilkenny

Adjunct Faculty: There are approximately 60 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.

Fundamentals of Microbiology **BIO 230**

4 crs., 3 hrs., 3 lab hrs.

This introductory course includes the study of structure, metabolism, environmental significance and evolution of micro-organisms. The laboratory will emphasize basic bacteriological techniques of identification and culture.

Prerequisite: BIO 220

Genetics

BIO 240

3 crs., 3 hrs.

Genetics is designed as a one-semester course covering the fundamental concepts of classical, molecular, and human genetics. The student gains a background that facilitates a greater understanding of recent advances in molecular biology and human inheritance.

Prerequisite: BIO 220

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.

Prerequisites: BIO 426 and CHE 110 or 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)

This two-semester course 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 or CHE 118, or departmental approval

Note: BIO 425 and BIO 426 do not meet the science requirements in the liberal arts curriculum.

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.

This is 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.

This is 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
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 230 is CHE 220;

Prerequisite for CHE 240 is CHE 230.

CHE 210**CHE 220****CHE 230****CHE 240****ENGINEERING SCIENCE****Engineering Graphics**

2 crs. 1 hr. 4 lab hrs.

This is a course in 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 are covered.

ESC 130**Engineering Mechanics**

4 crs. 4 hrs.

This is a course in statics and dynamics and 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.

Prerequisites: PHY 225 and MAT 302 or departmental approval

ESC 200**Engineering Mechanics I**

(Statics and Particle Kinematics)

3 crs. 2 hrs. 3 lab hrs.

This course is a three-dimensional vector treatment of the static equilibrium of particles and rigid bodies. Topics include: equivalent force and coupled systems, static analysis of trusses, frames machines, friction, properties of surfaces and rigid bodies, particle kinematics, path variables, cylindrical coordinates and relative motion. Elements of design are incorporated in the course.

Prerequisites: ESC 130, MAT 302 and PHY 225; or departmental approval

ESC 201**Engineering Mechanics II**

(Kinematics and Dynamics of Rigid Bodies)

3 crs. 2 hrs. 3 lab hrs.

This course is a three-dimensional vector treatment of the kinematics of rigid bodies using various coordinate systems. Topics include: relative motion, particle dynamics, Newton's laws, energy and mechanical vibrations. Elements of design are incorporated in the course.

Prerequisites: ESC 130, ESC 201, PHY 225

Corequisite: MAT 501 or departmental approval

ESC 202**Thermodynamics I**

3 crs. 4 hrs.

This course covers introductory concepts 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.

Prerequisites: CHE 210 and PHY 225

Corequisite: MAT 303 or departmental approval

ESC 211**Circuits and Systems I**

3 crs. 4 hrs.

This course covers circuit elements and their voltage-current relations; Kirchoff's Laws, elementary circuit analysis; continuous signals; differential and difference equations; first order systems.

Prerequisite: PHY 225

Corequisite: MAT 501 or departmental approval

ESC 221**Switching Systems and Logic Design**

3 crs. 5 hrs.

This course includes the analysis and design of combinational and sequential circuits and their applications to digital systems. The use of integrated circuits in the design of digital circuits is illustrated in the laboratory experiments.

Prerequisites: MAT 302, PHY 225, and SCI 120 or SCI 121, or permission of the department

ESC 223**GEOLOGY****Geology I**

4 crs. 3 hrs. 3 lab hrs.

This course covers fundamental principles of geology encompassing the study of minerals and rocks, geological processes, interpretation of topographic and geological maps and techniques of remote sensing. This is a program elective in Engineering Science and an elective in all other curricula. It does not meet the science requirement for Liberal Arts A. A. degree.

GLY 210

SCIENCE

PHYSICS

General Physics

PHY 110

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

PHY 210

Physics II

PHY 220

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

University Physics I

PHY 215

University Physics II

PHY 225

4 crs. 4 hrs. 2 lab. hrs. (per term)

This is 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 215, MAT 301

Two terms required.

Note: Students cannot receive credit for both PHY 210 and PHY 215, or PHY 220 and PHY 225.

Modern Physics

PHY 240

3 crs. 4 hrs.

This is an introduction to atomic and nuclear physics, relativity, solid state physics and elementary particles.

Prerequisite: PHY 225

Corequisite: MAT 501 or departmental approval

The Physics of Music

PHY 400

4 crs. 3 hrs. 2 lab hrs.

The course is designed to give the student a fundamentally qualitative understanding of all the physical processes associated with the production, reproduction and perception of musical sounds. This course may fulfill the physics requirement in the CCC Curriculum.

SCIENCE

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.

Introduction to Microprocessors

SCI 140

4 crs., 3 hrs. 2 lab hrs.

This is a study of a typical microprocessor and interfacing techniques. Concepts of electricity and its application to digital circuits are introduced as needed for purposes of control and measurement of analog quantities such as current, voltage and temperature.

Nutrition

SCI 150

3 crs. 3 hrs.

This is an introduction to the fundamental principles of human nutrition. The nutrient composition of various foods is 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

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.

This 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.

Pathophysiology

SCI 510

3 crs. 3 hrs.

This course studies alterations of normal physiological processes. Included in the course are the basic principles of pathophysiology as well as application of these principles to specific organ systems.

Prerequisites: BIO 426, and CHE 110 or CHE 118; or permission of the department.

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. This course is 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 I, 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, Human Services, Philosophy, Political Science, Psychology, and Sociology.

The Social Science Department requires Liberal Arts students to fulfill their requirement for twelve (12) credits in the Social Sciences with courses from at least four (4) different Social Science disciplines. This includes all courses taken in the Center for Ethnic Studies which fall within the Social Science area (see pages 40, 41-42, 43-44).

Note: Students must successfully complete ESL 062 or ENG 088 and RDG 062 before enrolling in Social Science courses. In addition, MAT 010 or MAT 011 are prerequisites for ECO 100; MAT 051 or MAT 012 for ECO 201; and MAT 055 for ECO 202.

Chairperson: Peter J. Kott
Deputy Chairpersons: Ronald Doviak, Jesse Pavis, James Perlstein
Professors: David Allen, Stavroula Christodoulou, Jules Cohn, Hugh Dawes, Ronald Doviak, Stephen Halpern, Tziporah Kasachkoff, Abby Kleinbaum, Jesse Pavis, Martin T. Rebhun, Mayer Rossabi, Ronald Rubin
Assistant Professors: Barbara Bailey, Martin Diner, William Friedheim, Peter J. Kott, Jonathan Lang, James Perlstein, Charles Post, Minda Tessler
Instructors: Victoria Gillen, Carl Johnson, Mohammad Soleymani

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.

The Roles of Women in a Changing World **ANT 300**
 3 crs. 3 hrs.
 This course analyzes the status and roles of women in cross-cultural perspective. Particular emphasis is given to the socio-cultural forces underlying the women's rights movements in the 19th century and the present resurgence of feminism.

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.

Macroeconomics **ECO 201**
 3 crs. 3 hrs.
 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.

Microeconomics **ECO 202**
 3 crs. 3 hrs.
 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.

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.

SOCIAL SCIENCES

Western Civilization: The Emergence of the 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

HIS 250

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 philosophical 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 and the City Council 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 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.

Sociology of Urban Education SOC 110
 3 crs. 4 hrs.

This course examines the barriers to the completion of high school by urban high school students and presents the "mentor model" as one way to support and help students achieve in the school environment. Students taking this course will spend a minimum of 20 hours serving as a mentor to a student from a nearby high school.
Prerequisite: Permission of department

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.

This course examines 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.

SPEECH, COMMUNICATIONS AND THEATRE ARTS

Critical Thinking

SSC 110

3 crs. 3 hrs.

Critical Thinking presents reasoning and problem solving techniques. It begins with a description of the thinking process and proceeds to examine areas such as identifying and defining problems; understanding the roles of evidence, interpretation, and perception in reasoning; distinguishing between belief and knowledge; understanding the role of language; technique for organizing information; and methods for building and analyzing arguments.

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: ITL 101, ITL 102

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: Charlotte Croman

Deputy Chairpersons: Patricia Ivers, Doris Newberger

Professors: Charlotte Croman, Carol J. Lane, Anthony T. Millili, Doris Newburger

Associate Professors: George Fleck, Frank Galassi

Assistant Professors: Ernest L. Charrier, Diane Dowling, Susana Powell, Suzanne Schick, Ellwood E. Williams

Instructor: Mila Brisbon

Lecturers: Susan L. Grabina, Patricia Ivers

Adjunct Faculty: There are approximately 28 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.

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

SPE 200

3 crs. 3 hrs.

This course is 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.

Interpersonal Communication

SPE 240

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.

Prerequisite: SPE 100 or permission of department

The Mass Media

(Required of all CCC majors)

SPE 245

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 influence and 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.

Prerequisite: SPE 100 or permission of department.

THEATRE

Acting I

THE 101

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.

Prerequisite: SPE 100 or permission of department

Acting II

THE 102

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.

Prerequisite: THE 101 or permission of department

Introduction to Theatre

THE 150

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, Bertolucci, Gordon Craig, Stanislavski, Grotowski, Pinter, Le Roi Jones and Brustein.

Prerequisite: SPE 100 or permission of department.

Externship: Elements of Theatre Production

THE 258

3 crs. 10 hrs.

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 Tribeca Performing Arts Center or other theatre companies in Manhattan.

Prerequisite: departmental approval

CORPORATE AND CABLE COMMUNICATIONS

Note: CCC courses are open only to students enrolled in the CCC curriculum.

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.

Prerequisite: CCC 150 or CCC 180

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.

Prerequisite: CCC 150 or CCC 180

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, videot technicians, multi-image programmers, lighting people, and film and video editors.

T.V. Studio Production for Business I

CCC 160

3 crs. 4 hrs.

This is 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.

Prerequisite: CCC 150 or CCC 180

SPEECH, COMMUNICATIONS AND THEATRE ARTS

Remote Production/Video Editing I CCC 170

3 crs. 4 hrs.

Students 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.

Prerequisite: CCC 150 or CCC 180

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 CCC 301

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 170

Lighting for Television CCC 302

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

SPECIAL COURSES

Academic Life and Skills DSL 101

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.

The DSL 101 course emphasizes personal interaction, personal participation, and self-exploration. Appropriate communication skills and behavior are encouraged for the purpose of fostering personal and academic development. Specialized counseling is an essential component of this course. The DSL 101 instructor becomes the counselor for the students in his or her DSL 101 classes.

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 one of the Campus Coordinators of the CUNY B.A. Program, Dr. Ellen Simon (Room S334) or Ms. Eleanor Rollins (Room N758).

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.

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) 447-3935. Prof. Michael Giammarella, Student Life Department, is campus coordinator of the Program at BMCC.

CONTINUING EDUCATION AND COMMUNITY SERVICES

Through the Office of Adult and Continuing Education, Borough of Manhattan Community College responds to community needs by providing specialized classes and career information. The tuition-supported programs offered twice yearly, in the Fall and in the Spring, cover a broad spectrum of topic areas to meet the ever changing needs and interests of our adult community. 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 Adult and 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.

Please call the Office of Adult and Continuing Education at (212) 346-8350 for further information.

The following programs and courses are currently offered by the Office of Adult and Continuing Education and Community Services.

Private Sector Employee Training and Development Program

The Office of Adult and 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 workplace literacy programs. 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.

Free GED, Pre-GED, ESL and Literacy Classes

These classes are available to students who satisfy the eligibility requirements. All applicants must be U.S. Citizens or permanent residents, 19 years of age or older and unemployed, under-employed or on Public Assistance.

Learning for a Lifetime

A number of courses focusing on the interest of the general public are offered at the BMCC campus. Courses are offered under the general headings of Professional Development, Entrepreneurial and Small Business Development, College Preparation and English as a Second Language. The courses include: Word Processing, Writing Skills for College Preparation, Assertiveness Training for Women in Business to mention a few.

Consortium for Correctional Education

The College, through a program developed by the Office of Adult and 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, ESL and college level courses are offered to inmates during their stay at the facility.

Association for the Help of Retarded Children

The Office of Adult and 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.

Construction Management Certificate Program

The Construction Management Certificate Program is a joint venture involving Borough of Manhattan Community College and the New York City Department of Housing, Preservation and Development. 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 eighth year of operation, the program has already assisted over 450 firms and 700 individuals and is serving 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 New York Downtown Hospital and is 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.

Early Child Care Specialist Certificate Program

This 16-week program is funded by the Department of Employment to provide mature workers, 55 and older, with an opportunity to acquire relevant work experience while obtaining occupational training. Upon successful completion participants will be eligible for full or part-time employment as a Child Care Specialist.

Direct Care Counselor Training Program

Participants in this program receive intensive classroom instruction in a wide variety of theoretical and practical subjects to prepare them for positions as Direct Care Counselors, caring for the developmentally disabled in facilities located throughout the metropolitan area.

CEOSC Program

Funded by the New York State Department of Social Services (DDS), for the implementation of the BMCC Comprehensive Employment Opportunity Support Center/Enhanced Placement Initiative (CEOSC/EPI), the Job Readiness Training Program will serve Bilingual Spanish/English students with dependent children currently on Public Assistance.

Begin Language Program

The Begin Language Program funded by the Human Resources Administration is an eight-month instruction program in English as a Second Language and on-the-job work experience for recipients receiving AFDC benefits. Upon completion participants are eligible for further training.

Counseling Services

A multi-lingual counseling staff offers the following services: Professional Assessment, Career and Educational Assessment, Job Development and Referrals to Adult Basic Education, CUNY Degree Programs, Vocational Training, GED and Tuition-Based Classes.

OFFICE OF FRESHMAN STUDIES S-360 346-8595

The Office of Freshman Studies offers students many opportunities through specialized programs such as the Pre-Freshman Summer/Winter Immersion Programs, Freshman Year Project, C.O.P.E. and BMCC/Local 1199 College Skills Program, to name a few.

The Freshman Year Program's aim is to foster innovative approaches to instruction, assessment, advisement, counseling and student life. The project utilizes experienced and devoted faculty with students in settings which include small classes, intensive instruction, individualized counseling and advisement services. The goal is to provide an environment for freshman to engage in college level work with carefully thought out curricula, intensive academic support and sensitive and effective counseling strategies. The Freshman Year Program also consists of the following programs/activities: Freshman Orientation/Convocation/Registration, Family Day, Fresh Print (the freshman Newsletter which is published four times each semester), Paired/Blocked Repeater Courses, Black Men's Initiative/Black Women's Initiative, Curriculum Workshops, Leadership & Empowerment Sessions, and Focus Groups.

The Pre-freshman Summer/Winter Immersion Program is designed for newly admitted students planning to enter or continue college. The program provides an opportunity for students to acquire basic skills, complete their basic skills obligations, and get a head start on their college experience. The program will: (1) Offer basic skills courses to improve student's proficiency in English (writing), English as a Second Language, Reading, Mathematics and other introductory content courses in a theme-centered curriculum. (2) Provide students with an opportunity to enroll in one or more courses to reduce or eliminate the number of basic skills courses they will be required to take in the Fall or Spring semester. (3) Provide counseling, tutoring and other support services; and offer students an opportunity to work with concerned and committed faculty and teaching assistants in small class-size settings. Other programs offered within the Pre-Freshman Immersion Programs are as follows: CASE-1 (Computer Aided

Skills Enhancement Initiative), Community Service Initiative, Film Festival, H.O.P.E. (Higher Opportunity for Progress through Education), Library Orientation, Mathematics Immersion Program, Paul Robeson Theater Component, Political/Governmental Internship Program, Pre-Transfer Program, Work and Learn Program, and BMCC/Local 1199 College Skills Program.

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 follows:

Quality Points

Grade Definition Index

A	93-100%	4.0
A-	90-92%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	77-79%	2.3
C	73-76%	2.0
C-	70-72%	1.7
D+	67-69%	1.3
D	63-66%	1.0
D-	60-62%	0.7
F	Failure	0.0
S	Satisfactory	—
U	Unsatisfactory (counts as Failure)	0.0
W	Withdrew (assigned by instructor upon withdrawal from class between 4th and 6th weeks; non Failure)	—
WA	Administrative Withdrawal (Assigned by the Registrar's Office for administrative reasons, eg. lack of immunization)	—
WF	Withdrew Failing (counts as Failure—assigned by instructor upon withdrawal from class between 4th and 6th weeks)	0.0
WU	Withdrew Unofficially (counts as GPA computation; same as Failure)	0.0
R	The "R" grade means a course may be repeated. An "R" grade will not be issued for unofficial withdrawals (restricted to non credit, remedial and developmental courses)	—

NC	No credit granted (restricted to regular and 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 "FPN."	—
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 or courses taken on permit.	—

ACADEMIC GRADING

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 this page). 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	4.0	x 4 =	16.0
Introduction to Business	WU	0.0	x 3 =	0.0
Art Survey I	A-	3.7	x 2 =	7.4
Fundamentals of Speech	B	3.0	x 3 =	9.0
Health Education	F	0.0	x 2 =	0.0
		Totals	17.0	42.3

$$\text{GPA} = \frac{\text{Points Earned}}{\text{Credits}} = \frac{42.3}{17.0} = 2.49$$

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

GRADING POLICY

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 four credit class that meets four times a week totaling four hours. 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.

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.

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 Policy

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. This policy applies to failing grades received after September 1984.

R Grade Policy

For developmental and remedial courses, no student may receive a grade of "R" more than once for the same course. A letter grade other than "R" must be assigned the second time that course is taken.

NC Grade

An "NC" grade can be assigned to a first semester freshman who has completed a course with a "D" (with the student's permission) or an "F" grade. An "NC" grade can also be assigned to a Nursing course one time only during the 2nd-4th clinical semesters, when a student has earned a grade lower than "C." Students who transfer to another institution should note that "NC" grades may be treated as "F" grades.

See Notification of College Policy regarding absence for religious purposes, page 93.

Appeal of Grades

You may make a request to change a final earned grade issued by an instructor. Grades "A" through "U" are earned grades (see Grading System on page 85). **Only the instructor who issued the grade can change it;** however, the following steps are available for further review:

- The Instructor
- 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.

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). 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

GRADE MAILED

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 10 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 complete 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 the time that you register for your graduating semester.
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 cumulative 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 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.

HONORS AND AWARDS

Borough of Manhattan Community College Fund, Inc. Scholarships

These scholarships are awarded to students who have at least a 2.0 G.P.A., maintain a full-time course load of at least twelve credits, are registered for the semester in which the scholarship is awarded and demonstrate extreme financial need (applications have been submitted through the Office of Financial Aid).

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 600 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 required reading materials. Currently, the Periodicals section has over 700 magazines, newspapers and scholarly journals. Microfilm reader/printers enable students to read the 14,000 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-9:00 PM
Friday	8:00 AM-5:00 PM
Saturday	10:00 AM-5:00 PM

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 Body Building 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 thirty years of growth and memories. To get involved with the association contact the Office of Alumni Affairs, S750 or call 346-8813.

RULES AND REGULATIONS

See Notification of College Policy regarding absence for religious purposes, page 93.

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. During the probationary period, students maintain their academic standing with the College but are limited to 12 credits until they attain the minimum required GPA (see Academic Standing, page 87).

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 interference. These freedoms can flourish only in an atmosphere of mutual respect, civility, and trust among teachers and students, only when members of the University community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy.

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

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

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

RULES AND REGULATIONS

- 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 supervision with full discretionary power in carrying into effect the Bylaws, resolutions, and policies of the Board, the lawful resolutions of any of its committees and the policies, programs and lawful resolutions of the several 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 identification cards when requested to do so by an official of the college.
3. Unauthorized occupancy of University/College facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation, and use of University/ college equipment and/or supplies.
4. Theft from, or damage to University/College premises or property, or theft of or damage to property of any person on University/College premises is prohibited.
5. Each member of the academic community or an invited guest has the right to advocate his/her position without having 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.

11. The unlawful possession, use, or distribution of alcohol by students or employees on University/College premises or as part of any University/College activities is prohibited.

Penalties

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

2. Any tenured or non-tenured faculty member, or other member of the instruction staff or member of the classified staff engaging in any manner of conduct prohibited under substance rules 1-11 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 City University of New York 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.** A tenured or non-tenured faculty member or other member of the instructional staff, or member of the classified staff charged with engaging in any manner in conduct prohibited under substantive Rules 1-11

shall be entitled to be treated in accordance with applicable provisions of the Education Law or the Civil Service Law or the applicable collective bargaining agreement, or the Bylaws or written policies of The City University of New York.

3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1-11 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 and 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.

APPENDIX

Sanctions defined:

A. Admonition. An oral statement to the offender that he/she has violated University rules.

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

C. Censure. Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any University regulation within a period stated in the letter of reprimand.

D. Disciplinary Probation. Exclusion from participation in privileges or extracurricular University activities as set forth in the notice of disciplinary probation for a specified period of time.

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

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

G. Expulsion. Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of expulsion.

H. Complaint to Civil Authorities.

I. Ejection.

THE UNIVERSITY POLICY ON DRUG AND ALCOHOL EDUCATION:

RESOLVED, That the University Policy on Drug and Alcohol Education, adopted by the Board of Trustees of The City

University of New York on March 30, 1987, be amended to read as follows: The City University affirms its continuing commitment to drug and alcohol education on campus. The University is committed to the development and conduct of educational and support programs directed toward the use and abuse of drugs and alcohol, both legal and illegal. Implementation of this policy, which provides the framework for educational and support programs directed toward the use and abuse of drugs and alcohol, is the responsibility of the individual colleges consistent with their governance plans and established disciplinary procedures. Each of the individual colleges shall incorporate into its program the annual distribution to each student and employee of the standards of conduct that prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on the college's property or as part of college activities and a statement of the sanctions for violation; a description of the applicable local, State, and Federal legal sanction for the unlawful possession or distribution of illicit drugs and alcohol; a description of the health risks associated with the use of illicit drugs and the abuse of alcohol; and a description of any drug or alcohol-related counseling, treatment, rehabilitation, or re-entry programs available to students or employees. Each college shall review the effectiveness of its program at least once every two years, implementing such changes as may be necessary.

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 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 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.

DRUG-FREE CAMPUS POLICY AND STANDARDS OF CONDUCT

Borough of Manhattan Community College of The City University of New York affirms its continuing commitment to drug, tobacco, and alcohol education on campus. It is com-

RULES AND REGULATIONS

mitted to the development of educational and support programs directed toward the use and abuse of drugs, tobacco, and alcohol, whether legal or illegal.

The inappropriate use of alcohol and other drugs threatens the health and safety of students, employees, their families, fellow students, the general public, as well as adversely impairs performance. Towards promoting health, safety, and a positive learning and working environment, Borough of Manhattan Community College of The City University of New York is committed to preventing alcohol and other drug related problems among all members of the College community. The unlawful possession, use or distribution of alcohol or other drugs by anyone, either on College property or at College-sponsored activities, is prohibited. Any person who is determined to have violated this policy will be subject to intervention by College officials.

As a condition of employment, an employee of Borough of Manhattan Community College of The City University of New York must notify his/her supervisor if he or she is convicted of a drug related offense involving the workplace within (5) days of conviction. The College is required to notify the appropriate granting or contracting federal agency within ten (10) days of receiving notice of any such conviction. (Drug-Free Workplace Act of 1988.34 CFR Part 88, Subpart F.)

This policy and its requirements are consistent with the College's desire to promote health and safety and are in accordance with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free School and Communities Act Amendments of 1989.

Students are expected to comply with the Rules of Conduct printed in the College Bulletin and/or the Student Handbook. A student who is experiencing difficulty with alcohol or chemical dependency may be referred to the Dean of Students or to Prof. Milton Stubbs, the Substance Abuse Counselor located in the Counseling Center, Room S335. Students may also be referred by members of the instructional staff or may seek assistance directly. The Dean of Students may take disciplinary action or recommend that the student meet with a counselor for appropriate referral or assistance through self-help organizations or other outside intervention agencies.

STUDENT DISCIPLINARY PROCEDURES

The following information reprints Section 15.3-15.5 of the Bylaws of the Board of Higher Education:

Section 15.3 Student Disciplinary Procedures

- a. Any charge, accusation or allegation which is presented against a student, and which if proved, may subject a student to disciplinary action, must be submitted in writing in complete detail to the Office of the Dean of Students promptly by the individual, organization, or department making the charge.
- b. Notice of the charge shall be personally delivered or sent by the Dean of Students to the student at the address appear-

ing on the records of the College, registered or certified mail, and shall contain the following:

1. A complete and itemized statement of the charges being brought against the student including the rule, bylaw or regulation he/she is charged with violating, and possible penalties for such violation.
2. The time, the date (which shall be as soon as practicable) and the place of meeting with a counselor from the Office of the Dean of Students or a qualified faculty member designated by the Dean of Students.

3. The student shall be advised of his/her rights in the proceedings and possible consequences. Specifically the notice shall include:

A. A warning that anything he/she may say at this meeting may be used against him/her at a non-college hearing; therefore, he/she may have legal counsel present to advise him/her.

B. A statement of his/her right to remain silent without assumption of guilt.

C. A statement that the counselor is precluded from testifying in a college hearing regarding information received during the interview.

c. At the meeting with the counselor in the Office of the Dean of Students, the following procedure shall be in effect, and the final decision resulting from it is the sole responsibility of the Dean of Students:

1. An effort will be made to resolve the charges by mutual agreement and where warranted to agree on the disciplinary action to be taken.

2. The counselor, if an agreement is reached, shall report his/her recommendations to the Dean of Students for affirmation and the complainant shall be so notified.

3. If no agreement is reached, or if the complainant or the student so requests, or if the student fails to appear, a hearing will be scheduled before the Faculty-Student Disciplinary Committee.

d. The student shall be informed in writing by registered or certified mail or by personal service of the hearing with sufficient particularity of the charges and of the time and place of hearing. Notice of at least five school days shall be given to the student in advance of the hearing unless the student consents to an earlier hearing. The notice shall advise the student of his/her right to have legal counsel and witnesses participate in the hearing.

e. At the hearing, before the Faculty-Student Disciplinary Committee, the following procedure shall apply:

1. The specific charges shall be read to the student. If the student admits to the charges, the student shall have an opportunity to explain his/her actions before the Committee shall decide on the penalty. If the student

denies the charge or is silent, the hearing must continue, the accusing party proceeding first. Both sides may introduce evidence and cross-examine witnesses.

2. The College shall make a record of each disciplinary hearing by some means such as a stenographic transcript, a tape recording or the equivalent. The disciplined student is entitled, upon request, to a copy of such a transcript without cost.

3. The student shall have the option of a closed hearing or the right to request an open public hearing. However, a majority of the Committee shall have the right to hold a closed hearing when an open hearing would adversely affect and be disruptive of the Committee's normal operations.

f. The student shall be sent a copy of the Committee's decision which shall be final subject to the student's right of appeal.

g. The Faculty-Student Disciplinary Committee shall consist of two faculty and two student members plus a chairperson. The faculty members shall be selected by lot from a panel of six elected annually by the appropriate faculty body from among the persons having faculty rank or faculty status. The student members shall be selected by lot from a panel of six elected annually in an election in which all students registered at the College shall be eligible to vote. In the event that the student or faculty panel, or both are not elected, or if more members are needed, the President shall have the duty to select the panel or panels which have not been elected. No individuals of the Panel shall serve more than two consecutive years. The President shall select in consultation with the head of the appropriate campus governance body or where the president is the head of the governance body, its executive committee, three (3) members of the instructional staff of that college to receive training and to serve in rotation as chair of the disciplinary committee. If none of the chairpersons appointed from the campus can serve, the president, at his/her discretion, may request that a chairperson be selected by lottery from the entire group of chairpersons appointed by other colleges. The chairperson shall preside at all meetings of the faculty/student disciplinary committee and decide and make all ruling for the committee. He/she shall not be a voting member of the committee but shall vote in the event of a tie. A quorum shall consist of the chair and any two members. Persons who are to be participants in the hearing as witnesses or have been involved in preferring charges or who may participate in appeals procedures or any other person having a direct interest in the outcome of the hearing shall be disqualified from serving on the committee. A lawyer from the General Counsel's Office of the Board may be present to act as legal advisor to the Committee.

Appeals

An appeal from the decision of the Faculty-Student Disciplinary Committee may be made to the President who may confirm or decrease the penalty but not increase it. His/her decision of dismissal or suspension for more than one term may be made to the appropriate Committee of the Board. Any appeal under this Section shall be made in writing within 15 days

after the delivery of the decision appealed from. This requirement may be waived in a particular case for good cause by the President or Board Committee as the case may be. If the President is a party to the dispute, his/her functions with respect to an appeal shall be discharged by an official of the University to be appointed by the Chancellor.

Suspension or Dismissal

The Board reserves full power to dismiss or suspend a student, or suspend a student organization for conduct which impedes, obstructs, or interferes with the orderly and continuous administration and operation of any college, school, or unit of the University in the use of its facilities or in the achievement of its purposes as an educational institution.

A President or full Dean may, in emergency or extraordinary circumstances, temporarily suspend a student organization group for cause, pending an early hearing as provided in Bylaws 15.3 to take place within not more than seven (7) school days.

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

RULES AND REGULATIONS

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 predisciplinary hearing, a formal hearing will be scheduled before the Faculty-Student 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 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.

Withholding Student Record Data

"According to University policy, a student who is financially delinquent or in default of any of their financial accounts at the College, University, or other agency of the State or Federal Government for which the College is an agent, will not be permitted to complete registration, or be issued a copy of their grades, a transcript, certificate or degree, nor receive funds under any campus based student assistance program. (University Report, Fiscal Affairs, Section CIV, April 23, 1979.)"

IMMUNIZATION REQUIREMENTS

New York State Public Health Law #2165 requires that all students attending college must demonstrate proof of immunity against measles, mumps and rubella.

The College will begin disciplinary proceedings in accordance with Board Bylaws, section 15.3, against all students who fail to comply with Public Health Law #2165.

As a result of outbreaks of measles and other vaccines preventable diseases on campus throughout New York State, Governor Mario Cuomo, in July of 1989, signed a bill requiring college students to present a record of immunization against 2 measles, 1 mumps, and 1 rubella.

Prior to registration, you must show this proof to Health Services in Room N303.

New students must show all or at least part of their records and will have only 30 days in which to complete it in order to avoid tuition, financial aid and academic problems from occurring. Returning, transferring and re-admitting students must comply fully if they have attended New York State schools since Fall 1991. All others must follow the new student guidelines.

If you have not been immunized, or do not have records to prove you were immunized, you must go to your doctor or health clinic and have two (2) doses of MMR Vaccines given at least 30 days apart.

Health Services now provides free vaccines. Pregnant women should not be immunized, but should have blood titres drawn and tested for levels of immunity in order to insure safety for themselves and their unborn child.

EXEMPTIONS:

- (1) Persons born before January 1, 1957.
- (2) Women who are pregnant.
- (3) Documented proof of medical or religious exemption.

In New York City, the Health Department provides immunization free of charge at clinics in each borough. For information and the location of the FREE IMMUNIZATION SERVICES in your neighborhood call: (212) 349-2664. Measles, mumps and rubella can be prevented. Make sure you are protected.

THE AFFIRMATIVE ACTION POLICY

Borough of Manhattan Community College of The City University of New York is committed to the principles of Affirmative Action and Equal Opportunity. The College recruits, employs, retains, and promotes employees in all job classifications on the basis of ability and without regard to race, color, religion, sex, age, national origin, alienage or citizenship, handicap, marital status, veterans' status, or sexual orientation. To insure equal employment opportunities and nondiscrimination against minorities and women in accordance with CUNY's policy and federal, state, and local requirements, BMCC implements an Affirmative Action Program.

The College's admission and retention policies, and education and student activities programs, do not discriminate on the basis of race, color, religion, sex, age, national origin, alienage or citizenship, handicap, marital status, veterans' status, or sexual orientation.

It is a violation of University and College policy for any member of the College or University community to engage in sexual harassment or to take action against an individual who reports an incident of sexual harassment. Sexual harassment shall include unwelcome sexual advances, requests for sexual favors, and other verbal or written communications or physical conduct of a sexual nature when made a condition or basis for employment or academic standing, or when it interferes with, or affects the work of, the academic environment.

Affirmative Action Officer - Reuben A. Braxton
Associate Dean of Academic Affairs
Room S725, Tel. 346-8824

Title IX and Section 504 Coordinator - Alyne Holmes Coy
Director of Human Resources
Room S710, Tel. 346-8050

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 gender 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.

RULES AND REGULATIONS

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 Holmes Coy is the Director of Human Resources/Title IX Compliance Officer. Her telephone number is 346-8050/8051. The Title IX Coordinator is available to answer questions concerning procedures and will facilitate the processing of complaints.

Policy Guidelines

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:

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 gender 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 within fifteen (15) days 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 Human Resources. Ms. Coy is available in Room S710, 346-8050/8051 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 gender "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 gender 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 panel that handles complaints of harassment on the basis of gender has been appointed by the President and consists of Alyne Holmes Coy, Title IX Compliance Officer, Acte Maldonado, Dean of Adult and Continuing Education, and Howard Prince, Labor Relations Designee.

Individuals who believe that they have been harassed or discriminated against on the basis of gender should communicate with a member of the panel. The panel member will be available for consultation and assistance and the panel will attempt to resolve the problem within fifteen (15) days from the date complaint was received, 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 within fifteen (15) days of initial receipt of complaint submit a written report with recommendations to the President.

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

Under policies of The City University of New York, allegations of sexual harassment or discrimination should be made within thirty (30) days of the date of alleged occurrence except for extenuating circumstances.

NONDISCRIMINATION ON THE BASIS OF MENTAL OR PHYSICAL DISABILITY

Under the policies and procedures of Borough of Manhattan Community College of The City University of New York discrimination on the basis of mental or physical disability is prohibited. This includes admission and retention of students, and employment of faculty and staff (instructional and non-instructional).

Student complaints of discrimination on the basis of handicap should be communicated to the counselor for Disabled Students, Ms. Letty Eisenhauer, Room S325. 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 within thirty (30) days, through the informal process, the complainant may avail him/herself of a formal complaint procedure.

Employees covered by a collective bargaining agreement which includes discrimination on the basis of mental or physical disability, shall utilize the grievance procedure provided in their respective agreements.

Employees not covered by a collective bargaining or covered by an agreement which does not include discrimination based on handicap as a ground for grievance, shall utilize the following 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 a faculty member;
2. one individual chosen by the complainant and
3. one individual chosen by the person who is the subject of the complaint.

If a complaint is to be lodged against a dean or administrator who otherwise would sit on the committee, he or she would be replaced by someone designated by the President. The committee's responsibility will be to make a finding and recommendation to the President within fifteen (15) days from the date the complaint was received.

Students, faculty or staff requiring any further information or who wish to make a claim for discrimination based on handicap may contact Dean Reuben Braxton, Affirmative Action Officer, 346-8824/8825, or Mrs. Alyne Holmes Coy, Title IX and Section 504 Coordinator at 346-8050/51.

NO SMOKING POLICY

Following the enactment of the New York City Clean Air Act, a Smoking Policy was adopted in 1988 for units of The City University of New York including Borough of Manhattan Community College. The Clean Air Act was adopted in response to findings of the Surgeon General of the United States that passive exposure to cigarette smoke (second-hand or passive smoke) is linked to a variety of negative consequences. For overall health and safety concerns, and following the classification by the U.S. EPA of second-hand smoke as a Class A carcinogen, with input from faculty, staff, and students, the College became a SMOKE-FREE campus in April 1993. Smoking is not permitted on the premises of Borough of Manhattan Community College at either 199 Chambers Street or Fiterman Hall at 30 West Broadway. The administrator designated to review issues/complaints related to the College's NO SMOKING policy is the Director of Human Resources, Alyne Holmes Coy, Room S710.

BMCC ADMINISTRATION AND STAFF

OFFICE OF THE PRESIDENT

Stephen M. Curtis	Acting President
Annette Kanter	Executive Assistant to the President
Shari Prussin	Deputy to the President
America Roman	Executive Secretary to the President
Howard Prince	Associate Dean for Labor Relations

Richard Harris	Associate Dean for College and Community Relations
Thérèse LeMelle	Director of Publications and Communications
Jean Fraser	Public Relations Officer
Michael Savino	Public Relations Officer
Laura Higgins	Director of the Manhattan Educational Opportunity Center

OFFICE OF THE DEAN OF ACADEMIC AFFAIRS

Sadie Chavis Bragg	Acting Dean of Academic Affairs
Diana Lillig	Assistant to the Dean
Reuben A. Braxton	Associate Dean of Academic Affairs for Personnel and Faculty Development and Affirmative Action Officer
Bernard O'Loughlin	Assistant to the Associate Dean
Richard Jones	Associate Dean of Academic Affairs for Freshman Studies
Sandra Poster	Associate Dean of Academic Affairs for Media and Special Projects
Erwin Wong	Acting Associate Dean of Academic Affairs for Instruction
Barbara Wechsler	Assistant to the Associate Dean
Reinhart Kussat	Director of Instructional Testing
Tom Lew	Director of Instructional Technology
Lina Lowry	Chief Librarian
Margaret McAuliffe	Director of Institutional Research
John Montanez	Acting Director of Grants and Development
Sandra Rumayar	Director of Partnerships and Collaboratives
Robin Schanzenbach	Director of The Media Center
James Tynes	Director of The Learning Resource Center

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Joanne Giummo	Director of Health Services
George Rhinehart	Director of Student Activities

More than 203,000 students are currently registered at the City University. This includes both full-time graduate and undergraduate students enrolled in credit-bearing courses. In addition, more than 150,000 individuals enroll each year in adult and continuing education courses.

The following are some of the services provided by CUNY to help students and prospective students with their educational needs:

OFFICE OF ADMISSIONS SERVICES (OAS)

The Office of Admissions Services (OAS) assists all prospective students and applicants who are interested in attending one of the colleges of The City University of New York. The office is located at 101 West 31st Street in Manhattan and includes two divisions.

The Information Center provides information about CUNY admissions procedures, international student admissions, financial aid, CUNY programs and General Equivalency Diplomas (GED). The Center is open Monday through Wednesday from 9:00 AM to 5:45 PM, Thursday from 10:00 AM to 5:45 PM and Friday from 9:00 AM to 4:45 PM.

Schools and Community Services disseminates pre-admissions information about CUNY to students, and guidance counselors in all New York City schools and most of the large community agencies. In addition, this division of OAS administers the Test of English as a Foreign Language (TOEFL) and prepares CUNY's Freshman and Transfer Guides to Admissions.

UNIVERSITY APPLICATION PROCESSING CENTER (UAPC)

The University Processing Center (UAPC) processes all freshman and advanced standing transfer applications and evaluates all foreign educational documents. Application inquiries should be directed to OAS.

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Dear Student,

In 1990, the Federal government passed the Student Right-to-Know and Campus Security Act. This Act requires colleges to disclose completion or graduation rates to current and to prospective students beginning July 1, 1993.

For your information, of the 1950 first-time, full-time degree seeking students who entered Borough of Manhattan Community College (BMCC) in Fall 1989, about one-third or 31.4% are still enrolled in Associate Degree Programs at BMCC. Thirty-six students (1.8%) are still enrolled in Associate Degree Programs elsewhere in CUNY, 60 students (3.1%) transferred to Bachelor's Degree Programs and are still enrolled. One hundred thirty six, or 7%, have graduated from BMCC thus far. Seventy four, or 3.8%, have transferred to Bachelor's Programs in the City University of New York (CUNY), and two, or .1% have transferred to other CUNY units and received their Associate degrees. Fourteen (.7%), have transferred to Bachelor's Programs but are no longer enrolled, 29 (1.5%) have transferred to other Associate Degree Programs elsewhere in CUNY but are no longer enrolled, and 1061 (54%) are no longer enrolled at the City University of New York.

Sadie C. Bragg

Sadie C. Bragg
Acting Dean of Academic Affairs
Borough of Manhattan Community College

COLLEGE PREPARATORY INITIATIVE (CPI)

Students entering a community college in 1993 will be expected to have at least nine units of high school work in academic courses, including a minimum of 1 unit of laboratory science, 2 units of mathematics, 3 units of English and 3 elective units. Effective in 1995, students will be expected to have at least thirteen units: 1 unit of lab science, 2 units of mathematics, 4 units of English, 2 units of social science and 4 elective units.

BASIC SKILLS GUIDE						
DEPT/PROGRAM	COURSE(S)	P - Must pass basic skills before being allowed to register for course.		X - No basic skills prerequisite.		
		ENG	ESL	RDG	MAT	
Accounting	ACC 122 (Formerly 121)	X	P-062	P-062	P-010/011	
	ACC 222 (Formerly 221)	P-088	P-083	P-073	P-010/011	
	ACC 321	P-088	P-083	P-073	P-010/011	
	ACC 330	P-088	P-083	P-073	P-010/011	
	ACC 350	P-088	P-083	P-073	P-010/011	
	All 400 level ACC courses	P-090	P-084	P-073	P-010/011	
Allied Health Sciences	All EMC courses	P-090	P-084	P-073	P-010/011	
	All MRT courses	P-090	P-084	P-073	P-010/011	
	All RTT courses	P-090	P-084	P-073	P-010/011	
Business Management	ADV 200	P-090	P-084	P-073	P-010/011	
	FNB 100	P-088	P-083	P-082	P-010/011	
	All other FNB courses	P-090	P-084	P-073	P-010/011	
	BUS 104, 110, 200	P-088	P-083	P-082	P-010/011	
	All other BUS courses	P-090	P-084	P-073	P-010/011	
	MAR 100	P-088	P-083	P-062	P-010/011	
	MAR 300	P-090	P-084	P-073	P-010/011	
	MAR 320	P-090	P-084	P-073	P-010/011	
	All RET courses	P-090	P-084	P-073	P-010/011	
	RLS 202	P-088	P-083	P-062	P-010/011	
	All other RLS courses	P-090	P-084	P-073	P-010/011	
	SBE 100	P-088	P-083	P-062	P-010/011	
	All other SBE courses	P-090	P-084	P-073	P-010/011	
	TTA 200	P-088	P-083	P-062	P-010/011	
	All other TTA courses	P-090	P-084	P-073	P-010/011	
	SLS 300	P-090	P-084	P-073	P-010/011	
	Cooperative Education	CED 201	P-090	P-084	P-073	X
		CED 300 level courses and above	P-090	P-084	P-073	P-010/011
	Computer Information Systems	All CIS courses	P-088	P-062	P-062	P-010/011
		CSC 110	P-088	P-062	P-062	P-010/011
CSC 210		P-088	P-062	P-062	C-012/051*	
CSC 230		P-088	C-083*	C-073*	P-055	
CSC 310		P-088	P-062	P-062	P-012/051	
CSC 330		P-088	C-083*	C-073*	P-012/051	
CSC 410		P-088	P-062	P-062	P-012/051	
CSC 430		P-088	C-083*	C-073*	P-012/051	
CSC 450		P-088	P-062	P-062	P-055	
*C = co-requisite						
Developmental Skills		All ESL	X	X	X	X
	All RDG	X	P-062	X	X	
English	ENG 088	X	X	X	X	
	ENG 090	X	X	X	X	
	ENG 101	P-090	P-084	P-062	X	
	All other ENG	P-090	P-084	P-073	X	
Ethnic Studies	ASN 111	P-088	P-062	P-062	X	
	ASN 114	P-088	P-083	P-062	X	
	ASN 339	P-090	P-084	P-073	X	
	BLK 101, 102, 121, 122, 123, 124, 126, 127, 128, 129, 152, 154, 253, 256, 271	P-088	P-083	P-082	X	
	BLK 321, 322, 325, 335, 338	P-090	P-084	P-073	X	
	All BPR	P-088	P-083	P-062	X	
	PRN 125, 127, 128, 131, 141, 151, 152, 234, 236, 475	P-088	P-062	P-062	X	
	PRN 233, 235, 237, 238, 239	**	**	**	**	

*(Courses conducted in Spanish. Students are admitted on basis of Language Placement Test.)

BASIC SKILLS GUIDE

DEPT/PROGRAM	COURSE(S)	ENG	ESL	RDG	MAT	
Mathematics	MAT 010	X	P-061	X	X	
	MAT 011	X	P-061	X	X	
	MAT 012	X	P-061	P-061	X	
	MAT 051	X	P-061	P-061	P-010/011 or equivalent	
	MAT 055	X	P-061	P-061	P-012/051 or equivalent	
	MAT 100, 104, 109	X	P-061	P-061	P-012/051 or equivalent	
	MAT 114, 115	P-090	P-084	P-073	P-012/051 or equivalent	
	MAT 150	X	P-061	P-061	P-012/051 or equivalent	
	MAT 200	X	P-061	P-061	P-055 or equivalent	
	MAT 202	X	P-061	P-061	P-012/051 or equivalent	
	MAT 206, 208	X	P-061	P-061	P-055 or equivalent	
	MAT 209	X	P-061	P-061	P-055 or equivalent	
	MAT 215	X	P-061	P-061	P-055 or equivalent	
	MAT 301, 302, 303	X	X	X	P-055 or equivalent	
	MAT 402	X	P-061	P-061	P-055 or equivalent	
	MAT 501	X	X	X	P-055 or equivalent	
	MAT 601	X	X	X	P-055	
	Modern Languages (Students may be admitted on basis of language placement test.)	FRN 101, 102(Formerly 110)	X	P-062	P-062	X
		FRN 150	X	P-062	P-062	X
		Any other FRN course	X	X	X	X
		ITL 101	X	P-062	P-062	X
		ITL 102 (Formerly 110)	X	P-062	P-062	X
		ITL 170	ENG 088	P-062	P-062	X
		ITL 200	X	X	X	X
		SPN 101	X	P-062	P-062	X
		SPN 102 (Formerly 110)	X	P-062	P-062	X
		SPN 130	X	P-062	P-062	X
SPN 150		X	P-062	P-062	X	
SPN 200		X	X	X	X	
SPN 210		X	X	X	X	
Any other SPN course		X	X	X	X	
CHI 101		X	P-062	P-062	X	
CHI 102		P-088	P-062	P-062	X	
MUSIC & ART		ART 105	X	X	X	P-010/011
		ART 110	P-088	P-083	P-062	X
		ART 171	X	X	X	X
		ART 181	X	X	X	X
	ART 210	P-088	P-083	P-062	X	
	ART 214	X	X	X	P-010/011	
	ART 230	X	X	X	X	
	ART 234	P-088	P-083	P-062	P-010/011	
	ART 240, 271, 281	X	X	X	X	
	Any 300 level course	X	X	X	X	
	MUS 110, 220, 230, 240, 250	P-088	P-083	P-062	X	
	MUS 112, 113, 115, 120, 130, 140, 150, 160, 170, 180, 190, 212, 213, 300, 400, 500	X	X	X	X	
	Any 300, 400 or 500 course	X	X	X	X	
	Nursing	All NUR courses	P-090	P-084	P-073	P-010/011
	Office Administration	OFF 100	P-090	P-084	P-073	X
		OFF 101	P-090	P-084	P-073	X
		OFF 110	P-088	P-083	P-062	X
		OFF 111	P-088	P-083	P-062	X
All OFF 200 level and above		P-090	P-084	P-073	X	
Physical Education	HED 100, 215, 220, 225, 230, 235, 240	P-088	P-062	P-062	X	
	HED 250	X	P-062	P-062	X	
	PED 144	X	P-062	P-061	X	
	PED 190 series	X	X	X	X	
	PED (all others)	X	X	X	X	
	DAN series	X	X	X	X	

DEPT/PROGRAM	COURSE(S)	ENG	ESL	RDG	MAT	
Science	AST 110	P-088	P-062	P-062	P-010/011	
	BIO 110	P-088	P-062	P-062	P-010/011	
	BIO 210, 220	P-088	P-062	P-062	P-051	
	BIO 420, 425, 426	P-088	P-062	P-062	P-010/011	
	CHE 110, 118, 120	P-088	P-062	P-062	P-010/011	
	CHE 210, 220, 230, 240	X	X	X	P-055	
	ESC 130, 200, 201, 202, 211, 221, 223	X	X	X	P-055	
	PHY 110	P-088	P-062	P-062	P-010/011	
	PHY 210, 215, 220, 225, 240, 240, 400	X	X	X	P-055	
	SCI 100	P-088	P-062	P-062	P-010/011	
	SCI 120, 121, 140	P-088	P-062	P-062	P-055	
	SCI 150, 200, 510, 530	P-088	P-062	P-062	P-010/011	
	Social Science	ANT 100	P-088	P-083	P-062	X
		ECE 102	P-088	P-083	P-062	X
ECE 201, 202, 204, 220, 301, 302, 303, 304, 401, 403		P-090	P-084	P-062	X	
ECE 301, 302, 303, 304, 401, 403		P-090	P-084	P-073	X	
ECO 100		P-088	P-083	P-062	P-010/011	
ECO 201		P-088	P-083	P-062	P-012/051	
ECO 202		P-088	P-083	P-062	P-055	
GEO 100		P-088	P-083	P-062	X	
HIS 101, 102, 200, 250, 600		P-088	P-083	P-062	X	
PHI 100, 110, 200		P-088	P-083	P-062	X	
POL 100, 300, 400, 500		P-088	P-083	P-062	X	
PSY 100, 200, 300, 345, 400, 500, 510		P-088	P-083	P-062	X	
SOC 100, 110, 200, 300, 400		P-088	P-083	P-062	X	
SSC 100		P-088	P-083	P-062	X	
SSC 110		P-088	P-083	P-061	X	
HUM 101		P-088	P-083	P-062	X	
HUM 201, 211, 212, 213, 301, 401, 411		P-090	P-084	P-073	X	
Speech Communications and Theatre Arts		SPE 100	P-088	P-083	P-062	X
		SPE 102	P-088	P-062	P-062	X
		SPE 110, 120, 200, 240	P-088	P-083	P-062	X
	SPE 245	P-090	P-083	P-073	X	
	THE 101	P-088	P-083	P-062	X	
	THE 258	P-088	P-083	P-062	X	
	All CCC* courses	P-090	P-084	P-073	X	

* Enrollment in CCC courses is restricted to CCC majors.

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NOTE: Enrollment in other than registered or otherwise approved programs may jeopardize your eligibility for certain student aid awards.

INVENTORY OF REGISTERED PROGRAMS

Program Name	Program Code	HEGIS Code	Type of Degree Awarded	Date Registered
Accounting	01080	5002	A.A.S.	3/72
Business Administration	01076	5004	A.A.	3/72
Business Management	79416	5004	A.A.S.	8/79
Child Care/Early Childhood Education	81256	5503	A.A.S.	7/81
Corporate & Cable Communications	82563	5008	A.A.S.	12/82
Computer Operations	91518	5104	A.A.S.	10/91
Computer Programming	91517	5103	A.A.S.	10/91
Computer Science	92040	5101	A.S.	1/92
Emergency Medical Technician/Paramedic	88036	5299	A.A.S.	2/88
Engineering Science	89095	5609	A.S.	4/89
Human Services	91516	5506	A.S.	10/91
Liberal Arts	01079	5649	A.A.	3/72
Medical Record Technology	01094	5213	A.A.S.	3/72
Nursing	01093	5208.1	A.A.S.	9/67
Office Operations	88348	5005	A.A.S.	9/88
Office Automation	88349	5005	A.A.S.	9/88
Respiratory Therapy Technology	01096	5215	A.A.S.	3/72
Science	19052	5649	A.S.	9/93
Small Business/Entrepreneurship	92039	5004	A.A.S.	1/92

INDEX

A

Academic Grading 85
 Academic Life and Skills course
 (DSL 101) 12, 82
 Academic Policies
 absence 86
 academic advisement 14
 academic standing 87
 appeal of grades 86
 class attendance 86
 dismissal 89
 F grade policy 86
 grade-point average (GPA) 86
 grading system 85
 graduating with honors 87
 lateness policy 86
 probation 89
 readmission 89
 repeating courses 86
 R grade policy 86
 withdrawal from the College 89

Academic Programs 15-16

Accounting Department 32
 course descriptions 32-33
 curriculum 16

Administration and Staff 97-98

Admissions Information 3

Advanced Placement
 Examination 4

Affirmative Action Policy 95

Allied Health Sciences
 Department 33
 course descriptions 33-37
 curriculum 22, 24-25, 28-29

Alumni Association 88

Applications for admission 3

Application deadlines 4

Attendance
 BMCC requirement 86
 religious beliefs 93

Awards 87

B

Basic Skills Guide 101-103

Bill Payment 5

Business Administration Program 17
 course descriptions 37-40
 curriculum 17

Business Management
 Department 37
 Business Management Program 17
 course descriptions 37-40
 curriculum 17-18

General Management Areas
 of Study 18
 Credit and Collections 18
 Finance and Banking 18
 Marketing 18
 Real Estate 18
 Travel and Tourism 18

C

Campus Behavior Code 93

Center for Ethnic Studies 40
 course descriptions 40-44

Child Care/Early Childhood
 Education Program 19
 course descriptions 45
 curriculum 19
 Infant-Toddler Area of Study 19
 Pre-School Area of Study 19

City University of New York
 Administrative Officers/Board of
 Trustees 99
 services 99

College Discovery Program 12

College Level Examination
 Program (CLEP) 4

Computer Information Systems
 Department 46
 course descriptions 46-48
 curriculum 20-21

Computer Operations Program 20

Computer Programming Program 20

Computer Science Program 21

Continuing Education and
 Community Services 83-84

Cooperative Education and
 Placement Department 49-50
 career counseling 50
 course descriptions 49

Corporate and Cable
 Communications Program 21
 course descriptions 81-82
 curriculum 21-22

Counseling Services 12-13

CPI 100

D

Day Care 13

Dean's List 87

Developmental Skills Department 50
 course descriptions 51

Disabled student counseling 12

Dismissal, appeal of 89

E

Emergency Medical
 Technician/Paramedic
 Program 22
 course descriptions 33-34
 curriculum 22

Engineering Science Program 22
 course descriptions 75
 curriculum 23

English Department 52
 course descriptions 52-55

F

Faculty and Staff 104-117

Fees 5
 accelerated study fee 5
 change of program fee 5
 non-instructional fees 6

Financial Aid 8-11

Freshman
 orientation 4
 orientation course 12, 82

Foreign Students 3
 applications 3
 counseling 13
 tuition 5

Freshman Skills Assessment Test 4

G

Grade-Point Average (GPA) 86

Grading System 85

Graduation Requirements 87

H

Handicapped Students 12, 96-97
 counseling 12
 nondiscrimination policy 96-97

Health Services 13

Henderson Rules 89-97

Honors and Awards 87-88

INDEX

Human Services Program	23		
course descriptions	55		
curriculum	23		
I			
Immunization requirements	95		
Internships	49		
Inventory of Registered Programs	118		
J			
Job Placement	14, 50		
L			
Learning Resource Center	14		
Liberal Arts Program	24		
curriculum	24		
Library	14, 88		
M			
Mathematics Department	56		
course descriptions	56-58		
Matriculation	4		
Medical Examination	4		
Medical Record Technology Program	24		
course descriptions	34-35		
curriculum	25		
Modern Languages Department	58		
course descriptions	59-62		
Music and Art Department	62		
course descriptions	62-65		
N			
Nursing Department	65		
course descriptions	66		
curriculum	27		
Clinical Nursing Sequence	27		
Pre-Clinical Sequence	27		
Requirements and Policies	25-27		
O			
Office Administration Department	67		
course descriptions	67-69		
Office Automation Program	27		
curriculum	27		
Office Operations Program	28		
curriculum	28		
P			
Permit students	8		
Physical Education, Health, Recreation, and Dance Department	69-70		
course descriptions	70-73		
President's Advisory Board	98		
Probation	89		
Profile of College	1-2		
Public Order (Education Law)	89		
R			
Readmission	3, 89		
after academic dismissal	89		
from leave of absence	3		
Refunds	7		
Registrar Information	85-87		
Religious Beliefs and Class Attendance	93		
Residency Requirements	5		
Respiratory Therapy Program	28		
course descriptions	36-37		
curriculum	28-29		
Right to Know	100		
Rules and Regulations	89		
academic probation	89		
dismissal	89		
readmission after dismissal	89		
repeating courses	89		
transfer credit	89		
withdrawal from College	89		
withdrawal from course	85, 89		
S			
Science Department	74		
course descriptions	74-76		
Science Program	29-30		
course descriptions	74-76		
curriculum	29-30		
Second Degree Application	3		
Sexual Harassment Policy	95-96		
Senior Citizens	5		
T			
Small Business/Entrepreneurship Program	30		
course descriptions	39-40		
curriculum	30		
Social Science Department	77		
course descriptions	77-79		
Speech, Communications and Theatre Arts Department	80		
course descriptions	80-82		
Special Programs	83-85		
Sports	88		
Student Activities	5, 13		
Student Disciplinary Procedures	92-93		
Student Life Department	12		
Student Records Policy	86-87		
Student Services	12-14		
Student Support Services Program	14		
Student Status	4		
advanced standing	4		
full-time	6		
matriculation	4		
non-degree	4		
part-time	7		
Transfer	4, 87		
advanced standing	4		
application	3		
counseling	13		
credit	4		
Transcripts	87		
Tuition	5		
foreign student	5		
non-resident	5		
payment	5		
refund policy	7		
resident	5		
senior citizens	5		
veterans deferral	7		
waiver	7		
Tutorial Services	14		
V			
Veterans	7		
benefits	7		
certificate of eligibility	7		
counseling	7		
tuition deferral	7		
W			
Withdrawal from course	85, 89		
Withdrawal from the College	89		



BOROUGH OF MANHATTAN COMMUNITY COLLEGE
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