

BOROUGH OF MANHATTAN COMMUNITY COLLEGE
THE CITY UNIVERSITY OF NEW YORK • 1996-1998 COLLEGE BULLETIN

BMCC

**BOROUGH OF
MANHATTAN
COMMUNITY
COLLEGE**

THE CITY UNIVERSITY
OF NEW YORK

199 CHAMBERS STREET
NEW YORK, NEW YORK 10007

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.

Eleanor Rollins is the College's Acting Affirmative Action Officer and the 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. Rollins' office is located in the Office of the President, Room S750b, and her telephone number is (212) 346-8803.

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.

DEAR STUDENT:

Welcome to Borough of Manhattan Community College of The City University of New York. Located in the heart of the financial district of 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.

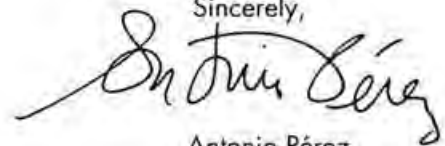
At Borough of Manhattan Community College, our faculty and staff are committed to your future and your educational needs. Our mission is to prepare you to enter the work force with highly marketable skills, and we are continually developing new and innovative programs designed to meet the demands of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

A handwritten signature in black ink that reads "Antonio Pérez". The signature is fluid and cursive, with a long horizontal stroke at the end.

Antonio Pérez,
President



CONTENTS

Profile	1
Admissions Information	3
Tuition and Fees	5
Financial Aid	9
Student Services	13
Academic Programs	17
Course Descriptions	33
Continuing Education and Community Services	85
CUNY/BMCC Special Programs	85
Academic Grading	87
Honors and Awards	89
Rules and Regulations	91
BMCC Administration and Staff	100
President's Advisory Board	101
The City University of New York	101
Basic Skills Guide	103
Faculty and Staff	106
Inventory of Registered Programs	120
Index	121

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 Computer Operations, Computer Science, Corporate and Cable Communications, Early Childhood Education, Engineering Science, Human Services, Liberal Arts, Mathematics, Nursing, Office Automation and Office 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 a 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

A PROFILE

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 that 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.

Allowing for a much needed expansion, BMCC was the recipient of the largest donation ever made to a community college. 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, computer labs, 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, multi-media labs and post production facilities
- 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 interactive 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, a New York State High School Equivalency Diploma, or Foreign Secondary Education Credentials equivalent to a U.S. high school diploma is eligible to attend Borough of Manhattan Community College.

TO APPLY

Fill out one application only and pay a \$40 non-refundable application fee for Freshman application or \$50 application 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

The application is for students who are applying for regular City University programs, for students who wish to apply for the College Discovery Program, and for students who have been educated abroad. Use this application if:

- you are currently in high school
- you are a high school graduate and have never attended college
- you have a High School Equivalency Diploma (GED) and have never attended college
- you are a permanent resident, an immigrant or a refugee
- you have foreign secondary education credentials equivalent to a U.S. high school diploma
- 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 forty dollar (\$40) bank check or money order application fee, to the high school, who 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 minimum period of six months, and who has a GPA below 2.0, to be admitted to BMCC. Please note the Advanced Standing Application deadline. Students should complete a City University--Undergraduate Transfer Application for Admission and mail it, with a fifty dollar (\$50) bank check or money order application fee to the University Application Processing Center. 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

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 at Borough of Manhattan Community College; 199 Chambers Street, Room S300; New York, NY 10007.

5. Second Degree Application

Students who have earned an Associate's Degree at Borough of Manhattan Community College and who wish to apply for a second degree must contact the Admissions Office, Room S300, and request a SECOND DEGREE APPLICATION. In addition, students must complete a minimum of 32 credits at BMCC after receiving their first Associate's Degree.

6. Readmission Application

Students whose continued attendance has been interrupted and who have left BMCC in good academic standing may be readmitted to the College by filing a readmission application in the Admissions Office (S300) and paying a \$10 non-refundable readmit fee to the Bursar's Office. Readmission is automatically granted to students in good academic standing.

The Admissions Office may offer readmission to students who are academically dismissed. Said students will be required to have their applications approved by the Committee on Academic Standing. Students so approved will be on special probation and subject to special probation rules. Regardless of how many semesters the student sat out, he/she must process their applications to the Committee on Academic Standing. For further explanation or clarification, students should see a counselor in the Department of Student Life, Room S330.

ADMISSIONS

APPLICATION DEADLINES

	Fall Semester	Spring Semester
High School Seniors and Graduates with No Previous College Credits	January 15	October 16
Students with Previous College Credits (Advanced Standing and Transfers)	March 1	November 1
Readmission Applications	August 15	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 at BMCC.) 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.103-105).

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 the Health Services Office 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 readmitting students must comply fully if they have attended New York State schools since Fall 1991. All others must follow the new student guidelines.

Physical examinations 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

The "TR" grade indicates transfer credit from another institution or courses taken on permit. Transfer credits do not affect your cumulative average at BMCC. Credits earned at another college and transferred to BMCC are evaluated by the Admissions Office. Credit is given only for courses taken at accredited institutions of Higher Education (AACRAO accreditation only*) by one of the regional accredited colleges and universities which offers courses comparable in credit and content to those offered in your major at BMCC and provided a satisfactory grade was received (i.e. D or better at any other CUNY unit; C or better at other institutions). A maximum of 30 college credits (not grades) may be transferred, provided advanced standing requirements are met. Credits are transferred only if that course will fulfill a degree requirement here at BMCC. Remedial, Developmental, Freshman Studies, English as a Second Language (E.S.L.) and College Prep courses are not acceptable. Students should not repeat transfer courses unless advised by an Academic Advisor.

If you have recently completed courses or have any outstanding transfer credits at another college, it is necessary for you to arrange to have an official transcript(s) forwarded to BMCC's Admissions Office, as soon as possible. All transcripts must be sent prior to registration. This applies to students who are seeking to readmit to BMCC, as well.

Transfer credits will only be evaluated from institutions listed on the student's admission application. Submission of false records or omission of previous college(s) attendance may result in denial of admission. THERE WILL BE NO EXCEPTIONS.

Federal regulations require that you provide proof that you have earned a high school diploma or a GED before you can receive federal aid. This policy has no effect on your eligibility for New York State financial aid. (TAP, APTS), nor your status as a matriculated student.

Advanced standing through the College Level Examination Program (CLEP), CLEP General Exams, CLEP Subject Exams (scores equivalent to A, B, C and/or through the Advanced Placement

Program (APP) of the College Board is granted at the discretion of individual academic departments. Check with the Admissions Office for detailed information.

A science course over ten (10) years old needs a departmental approval form. All technical courses need a departmental approval form. Clinical nursing courses are not transferrable. The Pharmacology course offered at New York City Technical College is the only course equivalent to MAT 104 at BMCC.

*BMCC considers the transfer credits from institutions who are accredited by one of the following associations:

- MS Middle States Association of Colleges and Schools
 - NC North Central Association of Colleges and Schools
 - NE New England Association of Schools and Colleges
 - NW Northwest Association of Schools and Colleges
 - SA Southern Association of College and Schools
 - WA Western Association of Schools and Colleges
- Credits for schools for candidacy status are not considered.

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 after at least one semester of college work has been completed. Matriculation will be granted if regular admissions requirements are met.

If a student did not take the CUNY Skills Assessment Examination, he or she will be required to do so in order to change their status from non-degree to matriculated.

Matriculation

To become matriculated, students must select a program, fill out a Change of Status Form in the Admissions Office (S300), and agree to take all courses required for the Associate's Degree.

NOTE: A matriculated student may not fill out a Change of Status Form to become a non-degree student.

Full-Time

For a description of Full-Time status, see page 6.

Part-Time

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

TUITION AND FEES

TUITION PER SEMESTER

	Full Time	Part Time	
1. Residents of New York City* who are:			
a. Matriculated Students	\$1,250.00	\$105.00	per credit
b. Nonmatriculated Students		\$120.00	per credit
2. Non-Residents of New York City who are:			
a. Residents of New York State with B-81 form on file**	\$1,250.00	\$105.00	per credit
b. Residents of New York State without B-81 form on file	\$1,538.00	\$130.00	per credit
c. Out-of-State Residents	\$1,538.00	\$130.00	per credit
d. Foreign Students***	\$1,538.00	\$130.00	per credit
e. Non-Degree Students		\$175.00	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 60 years or older are granted a tuition waiver but must pay a \$65.00 administrative fee per semester charge. Senior citizens also pay the consolidated services fee and any penalty fee they incur; senior citizens do not pay Student Activity fees or applications 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.

TUITION AND FEES

NON-INSTRUCTIONAL FEES (NON-REFUNDABLE)

1.	Consolidated Services Fee (All students per semester)	\$ 5.00
2.	Application for Admission	
	New Students	\$40.00
	Transfer Students	\$50.00
	Non-degree Students	\$40.00
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)	\$65.00
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.)

STUDENT ACTIVITIES FEES

		For students taking	Fee
1.	Full-Time Students	19-20 credits	\$100.00
2.	Part-Time Students	21-22 credits	\$230.00
		23-24 credits	\$460.00
		25 or more credits	\$690.00

* 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:

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.

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, 056

RDG (all courses)

ENG 088, 095

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. 10-11)
- You are eligible for up to six (6) semesters of TAP as an Associate's Degree student. This limit holds even if you transfer from one two-year 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)

Supplemental Tuition Assistance Program (STAP) is a New York State grant program that helps pay the tuition of first time New York State aid recipients beginning their undergraduate studies by enrolling in a remedial program for the summer term only.

- You must be enrolled at least half-time in an approved non-credit bearing remedial program in the summer term immediately preceding and/or immediately following your first year of matriculated study.
- You must not be enrolled in the College Discovery program (CD students are already funded separately for summer remediation).

At BMCC, you may receive up to two STAP awards: one for a summer term immediately preceding your first year of matriculated study and a second for a summer term immediately following your first year of matriculated study.

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 remedial or developmental courses are taken. For 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) formerly known as CAP.

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.

WAIVERS AND TUITION REFUND

Change of Program Fee Waiver

The change of program fee is not applicable when:

1. The College cancels or withdraws a course, whether or not the student substitutes another course.
2. The College changes the hours of the course after the Schedule of Classes and the Addendum are printed or makes other substantive changes that provide the student justification for a change.
3. The College requests the student to transfer from one section to another section of the same course.
4. The College cancels the registration of the student for academic or disciplinary reasons.

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, Room S-310.

Benefits—Applications for Veterans Administration benefits must be made in the Registrar's Office, Room S-310.

TUITION AND FEES

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 245 W. Houston Street, New York NY 10014.

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 and Consolidated Services 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 and CONSOLIDATED SERVICES FEE IS NON-REFUNDABLE IN ALL OTHER CASES.

COURSE CANCELLATION POLICY

Courses may be subject to cancellation for a number of reasons, such as under-enrollment. If you are in a class which has been canceled, you will be notified by the department offering the course. That department will attempt to accommodate you into another course being offered by them. If they are unable to do this, they will advise you to return to the registration area in order for you to change your program.

Students who must change their program due to canceled courses will not be charged a change of program fee.

TITLE IV TUITION REFUND SCHEDULE A

Title IV aid recipients (PELL, SEOG, STAFFORD and PERKINS LOANS) who withdraw from all courses during their first semester of attendance at BMCC are subject to the following refund schedule:

Withdrawal During Week #	% of Tuition Retained by BMCC	% of Refund
1	10%	90%
2	20%	80%
3	20%	80%
4	30%	70%
5	40%	60%
6	40%	60%
7	50%	50%
8	60%	40%
9	60%	40%
10	100%	-0-

Tuition refunds based on Title IV proceeds will be allocated in the following sequence:

a) unsubsidized Federal Direct Stafford Loan; b) subsidized Federal Direct Stafford Loan; c) PLUS loans; d) Federal PELL grants; e) SEOG; f) other Federal, State, private, or institutional financial assistance and; g) the student. Questions regarding the calculation of Title IV refunds should be directed to the Office of the Bursar, Room S-323.

Title IV Tuition Refund Schedule B

Title IV aid recipients (PELL, SEOG, STAFFORD AND PERKINS LOANS) who withdraw from all courses during any semester other than their first semester of attendance at BMCC are subject to the following refund schedule:

Withdrawal During Week #	% of Tuition Retained by BMCC	% of Refund
1	10%	90%
2	10%	90%
3	50%	50%
4	50%	50%
5	75%	25%
6	75%	25%
7	75%	25%
8	75%	25%
9	100%	-0-

Tuition refunds based on Title IV proceeds will be allocated in the following sequence: a) unsubsidized Federal Direct Stafford Loan; subsidized Federal Direct Stafford Loan; c) PLUS loans d) Federal PELL grants; e) SEOG; f) other Federal, State private, or institutional financial assistance and; g) the student. Questions regarding the calculation of Title IV refunds should be directed to the Office of the Bursar, Room S-323.

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. 10-11.)

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 \$1125.50 per semester.

Supplemental Tuition Assistance Program (STAP) is a New York State grant program that helps pay the tuition of first time New York State aid recipients beginning their undergraduate studies by enrolling in a remedial program for the summer term only.

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 resi-

FINANCIAL AID

dent, 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 \$1235.00 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 are not eligible to receive this loan.

Subsidized Federal Direct Stafford Loan is a low interest loan allowing you to borrow money 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 Direct Stafford Loan 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.

Federal Direct PLUS Loan 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 Direct 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 remedial or 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 remedial or developmental hours, you cannot receive Federal financial aid for any additional 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, subject to your ability to meet the Federal satisfactory academic progress standard outlined below.

Satisfactory Academic Progress Standard for Federal Financial Aid Programs

To remain eligible for Federal financial aid at BMCC, you must be making satisfactory academic progress towards the completion of an associate's degree. For the purposes of receiving Federal financial aid, satisfactory academic progress is defined as:

1. Achieving at least the GPA required for probationary status at the College;
2. Attempting not more than 150% of the credits normally required for the degree;
3. Accumulating credits towards the degree according to either one of the following standards of progress:
 - a. Regular standard - accumulated credits must be equal to or greater than two-thirds of the attempted credits.
 - b. Conditional standard - accumulated credits must be equal to or greater than .875 of the attempted credits minus 21.

Your academic records will be monitored at the end of the spring term each year to determine your eligibility for continued Federal financial aid in the upcoming academic year. If you fail to meet the regular standard of progress, you will be measured against the conditional standard.

NEW YORK STATE ACADEMIC STANDING REQUIREMENTS

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	18	31	45	60	75
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 completion 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.

Appeal/Probation

If you exceed the 150% cap or fall beneath the conditional standard, you may appeal through the College's normal academic appeals process to retain your eligibility to receive Federal student aid.

Your appeal will be evaluated for mitigating circumstances resulting from events such as personal illness, injury, personal tragedy, or changes in academic program. Also assessed will be the reasonableness of your capability for improving your academic record to again meet the standard of satisfactory progress.

If your appeal is granted, you will be given a one year probationary period to improve your academic record to meet the standard of satisfactory progress. There is no limit on the number of times you may follow this appeals procedure.

Reinstatement

If you choose not to appeal, or if your appeal is denied, you may regain eligibility for Federal financial aid by leaving BMCC for at least one year. Upon readmittance, you may receive assistance for the terms of the academic year of readmittance and will be measured against the standard at the end of the spring term for continued eligibility.

If you remain enrolled without receiving Federal financial aid, you may request a review of your academic record after any term in which you are enrolled without such benefits to determine whether you can again meet the stan-

dard of satisfactory progress. If the standard is met, you will regain eligibility for Federal aid in the subsequent terms of the academic year.

Determination of Attempted Credits and Accumulated Credits

Attempted credits reflect the course loads maintained in your permanent enrollment record at the College. Accumulated credits reflect those credits you have actually earned towards your degree.

In measuring satisfactory academic progress, certain courses and situations will be treated in the following ways:

1. Remedial and Developmental/ Compensatory Courses

Remedial courses and developmental and compensatory courses do not carry degree credit. These courses are not included in the cumulative record of credits earned or attempted.

2. Withdrawals

Withdrawals recorded on your permanent record will be counted in your cumulative record of credits attempted and will adversely affect your ability to meet the satisfactory progress standard.

NOTE: Changes to your enrollment record caused by retroactive "non-punitive" administrative withdrawal activity can result in your having to repay the assistance that you received that term.

3. Incomplete Grades

Your cumulative record of credits attempted must include any course for which you receive an incomplete grade. This course cannot be counted in your record of accumulated credits until you have received a completion grade. If you fail to meet the satisfactory progress standard for credit accumulation due to an incomplete grade for a course, the recording of a successful completion grade within a term which brings your accumulated credits up to the satisfactory progress standard will restore eligibility for this and subsequent terms within the academic year.

4. Repeated Courses

Successfully completed courses can generally be accepted toward degree requirements only once. However, each time you attempt a course, it is included as part of your cumulative record of credits attempted. Therefore, repeating a course, regardless of prior grade, reduces your ability to meet the satisfactory progress standard.

Treatment of Non-Standard Admissions Situations

1. Readmitted Students

Upon readmission after at least a one year period of non-reenrollment, you will receive assistance for the terms in the academic year of readmission and will be measured for continued eligibility against the satisfactory progress standard at the end of the spring term.

If you are readmitted after less than one year of non-reenrollment, your academic record will be evaluated for satisfactory academic progress as the record stood at the end of the last term of attendance.

2. Transfer Students

As a transfer student, you will have your status initialized for measuring satisfactory academic progress by using the number of transfer credits determined to be acceptable toward the degree as both your attempted credits and accumulated credits.

3. Second Degree Students

If you are enrolled for a second degree, you shall have your status initialized for measuring satisfactory academic progress by using the number of credits determined to be acceptable toward the second degree as both your attempted credits and accumulated credits.

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.

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, 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.

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 Bursar's Office, Room S320.
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, Room S-330, 212-346-8140

Acting Dean of Students: Daisy Alverio

Associate Dean of Student Affairs: Richard Jones

Senior Associate to the Dean of Students:

Angela Sales

Assistant to the Dean of Students:

Makea McDonald

Department Secretaries: Wanda Ware,

Charlotte Washington

Director of Counseling: Ardie D. DeWalt

Professors: James Blake, Joyce Bland, Ardie D. DeWalt,

Francis Elmi, Michael Giammarella, Ellen Simon

Associate Professors: Sample Pittman

Assistant Professors: Adrienne Faison, Precious Sellars-Mulhern, Milton Stubbs, Beryl Duncan-Wilson,

Instructors: Steven Buchanan, Letty Eisenhauer,

Pedro Perez

Lecturer: Irma Fernandez, Vanessa Rozzelle

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

Director of College Discovery (CD):

Joyce Bland, Room S326

Assistant to the Director of CD: Orville Hill

Disabled Student Counseling: Letty Eisenhauer,

Room S345

Foreign Student Counseling: Michael Giammarella,

Room S329

Honors Counseling: Bobbi Brauer, Room S349

Substance Abuse Counseling: Milton Stubbs,

Room S335

Psychological Counseling: Precious Sellars-Mulhern,

Room S347

Executive Director, Early Childhood Center:

Todd Boressoff

Director of Student Activities: George Rhinehart

Assistant Director: Isabel Cummings

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: Ralph Buxton, Monique

Colon, Kenneth Capeci, Fred Lane, Ayanna Miller,

Michael Neal, Roseann Ragone, Tracy Wynn,

Mayra Yopez

Staff Nurse: Joanne Castioni-Giummo, R.N.,

Room N303

CUNY/HRA Student Advocate: Celia Adams,

Room S425

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.



OTHER STUDENT SERVICES

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.

CUNY/HRA Advocate

The CUNY/HRA Advocate assists students who receive Training Related Expenses (TRE's) from the Human Resources Administration (HRA). TRE's include monies for car-fare and child care. The Advocate monitors the academic progress and standards that are required by HRA by each student's academic semester. There are specific requirements set by HRA for TRE's and for additional benefits to be granted. If for any reason, a student should become ineligible for TRE's, the Advocate assists in filing an appeal with HRA each semester. In addition, the Advocate provides referrals to city agencies.

The Office of Employment Services Program Development publishes a booklet, "A Guide to Training Related Expenses." This booklet is designed for students who are attending Two-Year Associate's Degree Programs. The booklet describes the performance guidelines for maintaining student eligibility for (TRE's) and public assistance. The booklet may be obtained in S425 and The Counseling Center in S330. For further information, contact Ms. Celia Adams at 212-346-8113, Room S425.

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 nonimmigrant 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 abroad 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. Bobbi 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, contact Dr. Precious Sellars-Mulhern at 212-346-8140, Room S330.

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 212-346-8146 in Room S335.

OTHER STUDENT SERVICES

Student Activities ■ Room S360

Tel 212-346-8125

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 is happening on campus by reading This Month at BMCC. For more information about clubs, visit the office of Mr. George Rhinehart, Director, Room S360.

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 212-346-8255

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 Castioni-Giummo, R.N.

BMCC Early Childhood Center and Family Daycare Network ■ Room N310

Tel 212-346-8260

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, con-

sists of a group of licensed day care homes serving children between two months and twelve years of age. In keeping with good early childhood practice and the Center and Network's commitment to safety and quality, each child must be enrolled according to a planned schedule. Keeping in mind the parent's classes and other college activities, the staff works out the schedule that most closely meets the needs of both parent and child. Services also include child care information and referral services.

Todd Boressoff, M.S. Ed., *Executive Director* Room N312

John Naik, *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 Mr Dwayne Wilson, Coordinator of Academic Advisement and Transfer 212-346-8898, in Room S752.

The Transfer and Academic Advisement Center ■ Room S731, Tel 212-346-8896

Mr. Dwayne Wilson, Coordinator of Transfer & Advisement

Ms. Renee Rhodd, Transfer Advisor

The Transfer and Academic Advisement Center is designed to assist students in making a successful transition from a two-year college to a four year college so that they can continue in their studies and pursue their Bachelor's Degree.

The Center offers a variety of resources and support services for students that can help them in the transfer and selection process, such as the following: individualized and group academic and transfer advising and problem solving; course equivalency information; college information fairs and visits; articulation information between BMCC and four-year colleges; academic audits for Liberal Arts students; transfer information about such areas as financial aid, admissions and scholarships; transfer workshops; and transfer instructions specifically for CUNY and SUNY colleges and universities.

In addition, students have access to the Transfer Library (S731), which houses more than 1,700 college catalogs and over 350 video tapes. This includes predominantly and historically Black Colleges, women colleges, some international universities and local and regional graduate schools. The Transfer Library also contains numerous resources and aids to assist students in making successful transfer decisions. It has current publications by the College Board, information regarding college essays, careers, title IV school Code List, and applications to both CUNY and SUNY colleges.

Learning Resource Center (LRC) ■ Room S500

Mr. James Tynes, Director, LRC

Ms. Theresa Artemus, Tutorial Program Coordinator

Mr. Panagiotis Manguravdos, Instructional Computer Services Coordinator

OTHER STUDENT SERVICES

Located in S500, the Learning Resource Center provides students with services designed to strengthen academic skills and meet learning needs. The LRC coordinates a tutorial program, instructional computer laboratories, and a variety of non-print media materials. All LRC services are available free of charge to registered BMCC students, faculty and staff.

The LRC Tutorial Program offers free tutoring services to all registered BMCC students. The tutorial services are designed to improve student success at BMCC and include: individual and small groups tutoring, as well as scheduled appointments and drop-in tutoring. The program employs qualified tutors who are certified by academic department chairpersons in the following disciplines: Accounting, Business, Computer Information Systems, English, Ethnic Studies, Modern Languages, Science, Social Science and Speech.

Student may sign up for tutoring by coming to the LRC and filling out a request form. Faculty and staff may refer students to tutoring directly by sending the LRC a referral form or by telephoning Theresa Artemus, Tutoring Coordinator 212-346-8623.

Each semester the LRC offers a series of tutor-conducted workshops in test taking, note taking, and conventional skills for English and Spanish.

The LRC maintains three instructional computer labs. The IBM Computer Lab is located in S502 and is equipped with 24 IBM PC's. The Macintosh (MAC) Lab in S500A has 28 MAC's. The labs are available to individuals, classes, and small groups for a variety of instructional purposes, self-paced exercises, and computer workshops.

The labs offer a variety of fifty minute workshops designed for those interested in learning how to use IBM and MAC personal computers. Word processing workshops are also offered. All workshops are open to students, faculty and staff. For further information on the LRC's computer services, please contact Panagiotis Managuravdos, at 212-346-8620.

Student Support Services Program (SSSP) Room 5400 ■ Tel 212-346-8380/8381

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 structured with student success in mind. The 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 which kind of special aids or adaptations would be most 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 ■

The Women's Resource Center provides support services for the growth and development of women students at BMCC as they pursue both their academic and their life-long 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 contact the Department of Student Life (212) 346-8140.

Cooperative Education/Job Placement Department Room N765 ■ Tel 212-346-8360

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. Prof. 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

Acting Chief Librarian: Sidney Eng

Deputy Chief Librarian: Evelyn Hisz, Rafat Ispahany

Professors: Sidney Eng, Evelyn Hisz, Wambui Mbugua, Vicente Revilla

Associate Professors: Joanna Bevacqua, Rafat Ispahany

Assistant Professors: Bruce Salen, Leo J. Theinert

Instructor: Barbara Linton



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
Mathematics
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
Health Information Technology
Nursing
Office Automation
Office Operations
Paramedic
Respiratory Therapy
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 103-105. 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
HED 100	Health Education	2
MAT 150	Introduction to Statistics ¹	4
	OR	
MAT 200	Introduction to Discrete Mathematics ²	4
	OR	
MAT 2xx	Mathematics ²	4
PED xxx	Physical Education ³	1
SPE 100	Fundamentals Speech ⁴	3
XXX xxx	Music or Art	1
XXX xxx	Science ⁵	4
XXX xxx	Social Science ⁶	3
Total General Credits		24

Curriculum Requirements

ACC 122	Accounting Principles I	4
ACC 222	Accounting Principles II	4
ACC 321	Accounting Applications in Micro Computers	3
ACC 330	Intermediate Accounting	3
ACC 350	Cost Accounting I	3
ACC 430	Intermediate Accounting II	3
ACC xxx	Accounting Elective ⁷	3
BUS 104	Introduction to Business	3
	OR	
BUS 110	Business Law	3
CED 201	Career Planning ⁸	2
CED 301	Accounting Internship ⁸	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		36
Total Program Credits		60

¹Please note that 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 056) are pre-requisites for MAT 200 and MAT 206.

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

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

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

⁶Choose one (1) course in anthropology, geography, history, philosophy, political science, psychology, sociology or any Ethnic Studies social science course.

⁷In consultation with a faculty advisor in the Accounting Department, students will determine the appropriate accounting elective.

⁸Students 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 39-42.) 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
HED 100	Health Education	2
MAT 200	Introduction to Discrete Mathematics ¹	4
	OR	
MAT 206	Mathematical Foundations of Calculus ¹	4
ECO 201	Macroeconomics	3
	OR	
ECO 202	Microeconomics	3
PED xxx	Physical Education ²	1
SPE 100	Fundamentals Speech ³	3
XXX xxx	Liberal Arts Elective ⁴	20
XXX xxx	Music or Art ⁵	2
XXX xxx	Science ⁶	4
Total General Credits		45

Curriculum Requirements

BUS 104	Introduction to Business	3
BUS 110	Business Law	3
ACC xxx	Accounting Elective	3
CIS 100	Computer Applications	3
MAR 100	Introduction to Marketing	3
Total Curriculum Credits		15
Total Program Credits		60

¹Please note that Elementary Algebra (MAT 051) and Intermediate Algebra (MAT 056) are pre-requisites 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 the following areas: English, Ethnic Studies, Social Science, Mathematics, or Foreign Languages. Choices must be from at least three (3) different areas.

⁵Note: Some Music courses are one (1) credit. A total of two (2) credits is required.

⁶Choose 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 39-42 for course descriptions.)

General Requirements

ENG 101	English Composition I	3
ENG 201	English Composition II	3
MAT 150	Introduction to Statistics ¹	4
	OR	
MAT 200	Introduction to Discrete Mathematics ¹	4
	OR	
MAT 206	Mathematical Foundations of Calculus ¹	4
ECO 201	Macroeconomics	3
	OR	
ECO 202	Microeconomics	3
PED xxx	Physical Education ²	1
SPE 100	Fundamentals Speech ³	3
XXX xxx	Science ⁴	4
Total General Credits		21

BUSINESS MANAGEMENT

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 361	Business Management Internship I	2
CIS 100	Computer Applications	3
FNB 100	Introduction to Finance	3
MAR 100	Introduction to Marketing	3
	Total Curriculum Credits	30
XXX xxx	Business Electives (see below)	9
	Total Program Credits	60

BUSINESS MANAGEMENT ELECTIVES

In consultation with a faculty advisor, students pursuing the A.A.S. degree in Business Management may prepare for employment or continued study in one of the subject areas listed below:

General Management Electives

BUS 200	Business Organization & Management	3
BUS 311	Human Resource Management	3
SBE 100	Product & Service Creation	3
	Total Elective Credit	9

Finance & Banking Electives

FNB 230	Financial Management	3
FNB 250	Money & Banking	3
FNB 300	Investments	3
	Total Elective Credit	9

Marketing Electives

ADV 200	Essentials of Advertising	3
MAR 300	Sales Principles & Practices	3
RET 300	Consumer Motivations	3
	Total Elective Credit	9

Real Estate Electives

RLS 202	Real Estate Salesperson's Qualifying Course	3
RLS 203	Real Estate Broker's Qualifying Course	3
RLS 301	Real Estate Management	3
	Total Elective Credit	9

Travel & Tourism Electives

TTA 200	Introduction to Travel & Tourism	3
TTA 201	Travel Operations	3
TTA 301	World Markets	3
	OR	
TTA 100	Tour Management	3
	Total Elective Credit	9

¹Please note that MAT 012 or MAT 051 or exemption from Elementary Algebra is a pre-requisite for MAT 150. Intermediate Algebra (MAT 056) 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.

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	Fundamental of Mathematics ¹	4
	OR	
MAT 114	Mathematics for Elementary Education ¹	4
	OR	
MAT 150	Introduction to Statistics ¹	4
SPE 100	Fundamentals of Speech ²	3
XXX xxx	General Elective	2
XXX xxx	Music or Art ³	2
XXX xxx	Science ⁴	4
XXX xxx	Social Science ⁵	3
	Total General Credits	26

Curriculum Requirements

ECE 102	Early Child Education I	3
XXX xxx	Social Science ⁴	9
XXX xxx	Modern Foreign Language ⁷	3-4
XXX xxx	Modern Foreign Language ⁷	3-4
	Total Curriculum Credits	18-20

Infant-Toddler (Birth to 3 Years) Area of Study Requirements

ECE 201	The Exceptional Child	3
ECE 204	Infant Care Curriculum & Planning Program	3
ECE 303	Early Childhood Education II (Practicum)	3
ECE 304	Toddler Care Curriculum & 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		60-62

Pre-School (3 to 6 Years) Area of Study Requirements

ECE 201	The Exceptional Child	3
ECE 202	Curriculum & Program Planning for Young Children I	3
ECE 301	Early Childhood Education II (Practicum)	3
ECE 302	Curriculum & 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		60-62

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 math courses.

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

³Note: Some Music courses are one (1) credit. A total of two (2) credits is required.

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

⁵Choose from ECO 100 or POL 100.

⁶Choose 9 credits from the following: PSY 100, PSY 500, SOC 100, SOC 400 or SOC 500.

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 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
XXX xxx	Elective ¹	10
MAT xxx	Mathematics ²	4
Total General Credits		20

Curriculum Requirements

CSC 110	Computer Programming I	4
CIS 120	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 & Management	3
CED 201	Career Planning	
	AND	
CED 315	CIS Internship I ³	3-4
XXX xxx	Elective ⁴	3-4
Total Curriculum Credits		40-42
Total Program Credits		60-62

¹Choose not more than one (1) course per category, except in Music; choose not more than two (2) credits: HED 100, SPE 100 or SPE 102 for students whose first language is not English, Social Science, Music or Art, or Science (AST 110, CHE 110, BIO 110 or PHY 110).

²Choose 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 056) is a pre-requisite for MAT 200 and MAT 206.

³A Business Management, CIS or CSC elective may be substituted for CED 201 and CED 315.

⁴Choose one course from Business Management, ACC, CIS or CSC.

COMPUTER PROGRAMMING

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
XXX xxx	Elective ¹	10
MAT xxx	Mathematics ²	4
Total General Credits		20

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
XXX xxx	CIS or CSC Elective ³	3
ACC 122	Accounting Principles I	4
ACC 222	Accounting Principles II	4
BUS 104	Introduction to Business	3
	OR	
BUS 200	Business Organization & Management	3
CED 201	Career Planning	
	AND	
CED 315	CIS Internship I ⁴	3-4
XXX xxx	Elective ⁵	2
Total Curriculum Credits		40-41
Total Program Credits		60-61

¹Choose not more than one (1) course per category, except in Music where two (2) credits may be chosen: HED 100, SPE 100 or SPE 102 for students whose first language is not English, Social Science, Music or Art, or Science (AST 110, BIO 110, CHE 110 or PHY 110).

²Choose 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 056) is a pre-requisite for MAT 200 and MAT 206.

³Choose one from CIS 340, CIS 345, CIS 440, CIS 445 or CSC 230, CSC 310, CSC 330, CSC 410, CSC 430.

⁴An ACC, Business Management, CIS or CSC elective may be substituted for CED 201 and CED 315.

⁵Choose one (1) course from ACC, Business Management, CIS or CSC.

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
SPE 100	Fundamentals Speech ¹	3
XXX xxx	Music or Art	1
XXX xxx	Social Science ²	3
Total General Credits		13

Curriculum Requirements

CSC 110	Computer Programming I	4
CSC 210	Computer Programming II	4
CSC 230	Discrete Structures	3
CSC 310	Assembler Language & Architecture I	3
CSC 330	Data Structures I	3
CSC 410	Assembler Language & Architecture II	3
CSC 430	Data Structures II	3
MAT 200	Introduction to Discrete Mathematics ³	4
MAT 301	Analytic Geometry & Calculus ⁴	4
MAT 302	Analytic Geometry & Calculus II	4
MAT 303	Analytic Geometry & Calculus III	4
PHY 215	University Physics I	4
PHY 225	University Physics II	4
Total Curriculum Credits		47
Total Program Credits		60

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

²Choose one course in anthropology, economics, geography, history, philosophy, political science, psychology, sociology or any Ethnic Studies social science course.

³Please note that Elementary Algebra (MAT 051) and Intermediate Algebra (MAT 056) are pre-requisites for MAT 200.

⁴MAT 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 82-84 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.

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 xxx	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 Elective ⁴	3
XXX xxx	General Elective	1
	Total General Credits	24

Curriculum Requirements

CCC 150	Introduction to Corporate Media Applications	3
CCC 155	Non-Broadcast Television	3
CCC 160	T.V. Studio Production for Business I	3
CCC 170	Remote Production/Video Editing I	3
CCC 260	T.V. Studio Production for Business II	3
CCC 270	Remote Production/Video Editing II	3
CCC xxx	Program Elective ²	3
XXX xxx	Art Elective	2
BUS 200	Business Organization & Management	3
CIS 100	Introduction to Computer Applications	3
CED 201	Career Planning	2
CED 371	Corporate & Cable Communications Internship I	2
SPE 245	Mass Media	3
	Total Curriculum Credits	36
	Total Program Credits	60

¹Please note that MAT 012 or MAT 051 or exemption from Elementary Algebra is a pre-requisite for MAT 100 and 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 from anthropology, economics, geography history, philosophy, political science, psychology sociology or any Ethnic Studies social science course.

⁵Choose from CCC 300, CCC 301, CCC 302, CCC 306, SPE 240.

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
SPE 100	Fundamentals of Speech ¹	3
XXX xxx	Social Science Elective ²	6
	Total General Credits	17

Curriculum Requirements

CHE 210	Chemistry I	4
CHE 220	Chemistry II	4
MAT 301	Analytic Geometry and Calculus I ³	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

HEALTH INFORMATION TECHNOLOGY

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		65⁴

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

²Choose two (2) 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.

³MAT 206 is a pre-requisite for MAT 301.

⁴Depending upon the combination of elective courses chosen, the total program credits may exceed 65.

HEALTH INFORMATION TECHNOLOGY

The Health Information Technology Program, administered by the Allied Health Sciences Department (see pages xx-xx for course descriptions), equips students with the competencies to use manual or computerized health information systems that collect data for analyzation, 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 HIT courses, including CIS 105 and CIS 205. Students who fail any Health Information 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 Health Information Technology program. BMCC students wishing to transfer into Health Information Technology must also have attained a GPA of 2.0 or above.

Note: Admission to the HIT sequence occurs in September only. All students must complete any remedial requirements prior to admission to the HIT 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
PSY 100	General Psychology	3
SPE 100	Fundamentals of Speech ²	3
Total General Credits		16

Curriculum Requirements

HIT 103	Medical Terminology I	3
HIT 104	Introduction to Health Data Information	2
HIT 105	Retention & Retrieval of Health Information	3
HIT 203	Medical Terminology II	3
HIT 204	Health Statistics	2
HIT 205	Health Record Systems	2
HIT 206	Pathology of Disease	3
HIT 210	Medical Record Summer Clinical Practicum ³	3
HIT 330	Medical Coding I	2
HIT 331	Medicolegal Applications	2
HIT 332	Quality Assurance & Form Design	2
HIT 421	Medical Coding II	2
HIT 422	Health Care Delivery Systems	1
HIT 423	Medical Record Management	2
HIT 430	Medical Record Clinical Practicum II ³	4
BIO 425	Anatomy and Physiology I ⁴	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		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.

³Students 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.

⁴Please note that General Chemistry (CHE 110) is a pre-requisite for BIO 425.

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
SPE 100	Fundamentals of Speech ²	3
XXX xxx	Science ³	4
XXX xxx	Modern Foreign Language ⁴	3-4
XXX xxx	Modern Foreign Language ⁴	3-4
XXX xxx	Music or Art ⁵	2
XXX xxx	Elective	2
Total General Credits		29-31

Curriculum Requirements

HUM 101	Introduction to Human Services & Social Work	3
HUM 201	Human Services Skills	4
HUM 211	Introduction to Gerontology OR	3
HUM 212	Introduction to Disabilities & Behavior Change OR	3
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 & Policies	3
PSY 100	General Psychology	3
SOC 100	Introduction to Sociology	3
POL 100	American Government	3
XXX xxx	Social Science ⁶	3
Total Curriculum Credits		31
Total Program Credits		60-62

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

²For Students whose first language is English, SPE 102 will satisfy this requirement.

³Choose from AST 110, BIO 110, CHE 110 or PHY 110.

⁴A 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.

⁵Note: Some Music courses are one (1) credit. A total of two (2) credits is required.

⁶Choose from PSY 400, PSY 500, PSY 510 or SOC 500.

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 six (6) elective credits in the career departments. Any additional credits will not be accepted toward the Liberal Arts degree. In addition, DSL 101 cannot be used as a liberal arts elective.

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 OR	4
MAT 150	Introduction to Statistics ² OR	4
MAT 200	Discrete Mathematics ² OR	4
MAT 206	Mathematical Foundation for Calculus ² OR	4
MAT 301	Analytic Geometry and Calculus ²	4
PED xxx	Physical Education ³	1
SPE 100	Fundamentals of Speech ⁴	3
XXX xxx	Modern Foreign Language ⁵	6-8
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	13
Total Program Credits		60-62

¹Choose from any English (ENG) 300 level course or any ASN or 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 056) is a pre-requisite for MAT 200 and MAT 206. MAT 104, MAT 019, 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.

MATHEMATICS

⁶Note: Some Music courses are one (1) credit. A total of two (2) 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 or any Ethnic Studies social science course in one of the above categories. Students are required to take social science course in four (4) different disciplines.

⁹A maximum of six (6) elective credits may be taken in career departments. DSL cannot be used as a liberal arts elective. A maximum of two (2) credits from PED courses may be counted as Liberal Arts electives.

MATHEMATICS

The Department of Mathematics offers an A.S. degree in Mathematics. The program is designed to provide students with the first two years of study required to major in mathematics at the senior college level but is also suitable for students who wish to minor in mathematics at the senior college level, and it provides the foundation for specialization along any of the following career paths: graduate studies in mathematics leading to the masters or doctoral degrees; professional in the field of mathematics education; professions requiring substantial mathematics preparation (e.g., statistician, actuary, medical or physical sciences, economics, etc.)

In addition to certain prescribed courses in liberal arts and required coursework in elementary calculus and linear algebra, the curriculum offers additional selections from among the following: ordinary differential equations, advanced calculus, abstract algebra, history of mathematics, statistics, and computer programming.

General Requirements

ENG 101	English Composition I	3
ENG 201	English Composition II	3
HED 100	Health Education OR	
PED xxx	Physical Education ¹	1-2
XXX xxx	Modern Foreign Language ²	6-8
XXX xxx	Music or Art ³	2
SPE 100	Fundamentals of Speech ⁴	3
XXX xxx	Science ⁵	8
XXX xxx	Social Science ⁶	6
XXX xxx	Electives ⁷	3-4
Total General Credits		36-38

Curriculum Requirements

MAT 301	Analytic Geometry and Calculus I	4
MAT 302	Analytic Geometry and Calculus II	4
MAT 303	Analytic Geometry & Calculus III	4
MAT 315	Linear Algebra	3
Total Program Credits		15

Program Electives

(Choose three or more courses for a total of nine credits)

MAT 209	Statistics	4
MAT 320	Abstract Algebra	3
MAT 501	Differential Equations	3
MAT 505	History of Mathematics	3
MAT 601	Advanced Calculus	4
CSC 210	Computer Programming II	4
Total Elective Credits		9
Total Program Credits		60-62

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

²A 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.

³Note: Some Music courses are one (1) credit. A total of two (2) credits is required.

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

⁵Choose from PHY 210-220; PHY 215-225; CHE 210-220; or BIO 210-220.

⁶Choose two courses from anthropology, economics, geography, history, philosophy, political science, psychology, sociology or any Ethnic Studies social sciences course.

⁷Depending on the student's choice of HED 100 or PED xxx, The student will be advised to take 3 or 4 credits to meet the minimum requirement of 60 credits for the degree.

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:

- 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.
- 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:

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

- 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:

- 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.
- 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.
- 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:

- 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 by May 1 for the Fall semester and by December 1 for the Spring semester. 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. Students who have not enrolled in the Nursing Program for more than five years are ineligible for re-entry into the Program. 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.

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
MAT 104	Mathematics for Health Sciences ¹	3
SOC 100	Introduction to Sociology	3
BIO 425	Anatomy & Physiology ²	4
Total Pre-Clinical Credits		13

General Requirements

BIO 426	Anatomy & Physiology II	4
BIO 420	Microbiology	4
ENG 201	English Composition II	3
PSY 400	Developmental Psychology	3
SPE 100	Fundamentals of Speech ³	3
XXX xxx	General Elective	2
Total General Credits		19

Curriculum Requirements

NUR 112	Nursing Process Level I Fundamentals of Patient Care ⁴	8
NUR 211	Nursing Process Level II Obstetrics & Psychiatric Care	8
NUR 313	Nursing Process Level III Pediatric & Basic Medical Surgical Care	8
NUR 411	Nursing Process Level IV Medical Surgical Care	8
NUR 415	Nursing Today & Tomorrow	1
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 104.

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

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

⁴Students 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 xxx	Physical Education ²	1
SPE 100	Fundamentals of Speech ³	3
XXX xxx	Science ⁴	4
XXX xxx	Liberal Arts Elective ⁵	2-3
Total General Credits		22-23

Curriculum Requirements

OFF 110	Keyboarding	2
OFF 101	Office Skills & Machine Transcription	4
OFF 215	Communications for the Office	3
OFF 220	Text Processing I	4
OFF 320	Text Processing II	2
OFF 322	Advanced Text Processing Functions	2
OFF 330	Automated Office Administration	3
OFF 422	Text Processing III	2
OFF 430	OIS Supervision	2
ACC 122	Accounting Principles I	4
BUS 110	Business Law	3
BUS 104	Introduction to Business	3
	OR	
BUS 200	Business Organization and Management	3
CED 201	Career Planning	2
	AND	
CED 351	Office Administration Internship I	2
Total Curriculum Credits		38
Total Program Credits		60-61

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

⁵Choose Music or Art or Social Science.

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 xxx	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 Elective ⁶	3
Total General Credits		25

Curriculum Requirements

OFF 101	Office Skills & Machine Transcription	4
OFF 110	Keyboarding	2
OFF 202	Advanced Office Skills & Machine Transcription	2
OFF 210	Formatting	2
OFF 215	Communications for the Office	3
OFF 220	Text Processing I	4
OFF 320	Text Processing II	2
OFF xxx	Departmental Electives ⁷	8
BUS 104	Introduction to Business Administration	3
	OR	
BUS 200	Business Organization & Management	3
CED 201	Career Planning	2
	OR	
CED 351	Office Administration Internship I	2
XXX xxx	Program Elective ⁸	3-4
Total Curriculum Credits		35-36
Total Program Credits		60-61

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 (1) credit. A total of two (2) credits is required.

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

⁶Choose one (1) course in anthropology, economics, geography, history, philosophy, political science, psychology, sociology or any Ethnic Studies social science course.

⁷In consultation with a faculty advisor in the Office Administration Department, students will determine the appropriate electives.

⁸Choose from ACC 122, BUS 110 or CIS 100.

PARAMEDIC PROGRAM

PARAMEDIC PROGRAM

The Paramedic Program, administered by the Allied Health Sciences Department provides the knowledge and skills necessary for graduates to function in advanced pre-hospital care. The curriculum follows the guidelines established by the 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.

Note: Admission to the EMT sequence occurs in September only. All students must complete any remedial 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 ³	6
EMC 102	Emergency Medical Care/Paramedic II	6
EMC 201	Emergency Medical Care/Paramedic	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	4
CHE 220	Chemistry II	4
PSY 100	General Psychology	3
Total Curriculum Credits		49
Total Program Credits		62

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 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 course 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.

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 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 program. BMCC students wishing to transfer into Respiratory Therapy 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
Total General Credits		9

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 ²	3
RTT 210	Respiratory Therapy Summer Clinical Practicum ²	6
RTT 301	Respiratory Therapy II	3
RTT 302	Respiratory Therapy Clinical Practicum II ²	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 ²	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
SCI 530	Pharmacology	3
	Total Curriculum Credits	64
	Total Program Credits	73

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

²Students 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 Speech ¹	3
XXX xxx	Social Science Electives ²	6
HED 100	Health Education	2
MUS 110	Introduction to Music	2
	OR	
ART 110	Art Survey	2
MAT 206	Mathematical Foundations of Calculus ³	4
XXX xxx	Modern Foreign Language ⁴	6-8
	Total General Credits	29-31

Program Requirements

(Choose two of these three introductory science course sequences⁵)

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

Program Electives

(Select 15 credits from the courses listed)

BIO 210	Biology I	4
	AND	
BIO 220	Biology II	4
CHE 210	Chemistry I	4
	AND	
CHE 220	Chemistry II	4
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 & Calculus	4
	AND	
MAT 302	Analytic Geometry & 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 Curriculum Credits	15
	Total Program Credits	60-62

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 or any Ethnic Studies social science course.

³MAT 301 may be substituted for MAT 206. MAT 051 is a pre-requisite for MAT 206.

⁴A 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.

⁵The third introductory science course sequence may be taken as a program elective.

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

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	Mathematics ¹	4
ECO 201	Macroeconomics	3
	OR	
ECO 202	Microeconomics	3
SPE 100	Fundamentals Speech ²	3
XXX xxx	Science ³	4
	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
CED 365	Small Business Entrepreneurship	2
CIS 100	Computer Applications	3
FNB 100	Introduction to Finance	3
MAR 100	Introduction to Marketing	3
SBE 100	Product & Service Creation	3
SBE 200	International Trade & Export	3
SBE 300	Independent Research in Small Business	2
SBE 400	Small Business Management	3
	Total Curriculum Credits	38
	Total Program Credits	60

¹Please note that MAT 012 or MAT 051 or exemption from Elementary Algebra is a pre-requisite for MAT 150. Intermediate Algebra (MAT 056) is a pre-requisite for MAT 200 and MAT 206.

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

³Choose from AST 110, BIO 110, CHE 110 or PHY 110.



ACCOUNTING ■

Room 5610, Telephone: (212)-346-8070

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 pp 18-19.

Chairperson: Stanley Chu

Deputy Chairpersons: Yvonne Phang-Hatami, David Knight

Professors: Stanley Chu, Stanley H. Solomon, Albert Zelony, Josh Wolfson, Manuel Hernandez, Frank Navas

Associate Professors: Lloyd Carroll, Harry Kleinman

Assistant Professor: David Knight, Wilbert Donnay, Yvonne Phang-Hatami

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 pronounce-

ments 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 ■

Room N742, Telephone: (212) 346-8730

The Department of Allied Health Sciences offers three professional programs: Paramedic Program, Health Information 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, Michael A. Nazzaro

Assistant Professors: Francine Tabana-Belin, Sindee Karpei

College Laboratory Technician: Juana Rodriguez

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

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

ALLIED HEALTH SCIENCES

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 Examiner's Office.

Prerequisites: EMC 101, EMC 102, EMC 301

Corequisites: EMC 201, EMC 202

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

3 crs. 15 lab hrs.

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

Prerequisites: EMC 201, EMC 202, EMC 302

HEALTH INFORMATION TECHNOLOGY

Medical Terminology I **HIT 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: HIT 104, HIT 105, CHE 110

Introduction to Health Data Information **HIT 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: HIT 103, HIT 105, CHE 110

Retention and Retrieval of Health Information **HIT 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 **HIT 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: HIT 103, HIT 104, HIT 105

Corequisites: HIT 204, HIT 205, HIT 206, BIO 425

Health Statistics **HIT 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: HIT 103, HIT 104, HIT 105

Corequisites: HIT 203, HIT 205, HIT 206, BIO 425

Health Record Systems **HIT 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: HIT 104, HIT 105, HIT 103

Corequisites: HIT 203, HIT 204, HIT 205, HIT 206, BIO 425

Pathology of Disease **HIT 206**

3 crs. 3 hrs.

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

Prerequisites: HIT 103, HIT 104, HIT 105

Corequisites: HIT 203, HIT 204, HIT 205, BIO 425

Medical Record Summer Clinical Practicum **HIT 210**

3 crs. 32 hrs.

This is a supervised learning experience in affiliated clinical sites which enables the student to acquire competence in medical record procedures directly related to the course content of all previous HIT courses.

Prerequisites: HIT 203, HIT 204, HIT 205, HIT 206, BIO 425

Medical Coding I **HIT 330**

2 crs. 3 hrs.

This course covers the historical development of medical coding systems for diagnoses and procedures. Students will gain entry-level competency in the use of the International Classification of Diseases coding system.

Prerequisites: MRT 204, MRT 205, MRT 206, MRT 210, BIO 426

Corequisites: HIT 331, HIT 332, CIS 105

Medicolegal Applications

HIT 331

2 crs. 3 hrs.

This course covers the legal principles applicable to malpractice; New York State Health Code statutes; confidentiality and informed consent requirements; procedures for the release of medical information and response to "sub-poena duces tecum."

Prerequisites: HIT 204, HIT 205, HIT 206, HIT 210, BIO 426

Corequisites: HIT 330, HIT 332, CIS 105

Quality Assurance and Form Design

HIT 332

2 crs. 3 hrs.

This course covers the use of review methodologies required by third party reimbursement agencies to insure that patients receive appropriate medical care. The principles of form design and control procedures will be examined.

Prerequisites: HIT 204, HIT 205, HIT 206, HIT 210, BIO 426

Corequisites: HIT 330, HIT 331, CIS 105

Medical Coding II

HIT 421

2 crs. 3 hrs.

This course is a continuation of HIT 330 and focuses on medical coding systems which are utilized for reimbursement of health care services.

Prerequisites: HIT 330, HIT 331, HIT 332, BIO 426

Corequisites: HIT 422, HIT 423, HIT 430, CIS 205

Health Care Delivery Systems

HIT 422

1 cr. 1 hr.

This advanced course serves to integrate medical record science skills and technology into widely used functions. Topics include the organization and function of a Cancer Registry, responsibilities of medical staff committees and the requirements of health care accrediting agencies as these relate to health information technology.

Prerequisites: HIT 330, HIT 331, HIT 332, BIO 426

Corequisites: HIT 421, HIT 423, HIT 430, CIS 205

Medical Record Management

HIT 423

2 crs., 2 hrs.

This course covers the theories and techniques of management. Students demonstrate their knowledge and understanding through laboratory exercises. This is a required course in the HIT curriculum.

Prerequisites: HIT 330, HIT 331, HIT 332, BIO 426

Corequisites: HIT 421, HIT 422, HIT 430, CIS 205

Medical Record Clinical Practicum

HIT 430

4 crs. 12 lab hrs.

This is a supervised learning experience in affiliated clinical sites which enables the student to acquire competence in medical record procedures.

Prerequisites: HIT 330, HIT 331, HIT 332, CIS 105, BIO 426

Corequisites: HIT 421, HIT 422, HIT 423, CIS 205

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.

Prerequisites: HIT 204, HIT 205, HIT 206, HIT 210, BIO 425

Corequisites: HIT 330, HIT 331, HIT 332

Advanced Computerized Medical Records Applications

CIS 205

2 crs. 3 hrs.

This course will enable students to gain skills in the use of computer software specifically designed for medical record applications.

Prerequisites: HIT 330, HIT 331, HIT 332, CIS 105

Corequisites: HIT 421, HIT 422, HIT 423, HIT 430

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 canulae, 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 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 administrative 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 patho-physiological consequences of such diseases as asthma, atelectasis, pneumonia, pulmonary embolism, infant respiratory distress syndrome and others. Independent study and student participation in teaching are encouraged.

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

Corequisites: RTT 401, RTT 403 or Departmental approval

BUSINESS MANAGEMENT ■**Room 5660, Telephone: (212) 346-8460**

The Business Management Department administers the Business Administration program (see page 19), the Business Management program (see pp. 19-20), and the Small Business/Entrepreneurship Program (see page 32).

Chairperson: Chaim Ginsberg**Deputy Chairpersons:** James H. Berson, Percy Lambert, Howard Budner**Professors:** James H. Berson, Howard R. Budner, Chaim Ginsberg, Richard M. Gonzalez, Percy Lambert, Marion M. Lausterstein, Constantine G. Petrides**Associate Professors:** Basil L. Cleare, Elinor Garely, Conrad Henry, Arthur Leff, Joseph C. Picon, Mary Padula**Lecturer:** Shirley Zaragoza**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 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)***Operations Management** **BUS 225**

3 crs. 3 hrs.

This course has been designed to prepare the students for further work in decision-making either on the job or in other institutions. The course will make use of computer programs in the construction and solutions of problems such as: production and inventory models; cost volume profit analysis; queuing theory and markov process; and resource allocation, scheduling and simulation.

Human Resources Management **BUS 311**

3 crs. 3 hrs.

This course is a survey treatment of human resources management attempting to acquaint students with the various aspects of Human Resources Management. It introduces the student to the realm of the Human Resources Manager.

BUSINESS MANAGEMENT

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**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 covered in the course include license law and regulations, law of agency, real estate instruments and estate interests, real estate financing, land use regulations, introduction to construction, valuation, human rights and fair housing, and environmental issues.

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 real estate broker's responsibility to manage, administer and supervise an office in compliance with license laws, real estate broker's responsibility to supervise compliance with the law of agency, real estate financing, investment properties, property management, conveyance of real property and development, taxes and assessments, title closing and costs appraisal principles, and local concerns.

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****Tour Management** **TTA 100**

3 crs. 3 hrs.

Tour Management will introduce the students to the international aspects of tour planning and implementation. They will learn how to develop international travel programs including tour design, development and budgets, guiding, escorting, tour management and organization, ecotourism and adventure tourism. Students will travel to a country with travel and tourism professionals from the private and public sectors of this country. They will experience the cultural diversity of other countries and understand how they relate to tour management. This is a study abroad course.

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, cul-

tural, 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 ■

Room S642, Telephone: (212)346-8250

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

Professor: David U. Farquhar

Assistant Professors: William P. Coleman, Salvador Ocasio, Nicholas D. Ofaja,

Lecturers: 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 54) 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 written analyses of the important works of Eugenio Maria de Hostos, Jose de Diego, Antonio S. Pedreira, Julia de Burgos, J. L. Gonzalez, Luis R. Sanchez and other selected writers. Each writer is studied as a man/woman reflected in

his/her works—his/her unique reactions to the circumstances in which he/she has lived. 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 relationship between the writer and society is analyzed as well as the common history, culture and socio-economic problems which are reflected in each story. Note: This course is taught in Spanish and satisfies the Liberal Arts requirement for Modern Language.

Prerequisite: SPN 210 or departmental approval

MUSIC AND ART

Puerto Rican Music

(Same as **MUS 881**)

PRN 141

2 crs. 2 hrs.

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

SOCIAL SCIENCE

Puerto Rican Culture and Folklore PRN 125

3 crs. 3 hrs.

This course studies the emergence of a national culture, folklore and identity. Topics include the Taino, Spanish and African contributions to the creation of a criollo personality and character and the Puerto Rican family, race relations, the jibaro, religion, and the arts. It reviews customs, traditions, celebrations, dances, legends, songs, proverbs, and hero/underdog stories as well as the impact of the United States culture.

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

3 crs. 3 hrs.

This course studies the history of Puerto Rico from the pre-Columbian period to the end of the 19th century. Consideration will be given to political, social, cultural and economic factors contributing to the emergence of national consciousness in the 19th century and to the events leading to the Spanish-American War in 1898.

History of Puerto Rico: 1900 to Present PRN 128

3 crs. 3 hrs.

This course studies the historical conditions of Puerto Rico in the 20th century. The transition from a Spanish colony to an American possession is examined. The events and forces that created the present Puerto Rico are studied and analyzed in 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 read-

ing 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 ■

Room N607, Telephone: (212) 346-8115

Coordinator: Roy Fernandez

Professor: Lillian Oxtoby

Assistant Professor: Sheryl Cohn, 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 pre-school setting. This experience is implemented by a weekly lecture designed to coordinate the curriculum sequence with practical experience, thus preparing the prospective assistant teacher to assume his or her role upon commencement. The student spends a minimum of 90 hours in the field.

Prerequisites: ECE 301, ECE 302

Supervised Instructional Experience With Infants and Toddlers

ECE 403

4 crs. 1 hr. 6 lab hrs.

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 ■

Room S150, Telephone: (212) 346-8450

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: Anna Saluati, Lin Leung

Professors: Mary Alice Cohen, Toby Ginsberg

Associate Professors: Richard Chorley, Ahmet M. Kok, Alberto Errera

Assistant Professors: Solomon Z. Feder, Carlos Linares, Anna Saluati

Lecturers: Julio Cortes, Robert Greer, Lin Leung

Senior College Laboratory Technician: Luis Rivera, Sharon Fung

College Laboratory Technicians:

Elizabeth Bleckley

Adjunct Faculty: There are approximately twenty-two adjuncts in the Department

COMPUTER INFORMATION SYSTEMS

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 software packages on personal computers. The applications include word processing, spreadsheet, and database management. Students will also learn computer terms and concepts as well as the historical, social and economic implications of computer technology for our society.

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: HIT 204, HIT 205, HIT 206, HIT 210, BIO 425
Corequisites: HIT 330, HIT 331, HIT 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.

Introduction to the Internet **CIS 180** 3 crs. 4 hrs.

This course introduces basic concepts of the Internet and Internetworking. The subjects covered include basic networking concepts of transmission, topology and switching; highlights of TCP/IP protocol; hardware and software needed, and Internet applications of sending and receiving e-mail, navigating through gopher holes, accessing newsgroups, and access to other computers through telnet and World Wide Web.

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: HIT 330, HIT 331, HIT 332, CIS 105
Corequisites: HIT 421, HIT 422, HIT 423, HIT 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

FORTAN **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

Advanced Internet Applications **CIS 280** 3 crs. 4 hrs.

This course builds upon the knowledge acquired in CIS 180 and introduces the students to the applications of World Wide Web. It teaches how to produce home pages and build hyperlinks to other pages through HTML language; how to configure and install a World Wide Web server; how to use WAIS and other search engines; how to write cgi scripts to interface with other servers. Students will also be introduced to videoconferencing over the Internet.

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 theory 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 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 ■

Room N765, Telephone: (212) 346-8360

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 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: Daisy Alverio, Brice Hargadon, Patricia Hough, 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: 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 student 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.

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.

COOPERATIVE EDUCATION AND PLACEMENT

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 ■

Room N424, Telephone: (212) 346-8310

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, 094, 095, or RDG 061, 062, or 075 are not permitted to register for more than a total of 18 contact hours a semester.

Chairperson: Daniel Smith

Deputy Chairpersons: Kenneth Levinson, Cynthia Richards

Professors: Edward M. Bostick, Gay Brookes, Bette Kalash, Sylvia Seidman, Daniel Smith

Associate Professors: Yeghia Aslanian, Carol Lindquist, Jean Withrow, Anne Friedman, Janis Jones, Lanny Lester, Yvonne K. Pratt-Johnson, Susan Price, Judith Resnick, Cynthia Richards, Maya Sharpe

Assistant Professors: Hafiz Baghban, Kenneth Levinson, Sharona Levy, Tajpertab Rakjumar, Eva Ziesk, Paul Camhi

Instructors: Theresa Suraci, Wei Yong, Dongmei Zeng
Lecturers: Louise Axelrad, William D. Bonham, Juliet Emanuel, Eleanor Frorup, Anne O. McCamman, Paulette R. Plonchak

Senior College Laboratory Technician: Joseph Johnson

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

Critical Thinking

CRT 100

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.

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 094

0 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.

Intensive Writing**ESL 095**

0 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.

Language in the Multicultural Setting **LIN 101**

3 crs. 3 hrs.

This course will introduce the student to the study of language in multicultural urban settings. The course will introduce related topics, such as bilingual/bidialectal families and bilingual education, language and gender, literacy in a changing, technological society, child language acquisition, and different dialects and registers of English. The readings will draw on works in linguistics, literature and related fields. Students will work on critical reading and produce writing based on the readings in connections with their own experiences and backgrounds.

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 075. (RDG 075 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 075**

0 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

ENGLISH ■

Room N720, Telephone: (212) 346-8630

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 students are required to take one three-credit course beyond English 201. It is an option in the Business Administration program. 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 42-43).

Chairperson: Philip Eggers

Deputy Chairpersons: Doris Hart, Ruth Misheloff

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

Associate Professors: Doris Hart, Nancy McClure, Elliot Podwill, Jane J. Young

Assistant Professors: Kathleen Chamberlain, Maria Devasconcelos, Anthony R. Drago, Natalie Farbman, Hedwig Heilbrun, Harry Lutrin

Instructor: Yi-Chun Tricia Lin, Joseph Ugoretz

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, George Moberg, 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 095.

Intensive Writing

ENG 095

0 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. 1 lab. hr.

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

Autobiography**ENG 335**

3 crs. 3 hrs.

This course will introduce the student to autobiography in the context of literary debate: why do we read autobiography? How do we classify autobiography, as non-fiction or fiction? Works by both men and women of many cultural and socioeconomic backgrounds will be included. Students will examine the various styles, elements, as well as the recurring themes in autobiography, while working on their own "reflection of the self".

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, Gwendalyn 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

3 crs. 3 hrs.

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 ■

Room N620, Telephone: (212) 346-8234

Coordinator: Ellen Ciporen

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

Assistant Professor: Lisa Rose

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, group process 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.

Prerequisite: HUM 101 and HUM 201

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.

Prerequisite: HUM 301

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 ■

Room N530, Telephone (212) 346-8530

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, Sadie C. Bragg, Toni Kasper, Maria Reid, Lawrence A. Sher, Patricia R. Wilkinson

Associate Professor: June L. Gaston, Shantha Krishnamachari

Assistant Professors: Herman J. Drucker, Nkechi Agwu, Robert Kaufman, Mary R. Kellogg, Sofya Nayer, Lawrence B. Spector, Ana Yudanin

Instructors: Sandra Boer, Barbara Lawrence, Glenn Miller, Frederick Reese,

Lecturers: Anthony Portafoglio, Carole Weisbrat, Mildred Whitener, Austin Williams

Senior College Laboratory Technician:

David Lorde, Allan Felix

College Laboratory Technician: Christian Gharthey, David Spear

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

Professor Emeritus: Beryl E. Hunte

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 056

0 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 056. 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 056. 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 056.

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. 6 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. 6 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 antiderivative, areas, volumes, and the improper integral.

Prerequisite: MAT 301. Recommended for mathematics- and science-oriented Liberal Arts students.

Analytic Geometry and Calculus III MAT 303

4 crs. 6 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 056.

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 ■**Room N540, Telephone: (212) 346-8680**

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, Early Childhood Education, Human Services and Science Programs two semesters of the same foreign language are required. In the Business Administration program, it is a Liberal Arts elective option. 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: Fay Ragg

Deputy Chairperson: Emilia E. Borsi

Professors: Emilia E. Borsi, Fay Ragg

Associate Professor: Carol Wasserman

Assistant Professors: Peter Consenstein, Alejandro Varderi

Lecturer: Nidia Pulles-Linares, Rafael Carbalón

Senior Laboratory Technician: Luis-Alfredo Cartagena

College Laboratory Technician: Emanuel Fode, Melanie Weyland

Adjunct Faculty: There are approximately 30 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

Francophone Literature FRN 400

3 crs. 3 hrs.
This course explores literature written in French from countries outside of France. Works from French Canada, the Caribbean islands (Guadeloupe, Martinique, and Haiti) as well as North and West Africa will be included. Themes highlighting cultural and social differences with France will be discussed. Readings, written work, and oral reports will be in French.

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

MODERN LANGUAGES

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

MODERN LANGUAGES

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 ■

Room 5115, Telephone: (212) 346-8160

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: Douglas K. Anderson, Anthony J. Sorce, Rochelle Weinstein, Laurence Wilson, Jerrold Schoenblum

Associate Professor: Betty Copeland

College Laboratory Technician: Gladys Washburn

Adjunct Faculty: There are approximately 25 adjuncts in the Department.

MUSIC

Fundamentals of Music

MUS 101

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 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 101 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 101 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.

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

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.

MUSIC AND ART

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

Art of the Far East

ART 250

2 crs. 2 hrs.

As an introduction of Far Eastern art, this course traces the evolution of art styles of the countries of Eastern Asia: India, South East Asia, Indonesia, Central Asia, China, Korea, and Japan. Art styles of these countries are discussed separately in chronological order, in relation to those of the other countries. This course encourages appreciation of Asian art by emphasizing the following: (1) analyzing the styles in relation to their historical and

social context; (2) understanding the basic elements, techniques, and theories of forms of painting, sculpture, and architecture in comparison with those of Western art.

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]

African-American Art (same as BLK 102) **ART 802**

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

NURSING ■

Room S785, Telephone (212) 346-8700

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: Sung Gwak, Barbara Tacinelli, Betty West, Ernestine Willis

Professors: Avor Cave, Veronica Coleman, Martha A. Small, Barbara Tacinelli, Ernestine F. Willis, Betty West

Associate Professors: Sung Gwak

Assistant Professors: Shirley Katwaroo Gwyneth Lymberis, Hyacinth Martin, Elora Orcajada, Arnette Robinson

Instructors: Jacqueline Brandwein, Fern Drillings, Consuelo Hudgins, Rita Williams, Arlelin Sligh-Smith, Joan Mason

Lecturer: Margie White

Senior College Laboratory Technician:

Miguel Cervantes, Narrisjean Schaal

Pre-Clinical Coordinator: Jose Sierra

Adjunct Faculty: There are approximately 49 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

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 component 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.***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 (seniors).

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 ■

Room S653, Telephone: (212) 346-8491

The Office Administration Department prepares future and current office administrators, managers, secretaries and clerical support workers to meet the challenges of today and tomorrow's rapidly changing workplace. Students majoring in Office Administration can acquire foundation and advanced skills in computer operations, keyboarding, business communications, word processing, desktop publishing and more. The Department offers two programs which lead to an Associate in Applied Science degree.

The Office Automation Program gives students a glimpse of the future. They obtain hands-on experience with the latest technology in text processing equipment, and learn effective strategies for managing the office of the future, today.

The Office Operations Program offers experienced professionals and entry-level office workers courses for developing competitive skills and confidence in meeting today's new business demands. It is the right choice for students who want to learn the full range of skills and technology routinely used in careers in industry, law, government and education.

Chairperson: Charlotte M. Bishop

Deputy Chairperson: Barbara Ann Eason

Professors: Charlotte M. Bishop, Barbara Ann Eason,

Assistant Professor: Sue Kimbrough

Lecturer: Carol Mack

Sr. College Laboratory Technician: Iona Samuels

College Laboratory Technicians: Monica Nunez, Jocelyn Samuel

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

Superwrite **OFF 102**

4 crs. 4 hrs.

This course is designed for students interested in a quick method of writing that is easy to learn, write and read. It provides students a brief alphabetic writing system which should result in a marketable and personal-use (notetaking) skill.

Keyboarding **OFF 110**

2 crs. 2 hrs.

This course is designed to teach beginning students the fundamentals of keyboarding utilizing the touch typewriting approach. The course will emphasize the development of proper keyboarding techniques, speed and accuracy. The keyboarding of basic business documents, such as letters and envelopes, inter-office memorandums, and tables will be 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 key 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. Speed requirements will be 20 to 30 words per minute for five minutes. At registration, students will be assigned a one-hour per week lab space in order to facilitate the completion of homework assignments.

Transcription Development II Machine **OFF 202**

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

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. Speed requirements will be 40 to 50 words per minute for five minutes. At registration, students will be assigned a two-hour per week laboratory space in order to facilitate completion of homework assignments.

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.

Text Processing I **OFF 220**

4 crs. 4 hrs.

This course is designed to teach students the basic word processing operations of a computer system; as creating, editing, formatting, storing, and printing documents. Also, the software's capabilities to merge documents and create headers and footers will be taught. Speed requirements will be 40 to 55 words per minute for five minutes.

Prerequisite: OFF 110

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

OFFICE ADMINISTRATION

Word Processing Software

OFF 221

3 crs. 3 hrs.

This course teaches word processing software skills required to create, edit, format, and print personal and business documents—letters, memos, and reports—in the most efficient manner. The student learns to use advanced features of the software. At registration, students will be assigned a one hour per week laboratory space in order to facilitate the completion of homework assignments. Not open to Office Administration majors.

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 Text Processing Functions

OFF 322

2 cr. 2 hrs.

This course will teach students the mathematical, graphical, and programmable capabilities of the text processing software. At registration students will be assigned a two hour per week laboratory space in order to facilitate completion of homework assignments.

Desktop Publishing

OFF 323

4 cr. 4 hrs.

This course is an exploration of the current desktop publishing software used on popular microcomputers. Students will become familiar with the basic techniques that will enable them to produce in-house flyers, newsletters, and other documents.

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—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

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 Accounts **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

PHYSICAL EDUCATION, HEALTH, RECREATION AND DANCE ■

Room N320, Telephone: (212) 346-8270

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: Philip A. Belcastro

Deputy Chairpersons: Richard Packard, Michael Basile

Professors: Philip Belcastro, Bobbie Harrison

Associate Professors: Olivia Cousins, Barbara A. Solomon

Assistant Professors: Michael Basile

Lecturers: Catherine Lange, Richard Packard

Senior College Laboratory Technician: Andrew Escobar

College Laboratory Technicians: Michael Cullen, Dominique Lino

Dance Coordinator: Barbara A. Solomon

Health Coordinator: Olivia Cousins

Facilities Coordinator: James Kelly

Adjunct Faculty: There are approximately 41 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.

PHYSICAL EDUCATION

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 provided 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.

Introduction to Swimming PED 189
1 cr. 2 hrs.

This course is designed for the non-swimmers, who are afraid of the water; to make them feel comfortable in the water, to enjoy the water safely, and to experience success with the fundamental skills in shallow water.

PHYSICAL EDUCATION

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 ■

Room N645, Telephone: (212) 346-8560

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: Philip Penner

Deputy Chairpersons: Herbert Ringel,
Ronald J. Slavin, Edgar Schnebel

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, Henry Chou, Ruth Herz, Jingrong Huang, Dmitry Livdan

Senior College Laboratory Technicians:

Robert J. Bauer, Alton W. Johnson, Myrna Kilkenny

College Laboratory Technician: Christopher Salami

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 **CHE 210**
Chemistry II **CHE 220**

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 **CHE 230**
Organic Chemistry II **CHE 240**

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.

ENGINEERING SCIENCE

Engineering Graphics **ESC 130**

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.

Engineering Mechanics **ESC 200**

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

Engineering Mechanics I **ESC 201**

(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 and SCI 120 or SCI 121; or departmental approval

Engineering Mechanics II **ESC 202**

(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

Thermodynamics I **ESC 211**

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

Circuits and Systems I **ESC 221**

3 crs. 4 hrs.

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

Prerequisite: PHY 225

Corequisite: MAT 501 or departmental approval

Switching Systems and Logic Design **ESC 223**

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

GEOLOGY

Geology I **GLY 210**

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.

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 include ecology, air and water pollution, pesticides, radioactivity, power generation, noise pollution, waste disposal, population control, food additives and food contamination. This course is offered as an elective in all curricula.

Prerequisite: One semester of any science

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 physico-chemical theory and operating characteristics of the instrumentation are stressed. The laboratory emphasizes measurements of biological and environmental significance.

Prerequisite: 1 year of laboratory science or departmental approval.

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 HIT 103, Medical Terminology I, before registering for this course.

Prerequisite: BIO 426 and CHE 110 or CHE 118.

SOCIAL SCIENCE ■

Room N623, Telephone: (212) 346-8230

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 42-46).

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 056 for ECO 202.

- Chairperson:** Ronald Daviak
- Deputy Chairpersons:** Emily Anderson, Stephen Halpern, Mohamad Soleymani
- Professors:** Stavroula Christodoulou, Jules Cohn, Hugh Dawes, Ronald Doyiak, Stephen Halpern, Tziporah Kasachkoff, Abby Kleinbaum, Howard Prince, Martin T. Rebhun, Mayer Rassabi, Ronald Rubin
- Associate Professor:** William Friedheim
- Assistant Professors:** Barbara Bailey, , Peter J. Kott, Jonathan Long, James Perlstein, Charles Post, Minda Tessler
- Instructors:** Mohammad Soleymani
- Lecturer:** Carl Johnson

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.

History of Science and Technology

HIS 222

3 crs. 3 hrs.

In this historical survey of the emergence and development of a recognizable science and technology, the interrelationships between science and technology will be brought out. Some of the principal topics considered include science and technology in prehistory; ancient Babylonian, Egyptian, and Greek science and culture; Medieval medical technology and science; the scientific revolution of the seventeenth century; Darwinian evolution; the conquest of epidemic diseases; and the development of nuclear weapons. Critical analysis will cover the nature of scientific ideas, the scientific method, and scientific communities; relations between science, technology, and medicine; and the place of science in modern society.

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 philosophic prob-

lems 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.

Cultural and Ethical Issues in Science and Technology

PHI 222

3 crs. 3 hrs.

In considering ethical positions ranging from animal rights to environmental philosophies of radical ecology, and studying the impact of new reproductive technologies and other biotechnologies on the (so-called) Third World, students learn about advances made by working scientists and feminist philosophers in contextualizing science and technology. A special attempt will be made to study cultural factors as class, gender and race in order to understand the responsibilities of scientists and technologists for the uses of their knowledge; the ethics of scientific research; and truth and fraud in science and engineering.

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.

Political Economy of Technoscience

POL 222

3 crs. 3 hrs.

Science, technology and society is constructively and deconstructively theorized within fields of knowledge known as textual and political economies. In considering competing intellectual traditions in creating a theory of Science, Technology, and Society, themes such as the relationship between science, technology and the State; social epistemology; laboratory science studies; feminist perspectives on science and technology; ecological foundations for science and technology; and the globalization of science and technology will be discussed. This course will provide acquaintance with the everyday context of working scientists and technologists.

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 or SOC 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

Understanding Technological Society **SOC 222**

3 crs. 3 hrs.

This is a problem-centered and task-oriented course that integrates the humanities and the theories and practices of science and social sciences into the leading public issues of technological society. By emphasizing the close connections between science and technology, social institutions, and cultural values, students will learn how social institutions directly affect technological development and professional careers. The course also analyzes today's "Global Village," the changing relations between East and West and the Third World, and worldwide development and environmental issues.

SOCIAL SCIENCE

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.

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.

SPEECH, COMMUNICATIONS AND THEATRE ARTS ■

Room N672, Telephone: (212) 346-8750

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: George W. Fleck

Deputy Chairperson: Susana Powell

Professors: Charlotte Croman, George W. Fleck, Doris Newburger, Sandra S. Poster

Associate Professor: Frank Galassi

Assistant Professors: Ernest L. Charrier,

Diane Dowling, Susana Powell, Suzanne Schick, Ellwood E. Williams

Instructor: Mila Brisbon

Lecturers: Susan L. Grabina

Adjunct Faculty: There are approximately 37 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

SPEECH, COMMUNICATIONS AND THEATRE ARTS

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, Betterton, 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.

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

Non-Broadcast Television

CCC 155

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.

SPEECH, COMMUNICATIONS AND THEATRE ARTS

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 155

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 155

T.V. Studio Production for Business II

CCC 260

3 crs. 4 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. 4 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

Budgeting for Audiovisual Production

CCC 300

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. Students learn how to work within a strict budget to insure compliance with corporate and cable television organizational requirements.

Prerequisite: CCC 150 or CCC 155

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

Teleconferencing

CCC 306

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 "hands on" course is designed to acquaint students with the new teleconferencing methods of today. It explores the development of teleconferencing and its varied corporate applications.

Prerequisite: CCC 150 or CCC 155

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 self-directed, academically strong, highly motivated students to design their own academic course of study under the guidance of faculty mentors. Should you have unique academic goals or career objectives and you are interested in designing a completely individualized course of study leading to the B.A. or B.S. degree, this program offers a singular opportunity. Campus Coordinator of the CUNY Baccalaureate is Ms. Eleanor Rollins, Room N766. She is seen by appointment.

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.

This option is available for approved BMCC courses. 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, Queens College, 65-30 Kissena Boulevard, Flushing, NY 11367, (718) 997-9608. Prof. Michael Giammarella, Student Life Department, is campus coordinator of the Program at BMCC. He can be reached at (212) 346-8138.

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 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 Personal Development and Wellness, Computers, Certificate Programs, College Preparation and English as a Second Language. The courses include: Word Processing, The Internet, Writing Skills for College Preparation, Assertiveness Training for Starting Your Own Business to mention a few.

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.

Small Contractor's Assistance Program (SCAP)

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's Office of Equal Opportunity. 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 tenth 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 Defibrillation Certificate Program

In response to the overwhelming need for professionals in the area of allied health, Borough of Manhattan Community College in partnership with New York Hospital Medical Center at Queens offers a certificate training program in Emergency Medical Care. Students enrolled in the program receive classroom instruction as well as actual field experience in preparation for state certification as Emergency Medical Technician-Defibrillation's.

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 Provider.

Direct Care Worker/Edge 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 Workers, caring for the developmentally disabled in facilities located throughout the metropolitan area.

CEOSC Program

Funded by the New York State Department of Social Services (DSS), for the implementation of the BMCC Comprehensive Employment Opportunity Support Center/Enhanced Placement Initiative (CEOSC/EPI), the Job Readiness Training Program serves 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-Access Center

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, and C.O.P.E. to name a few.

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 areas such as English (writing), English as a Second Language, Reading, and Mathematics. (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 in small class-size settings.



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 10th 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 10th 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.	—
NC	No credit granted (restricted to regular 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 with a grade of "C" or better.	—
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
GPA =		Points Earned		
		42.3	=	2.49
		Credits		17.0

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/C- and Lower Grade Policy

The following is the current college policy regarding the retaking of courses for which a student has already received a grade of C- or below.

1. When an undergraduate student receives an earned academic grade of "F" or an administrative failing grade the student subsequently retakes the course and receives a higher grade, the initial grade of "F" will no longer be computed into the grade-point average. The "F" grade, however, will remain on the transcript.

2. In addition to the "F" Grade Policy, BMCC's policy provides students the option of retaking any course with a grade which carries less than 2.0 quality points; this includes C-, D+, D, D-. This policy allows any later higher grade for the retaken course to forgive the earlier grade. Thus the student receives credit for the reported course. For example: If a student receives a D- in a course and retakes the course and receives a D+, the D+ will replace the D- in the student's GPA. However, the D- will remain on the student's transcript. (If the grade for the retaken course is the same or lower than the previous grade, then the credits will not count toward the student's degree but will count in the GPA). While BMCC and other colleges have initiated a variety of changes to CUNY's original policy, the number of "retaken" credits that can be deleted from the grade-point average shall be limited to 16 for the duration of the student's undergraduate enrollment in any institution in the City University of New York. This policy is applicable to grades earned after September 1, 1984.

Students should remember that repeating a course may limit their ability to meet the satisfactory academic performance requirements for receipt of Federal financial aid. Also, repeating courses for which students have already received an acceptable passing grade may not be included as part of student's minimum full-time or part-time course load for Federal and State financial aid purposes.

R Grade Policy

For 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 of C or Better Courses

You should not repeat a course if a passing grade of C or better 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 of C or better, 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

Transcripts of Academic Record

Each semester you may call a number to receive your semester grades and your cumulative GPA.. 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 admis-

sion 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 Advisor in the Advisement/Transfer Center, Room S-731, 212-346-8898.

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

Students 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.

HONORS AND AWARDS

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.

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.

Phi Theta Kappa Honor Society

Phi Theta Kappa is the international honor society of two-year institutions. Membership is by invitation after a student achieves a 3.5 grade point average on completing 12 credits at BMCC. The society is recognized by the American Association of Community Colleges as the official honor society of two-year colleges.

Departmental Honors

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

Honors Program

The Honors Program at BMCC provides eligible students with academic challenges beyond the normal parameters of a course's requirements. Qualified students, working in close conjunction with a faculty member, on an honors Committee approved project, extend their knowledge of the theoretical or practical aspects of the course and develop or enhance their writing, critical thinking, analytical, and problem solving skills. For further information about the Honors Program, contact the Office of Academic Affairs, S720, telephone: (212) 346-8826/27.

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, facul-

ty, 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 of those services and related alumni activities in cooperation with the elected officials of the Alumni Association. For more information, contact the Office of Alumni Affairs, S750 or call (212) 346-8812/13.

RULES AND REGULATIONS

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

Repeating Courses

Students may 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.

Transfer Credits

Advanced standing students, once they are admitted and registered at BMCC, may 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 may not 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 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 tenth 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 vio-

RULES AND REGULATIONS

late the norms of conduct established to protect that freedom. Against such offenders the University has the right, and indeed the obligation, to defend itself. We accordingly announce the following rules and regulations to be in effect at each of our colleges which are to be administered in accordance with the requirements of due process as provided in the Bylaws of the Board of Higher Education.

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

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

- a. Have the affirmative responsibility of conserving and enhancing the educational standards of the college and schools under his/her jurisdiction;
- b. Be the advisor and executive agent of the Board of his/her respective College Committee and as such shall have the immediate 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 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

RULES AND REGULATIONS

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 committed 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 is derived from 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 appearing 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

RULES AND REGULATIONS

opportunity to make up any examination, study or work requirements which he/she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.

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

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

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

Campus Behavior Code

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

Gambling and the sale possession of drugs, including marijuana, are illegal by New York State law. Violators will be subject to disciplinary action and/or referral to outside authorities.

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

Alcoholic beverages are not permitted at any College (department or program) event to which students are invited or expected to participate.

Any form of cheating is prohibited.

Any student violating the code of behavior or any law or regulation established by the College, and by the city, state or federal government (including the use of drugs) shall be subject to formal disciplinary procedures as outlined in Articles 15.3 to 15.5 of the Board of Higher Education Bylaws and sanctions as listed in the Board of Higher Education Bylaws and Article 129A of the Education Law. The initiation of disciplinary procedures requires a predisciplinary hearing before a counselor from the Office of the Dean of Students as set up in line with the requirements of the Bylaws of the Board of Trustees immediately following an incident which is judged to be

an infraction of law or Behavior Code to determine whether or not the case should be referred to the Student-Faculty Discipline Committee. As a result of emergency or extraordinary circumstances, a student may be suspended for a period not to exceed seven (7) school days. A hearing must be held within that same time period unless the student agrees or consents to an extension of the time.

If the charges are of sufficient nature and have not been settled at the 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 beginning with the Fall 1990 semester, students attending college must demonstrate proof of immunity against Measles, Mumps and Rubella (German Measles).

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 preventable diseases on campuses throughout New York State,

Governor Mario Cuomo, in July of 1989, signed a bill requiring college students to present a record of immunization against Measles, Mumps and Rubella.

If you have immunization records, please bring them to Student Health Services (Room N303) to be validated.

If you have not been, or do not have records to prove you were immunized, you must go to your doctor or clinic and have two (2) doses of MMR Vaccine given or your blood tested for immunity against measles, Mumps and Rubella four (4) weeks prior to registration. Women who are pregnant must have blood titres (test).

EXEMPTIONS

1. Persons born before January 1, 1957.
2. Document proof of medical and religious exemption.

In New York City, the Health Department provides immunization free of charge at clinics in each borough.

For information and location of the FREE IMMUNIZATION SERVICES in your neighborhood call (212) 349-2664. The Health Services Department also provides free immunization. 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.

RULES AND REGULATIONS

Acting Affirmative Action Officer - Eleanor Rollins
Room S750, Tel. 212-346-8803

Title IX and Section 504 Coordinator Eleanor Rollins,
Room S750, Tel. 212-346-8803.

CUNY POLICY AGAINST SEXUAL HARASSMENT

Policy Statement

It is the policy of The City University of New York to promote a cooperative work and academic environment in which there exists mutual respect for all University students, faculty, and staff. Harassment of employees or students based upon sex is inconsistent with this objective and contrary to the University policy of equal employment and academic opportunity without regard to age, sex, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, handicap, and veteran or marital status. Sexual harassment is illegal under Federal, State, and City laws, and will not be tolerated within the University.

The University, through its colleges, will disseminate this policy and take other steps to educate the University community about sexual harassment. The University will establish procedures to ensure that investigations of allegations of sexual harassment are conducted in a manner that is prompt, fair, thorough, and as confidential as possible under the circumstances, and that appropriate corrective and/or disciplinary action is taken as warranted by the circumstances when sexual harassment is determined to have occurred. Members of the University community who believe themselves to be aggrieved under this policy are strongly encouraged to report the allegations of sexual harassment as promptly as possible. Delay in making a complaint of sexual harassment may make it more difficult for the college to investigate the allegations:

A. Prohibited Conduct

It is a violation of University policy for any member of the University community to engage in sexual harassment or to retaliate against any member of the University community for raising an allegation of sexual harassment, for filing a complaint alleging sexual harassment, or for participating in any proceeding to determine if sexual harassment has occurred.

B. Definition of Sexual Harassment

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other oral or written communications or physical conduct of a sexual nature when:

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

academic performance or creating an intimidating, hostile or abusive work or academic environment.

Sexual harassment can occur between individuals of different sexes or of the same sex. Although sexual harassment most often exploits a relationship between individuals of unequal power (such as between faculty/staff member and student, supervisor and employee, or tenured and untenured faculty members), it may also occur between individuals of equal power (such as between fellow students or co-workers), or in some circumstances even where it appears that the harasser has less power than the individual harassed (for example, a student sexually harassing a faculty member). A lack of intent to harass may be relevant to, but will not be determinative of, whether sexual harassment has occurred.

C. Example of Sexual Harassment

Sexual harassment may take different forms. Using a person's response to a request for sexual favors as a basis for an academic or employment decision is one form of sexual harassment. Examples of this type of sexual harassment (known as quid pro quo harassment) include, but are not limited to, the following:

- requesting or demanding sexual favors in exchange for employment or academic opportunities (such as hiring, promotions, grades, or recommendations);
- submitting unfair or inaccurate job or academic evaluations or grades, or
- denying training, promotion, or access to any other employment or academic opportunity, because sexual advances have been rejected.

Other types of unwelcome conduct of a sexual nature can also constitute sexual harassment, if sufficiently severe or pervasive that the target does find, and a reasonable person would find, that an intimidating, hostile or abuse work or academic environment has been created. Examples of this kind of sexual harassment (known as hostile environment harassment) include, but are not limited to, the following:

- sexual comments, teasing or jokes;
- sexual slurs, demeaning epithets, derogatory statements, or other verbal abuse;
- graphic or sexually suggestive comments about an individual's attire or body;
- inquiries or discussions about sexual activities;
- pressure to accept social invitations, to meet privately, to date, or to have sexual relations; sexually suggestive letters or other written materials;
- sexual touching, brushing up against another in a sexual manner, graphic or sexually suggestive gestures, cornering, pinching, grabbing, kissing, or fondling;
- coerced sexual intercourse or sexual assault.

D. Consensual Relationships

Amorous, dating or sexual relationships that might be appropriate in other circumstances have inherent dangers when they occur between a faculty member, supervisor, or other member of the University community and any person for whom he or she has a profes-

sional responsibility. These dangers can include: that a student or employee may feel coerced into an unwanted relationship because he or she fears that refusal to enter into the relationship will adversely affect his or her education or employment; that conflicts of interest may arise when a faculty member, supervisor or other member of the University community is required to evaluate the work or make personnel or academic decisions with respect to an individual with whom he or she is having a romantic relationship; that students or employees may perceive that a fellow student or co-worker who is involved in a romantic relationship will receive an unfair advantage; and that if the relationship ends in a way that is not amicable, either or both of the parties may wish to take action to injure the other party.

Faculty members, supervisors, and other members of the University community who have professional responsibility for other individuals, accordingly, should be aware that any romantic or sexual involvement with a student or employee for whom they have such a responsibility may raise questions as to the mutuality of the relationship and may lead to charges of sexual harassment. For the reasons stated above, such relationships are strongly discouraged.

For purposes of this section, an individual has "professional responsibility" for another individual at the University if he or she performs functions including, but not limited to, teaching, counseling, grading, advising, evaluating, hiring, supervising, or making decisions or recommendations that confer benefits such as promotions, financial aid or awards or other remuneration, or that may impact upon other academic or employment opportunities.

E. Academic Freedom

This policy shall not be interpreted so as to constitute interference with academic freedom.

F. False and Malicious Accusations

Members of the University community who make false and malicious complaints of sexual harassment, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action.

G. Procedures

The University shall develop procedures to implement this policy. The President of each constituent college of the University, the Deputy Chancellor at the Central Office, and the Dean of the Law School shall have ultimate responsibility for overseeing compliance with this policy at his or her respective unit of the University. In addition, each dean, director, department chairperson, executive officer, administrator, or other person with supervisory responsibility shall be required to report any complaint of sexual harassment to an individual or individuals to be designated in the procedures. All member of the University community are required to cooperate in any investigation of a sexual harassment complaint.

H. Enforcement

There is a range of corrective actions and penalties available to the University for violations of this policy. Students, faculty, or staff who are found, following applicable disciplinary proceedings, to have violated this policy are subject to various penalties, including termination of employment and permanent dismissal from the University.

Reporting Sexual Harassment Complaints

On October 1, 1995, The City University of New York instituted new procedures for its policy against sexual harassment. The new policy mandates a Sexual Harassment Panel at each unit of The University for receipt of sexual harassment complaints. The President has appointed faculty and staff to the Sexual Harassment Panel at Borough of Manhattan Community College.

All members of the Panel are available to receive complaints of sexual harassment from any member of the college community; explain University complaint procedures; and refer individuals to the appropriate resources.

Under the policies of The University, harassment of employees or students on the basis of gender is prohibited. Investigation of allegations will be handled promptly.

Further, it is a violation of CUNY policy for any member of the college community to take action against an individual reporting sexual harassment.

Note that the supervisors have a unique responsibility, above and beyond the other members of the college community, for the implementation of University policy against sexual harassment and are obliged to take all such complaints seriously.

The Panel members are as follows:

Panel Coordinator

Ms. Eleanor Rollins • 346-8803 • Room S750b

Deputy Coordinator

Dean Daisy Alverio • 346-8121 • Room S339

Panelists

Professor Maya Sharpe • 346-2498 • Fiterman Hall, Room F910

Mr. David Lorde • 346-8534 • Room S511

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 Eisenhower, 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 disability 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.

20. Students, faculty or staff requiring any further information or who wish to make a claim for discrimination based on handicap may contact Eleanor Rollins, Acting Affirmative Action Officer, 346-8803.

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 Acting Director of Human Resources, G. Scott Anderson, Room S710.

BMCC ADMINISTRATION AND STAFF

OFFICE OF THE PRESIDENT

Antonio Perez	President
America Roman	Executive Secretary to the President
Ellen O'Neill	Dean of Development
John Montanez	Director of Grants and Development
Thérèse LeMelle	Director of Publications/Communications
G. Scott Anderson	Acting Director of Human Resources and Labor Designee
Eleanor Rollins	Acting Affirmative Action Officer
Robert Fagan	Public Relations Officer
Laura Higgins	Director of the Manhattan Educational Opportunity Center

OFFICE OF THE VICE PRESIDENT OF ACADEMIC AFFAIRS

Sadie Chavis Bragg	Vice President of Academic Affairs
Annette Kanter	Assistant to the Dean
Janis W. Jones	Acting Associate Dean of Academic Support Services
Erwin Wong	Acting Associate Dean of Academic Affairs for Instruction
Dwayne Wilson	Assistant to the Associate Dean & Coordinator of Transfer and Advisment
Bernard O'Loughlin	Director of Faculty Relations
Karen Davis	Director of Testing
James Tynes	Director of The Learning Resource Center
Thomas Lew	Director of Instructional Technology
Sidney Eng	Chief Librarian
David Hyllegard	Director of Institutional Research
Sandra Rumayor	Director of Partnerships and Collaboratives
Gregory Wist	Senior Registrar
	Director of The Media Center
Carol Cleveland	Acting Director of Tribeca Performing Arts Center

OFFICE OF THE DEAN OF STUDENTS

Daisy Alverio	Acting Dean of Students
Richard Jones	Associate Dean of Student Affairs
Angela Sales	Senior Associate to the Dean
A. Makea McDonald	Assistant to the Dean
Ardie DeWalt	Director of Counseling
Joyce Bland	Director of College Discovery
Todd Boressoff	Director of the Early Childhood Center
Howard Entin	Director of Financial Aid
Joanne Giummo	Director of Health Services
George Rhinehart	Director of Student Activities

**OFFICE OF THE DEAN OF
ADMINISTRATION AND PLANNING**

Ronald Spalter Dean of Administration and Planning
 Diana Lillig Assistant to the Dean
 Dennis Jones Assistant Dean for
 Administration & Planning
 Ramon Rivera Director of Admissions
 James Delmore Business Manager
 Ethem Kok Director of Administrative Computing
 Edward Sullivan Chief Administrative Superintendent
 of Buildings and Grounds

**OFFICE OF ADULT AND
CONTINUING EDUCATION**

Acté Maldonado Associate Dean for Adult and
 Continuing Education
 Cynthia Murphy Director of Adult
 and Continuing Education

PRESIDENT'S ADVISORY BOARD

The President's Advisory Board is comprised of a group of civic-minded individuals interested in Borough of Manhattan Community College and its students. These individuals volunteer their time and assistance to the President to implement the needs and to further the purpose of the College. Distinguished in their own communities, the members of the President's Advisory Board come from various walks of life and diverse backgrounds. The members are:

- Dr. Megan McLaughlin, Chair
 Executive Director/CEO
 Federation of Protestant Welfare Agencies
- Dr. Al Bowker
 Vice President
 Research Foundation
- Dr. Howard Dodson, Jr.
 Chief
 Schomburg Center for Research in Black Culture
- The New York Public Library
- Sally Goodgold
 President
 City Club of New York
- Vernon Grant
 BMCC Alumni
 Director & Founding Partner,
 IMI Systems Inc.
- Willie James
 Secretary Treasurer
 Transport Workers Union
 Local 100
- Amy Leung
 Senior Vice President and Manager Retail Banking
 Hong Kong Bank

Horace W. Morris
 Senior Fellow Consultant
 United Way of New York City

Dr. Carmen D. Ortiz
 President
 C.D. Ortiz
 Financial Management Group

Johanne B. Reid
 First Vice President
 Merrill Lynch & Company

Katherine Schrier
 Administrator
 Education Department
 District Council 37

Dee Topol
 President
 Traveler's Foundation

Colin Watson
 Managing Director-Operations
 NYNEX World Wide Services
 NYNEX Corporation

**THE CITY UNIVERSITY OF
NEW YORK**

Founded in 1847, The City University of New York (CUNY) is the nation's leading public urban university. It is noted for its commitment to academic excellence and its open admissions policy. Comprised of nine senior colleges, seven community colleges, a technical college, graduate school, law school, medical school and an affiliate school of medicine and with a full-time faculty of 6,000 and more than 70 research centers and institutes, the City University ranks among the country's major research institutions.

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 The City University of New York. The office is located at 101 West 31st 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 a.m. to 5:45 p.m., Thursday from 10 a.m. to 5:45 p.m., and Friday from 9 a.m. to 4:45 p.m.

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.

ADMINISTRATIVE OFFICERS

W. Ann Reynolds, Chancellor

Laurence F. Mucciolo, Deputy Chancellor

VICE CHANCELLORS

Robert E. Diaz
General Counsel and Vice Chancellor for Legal Affairs

Anne L. Martin
Acting Vice Chancellor for Academic Affairs

Jay Hershenson
Vice Chancellor for University Relations

Emma E. Macari
Vice Chancellor for Facilities, Planning, Construction, and Management

Brenda Richardson Malone
Vice Chancellor for Faculty and Staff Relations

Elsa Nunez-Wormack
Vice Chancellor for Student Affairs and University Dean for Undergraduate Studies

Richard F. Rothbard
Vice Chancellor for Budget, Finance, and Information Systems

Dave Fields
Special Counsel to the Chancellor

COLLEGE PREPARATORY INITIATIVE (CPI)

Students entering a community college in 1995 will be expected to have at least eleven units of high school work in academic courses, including a minimum of 1 unit of laboratory science, 2 units of mathematics, 4 units of English and 4 elective units. Effective in 1997, 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.

BOARD OF TRUSTEES

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Chairperson

Edith B. Everett
Vice Chairperson

Satish K. Babbar
Herman Badillo
Jerome S. Berg
John J. Calandra
Rev. Michael C. Crimmins
Charles E. Inniss
Ronald J. Marino
Susan Moore Mouner
Anne A. Paolucci
Robert Price
George J. Rios
Nilda Soto Ruiz
Richard B. Stone

MEMBERS EX-OFFICIO

William Negron (ex-officio)
Chairperson, University Student Senate

Sandi E. Cooper (ex-officio)
Chairperson, University Faculty Senate

STAFF TO THE BOARD

Robert E. Diaz
General Counsel and Vice Chancellor for Legal Affairs

Genevieve Mullin
Secretary of the Board

BASIC SKILLS GUIDE

		P - Must pass basic skills before being allowed to register for course.		X - No basic skills pre-requisite	
DEPT/PROGRAM	COURSE(S)	ENG	ESL	RDG	MAT
Accounting					
	ACC 122	X	P-062	P-062	P-010/011
	ACC 222	P-088	P-094	P-075	P-010/011
		OR GRADE OF "B" OR BETTER IN ACC 122			
	ACC 321	P-088	P-094	P-075	P-010/011
		OR GRADE OF "B" OR BETTER IN ACC 222			
	ACC 330	P-088	P-094	P-075	P-010/011
		OR GRADE OF "B" OR BETTER IN ACC 222			
	ACC 350	P-088	P-094	P-075	P-010/011
		OR GRADE OF "B" OR BETTER IN ACC 222			
	All 400 level ACC courses	P-095	P-095	P-075	P-010/011
Allied Health Science					
	All EMC courses	P-095	P-095	P-075	P-010/011
	All HIT courses	P-095	P-095	P-075	P-010/011
	All RTT courses	P-095	P-095	P-075	P-010/011
Business Management					
	ADV 200	P-095	P-095	P-075	P-010/011
	FNB 100	P-088	P-094	P-062	P-010/011
	All other FNB courses	P-095	P-095	P-075	P-010/011
	BUS 104, 110, 220	P-088	P-094	P-062	P-010/011
	All other BUS courses	P-095	P-095	P-075	P-010/011
	MAR 100	P-088	P-094	P-062	P-010/011
	MAR 300	P-095	P-095	P-075	P-010/011
	MAR 320	P-095	P-095	P-075	P-010/011
	All RET courses	P-095	P-095	P-075	P-010/011
	RLS 202	P-088	P-095	P-062	P-010/011
	All other RLS courses	P-095	P-095	P-075	P-010/011
	SBE 100	P-088	P-094	P-062	P-010/011
	All other SBE courses	P-095	P-095	P-075	P-010/011
	TTA 200	P-088	P-094	P-062	P-010/011
	All other TTA courses	P-095	P-095	P-075	P-010/011
	SIS 300	P-095	P-095	P-075	P-010/011
Cooperative Education					
	CED 201	P-095	P-095	P-075	X
	CED 300 level course and above	P-095	P-095	P-075	P-010/011
Computer Information Systems					
*C = co-requisite	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-094*	C-075*	P-056
	CSC 310	P-088	P-062	P-062	P-012/051
	CSC 330	P-088	C-094*	C-075*	P-012/051
	CSC 410	P-088	P-062	P-062	P-012/051
	CSC 430	P-088	C-094	C-075*	P-056
	CSC 450	P-088	P-062	P-062	P-056
Developmental Skills					
	CRT 100	P-088	P-094	P-061	X
	All ESL	X	X	X	X
	All RDG	X	P-062	X	X
	LIN 101	X	P-062	P-061	X
English					
	ENG 088	X	X	X	X
	ENG 095	X	X	X	X
	ENG 101	P-095	P-095	P-062	X
	All other ENG	P-095	P-095	P-075	X

BASIC SKILLS GUIDE

DEPT/PROGRAM	COURSE(S)	ENG	ESL	RDG	MAT	
Ethnic Studies						
	ASN 111	P-088	P-062	P-062	X	
	ASN 114	P-088	P-094	P-062	X	
	ASN 339	P-095	P-095	P-075	X	
	BLK 101, 102, 121, 122, 123, 124, 126, 127, 128, 127, 152, 154, 253, 256, 271	P-088 P-088	P-094 P-094	P-062 P-062	X X	
	BLK 321, 322, 325, 335, 338	P-095	P-095	P-075	X	
	All BPR	P-088	P-094	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 tests.)						
Mathematics						
* = equivalent	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-012/051	
	MAT 056, 100, 104, 109	X	P-061	P-061	P-012/051	
	MAT 114, 115	P-095	P-095	P-075	P-012/051	
	MAT 150	X	P-061	P-061	P-012/051	
	MAT 200	X	P-061	P-061	P-056 or equiv*	
	MAT 202	X	P-061	P-061	P-012/051	
	MAT 206, 208	X	P-061	P-061	P-056 or equiv*	
	MAT 209	X	P-061	P-061	P-056	
	MAT 215	X	P-061	P-061	P-056	
	MAT 301, 302, 303	X	X	X	P-056	
	MAT 402	X	P-061	P-061	P-056 or equiv*	
	MAT 501	X	X	X	P-056 or equiv*	
	MAT 601	X	X	X	X	
Modern Languages						
Students may be admitted on basis of language placement test.)	FRN 101, 102, 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	X	P-062	P-062	X	
	ITL 170	P-088	P-062	P-062	X	
	ITL 200	X	X	X	X	
	SPN 101	X	P-062	P-062	X	
	SPN 102	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 and Art					
		ART 105	X	X	X	P-010/011
		ART 110	P-088	P-094	P-062	X
		ART 171	X	X	X	X
		ART 181	X	X	X	X
	ART 210	P-088	P-094	P-062	X	
	ART 214	X	X	X	P-010/011	
	ART 230	X	X	X	X	
	ART 234	P-088	P-094	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-094	P-062	X	
	MUS 112, 113, 115, 120, 130	X	X	X	X	
	140, 150, 160, 170, 180, 190,	X	X	X	X	
	212, 213, 300, 400, 500	X	X	X	X	
	Any 300, 400 or 500 courses	X	X	X	X	

BASIC SKILLS GUIDE

DEPT/PROGRAM	COURSE(S)	ENG	ESL	RDG	MAT
Nursing					
	All NUR courses	P-095	P-095	P-075	P-010/011
Office Administration					
*C = co-requisite	OFF 101	P-095	P-095	P-075	X
	OFF 102	P-095	P-095	P-075	X
	OFF 111	C-088*	C-062*	C-062*	X
	OFF 221	P-088	P-062	P-061	X
	All other OFF 200 level and above	P-095	P-095	P-075	X
Physical Education					
	HED 100, 215, 220, 225, 230	P-088	P-062	P-062	X
	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
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, 230, 340	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-056
	ESC 130, 200, 201, 210, 202	X	X	X	P-056
	211, 221, 223	X	X	X	P-056
	PHY 110	P-88	P-062	P-062	P-101/011
	PHY 210, 215, 220, 225, 240,	X	X	X	P-056
	400	X	X	X	P-056
	SCI 100	P-088	P-062	P-062	P-010/011
	SCI 120, 121, 140	P-088	P-062	P-062	P-056
	SCI 150, 200, 510, 530	P-088	P-062	P-062	P-010/011
Social Science					
	ANT 100	P-088	P-094	P-062	X
	ECE 102	P-088	P-094	P-062	X
	ECE 201, 202, 301, 302, 303	P-095	P-095	P-075	X
	304, 401, 403	P-095	P-095	P-075	X
	ECO 100	P-088	P-094	P-062	P-010/011
	ECO 201	P-088	P-094	P-062	P-012/051
	ECO 202	P-088	P-094	P-062	P-056
	GEO 100	P-088	P-094	P-062	X
	HIS 101, 102, 200, 222, 250	P-088	P-094	P-062	X
	600	P-088	P-094	P-062	X
	PHI 100, 110, 200, 222	P-088	P-094	P-062	X
	POL 100, 222, 300, 400, 500	P-088	P-094	P-062	X
	PSY 100, 200, 300, 345, 400	P-088	P-094	P-062	X
	500, 510	P-088	P-094	P-062	X
	SOC 100, 110, 222, 300, 300	P-088	P-094	P-062	X
	400	P-088	P-094	P-062	X
	SSC 100	P-088	P-094	P-062	X
	HUM 101	P-088	P-094	P-062	X
	HUM 201, 211, 212, 213	P-095	P-095	P-075	X
	301, 401, 411	P-095	P-095	P-075	X
Speech, Communications and Theatre Arts					
*Enrollment in CCC courses restricted to CCC majors.	SPE 100	P-088	P-094	P-062	X
	SPE 102	P-088	P-062	P-062	X
	SPE 110, 120, 200, 240	P-088	P-094	P-062	X
	SPE 245	P-095	P-094	P-075	X
	THE 101	P-088	P-094	P-062	X
	THE 258	P-088	P-094	P-062	X
	All CCC* courses	P-095	P-095	P-075	X

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REGISTERED PROGRAMS

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
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
Mathematics	19458	5617.00	A.S.	11/94
Health Information 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	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 87
 Academic Life and Skills course (DSL 101) 13, 84
 Academic Policies
 absence 88
 academic advisement 15
 academic standing 89
 appeal of grades 88-89
 class attendance 88
 dismissal 91
 F/C- and lower grade policy 88
 grade-point average (GPA) 88
 grading system 87
 graduating with honors 89
 lateness policy 88
 probation 91
 readmission 91
 repeating courses 89
 R grade policy 88
 withdrawal from the College 91

Academic Programs 17-18
 Accounting Department 34
 course descriptions 34-35
 curriculum 18
 Administration and Staff 100-101
 Admissions Information 3
 Advanced Placement Examination 4-5
 Affirmative Action Policy 97
 Allied Health Sciences Department 35
 course descriptions 35-38
 curriculum 24, 30-31
 Alumni Association 91
 Applications for admission 3
 Application deadlines 4
 Attendance
 BMCC requirement 88
 religious beliefs 95
 Awards 89-90

B

Basic Skills Guide 103-105
 Bill Payment 6
 Business Administration Program 19
 course descriptions 39-42
 curriculum 19
 Business Management Department 39

Business Management Program 19
 course descriptions 39-42
 curriculum 19-20
 General Management Areas of Study 20
 Finance and Banking 20
 Marketing 20
 Real Estate 20
 Travel and Tourism 20

C

Campus Behavior Code 96
 Center for Ethnic Studies 42
 course descriptions 42-46
 Child Care/Early Childhood Education Program 20
 course descriptions 46-47
 curriculum 20-21
 Infant-Toddler Area of Study 21
 Pre-School Area of Study 21
 City University of New York Administrative Officers/Board of Trustees 102
 services 101-102
 College Discovery Program 14
 College Level Examination Program (CLEP) 4
 Computer Information Systems Department 47
 course descriptions 48-50
 curriculum 21-22
 Computer Operations Program 21
 Computer Programming Program 22
 Computer Science Program 22
 Continuing Education and Community Services 85-86
 Cooperative Education and Placement Department 50-52
 career counseling 52
 course descriptions 50-51
 Corporate and Cable Communications Program 23
 course descriptions 83-84
 curriculum 23
 Counseling Services 14-15
 CPI 102

D

Day Care 15
 Dean's List 89

Developmental Skills Department 52
 course descriptions 52-53
 Disabled student counseling 14
 Dismissal, appeal of 91

E

Engineering Science Program 23
 course descriptions 77
 curriculum 23-24
 English Department 54
 course descriptions 54-57

F

Faculty and Staff 106-118
 Fees 5
 accelerated study fee 6
 change of program fee 6
 non-instructional fees 6
 Financial Aid 9-13
 Freshman orientation 4
 orientation course 13, 84
 Foreign Students 3
 applications 3
 counseling 14
 tuition 5
 Freshman Skills Assessment Test 4

G

Grade-Point Average (GPA) 88
 Grading System 87
 Graduation Requirements 89

H

Handicapped Students 14, 99-100
 counseling 14
 nondiscrimination policy 99-100
 Health Information Technology Program 24
 course descriptions 36-37
 curriculum 24
 Health Services 15
 Henderson Rules 91-93
 Honors and Awards 89-90
 Human Services Program 25
 course descriptions 57
 curriculum 25

INDEX

I

Immunization requirements	97
Internships	51
Inventory of Registered Programs	120

J

Job Placement	16, 51-52
---------------	-----------

L

Learning Resource Center	15-16
Liberal Arts Program	25
curriculum	25-26
Library	16, 90

M

Mathematics Department	58
course descriptions	58-60
Mathematics Program	26
course descriptions	58-60
curriculum	26
Matriculation	5
Medical Examination	4
Modern Languages Department	60
course descriptions	61-64
Music and Art Department	64
course descriptions	64-67

N

Nursing Department	67
course descriptions	68
curriculum	28
Clinical Nursing Sequence	28
Pre-Clinical Sequence	28
Requirements and Policies	27-28

O

Office Administration Department	69
course descriptions	69-71
Office Automation Program	29
curriculum	29
Office Operations Program	29
curriculum	29

P

Paramedic Program	30
course descriptions	35-36
curriculum	30
Permit students	9
Phi Theta Kappa Honor Society	90
Physical Education, Health, Recreation, and Dance Department	71
course descriptions	71-75
President's Advisory Board	101
Probation	91
Profile of College	1-2
Public Order (Education Law)	91

R

Readmission	3, 91
after academic dismissal	91
from leave of absence	3
Refunds	8
Registrar Information	87-89
Religious Beliefs and Class Attendance	95-96
Residency Requirements	5
Respiratory Therapy Program	30
course descriptions	37-38
curriculum	30-31
Rules and Regulations	91
academic probation	91
dismissal	91
readmission after dismissal	91
repeating courses	91
transfer credit	91
withdrawal from College	91
withdrawal from course	87, 91

S

Science Department	76
course descriptions	76-78
Science Program	31
course descriptions	76-78
curriculum	31
Second Degree Application	3
Sexual Harassment Policy	98-99
Senior Citizens	5
Small Business/Entrepreneurship Program	32
course descriptions	41
curriculum	32
Social Science Department	79
course descriptions	79-82

Speech, Communications and Theatre Arts Department	82
course descriptions	82-84
Special Programs	85-86
Sports	90
Student Activities	5, 15
Student Disciplinary Procedures	94-95
Student Life Department	13
Student Records Policy	88-89
Student Services	13-16
Student Support Services Program	16
Student Status	4
advanced standing	4
full-time	6
matriculation	5
non-degree	5
part-time	7

T

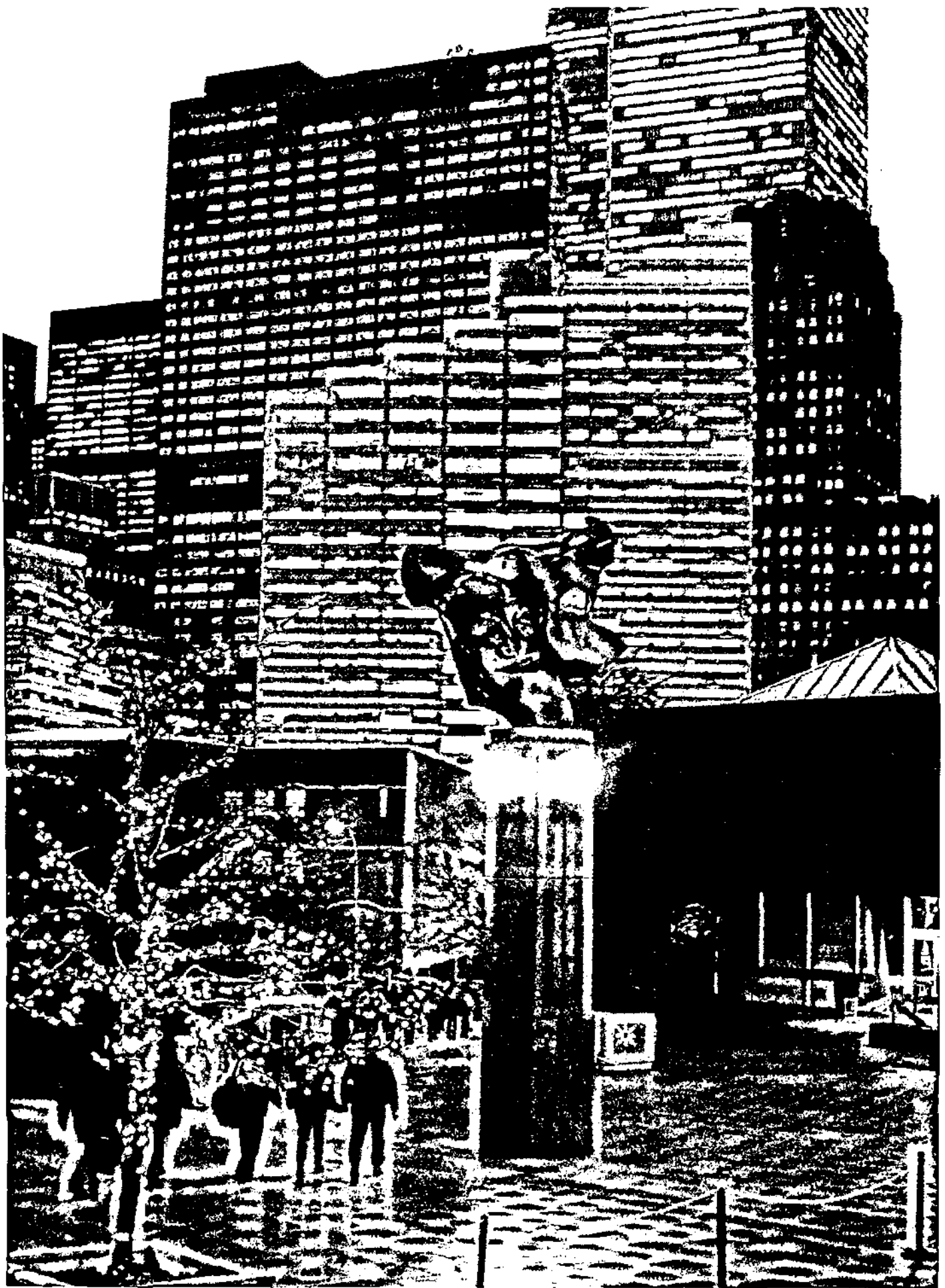
Transfer	3, 4, 89
advanced standing	4
advisement	15
application	3
credit	4
Transfer and Academic Advisement Center	15
Transcripts	89
Tuition	5
foreign student	5
non-resident	5
payment	6
refund policy	8
resident	5
senior citizens	5
veterans deferral	7
waiver	7
Tutorial Services	15-16

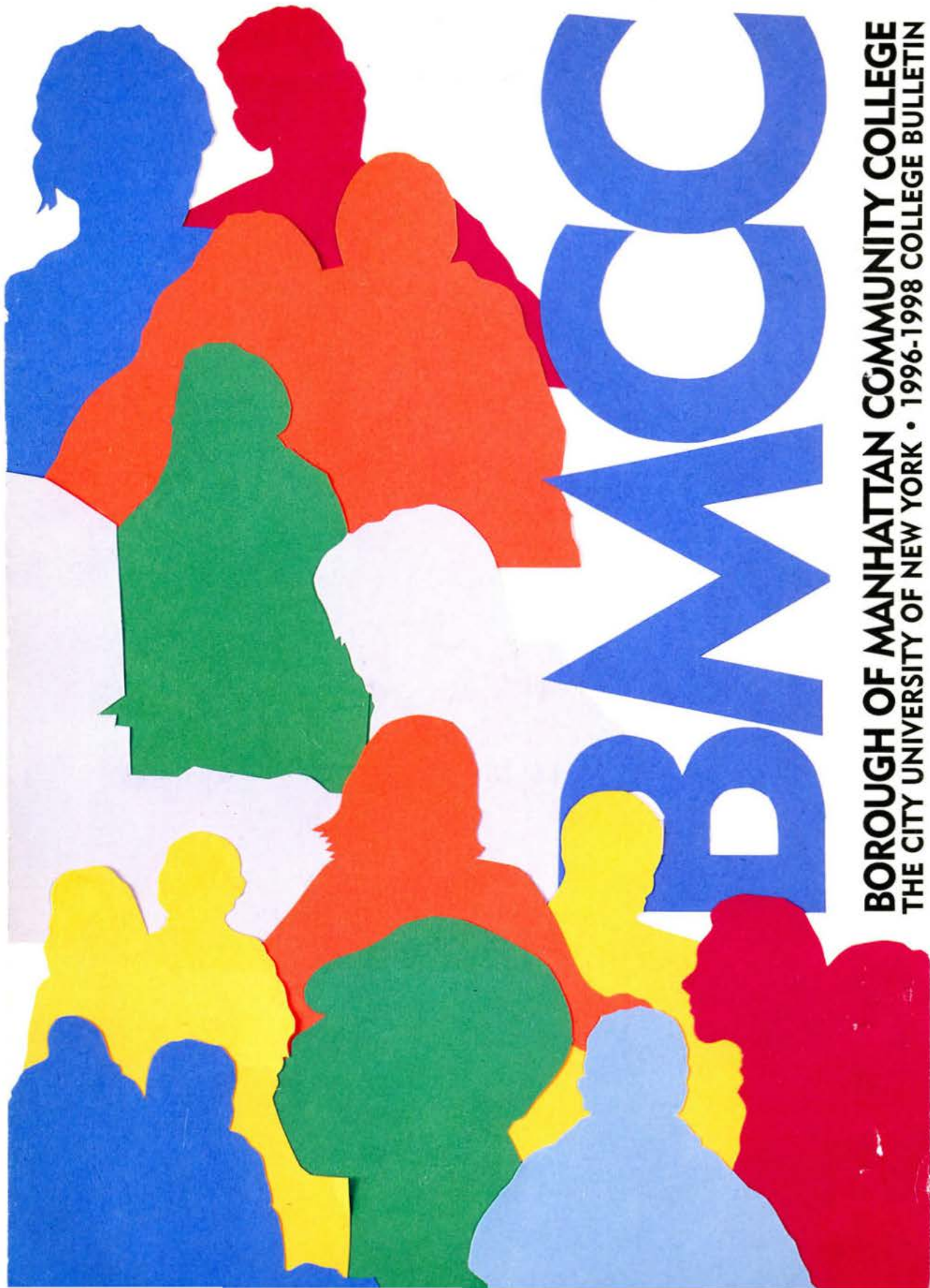
V

Veterans	7
benefits	7
certificate of eligibility	8
counseling	7
tuition deferral	7

W

Withdrawal from course	85, 91
Withdrawal from the College	91





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