2012-2013

associate in applied science
THE ASSOCIATE IN APPLIED SCIENCE (A.A.S.) DEGREE

The Kingsborough A.A.S. degree programs were specifically designed for students who wish to start a career on a semi-professional level immediately after graduating from the college. The essential liberal arts courses are included to equip students with knowledge, understanding and career flexibility permitting options to continue for further education.

A student must earn at least a “C” grade (2.00 index) and have fulfilled all degree requirements to be certified for the degree.

PROGRAMS

• Accounting (with a concentration in Tax Accounting)
• Business Administration (with concentrations in Business Administration and Entrepreneurial Studies)
• Computer Information Systems
• Culinary Arts
• Fashion Design
• Graphic Design and Illustration (with concentrations in Animation and Graphic Design)
• Maritime Technology (with a concentration in Marine Technician
• Media Technology and Management (with concentrations in Advertising, Engineering, Management, News, Performance, and Production
• Nursing
• Office Administration and Technology (with Stenographic and Non-Stenographic concentrations in Executive, Legal, School, Word/Information Processing and Medical Word/Information Processing)
• Physical Education, Recreation and Recreation Therapy (with a concentration in Recreation and Recreation Therapy, and transfer options in Sports Management and Teaching Physical Education K-12)
• Physical Therapist Assistant
• Retail Merchandising (with concentrations in Fashion Merchandising and Marketing Management)
• Surgical Technology
• Tourism and Hospitality (with concentrations in Hospitality, Sports Management, and Tourism)
• Website Development and Administration

A.A.S. DEGREE PROGRAMS

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A.A.S. ACCOUNTING
DEPARTMENT: Business
TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS
Passing scores on the CUNY-wide in reading, writing, and math skills tests or developmental courses may be required.
One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated “W”. Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

ENG 1200 ............................................................. 3 credits
ENG 2400 ................................................................................ 3
HE 1400 ................................................................................... 1

DEPARTMENT REQUIREMENTS §
Fundamentals of Accounting I and II
(ACC 1100 and ACC 1200) ............................................. 8 credits
Intermediate Accounting I and II (ACC 2100 and MAT 2200) . . 6
Cost Accounting (ACC 3100) ............................................... 4
Federal Taxation (ACC 4100) ............................................... 4
Fundamentals of Business (BA 1100) ................................... 3
Business Law (BA 1200) ........................................................ 3
Introduction to Computer Concepts (BA 6000) ......................... 3
Macroeconomics (ECO 1200) .............................................. 3
Money and Banking (ECO 1400) .......................................... 3

Recommended:
Advanced Federal Taxation (ACC 4200). ................................ 3
New York Taxes (ACC 4300) .................................................. 3

GENERAL EDUCATION REQUIREMENTS — 16 credits
Nine (9) credits from Groups A and B (a minimum of three (3) credit from Group A, three (3) credits from Group B, plus three (3) more credits in another discipline from either Group A or Group B) plus seven (7) credits from Group C.

Group A: ARTS AND HUMANITIES ............... 3 - 6 credits
Art—Foreign Language—Literature—Film and Media Studies—Music—Philosophy—Speech—Theatre Arts
Excluded are Art studio, Music studio, Theatre production & skills courses

Group B: BEHAVIORAL AND SOCIAL SCIENCES . . 3 - 6 credits
Anthropology - Economics - History – Political Science – Psychology - Sociology

Group C: MATHEMATICS AND SCIENCES ........ 7 credits
One Mathematics course
One Laboratory Science course selected from:
Biology – Chemistry – Earth & Planetary Science – Physics

TAX ACCOUNTING CONCENTRATION §
NOTE: For the Tax Accounting Concentration, Federal Taxation II (ACC 4200) is required in place of ACC 3100.
New York Taxes (ACC 4300) is highly recommended.

§ Prior to registration, consultation with the Department Advisor is required.

A.A.S. BUSINESS ADMINISTRATION
DEPARTMENT: Business
TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS
Passing scores on the CUNY-wide in reading, writing, and math skills tests or developmental courses may be required.
One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated “W”. Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

ENG 1200 ............................................................. 3 credits
ENG 2400 ................................................................................ 3
HE 1400 ................................................................................... 1

DEPARTMENT REQUIREMENTS §
Fundamentals of Accounting I and II
(ACC 1100 and ACC 1200) ............................................. 8 credits
Intermediate Accounting I and II (ACC 2100 and MAT 2200) . . 6
Cost Accounting (ACC 3100) ............................................... 4
Federal Taxation (ACC 4100) ............................................... 4
Fundamentals of Business (BA 1100) ................................... 3
Business Law (BA 1200) ........................................................ 3
Introduction to Computer Concepts (BA 6000) ......................... 3
Macroeconomics (ECO 1200) .............................................. 3
Money and Banking (ECO 1400) .......................................... 3

PLUS, FOR MAJORS WITH CONCENTRATION IN BUSINESS ADMINISTRATION
Fundamentals of Business (BA 1100) ................................... 3
Business Communications (BA 3300) .................................. 3
Business Law (BA 1200) ........................................................ 3
Principles of Marketing (BA 1400) ...................................... 3

PLUS FOR MAJORS WITH CONCENTRATION IN ENTREPRENEURIAL STUDIES
The Entrepreneurial Small Business Perspective (ES 5100) ..... 3
Legal Issues for the Entrepreneurial Small Firm (ES 5200)....... 3
Entrepreneurial Strategic Planning (ES 5500) ........................ 3
Cases in Entrepreneurial Strategies (ES 5700) ....................... 3

§ Prior to registration, consultation with the Department Advisor is required.
GENERAL EDUCATION REQUIREMENTS — 16 credits
Nine (9) credits from Groups A and B (a minimum of three (3) credits from each group plus three (3) more credits in another discipline from either Group A or B) plus seven (7) credits from Group C.

**Group A:** ARTS AND HUMANITIES ......................... 3–6 credits
Art–Foreign Language–Literature–Film and Media Studies–Music - Philosophy - Speech - Theatre Arts
Excluded are Art studio, Music studio, Theatre production & skills courses

**Group B:** BEHAVIORAL AND SOCIAL SCIENCES .......3–6 credits
Anthropology - History - Political Science - Psychology - Sociology

**Group C:** Mathematics and Sciences .....................7 credits
One Mathematics course
One Laboratory Science course selected from:
Biology – Chemistry – Earth & Planetary Science – Physics

ELECTIVES: Sufficient to meet required total of 60 credits

§ Consultation with the Department Advisor is required.
** BA 09229 must be taken in lieu of BA 05200 for A.A.S. Business Administration students with a minimum 3.0 GPA.

A.A.S. COMPUTER INFORMATION SYSTEMS
DEPARTMENT: Mathematics and Computer Sciences
TOTAL CREDITS: 60
Requirements for Matriculants

COLLEGE REQUIREMENTS
Passing scores on the CUNY-wide in reading, writing, and math skills tests or developmental courses may be required.

One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated “W”. Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

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DEPARTMENT REQUIREMENTS §
Introduction to Computer Programming (CP 500) ..........4
C Programming 1 (CP 2100) ....................................4
C Programming 2 (CP 2200) ....................................4
Introduction to Operating Systems (CIS 1200) ...............3
Applied Computer Architecture (CIS 1500) ....................1
Introduction to Database (CIS 3100) ..........................4
Fundamentals of Accounting I (ACC 1100) .....................4

Choose three of the following for a total of 12 credits:
JAVA Programming 2 (CP 6200)
Programming In UNIX/LINUX (CP 7100)
Introduction to Webpage Development (CIS 2100)
HTML Authoring and Javascript (CIS 2200)
Network Server Administration (CIS 4500)
Advanced Network Server Administration (CIS 4600)
Advanced Database Programming (CIS 3200)

GENERAL EDUCATION REQUIREMENTS — 17 credits
Nine (9) credits from Groups A and B (a minimum of three (3) credits from each group plus three (3) more credits in another discipline from either Group A or B) plus eight (8) credits from Group C.

**Group A:** ARTS AND HUMANITIES .........................3 – 6 credits
Art–Foreign Language–Literature–Film and Media Studies–Music - Philosophy - Speech - Theatre Arts
Excluded are Art studio, Music studio, Theatre production & skills courses

**Group B:** BEHAVIORAL AND SOCIAL SCIENCES .......3 – 6 credits
Anthropology - Economics - History - Political Science - Psychology - Sociology

**Group C:** MATHEMATICS AND SCIENCES ...................8 credits
• Choose one of the following (NOTE: Prerequisites REQUIRED):
  Business Statistics (MAT/BUS 2200)
or Analytic Geometry and Pre-Calculus Math (MAT 1400)
• One laboratory science course selected from:
  Biology – Chemistry – Earth & Planetary Science – Physics

§ Consultation with the Department Advisor is required.
A.A.S. CULINARY ARTS
DEPARTMENT: Tourism & Hospitality
TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS
Passing scores on the CUNY-wide in reading, writing, and math skills tests or developmental courses may be required.

One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated “W”. Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

DEPARTMENT REQUIREMENTS
Also satisfies this requirement.

Participation in a Learning Community that includes ENG 12 category below is required. Such courses are designated “W”.

One (1) Writing Intensive course in any discipline from any group below is required.

ENG 1200 .................................................................3 credits
ENG 2400 ................................................................3
HE 1400 .................................................................1

DEPARTMENT REQUIREMENTS
Introduction to Professional Food Service (TAH 7100) .... 3 credits
Culinary Arts I: Skills (CA 100) .................................... 3
Culinary Arts II: Major Techniques (CA 200) ................. 3
Baking and Pastry (CA 1100) ........................................ 3
Food Safety and Sanitation Certification (CA 2100) ......... 1
Garde Manger and Charcuterie (CA 300) or
Patisserie (CA 1200) ................................................... 3
Beverage Management (CA 6000) or
Event Catering Management (TAH 4300) ....................... 3
Restaurant Operations (TAH 7200) ................................. 3
Menu and Dining Room Management (TAH 7400) .......... 3
Global Culinary Improvisation Capstone (CA 9000) ....... 3
Internship in Culinary Arts (CA 9200) ............................ 3
Introduction to Business (BA 1100) or Small Business and
the Entrepreneurial Perspective (ES 5100) ................. 3
Food and Beverage Cost Control (CA 5000) or Fundamentals
of Accounting I (ACC 1100) or Principles of Marketing
(BA 1400) or Business Law I (BA 1200) ...................... 3

GENERAL EDUCATION REQUIREMENTS — 16 credits
Nine (9) credits from Groups A and B (a minimum of three (3)
credits from each group plus three (3) more credits in another
discipline from either Group A or B) plus seven (7) credits from Group C.

Group A: ARTS AND HUMANITIES .......................... 3 - 6 credits
Art - Foreign Language - Literature - Film and Media Studies -
Music - Philosophy - Speech - Theatre Arts
Excluded are Art studio, Music studio, Theatre production &
Skills courses

Group B: BEHAVIORAL AND SOCIAL SCIENCES ......... 3 - 6 credits
Anthropology - Economics - History - Political Science -
Psychology - Sociology

Group C: MATHEMATICS AND SCIENCES ......... 7 credits
One Mathematics course
The Biology of Nutrition (BIO 7500) or
The Science of Nutrition (SCI 7000)

§ Consultation with the Department Advisor is required.

A.A.S. FASHION DESIGN
DEPARTMENT: Business
TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS
Passing scores on the CUNY-wide in reading, writing, and math skills tests or developmental courses may be required.

One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated “W”. Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

ENG 1200 .................................................................3 credits
ENG 2400 ................................................................3
HE 1400 .................................................................1

DEPARTMENT REQUIREMENTS
Fashion Sketching I (FD 1100) ................................. 3 credits
Fashion Sketching II (FD 1200) ................................ 3
Computerized Fashion Design (FD 1300) ..................... 3
Garment Construction (FD 1400) ................................. 3
Fashion Design I (FD 2100) ...................................... 3
Fashion Design II (FD 2200) ...................................... 3
Design Trends and Aesthetics (FD 2300) ................. 3
Field Experience in Fashion Design (FD 9200)* ........................ 3
or Independent Study in Fashion Design (FD 8100)* 3
Elements of Retail Management (RM 3100) .............. 3
Textile and Non-textile Analysis (FM 3500) ............... 3
Visual Merchandising and Display (FM 3600) .......... 3
Introduction to Computer Concepts (BA 6000) .......... 3

GENERAL EDUCATION REQUIREMENTS — 16-17 credits
Nine (9) credits from Groups A and B (a minimum of three (3)
credits from each group plus three (3) more credits in another
discipline from either Group A or B) plus seven (7) or (8)
credits from Group C.

Group A: ARTS AND HUMANITIES .......................... 3 - 6 credits
Art - Foreign Language - Literature - Film and Media Studies -
Music - Philosophy - Speech - Theatre Arts
Excluded are Art studio, Music studio, Theatre production &
Skills courses

Group B: BEHAVIORAL AND SOCIAL SCIENCES ......... 3 - 6 credits
Anthropology - Economics - History - Political Science -
Psychology - Sociology

Group C: MATHEMATICS AND SCIENCES ......... 7 – 8 credits
One Mathematics course
One Laboratory Science course selected from:
Biology - Chemistry - Earth & Planetary Science - Physics

ELECTIVES: 0 - 1 credits sufficient to meet required total of 60 credits

* Fashion Design majors with a G.P.A. equal to or greater than
3.0 must take FD 9200 to complete the degree requirement;
Fashion Design majors with less than a G.P.A. of 3.0 must take
FD 8100.

§ Consultation with the Department Advisor is required.
A.A.S. GRAPHIC DESIGN AND ILLUSTRATION

DEPARTMENT: Art
TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS
Passing scores on the CUNY-wide in reading, writing, and math skills tests or developmental courses may be required.
One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated “W”. Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

ENG 1200 ....................................................................3 credits
ENG 2400 ................................................................................3
HE 1400...................................................................................1

DEPARTMENT REQUIREMENTS§
Choose one of the following four Art History courses:
- Art Survey I (ART 3300) or Art Survey II (ART 3400) or
- Modern Art I (ART 3500) or Modern Art II (ART 3600) ...3 credits
Design I (ART 5500) ......................................................................3
Drawing I (ART 5700) ..............................................................3
Illustration (ART 6800) ............................................................3
Publication Design (ART 7300) ...................................................3
Experimental Typography (ART 7400) ......................................3
Digital Art Illustration (ART 4600) .............................................3
Computer Assisted Illustration (ART 4600) .................................3
Introduction to Graphic Design & Advertising (ART 7500) .......3

Plus, select one of the following Concentrations:

GRAPHIC DESIGN
Illustration Style (ART 6900) .....................................................3
Designing with Type (ART 4000) ..............................................3
and one art elective ...................................................................3

ANIMATION:
The Art of Animation (ART 9600) ..............................................3
The Art of 3D Animation (ART 4800) ..........................................3
The Art of Storyboarding (ART 4900) .........................................3

GENERAL EDUCATION REQUIREMENTS — 16–17 credits
Nine (9) credits from Groups A and B (a minimum of three (3) credits from each group plus three (3) more credits in another discipline from either Group A or B) plus seven (7) or eight (8) credits from Group C.

Group A: ARTS AND HUMANITIES.................................3 - 6 credits
- Foreign Language - Literature – Film and Media Studies -
  Music - Philosophy - Speech - Theatre Arts
- Excluded are all Art courses, Music studio, Theatre production & skills courses

Group B: BEHAVIORAL AND SOCIAL SCIENCES.....3 - 6 credits
- Anthropology - History – Economics – Political Science -
  Psychology - Sociology

Group C: MATHEMATICS AND SCIENCES..............7 - 8 credits
- One Mathematics course
- One Laboratory Science course selected from:
  Biology – Chemistry – Earth & Planetary Science – Physics

ELECTIVES: 0 – 1 sufficient to meet required total of 60 credits

§ Consultation with the Department Advisor is required.
A.A.S. MARITIME TECHNOLOGY
DEPARTMENT: Tourism and Hospitality
TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS
Passing scores on the CUNY-wide in reading, writing, and math skills tests or developmental courses may be required.

One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated “W”. Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

ENG 1200 ................................................................................. 3 credits
ENG 2400 ................................................................................ 3
HE 03500, First Aid................................................................. 2

DEPARTMENT REQUIREMENTS §
Vessel Technology I and II (MT 3300 and MT 3400)......6 credits
Marina Operations (MT 4300)................................................. 3
Coastal Piloting and Seamanship (MT 4600).......................... 4
Outboard Motors (MT 5000).................................................. 2
Introduction to Diesel Engines (MT 5100)............................ 2
Welding (MT 5200)................................................................. 2
Fiberglass and Hydraulic Repairs (MT 5300)......................... 2
Low Voltage Electrical Systems (MT 5400)......................... 2
Marine Electronics (MT 5500)................................................ 2
Oceanography (EPS 3200)...................................................... 4
Introduction to Computer Concepts (BA 6000)

or FOR MARINE TECHNICIAN OPTION:
Spreadsheets Applications in Business (BA 6100).............. 3

GENERAL EDUCATION REQUIREMENTS — 13–14 credits
Nine (9) credits from Groups A and B (a minimum of three (3) credits from each group plus three (3) more credits in another discipline from either Group A or B) plus three (3) or four (4) credits from Group C.

Group A: ARTS AND HUMANITIES......................... 3 - 6 credits
Art - Foreign Language - Literature – Film and Media Studies–
Music - Philosophy - Speech - Theatre Arts
Excluded are Art studio, Music studio, Theatre production & skills courses

Group B: BEHAVIORAL AND SOCIAL SCIENCES...... 3 - 6 credits
Anthropology – Economics - History – Political Science –
Psychology - Sociology

Group C: MATHEMATICS AND SCIENCES............. 3 - 4 credits
Laboratory Science satisfied by Department Requirement.
A mathematics course is required.

FOR MARINE TECHNICIAN OPTION:
College Algebra (MAT 900)

ELECTIVES: 6 - 8 credits to meet required total of 60 credits
FOR MARINE TECHNICIAN OPTION:
Introduction to Computer Programming
(CP 500)................................................................. 4 credits
Elements of Statistics (MAT 2000)............................. 3 credits

§ Consultation with the Department Program Advisor is required.
A.A.S. MEDIA TECHNOLOGY AND MANAGEMENT

DEPARTMENT: Communications and Performing Arts

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY-wide in reading, writing, and math skills tests or developmental courses may be required.

One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated “W”. Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

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<td>HE 1400</td>
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DEPARTMENT REQUIREMENTS §

Radio Operations (MCB 3900)..........................3 credits
Mass Media (MCM 3000) ..................................3 credits
Introduction to Television (MCB 4100) ..............3 credits
Media Technology (MCB 4600) ..........................2 credits
Audio/Visual Digital Editing I (MCB 4900) ..........3 credits
Writing for the Electronic Media (MCB 5000) .......3 credits

Choose from the following program electives: ....6-12 credits

- MCB 3400, 3600, 3700, 3800, 4000, 4800, 5100, 81xx, 92xx;
- MCF 4000, 4300, 4400;
- TEC 5300, 5900;
- THA 2000, 2500, 5500, 5600, 6000, 6300


GENERAL EDUCATION REQUIREMENTS: — 16–23 credits

Group A: ARTS AND HUMANITIES .....................3–6 credits
Foreign Language - Literature - Philosophy

Group B: BEHAVIORAL AND SOCIAL SCIENCES ......6–9 credits
Anthropology - Economics - History - Political Science - Psychology - Sociology

Group C: MATHEMATICS AND SCIENCES ...............7–8 credits
MAT 2000 and One Laboratory Science course selected from:
Biology – Chemistry – Earth & Planetary Sciences – Physics

ELECTIVES: (4-5 credits) sufficient to meet total requirement of 60 credits

§ Consultation with the Department Advisor is required.
Students requiring remediation based upon College placement test scores may be required to take any or all of the following prior to taking the Pre-Clinical Sequence: Developmental Math (M100 and M200, or MAT R200); English Skills (ENG 400, 9100, 9200 and/or 9300); Preparatory Biology (BIO 1000).

**ELECTIVES:** Sufficient to meet required total of 66 credits

§Consultation with the Department Advisor is required.

The Nursing Program is accredited by the National League for Nursing Accrediting Commission (NLNAC). Information is available by contacting the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, phone: 1-404-975-5000.
A.A.S. OFFICE ADMINISTRATION AND TECHNOLOGY

DEPARTMENT: Business
TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS
Passing scores on the CUNY-wide in reading, writing, and math skills tests or developmental courses may be required.

One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated “W”. Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

ENG 1200 ................................................................................3 credits
ENG 2400 ................................................................................3
HE 1400 ....................................................................................1

DEPARTMENT REQUIREMENTS §
ALL Majors must take:
••Elementary Keyboarding (TEC 1100) ....................................2 credits
••Intermediate Keyboarding (TEC 1200) ....................................2
Advanced Keyboarding (TEC 1300) .................................................2
Office Administration (TEC 3400) ................................................3
Business Communications (ADM 3700) .....................................3
Field Experience (ADM 9200) .........................................................3

PLUS, FOR STENOGRAPHIC MAJORS WITH CONCENTRATIONS IN:

EXECUTIVE
••Elementary Shorthand (ADM 1500) .........................................3
••Intermediate Shorthand (ADM 1700) .........................................3
Advanced Shorthand and Transcription (ADM 3000) ....................3
Computer Applications I (TEC 2500) or Introduction to
Computer Concepts (BA 6000) or Introduction to
Computers and Computer Applications (CP 1100) ..................3-4 credits

LEGAL
••Elementary Shorthand (ADM 1500) .........................................3
••Intermediate Shorthand (ADM 1700) .........................................3
Advanced Shorthand and Transcription (ADM 3000) ....................3
Legal Terminology and Law Office Transcription (TEC 5000) .....3
Computer Applications I (TEC 2500) or Introduction to
Computer Concepts (BA 6000) or Introduction to
Computers and Computer Applications (CP 1100) ..................3-4 credits

SCHOOL
••Elementary Shorthand (ADM 1500) .........................................3
••Intermediate Shorthand (ADM 1700) .........................................3
Advanced Shorthand and Transcription (ADM 3000) ....................4
School Secretary I and II (ADM 5300 and ADM 5400) ............4
School Records and Accounts (ADM 5500) .................................2
Computer Applications I (TEC 2500) or Introduction to
Computer Concepts (BA 6000) or Introduction to
Computers and Computer Applications (CP 1100) ..................3-4 credits

PLUS, OPTIONS FOR NON-STENOGRAPHIC MAJORS WITH CONCENTRATIONS IN:

WORD/INFORMATION PROCESSING
Basic Word/Information Processing (TEC 2100) .........................3 credits
Machine Transcription (TEC 2300) .............................................3
Office Systems and Procedures (ADM 2400) ..............................3
Office Computer Applications 1 (TEC 2500) ..............................3
Office Computer Applications 11 (TEC 2600) .............................3

MEDICAL WORD/INFORMATION PROCESSING
Basic Word/Information Processing (TEC 2100) .........................3 credits
Machine Transcription (TEC 2300) .............................................3
Office Systems and Procedures (ADM 2400) ..............................3
Office Computer Applications 1 (TEC 2500) ..............................3
Office Computer Applications 11 (TEC 2600) .............................4
Terminology and Electronic Transcription (TEC 6100) ............4
Computer Applications for Medical Office (TEC 6200) ...........3

GENERAL EDUCATION REQUIREMENTS —16–17 credits
Nine (9) credits from Groups A and B (a minimum of three (3) credits from each group plus three (3) more credits in another discipline from either Group A or B) plus seven (7) or eight (8) credits from Group C.

Group A: ARTS AND HUMANITIES .................................3 - 6 credits
Art - Foreign Language - Literature – Film and Media Studies –
Music - Philosophy - Speech - Theatre Arts
Excluded are Art studio, Music studio, Theatre production & skills courses

Group B: BEHAVIORAL AND SOCIAL SCIENCES............3 - 6 credits
Anthropology – Economics - History – Political Science -
Psychology - Sociology

Group C: MATHEMATICS AND SCIENCES .......................7 - 8 credits
One Mathematics course
One Laboratory Science course selected from:
Biology – Chemistry – Earth & Planetary Science – Physics

ELECTIVES: 0 – 9 credits sufficient to meet required total of 60 credits

Elementary Keyboarding and Shorthand required of students who do not meet Department requirements.

Intermediate Keyboarding and Shorthand may be waived for students who meet Department requirements.

§ Consultation with the Department Advisor is required.
•• Students with previous typing and/or steno background may be exempt from elementary and/or intermediate courses upon consultation with the Department Advisor.
A.A.S. PHYSICAL EDUCATION, RECREATION AND RECREATION THERAPY

DEPARTMENT: Health, Physical Education and Recreation

TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY-wide in reading, writing, and math skills tests or developmental courses may be required.

One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated “W”. Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

ENG 1200 .................................................................3 credits
ENG 2400 .................................................................3

DEPARTMENT REQUIREMENTS §

ALL Majors Must Take:

Wellness, Health & Fitness (HPE 1200) ........................................3 credits
Introduction to Recreation (RPE 1100) ........................................3
Leadership in Recreation and Physical Education (RPE 1200) ....3
Organization and Administration of Recreation Programs
(RPE 3200) ........................................................................3
+Field Experience in Physical Education, Recreation and
Recreation Therapy (RPE 9152) .............................................3

PLUS, ONE OF THE FOLLOWING OPTIONS MUST BE COMPLETED:

A. RECREATION AND RECREATION THERAPY

Social Recreation (RPE 1300) .................................................3 credits
Methods and Materials for Teaching Folk and Square Dance
(RPE 01600) ...........................................................................2
Therapeutic Recreation for Individuals with Disabilities I
(RPE 3100) .............................................................................3
Methods and Materials in Arts and Crafts (RPE 3400) ..............3
Therapeutic Recreation for Individuals with Disabilities II
(RPE 3500) .............................................................................3
The Assessment Process in Therapeutic Recreation (RPE 3600) ....3
+Field Experience in Recreation and Recreation Therapy
(RPE 9253) ..........................................................................3
First Aid and Personal Safety (HE 3500) ....................................2

B. TRANSFER TO BACCALAUREATE PROGRAMS IN TEACHING PHYSICAL EDUCATION K-12

Fitness Assessment and Prescription (HPE 1500) .................2 credits
Methods and Materials for Teaching Folk and Square Dance
(RPE 1600) .............................................................................2
Therapeutic Recreation for Individuals with Disabilities I
(RPE 3100) .............................................................................3

Outdoor Recreation (RPE 1400) .............................................2
Sport and American Society (RPE 4000) .................................3
Methods of Teaching Fitness and Recreation Activities
(RPE 7000) ..............................................................................
First Aid and Personal Safety (HE 3500) ....................................2
Physical Education courses in team or individual sports
and skills ..............................................................................5

(Please select from approved list available from the program
office, room E-115.)

C. TRANSFER TO BACCALAUREATE PROGRAMS IN SPORTS MANAGEMENT

Introduction to Sports Management (RPE 700) ..................3 credits
Facilities Planning in Sports (RPE 4600) .................................3
Fundamentals of Business (BA 1100) .....................................3
Principles of Marketing (BA 1400) .........................................3
Organizational Behavior & Management (BA 3100) ...............3
Sports and American Society (RPE 4000) ..............................3
Fundamentals of Accounting (ACC 1100) .............................4

Courses used to satisfy General Education Requirements
should be carefully selected to maximize transfer.

GENERAL EDUCATION REQUIREMENTS — 16–17 credits

Minimum of three (3) credits from Group A, six (6) credits from
Group B, and seven (7) or eight (8) credits from Group C.

Group A: ARTS AND HUMANITIES .................................3 credits
Art - Foreign Language - Literature – Film and Media Studies –
Music - Philosophy - Speech - Theatre Arts
Excluded are Art studio, Music studio, Theatre production
& skills courses

FOR ALL OPTIONS: Effective Public Speaking (SPE 2100)
recommended

Group B: BEHAVIORAL AND SOCIAL SCIENCE .............6 credits
Anthropology - Economics - History - Political Science -
Psychology - Sociology

FOR SPORTS MANAGEMENT OPTION:
PSY 1100 required, ECO 1200 recommended

FOR RECREATION/RECREATION THERAPY OR PHYSICAL EDUCATION OPTION:
PSY 1100 required; SOC 3100 recommended

Group C: MATHEMATICS AND SCIENCES ............7 - 8 credits
One Mathematics course
One Laboratory Science course selected from:
Biology – Chemistry – Earth & Planetary Science – Physics

FOR ALL OPTIONS: MAT 700 or MAT 900 or
MAT 2000 recommended

FOR RECREATION/RECREATION THERAPY OR PHYS ED OPTIONS: BIO 1100 recommended

• This program is within the Health, Physical Education and
Recreation Department
§ Consultation with the Department is required.
+ Requires approval of Program Director
A.A.S. PHYSICAL THERAPIST ASSISTANT

DEPARTMENT: Biological Sciences

TOTAL CREDITS: 68

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY-wide in reading, writing, and math skills tests or developmental courses may be required.

One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated “W”. Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

ENG 1200 ............................................................................3 credits
ENG 2400 ................................................................................3

DEPARTMENT REQUIREMENTS

Foundations of Physical Therapy I (PTA 100) ........................................3
Kinesiology/Applied Anatomy (PTA 200) ........................................4
Pathology (PTA 2000) ..................................................................3
Introduction to Physical Therapy (PTA 1000) .....................................3
Foundations of Physical Therapy II (PTA 300) .................................3
Modalities and Procedures I (PTA 400) ...........................................5
Therapeutic Exercise (PTA 500) ....................................................5
Clinical Practicum I (PTA 600) ......................................................3
Modalities and Procedures II (PTA 700) ...........................................4
Selected Topics in Physical Therapy (PTA 800) ..............................5
Clinical Practicum II (PTA 900) ....................................................3
Interactions in the Clinic (PTA 2500) .............................................3

GENERAL EDUCATION REQUIREMENTS — 17 credits

Group A: ARTS AND HUMANITIES ........................................3 credits
Public Speaking (SPE 2100)

Group B: BEHAVIORAL AND SOCIAL SCIENCES ........3 credits
General Psychology (PSY 1100)

Group C: MATHEMATICS AND SCIENCES

Human Anatomy and Physiology I and II
(BIO 1100 and BIO 1200) ..........................................................8 credits
Statistics (MAT 2000) .................................................................3 credits

ELECTIVES: 1 credit sufficient to meet required total of 68 credits
A.A.S. RETAIL MERCHANDISING

DEPARTMENT: Business

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS
Passing scores on the CUNY-wide in reading, writing, and math skills tests or developmental courses may be required.

One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated "W". Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

ENG 1200 ...............................................................3 credits
ENG 2400 ...............................................................3
HE 1400 .....................................................................1

DEPARTMENT REQUIREMENTS§
ALL Majors Must take:
Fundamentals of Business (BA 1100) ..................3 credits
Business Law (BA 1200) .................................................3
Principles of Marketing (BA 1400) ..........................3
Introduction to Computer Concepts (BA 6000) .........3
Elements of Marketing Management (RM 3100) ........3
Salesmanship (RM 3300) .................................................3
Merchandising Planning & Control (RM 3400) ........3
Seminar & Field Experience (RM 9200) .................3

Plus, Select One of the Following Concentrations:

FASHION MERCHANDISING:
Textile & Non-Textile Analysis (FM 3500) ..............3
Visual Merchandising and Display (FM 3600) ..........3
Fashion Merchandising (FM 3700) .........................3
Fashion Sales Promotion (FM 3900) ......................3

MARKETING MANAGEMENT:
Fundamentals of Accounting I (ACC 1100) ..............4
Advertising: Theory and Practice (BA 5200) ..........3
Consumer Behavior (RM 3000) ..............................3

GENERAL EDUCATION REQUIREMENTS — 16–17 credits
Nine (9) credits from Groups A and B (a minimum of three (3) credits from each group plus three (3) more credits in another discipline from either Group A or B) plus seven (7) or eight (8) credits from Group C.

Group A: ARTS AND HUMANITIES ......................3 - 6 credits
Art - Foreign Language - Literature - Film and Media Studies - Music - Philosophy - Speech - Theatre Arts
Excluded are Art studio, Music studio, Theatre production & skills courses

Group B: BEHAVIORAL AND SOCIAL SCIENCES....3 - 6 credits
Anthropology – Economics - History – Political Science - Psychology - Sociology

Group C: MATHEMATICS AND SCIENCES .............7–8 credits
One Mathematics course
One Laboratory Science course selected from:
Biology – Chemistry – Earth & Planetary Science – Physics

ELECTIVES – 0 to 3 credits sufficient to meet required total of 60 credits

§ Consultation with the Department Advisor is required.
A.A.S. SURGICAL TECHNOLOGY

DEPARTMENT: Nursing
TOTAL CREDITS: 64

Requirements for Matriculants

COLLEGE REQUIREMENTS
Passing scores on the CUNY-wide in reading, writing, and math skills tests or developmental courses may be required.

One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated “W”. Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ENG 1200</td>
<td>3</td>
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DEPARTMENT REQUIREMENTS §

<table>
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<tr>
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<tbody>
<tr>
<td>Surgical Pharmacology (ST 4500)</td>
<td>3</td>
</tr>
<tr>
<td>Surgical Technology I (ST 100)</td>
<td>3</td>
</tr>
<tr>
<td>Surgical Technology II (ST 200)</td>
<td>2</td>
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<tr>
<td>Surgical Technology III (ST 300)</td>
<td>4</td>
</tr>
<tr>
<td>Practicum I (ST 3P00)</td>
<td>2</td>
</tr>
<tr>
<td>Surgical Procedures (ST 400)</td>
<td>3</td>
</tr>
<tr>
<td>Practicum II (ST 4P00)</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Surgical Procedures (ST 500)</td>
<td>4</td>
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<tr>
<td>Practicum III (ST 5P00)</td>
<td>3</td>
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<tr>
<td>Professional Strategies for the Surgical Technologist (ST 600)</td>
<td>2</td>
</tr>
<tr>
<td>Practicum IV (ST 6P00)</td>
<td>3</td>
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</tbody>
</table>

GENERAL EDUCATION REQUIREMENTS

Group A: ARTS AND HUMANITIES
Ethics and Morality in the Health Professions (PHI 7600) ...................................................... 3 credits

Group B: BEHAVIORAL AND SOCIAL SCIENCES ..........6 credits
Anthropology – Economics - History – Political Science - Psychology – Sociology

Group C: MATHEMATICS AND SCIENCES
Principles of Mathematics (MAT 700) .................. 4 credits
Human Anatomy and Physiology I and II (BIO 1100 and BIO 1200) .................................................. 8
Microbiology of Health and Disease (BIO 5100) ........... 4

ELECTIVE: One (1) credit sufficient to meet required total of 64 credits

§ Consultation with the Department Advisor is required.
A.A.S. TOURISM AND HOSPITALITY
DEPARTMENT: Tourism & Hospitality
TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS
Passing scores on the CUNY-wide in reading, writing, and math skills tests or developmental courses may be required. One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated “W”. Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

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<td>ENG 1200</td>
<td>Introduction to Travel and Tourism (TAH 100)</td>
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<tr>
<td>ENG 2400</td>
<td>Introduction to Computer Concepts (BA 6000)</td>
<td>3</td>
</tr>
<tr>
<td>HE 1400</td>
<td>Principles of Marketing (BA 1400) or Tourism &amp; Hospitality Marketing (TAH 2500)</td>
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<td></td>
<td>Field Experience in Travel and Hospitality (TAH 9200)</td>
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<td>Case Studies in Tourism and Hospitality (TAH 1800)</td>
<td>3</td>
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<td></td>
<td>Tourism and Hospitality Entrepreneurship (TAH 1200)</td>
<td>3</td>
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<td>The Virtual Enterprise (TAH 9000)</td>
<td>3</td>
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<td>Labor Relations &amp; Customer Service (TAH 500)</td>
<td>3</td>
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<tr>
<td></td>
<td>The Business of Tourism and Hospitality (TAH 1900)</td>
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DEPARTMENT REQUIREMENTS §
ALL Majors must take:

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<tr>
<td>TAH 1700</td>
<td>Tourism Technology</td>
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<tr>
<td>TAH 5200</td>
<td>Hospitality Technology</td>
</tr>
<tr>
<td>TAH 700</td>
<td>Introduction to Sports Management</td>
</tr>
<tr>
<td>TAH 4400</td>
<td>Facilities Planning in Sports</td>
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</tbody>
</table>

PLUS, FOR MAJORS WITH CONCENTRATION IN:

TOURISM
Required:
Tourism Technology (TAH 1700) .................................................. 3

In addition, students must take two of the following courses for a total of 6 credits:
Destination Geography (TAH 200) ............................................ 3
Cruises and Specialty Travel Markets (TAH 1500) .......................... 3
Airport and Aviation Management (TAH 6500) .............................. 3
Aviation and Airport Security (TAH 6900) ................................. 3

HOSPITALITY
Required:
Hospitality Technology (TAH 5200) ............................................ 3

In addition, students must take two of the following courses for a total of 6 credits:
Front Office Operations (TAH 2200) ......................................... 3
Introduction to Meeting Planning (TAH 4100) ............................. 3
Event Catering Management (TAH 4300) ..................................... 3
Introduction to Professional Food Service (TAH 7100) ................ 3

SPORTS MANAGEMENT
Introduction to Sports Management (TAH 700) ............................ 3
Facilities Planning in Sports (TAH 4400) ................................. 3

GENERAL EDUCATION REQUIREMENTS — 16 credits
Nine (9) credits from Groups A and B (a minimum of three (3) credits from each group plus three (3) more credits in another discipline from either Group A or B) plus seven (7) credits from Group C.

Group A: ARTS AND HUMANITIES ........................................ 3 - 6 credits
Art - Foreign Language - Literature - Film and Media Studies -
Music - Philosophy - Speech - Theatre Arts
Excluded are Art studio, Music studio, Theatre production & skills courses

Group B: BEHAVIORAL AND SOCIAL SCIENCES .......... 3 - 6 credits
Anthropology - History - Political Science - Economics -
Psychology - Sociology

Group C: MATHEMATICS AND SCIENCES ......................... 7 credits
One Mathematics course
One Laboratory Science course selected from:
Biology – Chemistry – Earth & Planetary Science – Physics

ELECTIVES — (0-3 credits) sufficient to meet total requirement of 60 credits

§ Consultation with the Department Advisor is required.
A.A.S. WEBSITE DEVELOPMENT AND ADMINISTRATION

DEPARTMENT: Business
TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS
Passing scores on the CUNY-wide in reading, writing, and math skills tests or developmental courses may be required.

One (1) Writing Intensive course in any discipline from any category below is required. Such courses are designated “W”. Participation in a Learning Community that includes ENG 12 also satisfies this requirement.

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</table>

DEPARTMENT REQUIREMENTS§
ALL Majors must take:
Office Communication Skills (ADM 3700) or
Business Communication (BA 3300) ......................... 3
The Computer as a Design Tool (TEC 5700) .................. 3
Office Computer Applications I (TEC 2500) ................. 3
Photodigital Illustration (TEC 5900) ....................... 3
Business Law (BA 1200) ........................................ 3
Adobe Flash for Web Development (TEC 5600) ............. 3
HTML Authoring and JavaScript (CIS 2200) ................. 4
Basic Desktop Publishing (TEC 5800) ....................... 3
Website Technology I (TEC 5300) ............................ 3
Website Technology II (TEC 5400) ........................... 3
Website Technology III (TEC 5500) .......................... 3
Business Technologies (ADM 2500) ......................... 3

GENERAL EDUCATION REQUIREMENTS — 16 credits
Nine (9) credits from Groups A and B (a minimum of three (3) credits from each group plus three (3) more credits in another discipline from either Group A or B) plus seven (7) credits from Group C.

Group A: ARTS AND HUMANITIES ...................... 3–6 credits
   Art - Foreign Language - Literature - Film and Media Studies -
   Music - Philosophy - Speech - Theatre Arts
   Excluded are Art studio, Music studio, Theatre production
   & skills courses
   Effective Public Speaking (SPE 2100) recommended

Group B: BEHAVIORAL AND SOCIAL SCIENCES .... 3–6 credits
   Anthropology – Economics – History – Political Science -
   Psychology - Sociology

Group C: MATHEMATICS AND SCIENCES ............... 7 credits
   One Mathematics course
   One Laboratory Science course selected from:
   Biology – Chemistry – Earth & Planetary Science – Physics

§ Consultation with the Department Advisor is required.