

Kingsborough Community College

2012-2013 College Catalog



Kingsborough Community College Catalog 2012-2013

A College of The City University of New York

PLEASE NOTE: Any additions and/or revisions made after September 2012 can be viewed on the Kingsborough Community College website at www.kbcc.cuny.edu.

Kingsborough Community College
2001 Oriental Boulevard
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www.kbcc.cuny.edu

A College of The City University of New York

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TABLE OF CONTENTS

ABOUT KINGSBOROUGH COMMUNITY COLLEGE	4
GIFTS & BEQUESTS	4
CATALOG	5
AFFIRMATIVE ACTION	5
ACADEMIC CALENDAR	5
ADMISSIONS INFORMATION & PROCEDURES	6
HEALTH REGULATIONS	9
REGISTRAR'S OFFICE	9
FINANCIAL AID	10
ACADEMIC & SERVICE AWARDS	13
ACADEMIC INFORMATION	15
TRANSFER TO SENIOR COLLEGES	20
ACADEMIC SCHEDULING, EVENING STUDIES AND WEEKEND COLLEGE	21
STUDENT AFFAIRS	21
SPECIAL PROGRAMS	25
HONORS	27
SPORTS	30
PROGRAMS AND COURSE REQUIREMENTS	21
GENERAL EDUCATION	32
DEGREE & CERTIFICATE PROGRAMS	33
THE ASSOCIATE IN ARTS (A.A.) DEGREE	37
Criminal Justice	37
Liberal Arts	38
THE ASSOCIATE IN SCIENCE (A.S.) DEGREE	41
Biology	42
Biotechnology	43
Chemical Dependency Counseling	44
Chemistry	44
Community Health	45
Computer Science	46
Early Childhood Education/Child Care	46
Earth and Planetary Sciences	47
Education Studies	48
Engineering Science	48
Exercise Science / Personal Training	49
Fine Arts	50
Journalism and Print Media	51
Mathematics	51
Mental Health and Human Services	52
Physics	53
Science for Forensics	53
Speech Communication	54
Theatre Arts	55
THE ASSOCIATE IN APPLIED SCIENCE (A.A.S.) DEGREE	57
Accounting	58
Business Administration	58
Computer Information Systems	59
Culinary Arts	60
Fashion Design	60
Graphic Design and Illustration	61
Maritime Technology	61
Media Technology and Management	62
Nursing	63
Office Administration and Technology	64
Physical Education, Recreation and Recreation Therapy	65
Physical Therapist Assistant	66
Retail Merchandising	67
Surgical Technology	68
Tourism and Hospitality	69
Website Development and Administration	70
CERTIFICATE PROGRAMS	
Alcoholism and Substance Abuse Counseling	73
Culinary Arts and Food Management	73
Entrepreneurial Studies	73
Exercise Science/Personal Training	73
Maritime Technology: Deck Specialty	74
Marine Mechanic	74
Medical Office Assistant	74
DEPARTMENTS AND COURSE DESCRIPTIONS	
Art	77
Behavioral Sciences and Human Services	80
Biological Sciences	87
Business	92
Communications and Performing Arts	99
English	105
Foreign Languages	110
Health, Physical Education and Recreation	114
History, Philosophy and Political Science	120
Mathematics and Computer Science	125
Nursing	130
Physical Sciences	136
Tourism and Hospitality	139
Library	144
Continuing Education And Community Relations	145
FACULTY	
Faculty & Instructional Staff	150
Professors Emeriti	164
POLICIES, RULES AND REGULATIONS	171
SAFETY AND SECURITY OFFICE	173
HOLIDAYS AND EMERGENCY COLLEGE CLOSING	174
THE CITY UNIVERSITY OF NEW YORK	
History	174
Board Of Trustees	175
Administrators	175
Colleges	175
Policy On Academic Integrity	176
INDEX	180
CAMPUS MAP	187
TRAVEL DIRECTIONS	191

KINGSBOROUGH COMMUNITY COLLEGE

Overview

Founded in 1963, Kingsborough Community College serves approximately thirty thousand students per year, offering a wide range of credit and non-credit courses in the liberal arts and career education, as well as a number of specialized programs. Kingsborough serves a widely diverse student population, represented by 142 national backgrounds and 73 national languages, and ranks among the top community colleges in the country in associate degrees awarded to minority students.

The college is located on a breathtaking 70-acre campus in Manhattan Beach, on the southern tip of Brooklyn, New York. The campus overlooks three bodies of water: Sheepshead Bay, Jamaica Bay and the Atlantic Ocean.

Our Vision

The Kingsborough Community College vision for the future offers a renewed focus on student learning that drives decision making within the institution. The vision statement says, "Kingsborough Community College shall be an institution focused on the question, 'How do our individual and collective actions contribute to student learning?' To achieve its vision, Kingsborough strives for high quality and continuous improvement in all areas related to student learning, including the faculty, instructional programs, student services, administrative and support staff, and the campus environment. In addition, Kingsborough encourages students to take an active involvement in their own learning."

What We Offer

Kingsborough Community College offers open access to education by accepting all students with a high school diploma or GED. The college provides developmental courses and English as a second language instruction to better prepare all students to successfully complete their academic programs.

Kingsborough Community College is a comprehensive community college, offering a broad array of educational opportunities in line with its current mission: preparation for transfer to a four-year institution, career development, general education, adult and continuing education, and support services.

In addition, Kingsborough offers a number of programs for special populations, including the My Turn program for senior citizens; College Now, a unique partnership with area high schools that was developed at Kingsborough and is now being replicated by colleges

throughout the city; and the Leon M. Goldstein High School for the Sciences, a public school located on the Kingsborough campus.

Kingsborough's academic calendar is divided into two major semesters/terms, each consisting of a 12-week session, followed by an optional 6-week module.

Kingsborough – Brooklyn's Community College

As Brooklyn's community college, Kingsborough sponsors hundreds of community events each year that attract visitors to the campus, including art exhibition, lectures, a free summer music festival, and a performing arts festival.

Looking Toward The Future

Kingsborough Community College is committed to enhancing learning opportunities for the Brooklyn community. Following its long-standing and exemplary record, Kingsborough will continue to anticipate and respond to the ever-changing needs of its dynamic urban area. As the community experiences economic, social, and occupational shifts, Kingsborough will remain in the forefront to fulfill the needs and expectations of community members.

Accreditation

Kingsborough Community College is fully accredited and approved by the Commission of Higher Education of the Middle States Association of Colleges and Schools. The National League for Nursing Accrediting Commission (NLNAC) accredits the Nursing Program and the Commission on Accreditation in Physical Therapy Education accredits the Physical Therapist Assistant Program. All academic programs are registered by the New York State Education Department, The University of the State of New York, Office of Higher Education, 5 North Mezzanine – Education Building, Albany, NY 12234.

The College is a member of the American Association of Community Colleges (AACC); the American Council on Education (ACE); the League for Innovation in the Community College; the Hispanic Association of Colleges and Universities; the Association of American Colleges and Universities; the Association of Colleges and Universities in the State of New York; the Council of Higher Education Institutions in New York City; Junior College Council of the Middle Atlantic States; 5 Middle States Association of Colleges and Schools; New York State Association of Junior Colleges; and the Association of College Unions-International.

CUNY Tobacco-Free Policy

Effective September 4, 2012, the following shall be prohibited at The City University of New York: (i) the use of tobacco on all grounds and facilities under CUNY jurisdiction, including indoor locations and outdoor locations such as playing fields; entrances and exits to buildings; and parking lots; (ii) tobacco industry promotions, advertising, marketing, and distribution of marketing materials on campus properties; and (iii) tobacco industry sponsorship of athletic events and athletes.

GIFTS AND BEQUESTS

In the current economic climate, community college enrollment is increasing and the availability of public funds is decreasing. As public funds become scarcer, the college seeks additional support from organizations, private foundations and corporations, and individuals. These funds support student scholarships, grants, educational programs, faculty development opportunities, sponsor research and publication and promote the cultural life of the college community.

Funds to provide student scholarships, enrich the student learning experience, and build the college's endowment for future generations are raised through the Kingsborough Community College Foundation, Inc., an independent, not-for-profit charitable corporation, founded in 1982 to advance the college's philanthropic goals. Donors have many options to choose from, including creating an endowed scholarship fund, contributing to existing funds, making a bequest or planned gift, or making an unrestricted gift to the Foundation.

The Foundation office is located in the Kingsborough Community College Office for College Advancement, 2001 Oriental Boulevard (D), Brooklyn, NY, 11235-2398. To reach College Advancement office by phone, call 718-368-4539.

CATALOG

This College Catalog contains academic policies and procedures, requirements, and other information critical to academic success. The catalog is posted on the KCC website by academic year; when necessary, a mid-year addendum is posted for the spring semester.

The catalog lists all the courses required for each particular degree, along with course descriptions to help students decide which electives are of the greatest interest and value to them. The catalog also alerts students to specific college requirements, rules and regulations, and the special opportunities and advantages available on campus.

NOTE: Degree requirements are based on the academic year or term when the student matriculates into a curriculum and not based solely on the date of admission to the college.

It is in every student's best interest to become familiar with the information included in the catalog and to also seek the advice available in academic departments and advisement centers located on campus.

After graduating from Kingsborough, alumni discover that many senior colleges, universities and professional schools frequently require a copy of the Kingsborough Community College catalog, (printed during the years of attendance) which describes course content and other details that may be needed in order to properly evaluate credits. The catalog information may also be useful and helpful for employment opportunity consideration. An online version of the catalog is available on the Kingsborough website. For the most current program information, please consult your advisor.

Prospective students who are interested in attending Kingsborough should request publications about the college from the Admission Information Center in Room V-103.

AFFIRMATIVE ACTION

It is the policy of The City University of New York and the constituent colleges and units of The University to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity, marital status, disability, genetic predisposition or carrier status, alienage, citizenship, military or veteran status, or status as victim of domestic violence.

Sexual harassment, a form of sex discrimination, is prohibited under the University's Policy Against Sexual Harassment.

The City University of New York, as a public university system, adheres to federal, state, and city laws and regulations regarding non-discrimination and affirmative action including among others, Executive Order 11246, as amended, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended and the Age Discrimination Act of 1975, the New York State Human Rights Law and the New York City Human Rights Law. The "protected classes", as delineated in Executive Order 11246 (Black, Hispanic, Asian/Pacific Islander, American Indian/Alaskan Native and Women), were expanded on December 9, 1976 by the Chancellor of The City University of New York to include Italian-Americans.

Kingsborough's Affirmative Action/Equal Opportunity Officer is located in room A-228 and can be reached at extension 5026. The Affirmative Action Officer also serves as KCC's coordinator for Section 504 of the American Disabilities Act and coordinator of Title IX, which prohibits discrimination on the basis of gender.

For the President's Message regarding Affirmative Action Policy, see the college website, www.kbcc.cuny.edu.

ACADEMIC CALENDAR

Kingsborough conducts classes on an innovative academic calendar. Classes are held during a 12-week fall session, which starts in September and ends late in December. This is followed by a 6-week winter module that ends during February. A 12-week spring session starts approximately at the beginning of March and ends in the middle of June. This is followed by a 6-week summer module which continues until the end of July. The actual time of each day class period is 60 minutes.

12/6 Academic Calendar – Fall Term

Sept./Oct./Nov./Dec	12 Weeks
Jan./Feb	6 Weeks

One Tuition

12/6 Academic Calendar – Spring Term

Mar/Apr/May/June	12 Weeks
June/July	6 Weeks

One Tuition

Most full-time matriculated resident students in the degree programs who attended the previous 12-week session may attend the 6-week session without additional tuition fees. (Please refer to the information on residency and certification under the Tuition section of the catalog.)

Among the advantages the 6-week modules offer is the opportunity to take added courses that, in some programs, may make it possible to earn the Associate Degree in less than two full years. Students who choose to attend only the two 12-week sessions have an opportunity to seek employment to earn additional funds, obtain field experience, or to fulfill co-op requirements.

ADMISSIONS INFORMATION & PROCEDURES

Application Processing Dates

Applicants are urged to file their applications as early as possible. Applications that are complete by the suggested application deadline dates will receive first consideration. Application deadline dates are set by the University and generally are as follows:

Fall Term

Freshman: December 1 – PRIORITY NOTIFICATION

Freshman: approximately January 15

Transfer: approximately February 15

Spring Term

Freshman: September 15

Transfer: September 15

NOTE: These dates may vary slightly from year to year. Applicants should call the Academic Village Center at 1-718-368-6700 to inquire about application deadline dates for the term for which they are applying.

Applications received after the deadline dates will also be considered, but some programs may close early. Applicants should contact the Academic Village Center if filing after the application dates.

MATRICULATION

Applicants who plan to earn a degree should apply for matriculated status, and may attend either weekdays during the day or evening and/or on weekends. Day session students should be prepared to carry a minimum of 15 credits or equated credits per term.

Basic Admission Requirements for Matriculated Status

FRESHMAN APPLICANTS are those who have never previously attended any college or other post-secondary school such as a trade, technical, business or health profession school. Freshman applications must include the student's official high school transcript with date of graduation or General Equivalency Diploma (GED) scores. We cannot accept high school certificates, Individual Education Plan (IEP) diplomas or transcripts from unaccredited high schools. Please refer to admission applications for specific details.

TRANSFER STUDENTS who have previously attended a college or other college-level post-secondary school must submit a Transfer Application along with an official transcript from each college or post-secondary school attended. If the applicant has earned less than 24 credits, an official high school transcript or original GED scores must also be provided.

ADVANCED STANDING CREDIT: A maximum of 30 credits will be accepted toward degree completion through the combined options of testing and course transfer, provided that each course was completed with a satisfactory grade; the course content is equivalent to a Kingsborough course; and the course is appropriate to the student's graduation requirements.

Credit will be awarded for courses from a regionally accredited non-CUNY college in which the grade earned was "C" or better. In those cases where a grade of "C-" carries two quality points on a four point scale, transfer credit will be granted. All passing grades are accepted from CUNY colleges.

The college also awards advanced standing credit through sources like the Advanced Placement Examinations (AP Exam) of the Educational Testing Service and the College-Level Examination Program (CLEP) of the College Entrance Examination Board, when the matriculated student has met all the pre-requisites for that course. Each academic department will determine for its disciplines, which, if any, exams and scores are acceptable. The college will exempt or award no more than two courses based on these exams and the credit awarded will count towards the transfer credit maximum of 30 credits.

Students requesting transfer credit should contact the Registrar's Office, Room A-101, ext. 5136.

INTERNATIONAL STUDENTS APPLICANTS who are not citizens or permanent residents of the United States, whose native language is not English and whose previous education was not in English are required to take the Test of English as a Foreign Language (TOEFL) and score at least 475 if the test was taken on paper, 152 if taken on computer (CBT) or 53 if taken on the internet (IBT). Since it may take a considerable length of time for the TOEFL to be scored and many months for transcripts to arrive from outside the United States, applicants with foreign school documents are urged to complete their applications for admission at least six months prior to the start of the term. Kingsborough does not evaluate foreign school documents or make admission decisions for international students: All foreign school documents are evaluated by the University Application Processing Center. The College is authorized to enroll non-immigrant alien students and issue US Immigration form I-20 to those who are matriculated, in good academic standing and who register for at least 12 credits including equated credits. International students may not commence studies until they have an approved F-1 status.

NON-DEGREE STATUS APPLICANTS who wish to earn college credit without working toward a degree may request non-degree status. They may, if they wish, change to matriculated status in a future term subject to

the College's requirements for doing so and use their credits toward their degree. Non-degree students are not entitled to financial aid. Consult the College academic calendar for filing dates and deadlines to apply for matriculation. For further information, refer to the details under the Academic Information section of this catalog.

Direct On-the-Spot Admission: Applicants who currently hold a U.S. high school diploma, have received a state General Equivalency Diploma by virtue of satisfactory scores on the GED examinations, or currently attend or have previously attended an accredited U.S. college may be eligible to apply for preliminary acceptance to Kingsborough. For further information, call the Academic Village Center at 718-368-6700.

ADMISSION APPLICATION PROCEDURES

Matriculated Status

United States Citizens and Permanent Residents who have NOT previously attended a college or university, including applicants who are high school seniors currently attending a New York City public school or a parochial or private school, should apply online for admission at www.cuny.edu.

United States Citizens and Permanent Residents who have attended a post-secondary institution such as a Hospital School of Nursing, secretarial science school, non-college-degree-granting technical institute or LPN training school must file a transfer application. However, these applications are not eligible for transfer of credits.

Admission Deadline Dates

Students who wish to enroll at Kingsborough Community College must apply online at www.cuny.edu and list Kingsborough as their first choice on their Admissions application. The suggested filing dates should be observed.

Preference may be given to applications received by dates listed below. Please inquire with the Academic Village Center in Room V-100, 718-368-6700, about possible deadline extensions.

- I. Deadlines for students who wish admission as matriculants:
 - September (Fall) admission — January 15
 - September (Fall) admission with advanced standing — February 15
 - March (Spring) admission—September 15
- II. Students who wish admission as non-degree students should apply directly at the Academic Village Center, Room V-100, at Kingsborough. Deadlines vary based on enrollment trends. Please inquire before submitting an application.

TUITION

TUITION AND FEES SET FORTH IN THIS PUBLICATION ARE SUBJECT TO CHANGE BY THE BOARD OF TRUSTEES OF THE CITY UNIVERSITY OF NEW YORK.

Tuition is charged each term* and is payable at registration.

New York State TAP Awards (where the student can prove eligibility with an Award Certificate) reduces or eliminates the student's liability on the day of registration.

KINGSBOROUGH COMMUNITY COLLEGE, UNDER THE JURISDICTION OF THE CITY UNIVERSITY OF NEW YORK, PROVIDES FOR REDUCED TUITION RATES FOR NEW YORK CITY AND STATE RESIDENTS. PLEASE REFER TO THE RESIDENCY REQUIREMENTS BELOW.

Matriculated New York City Residents

Students must have at least 12 consecutive months of residency in New York State which includes 6 months of consecutive residency in New York City immediately preceding the first day of classes.

FULL-TIME

(12 or more credits⁺ or, 12 or more equated credits⁺⁺)
\$1,950 (plus required fee of \$175)

PART-TIME

(less than 12 credits⁺ or, less than 12 equated credits⁺⁺)
\$165 per credit⁺ or equated credit⁺⁺ (plus required fee of \$92)

NON-DEGREE – NEW YORK CITY RESIDENTS

\$220 per credit⁺ or equated credit⁺⁺ (plus required fees)

NON-DEGREE – NON-RESIDENTS

\$345 per credit⁺ or equated credit⁺⁺ (plus required fees)

NOTE: Students who reside in counties outside New York City but within New York State must present a valid certificate of residence from their county fiscal office in order to complete the registration process. Please contact the Bursar's Office for more information at 718-368-5416.

Matriculated Non-Certificate Eligible Out-of-City Residents, Out-of-State Residents, Foreign Students

FULL-TIME

(12 or more credits⁺ or, 12 or more equated credits⁺⁺)
\$260 / credit/equated credit (plus required fees)

PART-TIME

(less than 12 credits⁺ or equated credits⁺⁺)
\$260 (plus required fees).

Foreign students who have an alien registration card must present it to the Admissions Office. Prior to paying their tuition and/or on the first day of classes, the Admissions Office determines residency status for tuition purposes.

NOTE: Please be aware that the flat, full-time tuition rate has been eliminated for non-residents. Non-resident students must pay per credit rates for all terms (including modules).

* A term consists of either the Fall session plus WINTER module or the SPRING session plus SUMMER module.

+ The number of credits for each course is indicated with course title and description.

** Equated credits pertain to non-credit developmental courses. See course descriptions.

Permit Students

Students on permit from another CUNY college will pay tuition at their home college. Permits may be submitted electronically online through the CUNY portal at www.cuny.edu. Applications must be filed well in advance of the deadline date established by the host college since several areas must approve the permit. Students who register and subsequently cancel their permit without deleting their course are subject to penalty grades from the host college that will appear on their Kingsborough transcript and are subject to tuition liabilities. Students who cannot complete their registration at the host college (e.g., closed course), must provide documentation from the host Registrar that they did not register.

My Turn Students

MY TURN students (60 years of age and over with proof of age and New York State residency) do not pay tuition. However, an admission application must be submitted and a registration fee of \$80 per term is required. Please contact the MY TURN Office, room F-219, 718-368-5079 for application deadlines and program information.

NOTE: All tuition and fee schedules are subject to change without prior notice, at any time, upon action of the Board of Trustees of the City University, The City and/or State of New York. Should fees or tuition be increased, payments previously made to the College will be counted as partial payment. Notification of additional amounts due, time, and method of payment will be sent to individuals involved.

Required Fees

These fees are NOT refundable.

Consolidated Services Fee (ALL students)	\$15
Student Activity Fee Per Term (including University Senate Fee and Technology Fee):	
Full-time Students.....	\$175
Part-time Students.....	\$92
Application (Freshman Students).....	\$65
Transfer Students.....	\$70
Readmission to the College	
(contact Registrar at 718-368-5136, room A101) ...	\$20
Special or Make-up Examinations (College permission to take an exam at other than scheduled times):	
First examination	\$25
Additional examinations.....	\$5 each
Transcripts (to other than CUNY units)	\$7 each
Duplicate receipt fee	\$5 each
New York City Board of Education Cooperating Teacher (includes consolidated services fee)–Per term	\$40
Accelerated Study Fee for matriculated students for academic credits in excess of 18:	
less than or equal to 2.....	\$100
greater than 2 but less than or equal to 4	\$230
greater than 4 but less than or equal to 6	\$460
greater than 6	\$690

Penalty Fees

A. Late Registration	\$25
(to enroll after last day of regular registration)	
B. Program change	\$18
This fee is waived when:	
a. the college initiates the change	
b. a course is dropped without replacement	
C. Non-payment/Late Payment Service Fee	\$15
D. Payment Reprocessing.....	\$20
(payment with a personal check which is not honored by the bank)	

NOTE: No student will be permitted to register for a new term unless, and until, any indebtedness to the college is resolved. Payments may be made with cash, personal check, money order or credit card (Visa/Mastercard) made payable to Kingsborough Community College. Registration is not complete until all fees are paid.

Tuition Refund Policy

In general, no portion of the Student Activity, Miscellaneous, Penalty or Special Fees will be refunded. A student who withdraws after the scheduled opening date of the session, or during the term, will receive tuition refunds according to the following schedule* (full-time students who decrease their credit load will be charged per credit). Call Bursar's Office at 718-368-5416, room A-205.

Date of Formal Withdrawal from Course(s) or College	Fall & Spring Sessions	Winter & Summer Modules
Before scheduled opening date...	100%	100%
Within six calendar days after scheduled opening date	75%	50%
Between seventh and twelfth calendar days after scheduled opening date....	50%	25%
Between thirteenth and seventeenth calendar days after scheduled opening date	25%	none
Beyond seventeenth calendar day after opening date	none	none

Should the sixth, twelfth, or seventeenth day fall on a weekend, the refund period would be extended to the next business day.

*NOTE: Students entering Military Service may qualify for a refund other than as listed. The Registrar should be notified of the military status at the time of withdrawal.

Withdrawal from the College

The date that the withdrawal form is completed and submitted—NOT the last date of class attendance—is considered the official date of withdrawal from the college. No portion of the Student Activity, Special, Penalty or Miscellaneous Fees is refundable except when a student's registration is cancelled or when the college withdraws or cancels courses.

Federal Refund Policy for Title IV Federal Aid Recipients

All Kingsborough students who are Federal Financial Aid recipients and totally withdraw within the sixty (60) percent point of the term may be required to repay a portion of any Federal aid received.

HEALTH REGULATIONS

Health Services Office, Room A-108, ext. 5684

New York State Public Health Laws 2165 and 2167 dictate that there are certain immunization requirements that must be met prior to registration:

NYSPL #2165 requires all students who were born after December 31, 1956 to submit to the College proof of immunity against measles, mumps and rubella.

NYSPL #2167 requires the College to distribute information to students on meningococcal disease (or meningitis) along with a meningococcal meningitis vaccination response form . Upon receipt of the above, students must complete the response form and submit it to the College.

NOTE: Students will not be allowed to register unless the above requirements are met.

All medical records and examination reports should be forwarded to the Office of Health Services, Room A-108.

NOTE: The College will not release medical records without signed authorization from the student. Students who are under 18 years of age will need a parent or legal guardian to authorize the release.

The College reserves the right to reject an applicant because of an existing health condition if the College Medical Officer believes that it is necessary and that it is in the best interest of the student and the College.

First aid, emergency treatment, psychological counseling and referral, educational, preventive and advisory services are available. Registered Nurses are in attendance whenever classes are in session. A clinical psychologist and college physician will see students and college personnel with specific health problems or questions by appointment. Any accident or illness incurred during schools hours or en route to the College should be reported immediately to the Office of Health Services.

NOTE: The College does not monitor individual student participation in physical education or athletics. Students are responsible for following the advice of their physicians or health care providers in these matters. The College will take no responsibility whatsoever for any injury which may be suffered should a student participate without advice or against medical advice and for any injury sustained as a result of physical incapacity.

REGISTRAR'S OFFICE

Room A-101, ext. 5136

The Registrar's Office maintains academic records for all students and is responsible for the registration of students into classes after they have been admitted to the college.

A prerequisite to attend classes is the completion of registration each term, following instructions from the Registrar's Office. Students who do not receive registration material by the start of announced registration periods should immediately contact the Registrar's Office. No student is considered registered until all appropriate forms are filed with the Registrar's Office and tuition and fees are paid.

The following services performed by the Registrar's Office are available upon application:

- Advance Standing evaluation of transfer credit
Filing dates—Academic Calendar*
- Certification of enrollment to outside agencies
- Change of:
 - Address, name and/or social security number
 - Curriculum (Plan)
Filing dates—Academic Calendar*
 - Grades
 - Matriculation Status (Degree/Non-Degree)
Filing dates—Academic Calendar*
 - Session (Day to Evening/Evening to Day)
Filing dates—Academic Calendar*
- Exams:
 - Finals—conflicts/make-ups
Filing dates—Academic Calendar*
- Graduation
Filing dates—Academic Calendar*
- Permit to attend other CUNY colleges
Filing dates—CUNY Portal
- Readmission
- Records access
- Transcripts
- Withdrawal from college and/or course
Filing dates—Academic Calendar*

* The latest ACADEMIC CALENDAR, with information on filing dates and deadlines, is available on the College's website, www.kbcc.cuny.edu.

FINANCIAL AID

Financial Aid Office, Room U-201, ext. 4644

The key to financing a college education successfully is to determine a budget. The student budget is defined as the number of dollars students need to attend The City University of New York (CUNY) for one year. It is composed of direct educational expenses (tuition, fees, books) and indirect educational expenses (housing, food, transportation, and some personal expenses). CUNY has established two standard budgets: (1) students living with parents and (2) students living away from parents.

Balanced against student budgets is the Expected Family Contribution (EFC). The EFC is calculated by the need analysis system that is established by Congress, and is defined as the number of dollars that students and their families can contribute toward the budget. To ascertain each student's need, the EFC is subtracted from the budget established for that student. The need establishes the maximum amount of dollars that can be awarded from all financial aid programs.

NEW YORK STATE TUITION ASSISTANCE PROGRAMS

The Tuition Assistance Program (TAP)

Sponsored by the State of New York, TAP provides tuition assistance for New York State residents who are matriculated and enrolled full-time, i.e., a minimum of 12 credits and/or chargeable hours in the major, a minimum of 6 credits must be in credit-bearing courses, and recipients must be income-eligible as defined by TAP.

All students must re-apply for TAP on an annual basis. Application is made to the New York State Higher Education Services Corporation (NYSHESC) using the FAFSA which is available on-line at www.fafsa.ed.gov beginning in early Spring of each year.

A TAP award year at Kingsborough Community College consists of the Fall and Winter sessions ("Fall") plus the Spring and Summer sessions ("Spring"). For additional information regarding TAP eligibility requirements, visit www.hesc.org and/or the Kingsborough website, www.kbcc.cuny.edu.

Students whose applications for TAP are approved will receive an award certificate from NYSHESC. The amount of the TAP award is scaled according to the level of study, tuition charges, the verified net-taxable income, and the number of TAP payments previously received. **Community college students are limited to three years worth of TAP eligibility.**

If students receive the award certificate prior to registration, tuition will be reduced by the amount stated on the certificate. If certificates are received after registration, students must pay the tuition at the time of registration and will receive a refund of the TAP award during the semester.

Eligibility for TAP

To be eligible for TAP, students must be:

1. New York State residents,
2. U.S. citizens or permanent residents,
3. matriculated,
4. income eligible,
5. enrolled full-time (a minimum of 12 credits/chargeable hours required in the student's major) by the end of the last day to add a class in Session I.
6. able to meet minimum standards of satisfactory academic standing, academic progress and program pursuit as defined by the New York State Education Department for Kingsborough Community College students.
7. must have a U.S. high school diploma, a G.E.D., or pass an approved ability to benefit test.

Satisfactory Academic Standing to Continue TAP Awards

TAP requires the maintenance of a minimum, satisfactory, academic standing. Students who fail to pursue a program of study or who fail to make satisfactory, academic progress, will lose TAP eligibility for the following semester.

Pursuit of Program/Academic Progress

Students are required to complete a certain minimum number of credits or chargeable hours each semester, accumulate a specified minimum number of total credits and achieve a specified minimum cumulative grade point average (GPA) to be eligible for each TAP payment. Additional information/explanation is available from the TAP Certification Office located in Room P-204.

First NYS TAP Award received BEFORE July 1, 2006

	at the end of TAP payment #					
TAP PAYMENTS #	1	2*	3	4	5	6***
Minimum Accumulated Degree Credits	0	6	18	31	45	60
Minimum Cumulative Degree Index (GPA)	0	1	1.2	2.00**	2.00	2.00
Minimum Credits/Equivalent Credits to be completed during current semester	6	6	9	9	12	12

First NYS TAP Award received AFTER July 1, 2006

	at the end of TAP payment #					
TAP PAYMENTS #	1	2*	3	4	5	6***
Minimum Accumulated Degree Credits	3	9	18	30	45	60
Minimum Cumulative Degree Index (GPA)	.5	.75	1.3	2.00**	2.00	2.00
Minimum Credits/Equivalent Credits to be completed during current semester	6	6	9	9	12	12

First NYS TAP Award received AFTER July 1, 2007

	at the end of TAP payment #					
TAP PAYMENTS #	1	2*	3	4	5	6***
Minimum Accumulated Degree Credits	0	6	15	30	45	60
Minimum Cumulative Degree Index (GPA)	0	1.50	1.8	2.00**	2.00	2.00
Minimum Credits/Equivalent Credits to be completed during current semester	6	6	9	9	12	12

NOTE: While a student must be enrolled full-time to be minimally eligible for TAP consideration, s/he must complete the number of credits noted by semester in the chart.

* Transfer students must register for at least six (6) degree credits to receive TAP.

** Students who have two years of TAP or the equivalent must have a 2.0 GPA or higher to remain eligible for TAP.

*** Each TAP Payment is equivalent to six (6) TAP points. Students are only allowed 36 points (6 payments) at a two-year institution.

Important Notes

- A. Students who withdraw from all courses during a semester will lose eligibility for TAP in the subsequent semester.
- B. Students on probation or continued probation who make satisfactory academic progress during this probationary period and continue to maintain their academic standing will maintain their eligibility for TAP.
- C. A repeated credit course cannot be included as part of a student's minimum full-time or part-time, course load for New York State financial aid purposes, except in the following cases: (1) when the repeated course was previously failed (2) when the course was previously passed but with a grade too low to be accepted in the enrolled curriculum, or (3) when a course may be repeated and credit earned each time.
- D. A repeated non-credit (developmental or remedial) course cannot be included as part of a student's minimum full-time or part-time course load for New York State financial aid purposes: (1) if students have already received two payments for that course, or (2) if students have previously received passing grades for that course.
- E. Loss of TAP eligibility: Students who fail to meet the standards of academic program pursuit, academic progress, and/or attendance will lose their TAP eligibility. In addition, any student who registers for courses without having met these standards will be liable and billed for the full amount of their TAP award, retroactively.
- F. Transfer students or students making a change of curriculum should review their status with an academic adviser and a financial aid counselor in order to insure their continuing TAP eligibility status at Kingsborough Community College.
- G. Waiver Policy: Students who can demonstrate that exceptional circumstances beyond their control caused them to have a substandard academic record may be eligible for a one-time, undergraduate waiver of the TAP regulations. Waivers will be granted in these exceptional cases only when: (1) there is a reasonable probability that the student will regain good academic standing; (2) the student is able to present full documentation; (3) the waiver is recommended by the Committee on Academic Standing after the student has met with an appropriate college official, and; (4) the waiver is approved by the Committee on Academic Standing. Students who wish to apply for a TAP waiver must submit a written appeal to the Registrar's Office, room A-101. There are three types of TAP waivers: one time; "C"; and Medical/Health (student-health-related).

Aid for Part-Time Study (APTS)

The Aid for Part-Time Study (APTS) program is sponsored by the State of New York and was established to provide tuition assistance for part-time, matriculated students who are New York State residents. Kingsborough students should use the T.O.W. This form is mailed to all students after completion of the FAFSA.

Eligibility for APTS

APTS is not an entitlement program. Therefore, awards are limited. Kingsborough Community College selects award recipients and determines individual award amounts. To be eligible, students must: (1) be enrolled, part-time, in an approved undergraduate degree program in New York State (part-time is defined as at least six (6) but not more than eleven (11) chargeable hours); (2) meet the income eligibility requirements; (3) be New York State residents; (4) be either U.S. citizens or permanent residents; (5) have a tuition liability of at least \$100 per year; (6) have remaining TAP eligibility; (7) NOT in default of a Federal Student Loan; and (8) be enrolled in courses required in their major.

APTS Awards

The money available for all participating institutions is set each year in the New York State budget. The amount received by a participating college is determined by the school's percentage of the state's total part-time enrollment.

Satisfactory Progress for APTS

Recipients must be in good academic standing in accordance with New York State's rules and regulations (GPA must be above 2.00) and must not be in default of a student loan.

Part-Time Tuition Assistance Program

Part-Time TAP is a New York State program implemented in the 2007-2008 academic year. It allows students to receive partial TAP payments for taking between 6-11 credits. This program is available to CUNY students who meet the specified requirements. Because TAP is a grant, it does not have to be paid back.

To receive Part-Time TAP students must meet the following requirements:

- Be a New York State resident
- Submit the FAFSA and the TAP application by the posted deadline
- Be admitted into a degree program
- Be a first-time freshmen in the 2006-07 academic year or thereafter
- Have earned 12 credits or more in each of the two consecutive preceding semesters, for a minimum of 24 credits
- Maintain a cumulative Grade Point Average of 2.0 or higher
- Register for at least 6 credits, but less than 12 credits
- Maintain good academic standing

OTHER GRANTS AND LOAN PROGRAMS

Federal PELL Grants

Matriculated students attending college on at least a less-than-half-time basis may apply for this Federal grant program. Students should use the Free Application for Federal Student Aid (FAFSA) available on-line at www.fafsa.ed.gov (application PIN is requested at www.pin.ed.gov). The Award year at Kingsborough Community College consists of two semesters/terms, each consisting of two sessions: The Fall Semester/Term includes a 12-week Fall session (Fall Session 1) and a 6-week Winter module (Fall Session 2); the Spring Semester/Term includes a 12-week Spring session (Spring Session 1) and a 6-week Summer module (Spring Session 2). In order to receive PELL for the Winter (Fall Session 2) or Summer (Spring Session 2) modules, you must register for both sessions (Fall/Winter or Spring/Summer) by the Add/Drop deadline for the respective Session 1.

Eligibility for PELL

Eligibility varies with financial need. The need analysis formula used is devised and mandated by Congress each year. Students are notified by the Financial Aid Office about the conditions for receiving PELL payments and how and where these payments can be received. Check the financial aid portion of the Kingsborough website (www.kbcc.cuny.edu) for details. Application is accomplished by first selecting a "PIN" at www.pin.ed.gov, and then by accessing www.fafsa.ed.gov. Students selected for financial aid verification should check the Kingsborough website for next steps. Also check online for the check distribution schedule.

To remain eligible, students must attend classes and continue to make satisfactory, academic progress in their chosen program of study.

Note: Students must have achieved at least a 2.00 GPA after two years of attendance at Kingsborough Community College. PELL will pay for a maximum of (30) equated credits, excluding ESL courses.

Federal Supplemental Educational Opportunity Grants (FSEOG)

FSEOG grants are available to exceptionally-needy full-time and part-time (at least half-time) students. These grants range from \$200 to \$2,000 annually. Students may apply for a "PIN" at www.pin.ed.gov, and then apply for this and all federal aid programs together at www.fafsa.ed.gov and must maintain satisfactory academic progress as stated under the PELL program. Checks are distributed several times each semester. The check distribution schedule is available online at www.kbcc.cuny.edu.

Federal Perkins Loan Program (FPL)

Application is made through the FAFSA. Applicants may borrow up to \$5,000 during their first two years at Kingsborough Community College, provided they remain in good standing. The amount students may receive is determined by financial need and availability of Federal funds. Loans are provided interest-free while the student is qualified and enrolled. Upon completion of study, there is a nine-month grace period before payments begin at 5%, simple interest for up to a ten-year repayment period. Application is first made by applying for a "PIN" at www.pin.ed.gov, then by completing an electronic application at www.fafsa.ed.gov. To continue eligibility, students must be enrolled at least half-time and maintain satisfactory academic progress as stated under the PELL program. Loan checks are distributed once per semester. The check distribution schedule is available online at www.kbcc.cuny.edu.

Satisfactory Academic Standing to Continue Title IV Awards

Financial aid recipients are required to maintain satisfactory academic progress (SAP) in order to continue to receive federal student aid.

There are two distinct ways to measure satisfactory academic progress:

1. The minimum cumulative Grade Point Average (GPA):

- A student must achieve at least the minimum cumulative GPA based upon their total number of credits attempted.

For example, if a student has attempted 23 total credits, he/she must have at least a minimum cumulative GPA of 1.75

2. The **pace** at which a student must progress to complete their program within the maximum timeframe.

- A student's total attempted credits must not exceed 150% of the credits required for completion of their degree.

For example, 60 credits are required to earn degree. If a student's total attempted credits is/or exceeds 90 credits (150% of 60 credits), the student fails to meet the SAP Pace Requirement.

- A student must successfully complete a minimum number of credits based upon their number of total attempted credits.

For instance, if a student has 32 total attempted credits he/she must at least complete 8 credits.

Please note:

"Successfully completed" is defined as having received grades of **"A," "B," "C," "D" or "P."**

Grades of **"F," "W," "WU," "WN," or "INC"** count as attempted credits, however they do not count as successfully completed.

INC: Incompletes are counted as attempted credits. A student can make up the INC grade by the end of the following semester. Only then will it be counted towards GPA calculation and completed credits. If a student fails to complete the INC course by the end of the following semester, the INC will change to an F (FINC), which affects the GPA.

Remedial Courses: A student will not receive federal student aid for any remedial hours above 30. Remedial hours are not counted towards the GPA, attempted credits, as well as completed credits.

Transfer Credits: Transfer credits approved by Kingsborough Community College are counted towards attempted and completed credits. Transfer credits are not counted towards the GPA.

Repeated Courses: Generally repeated courses are counted towards credits attempted, credits completed, and the GPA. Please reference Kingsborough Community College's catalog for further information on repeated courses.

Time of Evaluation

Kingsborough Community College Financial Aid Office measures SAP once a year after the spring term's grades are submitted.

Financial Aid Suspension

If a student fails to meet one or both of the SAP criteria, the student will be placed on financial aid suspension for the following academic year. The student will be ineligible to receive federal student aid, such as Pell grant. However, in some cases, the student may still be eligible for state aid, such as TAP.

Satisfactory Academic Progress Appeal

In some cases, a student's failure to be in compliance with one or more areas of the SAP policy is due to events beyond the student's control. If such extenuating circumstances can be documented for the specific semester(s) when the SAP standards were not met, a student may submit a SAP Appeal form with supporting documentation to the Financial Aid Office.

If the appeal is approved, a student can receive federal student aid. However, the student is placed on financial aid probation and will have their SAP monitored at the end of each semester during the academic year. If the

student fails to maintain SAP, the student will not be eligible for federal aid for the following semester and/or year.

The SAP Appeal must be based on extenuating circumstances that affected their academic performance. Examples of possible extenuating circumstances are:

- Serious illness
- Severe injury
- Death of a family member
- Other similar situations

Important Notes

- A. Attempted credits usually reflect course loads maintained in students' permanent records at their college.
- B. Accumulated credits should reflect credits that students earn toward the completion of the degree program in which they are enrolled.
- C. Enrollment in developmental courses will not be included as attempted credits.
- D. Withdrawals, which are recorded on a student's permanent record, will be included as attempted credits and will have an effect on meeting the appropriate standard. A retroactive "non-punitive" withdrawal may result in cases where students repay any assistance received as a result of their enrollment at the time of receipt of the assistance.
- E. Courses with incomplete grades are included as attempted credits. However, these courses cannot be used as credits.
- F. Repeated courses can generally be accepted toward degree requirements. However, each time students attempt courses, they are included as part of the attempted credit record. Therefore, repeated courses, regardless of the prior grade, reduce students' capacities to meet the appropriate credit accumulation standard.

For detailed information on the topics below, go to room U-201 or refer to the financial aid portion of the Kingsborough website at www.kbcc.cuny.edu.
- G. Details on how to appeal the loss of financial aid can be found in the financial aid portion of the Kingsborough website.
- H. Non-standard admissions situations:
 1. Readmitted students
 2. Transfer students
 3. Second degree students

Note: Non-degree students and those holding foreign student visas are NOT ELIGIBLE for financial aid. Possible sources of assistance are listed in the financial aid section of the Kingsborough website.

Any student required to register with the Military Selective Service, who fails to do so is ineligible for financial aid. (Additional information is available at www.sss.gov.)

All loan recipients who complete their degree requirements and/or are leaving the college, must schedule a loan exit interview with the Financial Aid Office.

Federal Work-Study Program (FWS)

This program enables qualified students to pursue degrees while holding a part-time job. This employment may be located on or off campus, and may take place during the academic year (including vacation periods) and/or during the summer months. Eligibility for this program is based on the financial status of students and/or their families. Recipients are required to maintain satisfactory academic progress as stated under the PELL program. Students may apply to this program first by applying for a "PIN" at www.pin.ed.gov, then by submitting an electronic application through the FAFSA. Checks are distributed every two weeks for hours worked. The check distribution schedule is available online at www.kbcc.cuny.edu.

Federal Direct Loans

Students seeking loans under the Direct Loan Program should first obtain a "PIN" at www.pin.ed.gov, then submit an electronic application at www.fafsa.ed.gov. Students will then receive a Student Aid Report (SAR). Students should bring the SAR and required documentation to the Financial Aid Office and request a loan application. A printable loan application along with other information about Federal Direct Loans is available on the Kingsborough website, www.kbcc.cuny.edu.

This program provides variable, low-interest loans totaling up to \$23,000 to cover undergraduate work. Eligible Kingsborough students who carry at least 6 credits and/or equated credits may borrow up to a total of \$3,500 for the freshman year and up to a maximum of \$4,500 for the sophomore year. The amount of the loan will be determined by students' Expected Family Contribution (EFC). Repayments begin six months after students graduate or leave school.

There are two types of Federal Direct Loans:

1. **Subsidized Federal Direct Loan:** The interest on this type of loan is paid by the Federal government during a student's residence at Kingsborough Community College. To be eligible for the Subsidized Federal Direct Loan, applicants must (a) be enrolled for at least half-time; (b) be a United States citizen or permanent resident alien; (c) demonstrate satisfactory academic progress; (d) have no outstanding debts from previous loans; (e) show financial need; and (f) file a PELL application to determine the Expected Family Contribution (EFC).

2. **Unsubsidized Federal Direct Loan:** The interest on this type of loan is paid by students while they attend school, or the interest is added to the loan. To be eligible for the Unsubsidized Federal Direct Loan, applicants must: (a) be enrolled for at least half-time study; (b) be a United States citizen or a permanent resident alien; (c) demonstrate satisfactory academic progress; (d) have no outstanding debts from previous loans; and (e) file a PELL application to determine the Expected Family Contribution (EFC).

Federal Parent Loan for Undergraduate Students (PLUS)

Parents may borrow up to the total cost of education minus other aid for each dependent child.

ACADEMIC AND SERVICE AWARDS

Annual awards are given to graduating students who achieve academic excellence in their various disciplines, and to students who give outstanding service to the college through student government and other student activities. The Faculty Committee on Awards administers the annual Awards Program. The Awards Ceremony is part of the two-day Commencement Exercises at Kingsborough and is usually held in the evening before the Commencement Day. Families and friends of the awardees are invited to the annual Awards Ceremony to share in the celebration of the students' success.

The Faculty Committee on Awards, chaired by the Associate Provost of Academic Affairs, also selects the valedictorian. All students who have achieved a GPA of 4.00 and have no more than 12 transfer credits to Kingsborough are invited to audition for the valedictorian speech.

For any questions regarding the annual Awards Program, students should visit the Office of the Associate Provost of Academic Affairs in room M-386 or call (718) 368-5029.

ACADEMIC AWARDS

Department of Art:

- Fine Arts Award
- Graphic Design and Illustration Award

Department of Behavioral Sciences:

- Behavioral Sciences Award
- Chemical Dependency Counseling Award
- Early Childhood Education Award
- Education Studies Award
- Mental Health and Human Services Program Award
- Substance Abuse Counseling Program Award

The Department of Biological Sciences:

Biological Sciences Department Award
Physical Therapist Assistant Program Award

Department of Business:

Accounting Program Award
Business Administration Program Award
Fashion Design Award
Office Administration and Technology Award
Retail Merchandising Program Award

Department of Communications and Performing Arts:

Broadcasting Award
Communications Award
Communications and Performing Arts Award
Media Technology and Management Award
Performing Arts Award
Speech Communication Award
Theater Arts Award

Department of English:

English Award
Journalism and Print Media Program Award

Department of Foreign Languages:

Foreign Language Award
Hebrew/Yiddish Scholastic Studies Award

Department of Health, Physical Education and Recreation:

Community Health Program Award
Exercise Science/Personal Training Program Award
Health, Physical Education and Recreation Award
Physical Education Program Award
Recreation and Recreation Therapy Award

Department of History, Philosophy and Political Science:

History Studies Award
Bernard Klein Memorial Award for Excellence
in History, Philosophy & Political Science
Philosophy Studies Award
Political Science Award
Lawrence Suss Memorial Award for Excellence
in History, Philosophy & Political Science

Department of Mathematics and Computer Science:

Computer Information Systems Award
Computer Science Program Award
Mathematics Program Award

Department of Nursing:

Nursing Scholastic Award
Surgical Technology Award

Department of Physical Sciences:

Chemistry Award
Engineering Science Award
Physics Program Award

The Department of Student Development:

New Start Program Award

Department of Tourism and Hospitality:

Culinary Arts Program Award
Maritime Technology Award
Tourism and Hospitality Award
Virtual Enterprise Award

Liberal Arts Award**Women's Studies Program Award****SPECIAL AWARDS**

Gladys Brooks Foundations Scholarship for
Leadership and Academic Excellence
Israel and Julia Glasser Scholarship for Political Science
Rachelle Goldsmith College Now Honors
Program Award
Leon M. Goldstein Scholarship Award for
Academic Excellence and Community Service
Patricia Hazlewood Spirit of Community Health Award
Otis Hill Scholarship Award
Honors Program Award
Karen Karlin G.E.D. Scholarship
KCC Alumni Association Scholarship Award
Charlotte Keller Marmaros Scholarship
for Promising Professionals in Gerontology
Lucille Nieporent Memorial Award
Nursing Alumni Scholarship Award
President's Award For Distinguished Scholarship
Presidential Honors Scholar Certificate
Retirees Scholarship Award
Harry Ritchin Memorial Scholarship for
Promising Professionals in Geriatrics
Science Scholars Award
David B. Silver Scholarship Award
Student Leadership Service Award
Valedictorian Award

WAVE SCHOLARSHIP AWARDS**STUDENT SERVICE AWARDS**

Certificate of Recognition
Bronze Awards
Silver Awards
Gold Awards

SPECIAL SERVICE AWARDS

Childcare Center Memorial Service Award
Library Award
Anthony F. Russo Student Leadership Service Award
Student Ambassador Service Award
Student Service Award

For information about Academic Awards, contact the Department Chair.

For information about Administrative and Student Service Awards, contact Wayne Harewood at (718) 368-4646.

For students who are graduating and beginning to apply to senior colleges, contact the office of Career Development, Transfer, and Scholarship Opportunities in room C-102 or call 718-368-5115 for information on transfer scholarship opportunities offered by senior colleges.

ACADEMIC INFORMATION

Matriculated students register for a specific degree in a particular curriculum or plan. To be considered a full-time student, a student must enroll in a program of study carrying a minimum of 12 credits and/or 12 equated credits during the fall and spring sessions. (Full-time students usually carry a program of 16 to 18 credits or equated credits.)

Part-time students carry fewer than 12 credits and/or equated credits. While it is possible to carry a full-time evening program, not all KCC degree programs are available for full-time evening study. Non-department required degree courses can be used for necessary basic courses and credits before completing department requirements in day session. Counselors are available for consultation.

Non-degree students who request a change to matriculated status must meet the following requirements. (**NOTE:** Non-degree students are NOT eligible for financial aid.)

1. Have an official transcript certifying high school graduation or its equivalent on file in the Registrar's Office, Room A-101.
2. Take required CUNY Skills Assessment tests (COMPASS Math Skills Test and the CUNY assessment tests in reading and writing)
3. Be in good academic standing (at least a 2.00 cumulative index) at the end of the current 12 week term.

If a college was attended previously, the following criteria must be met:

- A. Meet requirements in 1, 2 and 3 listed above.
- B. Have an official copy (copies) of previous college(s) transcript(s) on file in the Registrar's Office.

If the GPA at the previous college(s) was below a 2.00, the completion of a minimum of 12 credits or 12 equated credits will be required at Kingsborough Community College with at least a 2.00 GPA.

Consult the Academic Calendar for filing dates and deadlines.

TESTING

Room T-602, ext. 4975

The City University of New York mandates that all incoming degree-seeking students, as well as students entering the upper division, meet standards of proficiency in the basic skill areas of reading, writing and mathematics. In addition, the University requires students in both associate and baccalaureate programs to demonstrate their command of certain vital academic skills by the time they attain their 60th credit.

Accommodations for a required test based on disabilities are granted to students in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students who wish to seek such an accommodation must be registered with the College's office serving students with disabilities.

Freshman Course Placement

AFTER acceptance by the College, but BEFORE registration, entering matriculated students (and non-degree students attempting to achieve matriculation) will be required to demonstrate basic skills proficiency. This requirement can be met by meeting exemption criteria or by taking the COMPASS Math Skills Test, the CUNYACT in Reading, and the CUNY Assessment Test in Writing. Results of these tests, and/or pre-college exemptions, determine specific course assignments in appropriate English and mathematics classes.

Skills Assessment Testing

The Office of Instructional Services, under the auspices of the Vice President for Academic Administration, Program Planning and Development, is directly responsible for the administration of the CUNY skills assessment tests (COMPASS Math Skills Test, the CUNY/ACT in Reading, and the CUNY Assessment Test in Writing). Approximately 5,000 students are tested each year. The tests evaluate student skills in reading, writing and mathematics. All incoming degree-seeking students are required to take these examinations or be otherwise exempted. The results of the examinations are key to determining the need for developmental instruction, as well as placement in the sequence of Mathematics courses.

Basic Skills Proficiency

Students must meet standards of proficiency in the basic skills areas of reading, writing and mathematics established by the College. In addition, the CUNY Board of Trustees has mandated that students meet a University-wide minimal level of skills proficiency before entrance to the upper division. Consequently, students will be tested in these areas by taking the CUNY/ACT in Reading, the CUNY Assessment test in Writing, and the COMPASS Math Skills

Test after admission, but prior to their freshman year, to determine whether they meet the minimal University standards. Those who initially fail to meet requirements will be given appropriate developmental instruction to assist them to achieve the required skills competency levels. Students who fail to achieve the minimal CUNY standards by the end of their sophomore year will not be permitted to continue in the University. The end of the sophomore year is the semester, or session, in which the program's degree requirements for graduation are completed.

Curricula

The college expects that every Kingsborough student will make consistent and determined progress toward earning a degree, seriously strive to perform well in all courses, spend approximately two hours of outside preparation, study and work for EACH hour of classroom instruction and be committed to taking full advantage of the opportunities the college offers for a quality education.

The administration and faculty are concerned with providing education of the highest level of excellence, building basic skills which will facilitate and encourage further learning, assisting students to develop their individual potentials to their highest levels and helping students establish a firm foundation upon which to build their future careers.

Students in all programs follow courses of study designed to provide a sound general education and a carefully developed program of occupational or pre-professional education.

Non-credit, non-degree courses and programs are offered by Continuing Education.

Graduates who successfully complete the courses prescribed for the program of their choice can earn the degree that plan carries: the Associate in Arts (A.A.) degree, the Associate in Science (A.S.) degree and the Associate in Applied Science (A.A.S.) degree. Several one-year certificate programs are also offered.

Students must consult with an advisor when selecting courses to assure that their selections meet the plan requirements of their prospective plan.

The Associate in Arts (A.A.) degree is awarded upon satisfactory completion of the required credits for Liberal Arts (with concentrations in Children's Studies, English, Global and Environmental Studies, Secondary Education, and Women's Studies and a transfer option to the Baruch Zicklin School of Business); or Criminal Justice.

Candidates for the Liberal Arts degree concentrate their studies in the fields of the Arts and Humanities; Mathematics and the Sciences; and the Behavioral and Social Sciences.

The Associate in Science (A.S.) degree is awarded upon satisfactory completion of the required credits for programs offered in Mathematics, in the Sciences, and the Arts. Candidates for this degree follow programs which closely parallel the A.A. program, but have greater concentration in Mathematics or in Science, or the Arts, or one of the other areas in which they plan to study. These programs include: Biology (with Occupational Therapy, Pharmacy, Nutrition Science, Physician Assistant and Secondary Education Teacher Transfer Options and concentrations in Biotechnology and Marine Biology); Biotechnology; Chemical Dependency Counseling; Chemistry; Community Health (with concentrations in Gerontology, Health Administration, Health Education and Promotion, and Substance Abuse Counseling); Computer Science; Early Childhood Education/Child Care (with concentrations in Early Child/Child Care and Infancy/Toddler Development); Earth and Planetary Sciences; Education Studies (with concentrations in Early Childhood and Childhood Education); Engineering Science; Exercise Science/ Personal Training; Fine Arts (with concentrations in Art History, Ceramics, Drawing and Painting, Photography, and Sculpture); Journalism and Print Media; Mathematics; Mental Health and Human Services (with concentrations in Domestic Violence Counseling and Substance Abuse Counseling); Physics; Science for Forensics; Speech Communication (with concentrations in Speech Pathology and Communication Studies); or Theatre Arts (with concentrations in Performance and Technical Production).

The Associate in Applied Science (A.A.S.) degree is awarded upon satisfactory completion of the required credits in the career programs: Business Administration (with concentrations in Business Administration and Entrepreneurial Studies); Health; and Human Services. Candidates for this degree follow programs which concentrate in the applied fields. The professional fields in which these programs are offered include Accounting (with a concentration in Tax Accounting); Media Technology and Management; Business Administration (with a concentration in Entrepreneurial Studies); Computer Information Systems; Culinary Arts; Fashion Design; Graphic Design and Illustration (with concentrations in Animation and Graphic Design); Maritime Technology (with a Marine Technician option); Nursing; Office Administration and Technology (with concentrations in Executive, Legal, Medical, Medical Word/Information Processing, School, Word/Information Processing); Physical Therapist Assistant; Physical Education, Recreation, and Recreation Therapy (with options in Recreation and Recreation Therapy, Baccalaureate Transfer Options in Sports Management and Teaching Physical Education K-12); Retail Merchandising (with concentrations in Fashion Merchandising and Marketing Management); Surgical Technology; Tourism and Hospitality (with concentrations in Hospitality, Sports Management, and Tourism); and Website Development and Administration.

Assessment of Student Learning Outcomes

Instructors usually distribute a syllabus on the first day of class that identifies student learning goals and objectives, and lists the requirements of the course. He or she will choose approaches to teaching that are designed to help you meet these outcomes, and will assess how well you have achieved them through exams and/or assignments, as appropriate to the course.

Graduation Requirements

Eligibility for graduation requires the completion of one of the programs of study, as outlined within the Programs and Course Requirements section of this catalog, with an overall minimum cumulative grade point average of 2.00 (at least a "C" average) for all courses taken at Kingsborough Community College; passing scores on all CUNY assessment examinations; and, effective Fall 2010, a passing grade in a writing intensive course. Some departments also require a minimum grade point average for specific courses; refer to the Programs and Course Requirements section of this catalog for degree requirements.

Students can review their progress towards graduation on-line anytime by checking DegreeWorks. Each of the three filing periods (for an August, January, or June degree) has a deadline. **In order to graduate and be issued a diploma, all students must file an application for graduation by the deadline given in the Academic Calendar during the current filing period so their records can be reviewed.** The student must be matriculated during their last term of attendance at Kingsborough Community College.

In order to receive a Kingsborough degree, a student is required to have completed the final 30 credits toward that degree while enrolled at Kingsborough. Where one or more credit-bearing courses to be included in this sum are to be earned at another institution, prior permission must be obtained from the Committee on Academic Review. Each request for permission will be considered case-by-case on the merits of the individual circumstances. No permission will be granted if the total of the course credits result in less than 30 Kingsborough credits completed for the degree.

A graduate whose cumulative GPA is between 3.50 and 3.89 shall be graduated with honors. The term "with honors" will be inscribed on the student's diploma and noted in the commencement program.

Students seeking a waiver of graduation requirements may appeal to The Committee for Academic Review in room M-386.

Students returning for a second degree within a year of graduation must apply using the CUNY admission application. Students returning longer than a year after graduation must apply through the Admissions Office.

MAINTENANCE OF ACADEMIC STANDARDS*

The grade of "INC" (incomplete), or its equivalent, shall be awarded only when the course requirement has not been completed for good and sufficient reasons and where there is reasonable expectation that the student can complete the requirements of the course.

The grade of "W" (withdrawal without penalty) is applied when the student has submitted a Withdrawal Form to the Registrar's Office by the due date listed on the College's Academic Calendar.

The following table is used when evaluating a student's academic progress.

Attempted Credits or Equated Credits	Minimum Cumulative GPA (Index)
12 to 23 1/2	1.50
24 to 35 1/2	1.75
36 and over	2.00

Students who fail to achieve these standards will be placed on probation for one term, and if unable to correct their deficiencies during that term, will be dropped from the college. Students who receive financial aid must maintain these standards. The normal academic appeals procedure of the college will continue to consider individual cases and to make such exceptions to the implementations of these guidelines as unusual circumstances may warrant. Students who are dropped from the college for academic reasons may appeal to the Committee on Admissions and Academic Standing for readmission after one term. Students should pay the required readmission application fee and submit the completed readmission application, along with a letter of appeal addressed to the College Committee on Admission and Academic Standing, to the Registrar's Office, Room A-101. Consult the College's web page for readmission deadlines; applications should be filed early since readmission deadlines are well before the start of the upcoming term.

**Kingsborough Community College Council action*

Credits

Credits are points granted for courses taken in the college. The number of credits is usually based on one credit for each weekly class hour. In some cases, the number of required hours may exceed the number of credits granted (i.e., science and physical education courses).

Example: Chemistry 1200 6 hours 4 credits
 History 1100 3 hours 3 credits
 Phys. Ed. 2000 2 hours 1 credit

Grade Point Index

The Grade Point Index is obtained by multiplying the grade point value by the number of credits for the course, then totaling the grade points and dividing by total credits. (See page 22 for grade point values.) For example:

Course	Grade	Point Value	Credits	Grade Points
English	A-	3.7	4	14.8
French	D	1	3	3
Music	C+	2.3	3	6.9
Physics	B+	3.3	4	13.2
History	F	0	3	0
TOTAL		10.3	TOTAL 17	GRADE POINT TOTAL 37.9

Grade Point Index (37.9 quality points divided by 17 credits) equals 2.23, or approximately a "C+" average.

Developmental Courses

Developmental courses are specifically designed and required for students who have not passed the CUNY skills assessment tests in Reading and Writing and the COMPASS Math Skills Tests. Developmental courses are non-credit (0 cr.).

Equated Credits

Weekly class hours in developmental and compensatory courses for which credit is not given are, for certain purposes, counted as equated credits.

Example:

Math M100 4 hours 0 credits AND 4 equated credits
 English 9100 8 hours 0 credits AND 8 equated credits

Basic Courses (+)

Basic courses are courses that individual Kingsborough departments feel are essential for college students so that they may learn the fundamental and basic concepts of a discipline. Basic courses are designated by a (+). Some basic courses require prerequisite courses or departmental permission. This is indicated with the course description.

Advanced Courses

Advanced courses are courses that individual Kingsborough departments feel are important as follow-up courses to explore, either in breadth or depth, the areas of knowledge to which students have been introduced while taking the basic courses.

EXAMINATIONS

Mid-Term

Mid-term status is provided orally by instructors, and it is not entered on the permanent record.

Final

Students are responsible for meeting examination schedules. Students who have a conflict with a final examination schedule must immediately report to the Registrar's Office for rescheduling.

Students can access their final grades online via their CUNYfirst account.

Makeup Final

Students who miss final examinations for legitimate reasons may apply for makeup examinations.

Generally, permission is granted only to students who maintain passing grades up to the final examination period. For each make-up examination, a Petition for Final Makeup Examination form with the instructor's signature must be completed and received in the Registrar's Office by deadline dates (refer to Academic Calendar).

Students pay \$25 for the first makeup exam plus \$5 for each additional exam.

GRADES

Grades indicate how well a student is doing academically. They deserve careful attention as evidence of good progress and as an indication of the need for counseling and/or for increased effort.

Standard Grades

Students receive an official grade for each course at the end of a term. This becomes part of the permanent record. The standard grades are:

**Kingsborough Community College
OFFICIAL GRADING SYSTEM**

Grade	Definition
A+, A, A-	Excellent
B+, B, B-	Good
C+, C,	Satisfactory
C-, D+, D	Passing
F	Failure

Grade	Quality Points	Grade	Quality Points
A+	4.0	C+	2.3
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	F	0.0

- INC Doing passing work, but missing an assignment or an examination: changes to a "FIN," if work is not made up by the 10th week of the next 12-week module
- FIN Failure as a result of an incomplete
- P Passed, but course not counted in computing cumulative average
- R Minimum level of proficiency not met for developmental courses
- W Withdrew officially
- WA Withdrawn administratively due to immunization noncompliance
- *WN Withdrawn, never attended; a non-punitive grade
- WN Withdrawn/never attended; counts as failure (**in effect prior to Fall 2010**)
- WU Withdrew unofficially; counts as failure
- Y Yearly course; grade assigned at the end of year
- AUD Audit
- NC Minimum level of proficiency not met for certain specific compensatory courses
- Z Instructor did not submit grade
- # This course has been successfully completed in a subsequent semester and is not calculated in the cumulative average (Examples: #F, #WU)

Kingsborough Community College is accredited by the Middle States Association of Colleges and Schools.

NOTE: Students may register to repeat a course if they received an F, W, R, NC, *WN or WU grade.

Effective September 1, 1990, if a student repeats a course in which an "F" or an administrative failing grade (WU) was originally earned and subsequently earns a passing grade of "C" or better in the same course, the original failing grade will remain on the student's transcript but will no longer be computed into the grade point average. The total number of failing credits earned during enrollment in CUNY which may be deleted is 16. Students who wish to replace an "F" grade earned before September 1, 1984 must first receive approval from the Committee on Academic Review.

A course in which a grade of C- or below was received may be repeated only if a more advanced course in that discipline has not been completed. Students who receive a "C" grade or better in any course offered at the college MAY NOT REPEAT that course.

(Regulations above do NOT apply to students in the Nursing or Surgical Technology programs.)

"R" Grade

The "R" grade does not count in computing the scholastic index. It is given to a student in a developmental component who does not meet the minimum requirements at the completion of the semester. A student who receives the "R" grade in the same developmental component three times will NOT be permitted to repeat that course again.

Grade Change Appeals

Students may appeal a final grade to The Committee for Academic Review NO LATER than the end of the term following the term in which the grade was given. The term is defined as fall/winter or spring/summer. For example, students wishing to appeal grades assigned during the fall/winter term must file an appeal no later than the end of the following spring/summer term. Likewise, students wishing to appeal grades assigned during the spring/summer term must file an appeal no later than the end of the following fall/winter term. Appeals may be filed in room M-386.

Scholastic Standing

The measure of scholastic standing is based on the number of graded credits and/or equated credits taken and the grades received.

CHANGE OF CURRICULUM (PLAN)

For any curriculum/plan change, except Nursing and Surgical Technology* which have special regulations, students must file the appropriate form in the Registrar's Office, room A-101, following the deadline dates on the Academic Calendar.

The new curriculum goes into effect the term following the student's application. The most recent information on college policy, and all proper forms for a change of plan or change of session, are available in the Registrar's Office.

*Please refer to Nursing Department Information

AUDITING POLICY

To audit a course a student must:

- a. obtain permission from the department chairperson and course instructor.
(Permission to remain in the class is on a space available basis.)
- b. formally register, as an auditor, for the course under the current tuition policy.

The grade of "AUD," which carries no credit and cannot be changed to any other grade, will be given at the completion of the term.

WITHDRAWAL

From the College

Students who find it necessary to withdraw from the college must complete and file an official form in the Registrar's Office, A-101

NOTE: The last date of class attendance is considered the official date of withdrawal from the college. Students should check the Academic Calendar for deadline dates to withdraw without academic penalty.

From a Course

After consultation with a counselor and before such action is taken, the proper forms must be filed with the Registrar's Office, A-101. The date the completed change of program or withdrawal form is submitted to the Registrar's Office is considered the official date of withdrawal from the course, NOT the last date of class attendance.

If a student withdraws from a course during the first 17 days of the Fall or Spring term (or the first seven days of the Winter or Summer session), that course will be deleted from the student's transcript.

If a student withdraws from a course after the deletion period but before a deadline that approximately coincides with completion of 2/3 of the session (see Academic Calendar for specific date), the student will receive a "W" grade for that course.

If a student registers for a course, does not attend classes, and fails to officially withdraw from the course, the student will be assigned a "*WN" grade for that course.

READMISSION

A student who expects to return to Kingsborough should fill out a Readmission Form at the time of withdrawal. A readmission fee is charged when the form is submitted.

Students who wish to file for readmission to the college should pay the required application fee and submit the completed Readmission Form to the Registrar's Office, A-101. Consult the College's web page for readmission deadlines; applications should be filed early since readmission deadlines are well before the start of the upcoming term.

NOTE: Students who have received their degree from Kingsborough may not apply for readmission. Students returning for a second degree within a year of graduation must apply using the CUNY admission application. Students returning longer than a year after graduation must apply through the Admissions Office.

FORGIVENESS POLICY

Students who have been out of Kingsborough for a period of five (5) years or more and whose index was below 2.00, can be readmitted in good standing. Any prior failing grades, while still reflected in their record, would not be calculated in their grade point average to determine their standing.

Students who have been away from the institution at least five (5) years, can petition to apply for readmission under the "forgiveness" provision by appeal to the Committee on Admission and Academic Standing. If readmitted, these students would be readmitted as students on probation. **The forgiveness policy will be applied only once to a student's academic record.**

DISMISSAL

A student who is dismissed for academic reasons may not apply for readmission until one term after dismissal.

Application for readmission, with required readmission application fee, must be filed in the Registrar's Office, A-101, along with a letter of appeal to the Committee on Admissions and Academic Standing, documenting the reason for poor scholarship. If the Committee believes the records indicate that the student will be able to make satisfactory progress toward earning the degree within a reasonable period of time, the student may be readmitted. If at the end of the term of readmission, the student's academic level has not been raised to CUNY's standards, nor has adequate progress in achieving the appropriate standards been shown, the student will be dismissed.

The College reserves the right to revise the academic dismissal policy as deemed necessary.

STUDENT ATTENDANCE POLICY

A student who has been absent 15% of the total number of instructional hours that a class meets during a term or session may be considered excessively absent by the instructor. The instructor may consider excessive absences as a factor in the assignment of a student's grade.

INDEPENDENT STUDY

The college offers students the opportunity to take a limited number of credits outside the traditional courses structure as Independent Study, designated by the course number "8100." Students registering for such courses undertake a prescribed program of individual and/or group research and may attend seminars or workshops dealing with their field of study. All work will be conducted under the supervision of the assigned instructor and will be evaluated and graded by the instructor.

Successful completion of the "8100" courses generally requires from 1 to 3 hours per week and earns from 1 to 3 credits per term. These courses are open ONLY to upper freshmen and sophomore students who have an overall B average (3.00 index) in the subject area, with departmental approval.

Students will be permitted to take no more than 6 credits of Independent Study in any one area and no more than 12 credits toward the degree.

TOPICAL AND PILOT COURSES

In addition to the courses described in the catalog, the college offers a group of courses that meet the immediate needs and interests of various members of the student population or gauge the appropriateness popularity of new subject areas. These topical and pilot courses are designated by the course number "8200." These courses appear in the Schedule of Classes for the term in which they are offered.

TRANSFER TO SENIOR COLLEGES AND UNIVERSITIES

CUNY ARTICULATION POLICY:

Associate in Arts (A.A) Degree

Students who graduate with the A.A. degree and transfer to CUNY senior colleges have completed at least 60 credits of study required for the Bachelor's degree. General education requirements (may also be called core curriculum or distribution requirements) will have been met except as noted on the next page.

Please note the following:

- The senior college may require students to complete one course in a discipline required by a senior college's baccalaureate distribution requirements that was not part of the student's associate degree program.
- Students may need to fulfill a 6-8 credit foreign language requirement at a senior college, unless it was fulfilled at KCC or in high school or based on native language abilities.
- Students will also need to complete the requirements for their major at the senior college. Based on a fair and reasonable evaluation of a student's transcript, at least 9 credits will be granted in the student's plan/majors (including laboratory science). Students who change plans/majors upon transfer may not have completed coursework that can be applied toward a new major/plan.

Associate in Science (A.S.) Degree

Students who graduate with the A.S. degree and transfer to CUNY senior colleges have completed at least 60 credits of study required for the Bachelor's degree. General education requirements (may also be called core curriculum or distribution requirements) will have been met except as noted below.

Please note the following:

- The senior college may require students to complete one course in a discipline required by a senior college's baccalaureate distribution requirements that was not part of the student's associate degree program.
- Students may need to fulfill a 6-8 credit foreign language requirement at a senior college, unless it was fulfilled at KCC or in high school or based on native language abilities.
- Students will also need to complete the requirements for their major at the senior college. Based on a fair and reasonable evaluation of a student's transcript, at least 9 credits will be granted in the student's major (including laboratory science). Students who change majors upon transfer may not have completed coursework that can be applied toward a new major.

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 immediately after graduating from Kingsborough. At least 20 credits of liberal arts and science coursework are required for the A.A.S. degree with the balance of credits in the major field of study. A student must earn at least a "C" grade (2.0) index, in addition to completing all degree requirements.

Please note the following:

Upon transfer to a senior college liberal arts curriculum or related professional program in the same field as the A.A.S. program, students are granted a minimum of 60 credits toward a baccalaureate degree and follow a prepared course of study that will enable them to complete the baccalaureate degree within 60-72 credits. CUNY senior colleges can require that A.A.S. degree students complete general education, core curriculum or distribution requirements not covered in their A.A.S. credits.

The liberal arts coursework completed will be deemed to have fulfilled discipline-specific distribution requirements for all baccalaureate programs on a discipline-by-discipline specific basis.

Based on a fair and reasonable evaluation of a student's transcript, at least 9 credits will be granted in the student's major (including laboratory science). Students who change majors upon transfer may not have completed coursework that can be applied toward a new major. Provisions for a smooth transfer between KCC and CUNY, SUNY and many private colleges are in effect. Check with the Transfer Office, room C-102 for more information. Information about CUNY transfer policies may also be obtained at www.tipps.cuny.edu/transferpolicies.html.

SUNY TRANSFER POLICY

The SUNY Transfer Guarantee Program pledges that "A New York State resident who wishes to transfer from a State University of New York two-year college, including all community colleges through-out the state, and who possesses, or who will have, an Associate in Arts or Associate in Science degree at the time of transfer, is guaranteed an opportunity to continue education on a full-time basis at a senior campus of the University." All other students, with or without a degree, may apply for admission to SUNY units but the guarantee does not extend to them.

PRIVATE COLLEGE TRANSFER POLICIES

Students who wish to transfer to a private college should check college websites, catalogs, directories and other literature available at Kingsborough or directly from the college they wish to attend.

NOTE: Additional information is available from the Kingsborough Community College Transfer Office, Room C-102, the Kingsborough Community College Transfer Guide or the Admissions Office of the college to which you hope to transfer.

OFFICE OF ACADEMIC SCHEDULING, EVENING STUDIES AND WEEKEND COLLEGE

Academic Scheduling, Room A-113, Ext 5686

The Office of Academic Scheduling is responsible for the preparation of the Schedule of Classes, allocation of all academic rooming assignments, and creation of the 12 week semester evening and 6 week module day and evening final exam schedule. Other responsibilities include oversight for the eSIMS Help Center; Evening Studies; and the Weekend College Program, which is offered only during the Spring and Fall semesters. For more information, see the Academics section on the Current Students page on the Kingsborough website, www.kbcc.cuny.edu, or email Academic_Scheduling@kbcc.cuny.edu.

Weekend College Program, Room A-113, Ext. 6638

The Weekend College Program serves an integral role in the college's educational offerings. Individuals who are unable to attend courses during the day may pursue part-time and/or full-time studies weekday and Friday evenings, and on Saturdays and Sundays. Because office hours vary throughout the semester, students are urged to call or email us for office availability.

The Weekend College Program serves all students including:

- Adults seeking education for new career or career enhancement
- Parents planning to return to the work force
- Senior Citizens (New York State residents 60 years of age and over), who wish to avail themselves of opportunities in higher education under the College's tuition waiver policy for senior citizens. With proof of age and residency, only a \$70 registration fee is charged each semester
- Veterans and active military personnel pursuing their education objectives by attending the College
- Any person seeking a non-traditional college experience

For more information, see the Academics section on the Current Students page on the Kingsborough website, www.kbcc.cuny.edu, or email WeekendCollege@kbcc.cuny.edu.

Programs of Study

Courses in liberal arts, the humanities, business administration, early childhood education, computer information systems, travel and hospitality, and the sciences are available in the evenings and on weekends. At present, evening students can pursue Associate Degrees in Accounting, Business, Computer Information Systems, Office Administration and Technology, and Liberal Arts. A Liberal Arts degree can be earned solely through evening and/or weekend study. Students interested in other degree programs which are offered in the day session, can begin their studies in the evening and on the weekends, and transfer to the day session to complete their degree.

For information regarding matriculated and degree status, contact the Admission Information Center in room V-103, ext. 4600 or the Office of Academic Scheduling in room A-113, ext. 5686.

For more information, visit the Weekend College section of the Kingsborough website, www.kbcc.cuny.edu.

DEPARTMENT OF STUDENT AFFAIRS

Room A-216, ext. 5563

The mission of the Department of Students Affairs is to provide an inclusive environment in which students engage in innovative, stimulating, and high quality learning opportunities designed to facilitate personal growth and academic success. Our students will exemplify the core values of leadership, civic engagement, civility, and responsible global citizenship while moving forward successfully toward their academic and career goals.

Career Development, Transfer/New Start, Scholarship Opportunities and Service-Learning, Room C-102, ext. 5115

The Office of Career Development, Transfer/New Start, Scholarship Opportunities & Service-Learning offers career counseling to all Kingsborough students, from their first day on campus through graduation. The mission of the Center is to prepare students with specific knowledge to find, organize, and utilize career resources as they progress through various stages of career exploration. Career counselors assist students in career planning and in the development of skills needed in the job search. Listings of part- and full-time jobs, as well as internships, are available to students via the KCC Online Jobs Board. The Career Center's recruitment events, such as Job Fairs and On-Campus Recruitment, bring representatives from major corporations, government, and social service agencies to the campus. Job search assistance is offered to all students through resume writing and interview technique workshops.

In addition, information is available on requirements for transfer to senior CUNY, SUNY, and private colleges. Transfer counselors provide individual counseling regarding transfer related issues, including selecting a senior college, navigating the application process, and aiding in the transition to a senior college. Group workshops provide assistance with specific transfer procedures. In addition, Transfer Fairs, Senior College Visits, and On-Site Admission Days are held during the Fall and Spring terms which host representatives from an array of four-year colleges and universities.

New Start Program, Room C-102, ext. 4710

The New Start Program assists students who have experienced academic difficulty at participating senior colleges. Eligible students are admitted to Kingsborough in good standing and they may enroll in any of Kingsborough's degree programs on a full- or part-time basis. Up to 30 previously earned college credits can be applied toward an associate degree at Kingsborough. New Start students are offered specialized support services, including counseling and academic advisement. After graduation from Kingsborough, students may continue their education at a senior college under the CUNY transfer guarantee policy.

C.O.P.E. Program, Room T4-216, ext. 4660

C.O.P.E. (The College Opportunity to Prepare for Employment Program) provides special services to students who are enrolled in a vocationally-oriented associate degree programs and who receive public assistance through the Human Resources Administration and qualify as Temporary Assistance for Needy Families/TANF (formerly Aid to Families with Dependent Children/AFDC) recipients. The program also offers its services to other students who are low income and the parent of a minor. Services include personal and academic counseling, HRA advisement of policy changes, preparing for HRA appointments and meeting workfare requirements. C.O.P.E. also assists its students with forms that entitle them to child-care and carfare supplements. There is also job preparation and placement assistance including workshops in the application process, interview preparation, job search and computer tutorials.

Counseling Services

Room D-102

All Kingsborough students are eligible to receive free and confidential personal counseling through the Counseling Services Center, where they will find a staff of trained and caring mental health practitioners who are committed to providing high-quality services, in a safe, supportive, and judgment-free environment, while always respecting students as individuals and as members of a diverse school community.

The center's mission is to provide counseling that facilitates meaningful personal growth and the fullest academic development of each individual. The staff assists students with adjustment, behavioral, emotional and/or academic challenges; provides ongoing education to the KCC community regarding mental health issues; and offers consultation and assessment in crisis situations to the KCC community.

Through counseling you can gain assistance in developing positive coping strategies to help you balance the challenging demands of school and personal life like stress, trauma, family concerns, loss, anxiety, depression and life transitions.

Specific services available include individual and/or group counseling; mental health screenings; psycho-educational workshops; and academic skills workshops. When appropriate, referrals to experts on campus, outside community, and/or mental health agencies are coordinated to provide mental health services. Students' confidentiality and privacy are highly valued.

Counseling Services oversees Health Services, the Lighthouse Program, the H.E.L.M. Center, the Women Center, and Access-Ability Services.

Freshman Services and College Advisement

KCC's Freshman Services and College Advisement oversees pre-enrollment activities; Freshman Services; Opening Doors Learning Communities; the Allied Health Career Center; the Academic Advisement Center; Campus Fest; SD 10 courses; freshman socials; and workshops. The program is aimed at assisting freshman students make a comfortable and successful transition to Kingsborough Community College.

Freshman Services and College Advisement is dedicated to students' personal, social and academic growth. Through advisement, they work closely with students in developing a mutually agreed upon plan that aids in the identity and achievement of their educational, career and life goals. They foster an environment that encourages student growth, promotes self-sufficiency and academic responsibility.

Respecting the rights and dignity of all students, they strive to dissuade prejudice; teach students the need to show respect and consideration for others; and encourage the development of close ties and strong relationships between students and their student peers, as well as between students and staff.

Freshman Services and College Advisement is located in the following rooms: F-123 (Freshmen- first semester); E-102 (Opening Doors Learning Communities); M-201 (Academic Advisement Center); and M-101 (Advisement Center for Health Careers). Academic and career advisement is provided to all students not in a special program.

COURSE OFFERINGS

SD 1000 Freshman Seminar 1 cr. 1 hr.

Student Development (SD 10) is a one-credit freshman seminar course. The course assists incoming students in their college transition, facilitates interactive learning, and helps to develop knowledge and skills important for attaining academic success. In order to provide students with an opportunity to develop personally, academically, and socially, the course addresses the topics of learning styles, skills for academic success such as note taking and time management, career exploration, academic policies and procedures, information literacy and diversity. Students are encouraged to think critically, to develop an academic plan, and to learn outside of the classroom through out-of-class experience events such as slam poetry, yoga, and cultural diversity workshops. The class also promotes the development of a strong bond between students and their instructor as well as with the college community.

SD 1100 Career and Life Planning 1 cr. 1 hr.

Students have an opportunity to explore careers with emphasis on their interests, abilities, aptitudes and college experiences. They learn how to plan for future work and leisure time. Topics include: the nature of work; contemporary changes in careers and work ethic; self assessment; jobs; and changing lifestyles. Current labor market information is introduced followed by intensive, individual research and exploration of occupations. Instruction and practical assignments explore the dynamics and techniques of job-seeking, decision-making, goal-planning and priority-setting.

SD 1200 Strategies for College Success 1 cr. 1 hr.

This course examines typical problems encountered in the college and the strategies to overcome these difficulties. It offers an assessment of personal academic strengths and weaknesses and an examination of the internal and external barriers to academic success. Students are assigned a counselor to explore issues that often correspond to the course curriculum.

New Student Orientation/Campus Fest

New-student orientation, known as Campus Fest, assists students with their transition to college. Entering a new college setting, no matter how large or small can be a bit frightening at first. Students are in a new environment, with new people, and have much more independence than ever before. Campus Fest is aimed at alleviating some of the anxiety surrounding these issues as well as answering student questions about Kingsborough Community College. It is the first opportunity to meet other incoming students, receive information about college resources and experience our beautiful college campus. Campus Fest is an excellent opportunity to help students feel prepared to begin college and to give them the greatest opportunity to start strongly. It takes place twice a year for students who have never attended Kingsborough before.

Health Services Office, Room A-108, ext. 5684

The College Health Office reviews student medical forms and evaluates health status, facilitates the removal of physical or emotional handicaps to learning and ascertains the need for special adaptations of the college program to ensure the maximum development of each student (see *page 10*). First aid, emergency treatment, educational, preventative and advisory services are provided. Registered nurses are in attendance when classes are in session to assist students with specific health problems. Any accident or illness incurred during school hours or en route to the college should be reported immediately.

H.E.L.M. (Health Education & Lifestyle Management) Center, Room E-102, ext. 4909

The H.E.L.M. Center is a health education and research resource whose primary mission is to raise the collective consciousness of the college community with regard to major health issues. The Center strives to empower individuals in the management of their personal health and their life. It offers a setting to unify student wellness, life management, health referrals and fitness programs.

The Lighthouse: Alcohol and Substance Abuse Program Room U-228, ext. 6565

The Lighthouse oversees the campus-wide alcohol and substance abuse prevention program, designed to maintain a drug free environment and to prevent the use of alcohol and substance abuse through education and information; treatment and referral; and positive alternatives. The center provides education and information to the Kingsborough community through its multi-media resource center; through workshops, classroom presentation, seminars and guest speakers; and via a newsletter. They also offer individual and group counseling, as well as referrals. Students, faculty, and staff can visit them in Room U-228, Monday through Friday from 8:30am to 4:30pm. The program is free and completely confidential.

STUDENT LIFE OFFICE Room C-123, ext. 5597

The Department of Student Affairs's co-curricular activities program, coordinated by the Student Life Office, is designed to enrich students' total college experience. The mission of the Student Life Office is to provide programs and services that support the activities of student organizations; to sponsor and support extra and co-curricular activities designed to supplement students' classroom experiences; and to contribute to students' personal and intellectual development.

Students and faculty work together to make decisions in areas of college governance, leadership training, etc. Opportunities are available on the College Council, the Kingsborough Community College Association, the Committee to Advance Pluralism and Equity, and many other college-wide committees.

Over one hundred student organizations, organized and administered by students with assistance from faculty advisors, develop academic, cultural, educational and social programs. Included are team sports and athletics, theater, special interest groups, social groups, a radio station, newspaper, yearbook, literary and arts journal and a student ambassador program.

There are five **Student Government Councils**, each representing different curricula: Business; Liberal Arts; Mathematics and Sciences; Part-Time and Evening Studies; and Public and Health Services.

Many events, open to all students, are scheduled throughout the semester. They include lectures, films, art exhibits, socials, music and videos. Dates and campus locations of events are published in *What's Happening*, the weekly newsletter, and in *Scepter*, the college student newspaper, as well as on moving message boards and easels and the college website.

Student Councils, Room C-123, ext. 5597

Upon registering, each student is automatically assigned to one of five student constituencies, based on the student's major:

Business, which includes majors in: Accounting, Business Administration; Culinary Arts; Fashion Design; Office Administration and Technology; Retail Merchandising; Tourism and Hospitality

Liberal Arts, which includes majors in: Liberal Arts; Criminal Justice; Fine Arts; Graphic Design and Illustration; Journalism and Print Media; Media Technology and Management; Speech Communication; Theatre Arts; Website Development and Administration

Mathematics and Sciences, which includes majors in: Biology; Biotechnology; Chemistry; Computer Information Systems; Computer Science; Earth and Planetary Sciences; Engineering Science; Maritime Technology; Mathematics; Physics; Science for Forensics

Part-Time and Evening, which includes: Students attending classes part-time and students taking the majority of their courses in the evening, as well as non-matriculated students.

Public and Health Services, which includes majors in: Chemical Dependency Counseling; Community Health; Early Childhood Education/Child Care; Education Associates; Exercise Science/Personal Training; Mental Health and Human Services; Nursing; Physical Education, Recreation, and Recreation Therapy; Physical Therapist Assistant

Each of the five student constituencies is represented on the Student Government by a student council, empowered to conduct student activities; represent student interests to the appropriate officers and bodies of the college; authorize and regulate expenditure of funds entrusted to them; and elect representatives to other college committees. Only a member of a student constituency can represent that constituency, either as an elected or appointed representative. Officers and representatives of the Constituency Council are elected in May by members of their constituency.

Clubs and Organizations, Room C-123, ext. 5597

From academic and social to ethnic and special concerns to fraternities and sororities – the more than 100 clubs and organizations at Kingsborough Community College reflect the diverse interests and activities of our both day and evening students. Club involvement can introduce a student to new cultural experiences; help develop valuable leadership and organizational skills required in all aspects of life; and can lead to lasting friendships. The number and types of clubs and organizations change constantly as students' interests and concerns change. Students interested in creating a new club on campus should pick up a "Petition to Organize and Establish an Organization" from the Office of Student Life. Student Life staff will guide them through the process.

Student Activities Resumé, Room C-123, ext. 5597

The Student Activities Resumé Program provides students with official documentation of involvement in campus activities that would be of value when applying for senior college or a professional position.

Student Ambassador Program, Room C-123, ext. 5597

The Student Ambassador Program prepares students to play a significant part in assisting all students, particularly freshmen, in making an easier adjustment to college. Qualified students are trained to use a student-to-student approach to provide information, help with problems and provide needed support. In addition, Student Ambassadors give service to the college community in general.

Student Handbook, Room C-123, ext. 5597

The Student Handbook, an important resource and guide, provides students with information on all aspects of college life: campus rules and regulations; academic standards; counseling and related services; special programs; student activities, and more.

Student Publications, Room M-230, ext. 5603

Student publications provide an outlet for the expression of ideas, opinions, creativity and talent.

- *Scepter*, the college newspaper, prints college news, reviews college activities and sports, carries letters, opinions, commentary and items of interest to KCC students and faculty.
- *Antheon*, the college literary and arts journal, encourages the expression of student poetry and fiction and the visual arts.
- *Odyssey*, the college yearbook, offers students an opportunity to produce an overview of the academic year and its graduates.

All publications are written, produced, managed and distributed by KCC students with a faculty advisor. They are supported by the KCC Association and have been cited for excellence.

STUDENT SUPPORT PROGRAMS**Access-Ability Services (Students with Disabilities), Room D-205, ext. 5175**

The goal of Access-Ability Services (AAS) is to ensure that KCC students with disabilities receive equal access to all KCC programs and services. AAS makes every reasonable effort to provide appropriate accommodations and assistance to students with disabilities including tutoring, disability-related accommodations, individual counseling, adaptive computer equipment, and other technological aids. AAS also serves as a liaison and resource for KCC students, faculty and staff regarding disability issues. In addition, they help students with disabilities develop the necessary skills to become effective self-advocates and productive, contributing members of the student body. Students with disabilities who require accommodations should contact AAS to submit required documentation and to arrange an intake interview.

Child Development Center, Room V-105, ext. 5868

A limited number of Kingsborough's students's children, ages 18 months through 9 years, are accepted to the Child Development Center each semester on a first-come, first-served basis. The children receive professional care and education at this licensed facility from September through July each year. The center provides day and evening care, and has a Saturday program during the fall and spring semesters. The low parent fees for enrolling children are a result of the center's receipt of public funds.

College Discovery, Room L-516, ext. 5520

The College Discovery Program is a higher education opportunity program for students who demonstrate college potential, but who might otherwise be excluded because of academic or economic limitations. Under the direction of The City University of New York/Office of Special Programs, College Discovery students receive academic and career counseling, tutorial services and financial assistance. Students are accepted into the program during the Fall semester through the University Application Processing Center.

Men's Resource Center, Room U-218, ext. 5864

The Men's Resource Center provides academic and peer support to self-identified men of color, to help empower them and improve their college experience. Services provided to help students achieve their goals include professional and peer mentoring; intensive academic support; networking with other students; career exploration; and cultural & educationally-focused trips and activities.

TRiO Student Support Services, Room D-205, ext. 5175

TRiO addresses the academic and vocational needs of students with disabilities, first generation, or low income students. The program provides counseling, assistance with transfers, tutorials, technology workshops, and other services for academic success and retention. Intakes are available throughout the calendar year.

Veterans Affairs Student Office, Room D-205, ext. 5472

All veterans, military students, and eligible dependents should visit the Veterans Affairs Student Office (V.A.S.O.) for information and assistance relating to educational benefits, jobs, housing, insurance, personal and business loans, dental and medical referrals, vocational rehabilitation, and other entitlements. A copy of Federal Benefits for Veterans and Dependents is also available.

Women's Center, Room M-382, ext. 4700

The Women's Center offers women and non-traditional students a supportive place to gather, socialize, and network. The center partners with academic departments, programs, and clubs to co-sponsor lectures, workshops, and seminars exploring educational, professional, and lifestyle issues. In addition, they form peer support groups in response to students' needs and schedules.

SPECIAL PROGRAMS**Behavioral Sciences Research Methodology Project, Room F-102, ext. 5170**

This program offers high schools students enrolled in the College Now program the opportunity to learn about research methodology by taking two 4-credit college courses: *Introduction to Research* (BEH 7000) during their upper junior year and *Conducting Research* (BEH 7100) during the fall term of their senior year.

The courses are taught by Kingsborough faculty and utilize the latest in computer research technology. The goal of the program is to develop participants' skills in research, analytical thinking and critical reasoning. Their individual projects will be submitted to the Intel Science Talent Search in the Behavioral and Social Sciences category and other scholarship competitions.

Center for Civic Engagement

The Center for Civic Engagement identifies and cultivates opportunities for students, faculty, and staff to engage the community and the world through scholarship, active service, and meaningful leadership. For more information, visit the college website.

College Now Program, Room F-102, ext. 5170

College Now is a nationally recognized City University of New York/Department of Education initiative designed to help students make a smooth transition from high school to college. The program, conceived at Kingsborough Community College in 1983 and expanded by the University in 1998, operates at over 250 public high schools throughout New York City and at all CUNY colleges. Kingsborough Community College currently offers College Now programs at 34 New York City high schools.

The program is open to eleventh and twelfth grade students. Those who express interest in the program take developmental and/or college-level coursework tailored to their academic needs and interests. Among the college-level offerings are courses in Business (BA 1000), Social Sciences (BSS 100), Communications (COM 1100), Humanities (HUM 100), Science (SCI 100) and Student Development (SD 1000, SD 1100). Developmental offerings include courses in English (ENG BW00, ENG W100, ENG W200, ESL BW100, ESL BW200) and Mathematics (MAT 1000, MAT 3000). The courses are offered before or after the regular school day. Students may earn up to 16 college credits, tuition free, while in the program.

CUNY Baccalaureate for Unique and Interdisciplinary Studies, Room M-386, ext. 5029

The City University of New York Baccalaureate for Unique and Interdisciplinary Studies (formerly the CUNY Baccalaureate Program) allows academically able students the opportunity to design individualized programs of study that complement their academic, professional, and personal goals. The program is well-suited for students who wish to pursue areas not available as majors at either their home colleges or elsewhere within the university. This is CUNY's most flexible, versatile degree, making it particularly beneficial for working adults; the program also offers a comprehensive transfer policy.

Working one-on-one with CUNY faculty mentors, students create their own single or double "areas of concentration" (like single or double majors), many of which are often interdisciplinary. Recent examples include Engineering Psychology, Marketing Anthropology, Urban Sustainability, International Human Rights, Environmental Biology, Community Development and Technology, and Food Studies and Entrepreneurship. Students may take courses at any CUNY college, including the Graduate Center, School of Professional Studies, and City College Center for Worker Education, and are encouraged to pursue independent research, field-work, study abroad, and other academic opportunities.

CUNY BA, as it is commonly known, accepts up to 68 transfer credits earned at the community college level, and up to 90 credits in total. Qualified Kingsborough students can be in the program while working towards their associate's degree (and will be able to take courses at the senior colleges at the same time). To be eligible for admission, students must have completed at least 15 college credits with at least a 2.50 GPA, and must have an idea for an interdisciplinary or otherwise unique area of concentration. For more information, speak with the KCC-CUNY BA Campus Coordinator in Room M-386 or visit www.cunyba.cuny.edu.

Leon M. Goldstein High School for the Sciences

Goldstein High School is an empowered NYC public high school located on the campus of Kingsborough Community College. Opened in 1993, it has an enrollment of approximately 950 students. The school offers an enriched and challenging curriculum in the sciences, mathematics and humanities that exceeds city and state requirements. It also offers a variety of extracurricular activities including PSAL sports teams, theater arts, musical concerts and clubs. Please direct all inquiries about the high school to 718-368-8500.

Institute of Tutorial Services, Room L-605, ext. 5118

The Institute of Tutorial Services is a highly structured program providing free tutoring to all Kingsborough students in almost all subject areas. The tutorial sessions are either one-to-one or small groups. The concepts covered during these sessions are under the guidance of each instructor, and progress reports are sent to the instructor.

The Math Workshop, Room F-206, ext. 5808

The Math Workshop, a branch of the Institute of Tutorial Services, provides very specific support in close collaboration with the Math faculty. It provides the following services:

1. Workshop: Tutoring can be provided in small groups or individually for all KCC students who are in need of assistance in mathematics.
2. Intensive Study Program: Utilizing a diagnostic exam (myskillstutor.com) and worksheets, students are helped to prepare for exit from developmental math.
3. Math Computer Lab: Available to Math and Computer Science classes and individual students.

Both the Institute of Tutorial Services and the Math Workshop are under the auspices of the Office of Instructional Services.

My Turn Program, Room F-219, ext. 5079

My Turn is a tuition-free college education program for New York State residents 60 years of age and older. My Turn students are permitted to take as few or as many credits per semester as seats are available, following the registration of all non-My Turn students. The program includes special counseling and other services. The registration fee is \$80 each semester and all penalty fees must be paid. Age and residence documentation must be submitted with the admission application. Students are accepted on a matriculated or non-degree basis, subject to availability of space. To apply, check appropriate filing dates in Registrar's Office.

New Americans Center, Room V-125, ext. 5600

The New Americans Center, under the direction of the Director of Enrollment Services, is a one-stop citizenship center open, offering free immigration services at Kingsborough Community College and the Brooklyn community at large, including confidential one-on-one consultations with an immigration attorney and/or paralegal. The center provides assistance with citizenship application; issues relating to student visas, spousal visas, renewals of alien cards, and family petitions deportations; and general legal counseling relating to maintaining and acquiring immigration status in the United States.

On Stage At Kingsborough at The Leon M. Goldstein Performing Arts Center, ext. 5596

Part of Kingsborough's mission is to enrich the lives of people who live, work, and study in our community. The season includes world-class dance, music, theatre, and family performances from September to May. During the month of July, they present the HOT SUMMER NIGHTS! free outdoor concert. The Art Smart program attracts more than 8,000 New York City public school children for weekday performances of professional children's shows. Discounted tickets are often available for KCC students, staff, and groups. For information about upcoming events, or to purchase discounted student/ staff tickets, call 718-368-5596 or stop by the box office at the Leon M. Goldstein Performing Arts Center between 10am and 5pm. Monday through Friday. For more information visit www.OnStageAtKingsborough.org.

Partners in Academic Success and Support (PASS)

The mission of the Pass Program is to enrich the educational experience of Liberty Partnership Program students by linking them with a Kingsborough Community College student. By providing high school students with an introduction to higher education, the students may establish future career goals and realize that education is necessary to attain their goals. More information regarding the PASS program may be obtained in Room D-124.

Radio Station WKRB, Room U-227, ext. 5817

The college's student-operated FM station, WKRB-FM, broadcasts on 90.3 MHz and covers South Brooklyn and major portions of Queens and Staten Island and webcasts at www.wkrb.org. Serving approximately 200,000 listeners each week, WKRB provides entertainment, public affairs and community-oriented programming 365 days a year. Students in the Broadcast curriculum use the newly-refurbished station as the lab in which to learn every aspect of radio broadcasting.

Single Stop, Room V-231, ext. 5411

Single Stop connects Kingsborough students to the benefits and resources for which they may qualify. A free 15-minute benefits screening can potentially point the way to help with rent, groceries, and/or health insurance. In addition, students can receive the following free services; legal aid; financial counseling; and tax preparation.

Technology Services

The Office of Information Technology Services at Kingsborough, working in collaboration with Academic Affairs, aims to promote the effective integration of technology into teaching and learning. The Office provides students with access to their CUNYfirst and college email accounts; network accounts for access to labs; wireless resources; ePortfolio; and CUNY Portal accounts for access to Degree Works and Blackboard e-learning. In addition, ITS manages the hardware and software for all computer labs and provides open lab access for the use of registered students, faculty and staff. All computer users are responsible for using the facilities in an effective, efficient, ethical and lawful manner. To learn more about the services and policies of the Office of Information Technology Services, visit www.kbcc.cuny.edu.

Village Center for Enrollment Services, Room V-100

The Village Center for Enrollment Services, Kingsborough's one-stop for all of the enrollment areas, provides assistance and direction with admissions, financial aid, registrar processes, KCC ID validation, directions, and more. The Village Center is located in V-100 of the Academic Village building. Office hours are Monday, Thursday, Friday 9-5 pm and Tuesdays and Wednesdays 9-8 pm. The center is run under the auspices of the Director of Enrollment Management.

Women's Studies Program, Room F-115, ext. 5162

Kingsborough offers courses in Women's Studies as electives which fulfill general distribution requirements and it offers a concentration in Women's Studies under the Liberal Arts degree. Students may take Women's Studies courses in art history, American history, criminal justice, literature, psychology, film genre, anthropology, sociology, business, health, and biology as electives. For complete course descriptions, check within the respective departments. Also, special Women's Studies sections of basic courses in art, English, mass media, music, psychology, sociology and student development are offered regularly.

To graduate with a concentration in Women's Studies, students must take HIS 66, an interdisciplinary course on *Women in the Social Sciences*. In addition, they must take 9 more credits in Women's Studies courses from among the 3 groups. Obtaining a concentration in Women's Studies does not require taking any extra group requirements.

For students wishing to obtain a four-year major in Women's Studies, Kingsborough has articulation agreements with Brooklyn, Hunter, Medgar Evers, Queens, and York colleges. For further information, visit room F-115 or call ext. 5162.

Affiliated Faculty:

Adeline Apena	History
Susan Aranoff	Business
Carla Beeber	Biological Sciences
Alison Bettor	Behavioral Sciences
Megan Brandow-Faller	History
Mary Dawson	Biological Sciences
Elizabeth Dill	English
Janice Farley	Art
Susan Farrell	Behavioral Sciences
Eileen Ferretti	English
Lea Fridman	English
Lourdes Follins	Behavioral Sciences
Libby Garland	History
Kate Garretson	English
Cindy Greenberg	Communications & Performing Arts
Amy Haas	Business
Helaine Harris	Behavioral Sciences
Anna Karpathakis	Behavioral Sciences
Beth King	Behavioral Sciences
Miriam Kittrell	Biological Sciences
Frances Kraljic	History
Suzanne LaFont	Behavioral Sciences
Janice Mehlman	Art
Katherine Opello	History
Mary Ortiz	Biological Sciences
Lisa Paler	Behavioral Sciences
Hope Parisi	English
Catarina Pierre	Art
Anna Procyk	History
Cecilia Salber	Library
Jacqueline Scerbinski	Business
Michael Sokolow	History
Tracy Steffy	History
Loretta Taras	Biological Sciences
Elizabeth Tompkins	Library
Julie Tarrant	English
Grace Trotman	History
Barbara Walters	Behavioral Sciences
Sheri Weinstein	English
Marvin Williams	Communications & Performing Arts
Eben Wood	English
Gordon Young	Communications & Performing Arts
Red Washburn	English
Juann Watson	Behavioral Sciences
Tara Weiss	English
Judith Wilde	Art

HONORS**THE HONORS PROGRAM****Room M-377, ext. 5365,****www.kbcc.cuny.edu/honors**

Kingsborough Honors Program is designed to provide a challenging, enriching, and rewarding educational experience for highly motivated students. Honors courses, all easily transferable, are rigorous and emphasize critical thinking, independent research, analytical writing, oral debate, and public speaking. Honors classes, taught by dedicated faculty, are smaller in size, allowing extensive classroom interaction. Interested students can take designated Honor courses and/or contract to add Honors Enrichment Project to the regular courses they taking. The ultimate aim of the Honors Program is to enable students to successfully transfer with scholarship to top public and private four-year colleges and universities.

Presidential Honors Scholarships are awarded to eligible students who commit to graduate from the Honors Program by taking 18 credits or more of Honors courses. "Honors" designation is entered on the student's transcript for every Honors course taken and Honors participation is also noted on the Commencement Program.

The criteria for admission into the Honors Program are as follows:

Day or Evening—full-time or part-time—students who have completed 12 credits or more locally at Kingsborough and have passed CUNY assessment tests in reading and writing and have maintained a cumulative GPA of 3.20 or higher are eligible to participate in the Honors Program.

Kingsborough students who have accumulated less than 12 credits locally with a GPA of at least 3.20, but have additional transferred credits, may participate in the Honors Program if they can produce transcripts of their transferred credits showing a GPA of 3.20 or higher.

Transferring students with 12 transferred credits or more who have passed CUNY assessment tests in reading and writing and have a cumulative GPA of 3.20 or higher for their transferred credits will be allowed to participate in the Honors Program upon presentation of their transcripts to the Honors Program director.

Entering freshmen who have ranked in the upper third of their class or have a high school average of 78 or higher, or have combined SAT scores of 950 and/or who have passed the CUNY assessment tests in reading and writing, are eligible to participate in the Honors Program. They must present a 1-2 page essay expressing their interest in the Honors Program and two letters of recommendations (preferably from their college advisors and/or senior class teachers) to the Honors Program director.

KCC College Now students who have received a B+ or better in every College Now course they have taken and have maintained a high school average of 78 or higher or have appropriate SAT scores are eligible to participate in the Honors Program upon the recommendation of the director of the College Now Program at Kingsborough.

Any student not fully meeting the set criteria can petition the Honors Program Director to enter the Honors Program.

The Honors House in room M-377 serves as a one-stop-shop for all Honors needs and services. Interested students should visit the Honors House to learn more about the Honors Program and the tremendous extra- and co-curricular opportunities available on- and off-campus to Honors students.

Distinctions: An Honors Student Journal, founded in 2005, is the bi-annual publication of the Kingsborough Honors Program. Honor students are urged and assisted to publish their papers in *Distinctions*.

DEAN'S LIST

Room M-386, ext. 5029,

www.kbcc.cuny.edu/DeansList

The Dean's List at Kingsborough Community College is established every semester to honor matriculated students who have achieved academic excellence. To be eligible for inclusion on the Dean's List in a given semester (defined as sessions 1 and 2 combined), day or evening students must meet the following criteria:

- earn 12 credits or more (not including remedial courses);
- achieve a grade point average (GPA) of 3.50 or higher for the semester;
- not have grades of D, F, FIN, (Unresolved) INC, R or WU at the time the list is produced; and
- be in good academic standing

Attainment of the Dean's List becomes part of students' permanent record and appears on their transcript. Students do not need to apply to be considered for the Dean's List. If eligible, they are automatically placed on the list.

DEAN'S LIST SCHOLARSHIP

The Dean's List Scholarship Award is available to a select number of Dean's List students as a way to further honor their achievement and encourage them to continue to pursue academic excellence. Students who enter Kingsborough as freshmen, place on the Dean's List their first two semesters, and attend Kingsborough full-time for a third semester may qualify for the award.

(Transfer students and students who receive the WAVE scholarship are not eligible.) Students do not need to apply to be considered for the award. If eligible, they will be automatically contacted. NOTE: There are a limited number of scholarship awards available. Awardees are selected from among those with the highest grade point averages.

HONORS SOCIETIES

MU ALPHA THETA

**Mathematics & Computer Science Department,
Room F-309, ext. 5931**

Sponsored by the Mathematical Association of America, Mu Alpha Theta is the National Two-Year College Mathematics Honor Society (www.mualphatheta.org). It is dedicated to inspiring keen interest in mathematics, developing strong scholarship in the subject, and promoting the enjoyment of mathematics in two-year college students. Membership is open to students who complete 8 or more credits in mathematics courses numbered 15 or higher, and in computer science courses, maintain at least a "B" grade in those courses, and receive the recommendation of the Mathematics Department faculty.

PHI BETA LAMBDA

Business Department, Room M-355, ext. 5555

Phi Beta Lambda (www.fbla-pbl.org) is a national business honor society for college students who have an interest in business. Students who have maintained a cumulative GPA of "B" after completing 30 credits or more at Kingsborough, and who have given service to the Business Department, are eligible for membership.

PHI THETA KAPPA

Room M-377, ext. 5365, www.kbcc.cuny.edu/PTK

The Phi Theta Kappa International Honor Society of the Two-Year College was established in 1918. Today, it is the largest honor society in American higher education, with more than 1.5 million members and 1,200 chapters located in all 50 states and abroad. The Phi Theta Kappa Chapter at Kingsborough Community College, Xi Kappa, was established in 1965, shortly after the College was founded. In March 2006, Kingsborough's chapter was awarded the Phi Theta Kappa "Horizon Award" for the most revitalized chapter. Kingsborough's chapter has also been accorded a Five-Star status and is one of the largest chapters nationally.

Xi Kappa has become a very positive force in the lives of Kingsborough students and offers tremendous opportunities for members to enrich their education while at KCC by participating in a rich menu of co-curricular, on- and off-campus activities and events.

The purpose of Phi Theta Kappa is to nurture academic excellence at the college by promoting an intellectual climate and a special sense of community among our highest achieving students. The hallmarks of Phi Theta Kappa to which members pledge fidelity are: scholarship, leadership, fellowship and service. Phi Theta Kappa affords numerous benefits to its members including thousands of dollars in transfer scholarships offered by many four-year colleges and universities. A complete listing of scholarships for Phi Theta Kappa members can be found at www.ptk.org.

Students who have earned 12 credits (beyond developmental courses) with a GPA of 3.50 or higher are eligible to become members of Xi Kappa. A letter of invitation from the president of the college, inviting them to join Phi Theta Kappa, will be sent to prospective members. Membership in Phi Theta Kappa requires a one-time \$50 lifetime membership fee, which is sent to the international headquarters of Phi Theta Kappa. In return, members receive a membership package containing a membership certificate, ID, and the Society's gold pin of excellence. In addition, members' permanent transcript will note that they are a member of the Phi Theta Kappa Honor Society, and at graduation, they will be eligible to wear the Society's gold silk stole and tassel and be seated in a special section.

There is a symbiotic relationship between the Xi Kappa Chapter and the emerging flagship Honors Program at Kingsborough. Both are housed in the Honors House in room M-377, providing Honors students with an intellectual gathering place.

If you are eligible to join Xi Kappa, membership applications are available in room M-377. They can also be downloaded at www.kbcc.cuny.edu/ptk. Submit the completed application with the \$50 fee to the Honors House in room M-377.

ENRICHED OFF-CAMPUS PROGRAMS

For more information on, or to apply for, the following programs, students should visit the Office of the Associate Provost of Academic Affairs in room M-386 or call 718-368-5029.

CUNY Study Abroad Program Room M-386, ext. 5029

The City University of New York offers summer programs in many countries and Kingsborough students may be eligible to take advantage of these international experiences. Interested students should visit www.cuny.edu/studyabroad for information on CUNY study abroad opportunities. Study/Travel Opportunities for CUNY Students (STOCS) scholarships, ranging from \$500 to \$1,500, are offered to undergraduate CUNY students who participate in short-term (summer and winter intersession) CUNY study abroad programs.

In order to apply for participation in the Study Abroad Program, students must:

- have an overall GPA of 3.0 or higher;
- have completed at least 24 credits (beyond Developmental courses)
- have finished all basic skills requirements
- go through the selection process; and
- be able to cover the cost of the program for which they are responsible.

Exploring Transfer Summer Program at Vassar College, Room M-386, ext. 5029

The award-winning Vassar College Exploring Transfer/Research Program (<http://eter.vassar.edu>) is a five-week summer program designed to give qualified community college students the opportunity to explore their transfer opportunities while experiencing education at a four-year residential college. Students enroll in two interdisciplinary courses team-taught by community college and Vassar faculty, earning 6 academic credits; stay in dormitory housing on the Vassar campus; and eat their meals in the campus dining halls. Vassar College covers the cost of the courses, housing, food and books. In return, the program asks that students come with an eagerness to learn and a desire to challenge themselves academically, transcending boundaries previously thought possible.

Global College Summer Program in Costa Rica Room M-386, ext. 5029

Kingsborough collaborates with the Global College of Long Island University (www.brooklyn.liu.edu/globalcollege) to offer a four-week, 6-credit, summer session in Costa Rica. The program is designed to give students an overview of critical peace, reconciliation, and environmental

issues in Costa Rica through a combination of classroom seminars, experiential learning, cultural immersion and self-study, and Spanish-language training. Three weekend field trips to different parts of Costa Rica are included in the program. While each selected student receives a scholarship of about \$5,000 towards expenses and stays with a host family, students are responsible for their airfare (about \$500); fees at LIU (about \$500); and incidentals while in Costa Rica. To be considered, students must apply to the Costa Rica Program in Room M-386. Students must have elementary knowledge of Spanish before applying, or should successfully complete an introductory Spanish class at Kingsborough by the spring before departure.

National Model United Nations (NMUN)

Room M-386, ext. 5029

With over 4,000 university students from all over the world participating, National Model United Nations (NMUN) is the largest and most authentic simulation of the United Nations (UN). Located in New York City, NMUN takes place annually and is partly held at the UN facilities on the East River. The full expenses are covered by the college.

The goal of the NMUN simulation is to provide students (from over 250 international universities) with a better understanding of the inner workings of the United Nations as they build skills in diplomacy, negotiation and compromise. The structure, organizational design and agenda are set so that the conference is as realistic and comparable to actual UN conferences as possible.

Students interested in participating in the NMUN must apply and, if accepted, must take a 3-credit course entitled "International Organizations," which will prepare them for effective participation in the NMUN.

Salzburg Global Seminar

Room M-386, ext. 5029

The International Study Program at the Salzburg Global Seminar (www.salzburgglobal.org) is an intensive, one-week program offered to Kingsborough students during the spring break. Held at the Schloss Leopoldskron castle in Salzburg, Austria, it is designed to help students develop the tools to be more discerning in their assessment of information pertaining to world affairs and to understand what it means to be a "global citizen." Interested students must apply for the Salzburg Global Program and, if selected, must enroll in the "Global Ethics" course. The expenses to travel to Salzburg are covered by a college scholarship.

SPORTS*

Room G-110, ext. 5737

The Office of the Dean of Student Services offers a program of intramural, recreation, and athletic activities geared to promote a variety of interests and skills.

***NOTE:** *The college will not monitor student participation in physical education or athletics. Students are responsible for following the advice of their physicians in these matters. The college will take no responsibility whatsoever for any injury students may suffer should they participate without medical advice, or against medical advice, or for any injury suffered as a result of any physical incapacity.*

Intramurals

The intramurals program is designed to enable students to participate in a wide variety of athletic and recreational activities on a voluntary basis.

The program consists of individual and team events such as touch football, volleyball, 3- and 5-man basketball, soccer, racquetball, tennis, weight-lifting, body-building, swimming, aerobics, water aerobic workshops, water volleyball, volleyball and ping-pong. Special events include tournaments in handball, softball and chess. All events are coeducational.

Recreation

The recreation program offers students an opportunity to participate, at their own convenience, in sports and physical fitness activities including: basketball, swimming, tennis, handball, racquetball, training with weights, ping-pong and early run/walk fitness hours.

Athletics

The Athletic Program is renowned in the northeastern part of the United States, offering men and women opportunity to participate in a wide range of sports. Emphasis is placed upon promoting enjoyment, fitness, skill development, athletic and scholastic knowledge, and sportsmanlike competition.

For women, the growing program includes varsity basketball, cross country, tennis, track (indoor & outdoor) and volleyball teams. The women's program is sanctioned by the City University of New York Athletic Conference (CUNYAC), the local conference, and by Region XV, District of the National Junior College Athletic Association (NJCAA) on the regional, district and national levels.

Male varsity team programs include baseball, basketball, cross country, tennis, track (indoor & outdoor) and soccer teams. The men's program is sanctioned by the City University of New York Athletic Conference (CUNYAC), the local conference, and by Region XV, District of the

National Junior College Athletic Association (NJCAA) on the regional, district and national levels.

Kingsborough is a member of the City University of New York Athletic Conference (CUNYAC), Region XV, District of the NJCAA. There are 24 regions and ten more encompassing districts geographically within NJCAA. Victorious teams in the Regional structure compete against each other to determine District champions in each sport.

Many of Kingsborough's teams and individual athletes have won national and regional awards and gone on to win scholarships to senior colleges in their sports.

Notice:

In accordance with "The Student's Right-To-Know and Campus Security Act," the College will provide all students and prospective students with statistics on graduation rates and campus safety upon request. In addition, all enrolled students are entitled to receive the College's FERPA (Family Educational Rights and Privacy Act) regulations upon request.

NOTE: *Programs and requirements, tuition and fee schedules listed in the catalog, are necessarily subject to change at any time at the discretion of the administration and/or action by Kingsborough Community College, the CUNY Board of Trustees, The City University or the State University of New York.*

2012-2013

**programs
and course
requirements**

GENERAL EDUCATION FOR ALL DEGREE PROGRAMS

Kingsborough's mission statement begins with the following two goals:

1. to offer an excellent general education to all degree students
2. to develop students' competence in written and oral communication, quantitative skills, critical thinking, research, and technological literacy

The first goal is addressed in these statements of outcomes:

- Students will choose from a wide range of liberal arts and sciences courses in order to develop the knowledge, skills, and appreciation of disciplines beyond their majors
- Students will increase their knowledge of self and of their physical, social, and cultural environment

The second goal is addressed in these statements of outcomes:

- Students will demonstrate mastery of quantitative skills
- Students will demonstrate their problem solving skills through their ability to analyze, compare, and evaluate ideas
- Students will demonstrate effective oral and written communication
- Students will use technology to acquire and manage knowledge

Readiness for Academic Success

The City University of New York assesses college readiness by CUNY-wide reading, writing and mathematics placement tests. A passing score in reading and writing are required for credit English courses and may be required for selected courses offered by other Departments. The passing score for credit mathematics courses depends on the level of mathematical skills and knowledge required for a particular course. A passing score in all three tests are required (pre-requisite) for almost all laboratory science courses.

Developmental English and Mathematics courses and workshops are required for matriculants who have not passed the respective CUNY placement test. The specific developmental courses students will be required to take are determined by the relevant CUNY placement score.

General Education requirements for all degree programs:

English Composition I & II (ENG 1200 and 2400) 7 credits

Students learn to write clearly focused, logically organized and effectively developed essays in a variety of genres and for different audiences. The first course emphasizes the interpretation of ideas from readings and the incorporation of those ideas into one's own writing, the development of ideas in essay form, and an understanding of how language communicates facts, ideas and attitudes. The second course emphasizes the critical examination of texts typically encountered in college for the purpose of generating and supporting ideas further explored in writing and related research.

Depending upon the major, selections are made from the following:

A. Arts and Humanities

The arts and humanities are the expression of humankind's values and experiences. They hold up a mirror and allow us to see reality from a different perspective. For this requirement courses are selected from:

- Art, Foreign Language, Literature, Media and Film Studies, Music, Philosophy, Speech and Theatre Arts

NOTE: *Studio or skills-based courses in Art, Music, Theatre or Performing Arts do not satisfy this requirement for the A.S. or A.A.S. degree.*

B. Behavioral and Social Sciences

For the betterment of all, the behavioral and social sciences study human behavior and the institutions of human society. For this requirement courses are selected from:

- Anthropology, Economics, History, Political Science, Psychology and Sociology

C. Mathematics and the Sciences

Mathematics and the sciences help solve problems from those of personal health to environmental ones of intergalactic dimensions. They seek to define and redefine what is possible. For this requirement courses are selected from:

- Biology, Chemistry, Computer Science, Earth Science, Mathematics and Physics

Each degree program may specify courses or disciplines which must be taken to satisfy the Group A, B or C requirements of that particular degree. Please refer to the 60-credit curriculum outlines for each degree program in the **Degree Programs** section of this catalog.

DEGREE & CERTIFICATE PROGRAMS*

	Program Requirements	HEGIS CODE		Program Requirements	HEGIS CODE
Associate in Arts (A.A.)					
HISTORY, PHILOSOPHY AND POLITICAL SCIENCE					
	Criminal Justice	Page 45	2105.00		
LIBERAL ARTS					
	Liberal Arts	Page 46	5649.00		
	Baruch Zicklin School of Business Transfer Option				
	Children's Studies Concentration				
	English Concentration				
	Global and Environmental Studies Option				
	Secondary Education Concentration				
	Women's Studies Concentration				
Associate in Science (A.S.)					
ART					
	Fine Arts	Page 58	5610.00		
	Art History Concentration				
	Ceramics Concentration				
	Drawing and Painting Concentration				
	Photography Concentration				
	Sculpture Concentration				
BEHAVIORAL SCIENCES AND HUMAN SERVICES					
	Chemical Dependency Counseling	Page 52	5506.00		
	Early Childhood Education/				
	Child Care	Page 54	5503.00		
	Infancy/Toddler Development Concentration				
	Education Studies	Page 56	5503.00		
	Childhood Education Concentration				
	Early Childhood Concentration				
	Mental Health and Human Services	Page 60	5216.00		
	Domestic Violence Counseling Concentration				
	Substance Abuse Counseling Concentration				
BIOLOGICAL SCIENCES					
	Biology	Page 50	5604.00		
	Biotechnology Concentration				
	Marine Biology Concentration				
	Preparation for Teaching (Secondary Education)				
	<u>ALLIED HEALTH SCIENCES:</u>				
	Health & Nutrition Science Transfer Option				
	Occupational Therapy Transfer Option				
	Pharmacy Transfer Option				
	Physician Assistant Transfer Option				
	Biotechnology	Page 51	5407.00		
COMMUNICATIONS AND PERFORMING ARTS					
	Speech Communication	Page 62	5606.00		
	Communication Studies Concentration				
	Speech Pathology Concentration				
	Theatre Arts	Page 63	5610.00		
	Performance Concentration				
	Technical Production Concentration				
ENGLISH					
	Journalism and Print Media	Page 59	5008.00		
HEALTH, PHYSICAL EDUCATION & RECREATION					
	Community Health	Page 53	5299.00		
	Gerontology Concentration				
	Health Administration Concentration				
	Health Education & Promotion Concentration				
	Substance Abuse Counseling Concentration				
	Exercise Science/Personal Training	Page 57	5299.30		
MATHEMATICS AND COMPUTER SCIENCES					
	Computer Science	Page 54	5103.00		
	Mathematics	Page 59	5617.00		
PHYSICAL SCIENCES					
	Chemistry	Page 52	5619.00		
	Earth & Planetary Sciences	Page 55	5499.00		
	Engineering Science	Page 56	5609.00		
	Physics	Page 61	5619.00		
	Science for Forensics	Page 61	5619.00		
Associate in Applied Science (A.A.S.)					
ART					
	Graphic Design and Illustration	Page 69	5012.00		
	Animation Concentration				
	Graphic Design Concentration				
BIOLOGICAL SCIENCES					
	Physical Therapist Assistant	Page 75	5219.00		
BUSINESS					
	Accounting	Page 66	5002.00		
	Tax Accounting Concentration				
	Business Administration	Page 66	5004.00		
	Business Administration Concentration				
	Entrepreneurial Studies Concentration				
	Fashion Design	Page 68	5012.00		
	Office Administration & Technology	Page 73	5005.00		
	Non-stenographic Major				
	Word/Information Processing or				
	Medical Word/Information Processing Concentration				
	Stenographic Major				
	Executive, Legal, or School Concentration				
	Retail Merchandising	Page 76	5004.00		
	Fashion Merchandising Concentration				
	Marketing Management Concentration				
	Website Development & Administration	Page 79	5104.00		
<i>*NOTE: Enrollment in other than registered (or otherwise approved) programs may jeopardize a student's eligibility for certain student aid awards.</i>					

	Program Requirements	HEGIS CODE
COMMUNICATIONS AND PERFORMING ARTS		
Media Technology & Management	Page 71	5008.00
Concentrations: Advertising, Engineering, Management, News, Performance and Production		
HEALTH, PHYSICAL EDUCATION & RECREATION		
Physical Education, Recreation & Recreation Therapy	Page 74	5506.10
Baccalaureate Programs Transfer Option in Sports Management		
Baccalaureate Programs Transfer Option in Teaching Physical Education K-12		
Recreation and Recreation Therapy Option		
MATHEMATICS AND COMPUTER SCIENCES		
Computer Information Systems	Page 67	5101.00
NURSING		
Nursing	Page 72	5208.10
Surgical Technology	Page 77	5211.00
TOURISM AND HOSPITALITY		
Culinary Arts	Page 68	5404.00
Maritime Technology	Page 70	5403.00
Marine Technician Option		
Tourism & Hospitality	Page 78	5011.10
Hospitality Concentration		
Sports Management		
Tourism Concentration		
 Certificate Programs:		
BEHAVIORAL SCIENCES AND HUMAN SERVICES		
Alcoholism & Substance Abuse		
Counseling	Page 83	5506.00
BUSINESS		
Entrepreneurial Studies	Page 83	5004.00
Medical Office Assistant	Page 84	5214.00
HEALTH, PHYSICAL EDUCATION & RECREATION		
Exercise Science/Personal Training	Page 83	5299.30
TOURISM AND HOSPITALITY		
Culinary Arts	Page 83	5010.00
Marine Technology: Deck Speciality	Page 84	5406.00
Maritime Technology: Marine Mechanic	Page 84	5406.00

COURSE DESCRIPTIONS BY DEPARTMENT

Art	page 87
Behavioral Sciences and Human Services	page 91
Biological Sciences	page 99
Business	page 105
Communications and Performing Arts.....	page 114
English	page 120
Foreign Languages	page 125
Health, Physical Education and Recreation.....	page 129
History, Philosophy and Political Science.....	page 136
Mathematics and Computer Science	page 143
Nursing	page 149
Physical Sciences	page 158
Tourism and Hospitality.....	page 162



2012-2013

**associate
in arts**

THE ASSOCIATE IN ARTS (A.A.) DEGREE

Students in the Liberal Arts program are exposed to the humanities, social sciences, science, and mathematics. The objectives are similar to the prescribed courses frequently found in the first two years of baccalaureate liberal arts programs. Students who plan to continue their studies and earn higher degrees, find that their Kingsborough A.A. degree serves as a solid foundation for transfer to a senior or professional college. Provisions for smooth transfer between KCC and CUNY, SUNY and many private colleges are in effect.

The A.A. in Criminal Justice is a joint program with CUNY's John Jay College of Criminal Justice.

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

A.A. DEGREE PROGRAMS

Criminal Justice

Requirements, page 45
 Course Descriptions, page 136

Liberal Arts

(with concentrations in Children's Studies, English, Global and Environmental Studies, Secondary Education, Women's Studies , and the Baruch Zicklin School of Business transfer option)

Requirements, page 46
 Course Descriptions, see Departmental pages



A.A. CRIMINAL JUSTICE •

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 §

Introduction to Criminal Justice (POL 6300).....	3 credits
Crime and Punishment (POL 6400)	3
Constitutional Law (POL 6600)	3
The American Legal System; The Courts (POL 6700)	3
Policing (CRJ 6900) or Corrections and Sentencing (CRJ 7000)	3

GENERAL EDUCATION REQUIREMENTS — 32 credits

The following courses are specified to satisfy core studies requirements for the B.A. in Criminal Justice at John Jay College of Criminal Justice

Group A: ARTS AND HUMANITIES.....12 credits

- SPE 1100 or SPE 2100 **and**
- ART or MUS elective **and**
- PHI 7100 or PHI 7200 **and**
- A Literature elective selected from the following:
 ENG 3100 or ENG 3200 or ENG 3500 or
 ENG 7300 or ENG 7400

Group B: BEHAVIORAL AND SOCIAL SCIENCES12 credits

- POL 5100 **and**
- HIS 5100 or HIS 5200 **and**
- SOC 3100 **and**
- SOC 3600 or POL 7200

Group C: MATHEMATICS AND SCIENCES8 credits

- MAT 1300 **and** BIO 3300

ELECTIVES: 6 credits sufficient to meet required total of 60 credits. A computer applications course is recommended.

- These programs are within the History, Philosophy & Political Science Department.

§ Consultation with the Program Advisor is required.

A.A. LIBERAL 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.

At least one (1) Writing Intensive course in any discipline 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

GENERAL EDUCATION REQUIREMENTS

The courses completed in Groups A, B and C combined must total no less than 43–44 credits.

Group A: ARTS AND HUMANITIES — 15–18 credits

Art, Media Studies and Film Studies, Music, Theatre, Speech, Foreign Language, Literature, Philosophy

Art, Media Arts and Film Studies, Music or Theatre Arts	3 credits
Speech	3
Literature	3
Philosophy	3
Group A Elective(s)*	3–6

Group B: BEHAVIORAL AND SOCIAL SCIENCES — 15–18 credits

History, Economics, Political Science, Anthropology, Psychology, Sociology

American Politics	3 credits
United States History	3
World History or Anthropology	3
Psychology	3
Sociology	3
Group B Elective*	0–3

See *Online College Catalog* or *Department Website* for specific course options

Group C: MATHEMATICS AND SCIENCES — 7–11 credits

Biology, Chemistry, Earth & Planetary Science, Mathematics & Computer Science, Physics

Mathematics	3 or 4 credits
Science with laboratory	4
Group C Elective*	0 – 3

* Elective credits, including groups A, B, or C electives, provide students the option to take up to 3 courses in one discipline.

If pursuing one of the following concentrations, students must consult with the respective program advisor and follow the course of study for that concentration.

ENGLISH CONCENTRATION

Majors electing this concentration must satisfy the Literature requirement above and 6 credits of Group A Electives by selecting from the following literature and creative writing courses: ENG 3000 – 7800 excluding ENG 05500

CHILDREN'S STUDIES CONCENTRATION

This Concentration articulates with the B.A. in Children and Youth Studies at Brooklyn College. Students completing this concentration must fulfill all College and Liberal Arts requirements and group courses as follows:

Group A: ARTS AND HUMANITIES — 18-20 credits **including:**

- One course selected from **each:** Speech, English Literature, **and** Philosophy
- One course from Art, Media, Film Studies, Music **or** Theatre
- Two courses from any Arts or Humanities disciplines **OR** Foreign Language I + one Arts and Humanities elective **OR** Foreign Language I and II

Group B: BEHAVIORAL AND SOCIAL SCIENCES — 18 credits **including:**

- Two courses from any Group B disciplines (*History, Economics, Political Science, Anthropology, Psychology, Sociology*) **and**
- SOC 3100, SOC 3500, PSY 1100 **and**
- PSY 3200 **or** PSY 2400

Group C: MATHEMATICS AND SCIENCES — 11 credits **including:**

- Math course **and** laboratory science course7–8 credits
- Plus elective in either math, computer science, biology **or** physical science3–4 credits

GLOBAL & ENVIRONMENTAL STUDIES OPTION

Students completing this option must fulfill all College and Liberal Arts requirements including group courses as follows:

Group A: ARTS AND HUMANITIES — 18-20 credits **including:**

- Global Ethics (PHI 7900).....3
- Intercultural Communication (SPE 2600)3
- Modern Architecture and the Environment (ART 9500).....3
- American Environmental Literature (ENG 4800)3
- Plus **two** of the following courses:3
 - Survey of Art History: From Ancient to Renaissance (ART 3300)
 - Survey of Art History: From Renaissance to 19th Century (ART 3400)
 - African, Oceanic and Native American Art (ART 3700)
 - Renaissance Art (ART 3800)
 - Effective Public Speaking (SPE 2100)
 - Music of the World's People (MUS 2700)
 - World Literature (ENG 3200)
 - Philosophy of Religion (PHI 7700)
 - Foreign Language Level I (100)*
 - Foreign Language Level II (200)*

Group B: BEHAVIORAL AND SOCIAL SCIENCES — 18 credits

including:

- a. Intro to Anthropology (ANT 3700) **or** Intro to Sociology (SOC 3100).....3 credits
- b. International Organization (POL 7100).....3
- c. U.S. History in Global Perspective II (HIS 1800)3
- d. Global Politics (POL 9300)3
- e. Plus one of the following courses:3
 - U.S. History in Global Perspective I (HIS 1700)
 - Modern China (HIS 3200)
 - Africa: Past and Present (HIS 3300)
 - The Middle East: World War I to the Present (HIS 3700)
 - The Caribbean: 1942 to the Present (HIS 4200)
 - Russian History: 1860 to the Present (HIS 5300)
 - Latin American History (HIS 5700)
 - Historical Geography (HIS 7000)
- f. Plus one of the following courses:.....3
 - Macroeconomics (ECO 1200)
 - International Trade: Trading Beyond Borders (ECO 2000)
 - Introduction to Anthropology (ANT 3700) *(if not taken above)*
 - Introduction to Sociology (SOC 3100) *(if not taken above)*
 - Comparative Government (POL 5200)
 - The Politics of Economics: Intro to Political Economy (POL 5700)
 - Environmental Politics (POL 5800)

Group C: MATHEMATICS AND SCIENCES — 13-15 credits including:

- a. Developments in the Physical Sciences & the Environment (SCI 3700).....4 credits
- b. Elements of Statistics (MAT 2000).....3
- c. Plus two of the following courses:.....6-8
 - People and Environment (BIO 4900)
 - Chemistry and Environment (SCI 5100)
 - Introduction to Earth Science (EPS 3800)*
 - Introduction to Marine Biology (BIO 2500)
 - Introduction to Modern Concepts of Biology (BIO 3300)*

ELECTIVES — (0-4 credits) sufficient to meet total requirement of 60 credits

** For the Global and Environmental Studies Option, students should take no more than three (3) of the following courses: Foreign Language Level I (100); Foreign Language Level II (200); Introduction to Earth Science (EPS 3800); Introduction to Modern Concepts of Biology (BIO 3300)*

SECONDARY EDUCATION CONCENTRATION

This option prepares for transfer into baccalaureate majors in various disciplines with a minor in Secondary Education. Students take **PSY 3500** and 9 credits in an academic major, which shall be reflected in the choice of 9 credits or 3 courses in one discipline listed in Groups A, B or C.

WOMEN’S STUDIES CONCENTRATION

As part of the above College and Liberal Arts requirements, students completing this concentration must take **HIS 6600** and at least 9 credits of courses within Groups A & B that are designated as Women’s Studies (“F”) such as:

Group A: ARTS AND HUMANITIES

- ART 3900 **or** ENG 6700 **or** THA 4800 **or** Women’s Studies sections of any of these: MCM 3000 **or** MCF 4400 **or** MUS 3100

Group B: BEHAVIORAL AND SOCIAL SCIENCES

- HIS 6800 **or** ANT 3900 **or** PSY 3700 **or** SOC 3800 **or** Women’s Studies sections of: SOC 3100 **or** PSY 1100

Group C: MATHEMATICS AND SCIENCES

- BIO 2800

BARUCH ZICKLIN SCHOOL OF BUSINESS TRANSFER OPTION

Students completing this option must fulfill all College and Liberal Arts requirements and group courses as follows.

In addition to the following three courses, students must consult with the department of business advisor.

- Accounting I (ACC 100).....4
- Business Law (BA 1200)3
- Introduction to Information Systems & Technologies (BA 6200).....3

GENERAL EDUCATION REQUIREMENTS — 39 credits

Group A: ARTS AND HUMANITIES — 12 credits including:

- Art, Film and Media Studies, Music or Theatre Arts3
- Speech 1100 **or** 1200 **or** 21003
- Literature3
- Philosophy3

Group B: BEHAVIORAL AND SOCIAL SCIENCES — 15 credits including:

- American History or Politics3
- Psychology3
- Sociology.....3
- Macroeconomics (ECO 1200).....3
- Microeconomics (ECO 1300).....3

Group C: MATHEMATICS AND SCIENCES — 12 credits including:

- Calculus (MAT 1500).....4
- Business Statistics (MAT 2200).....4
- Science with laboratory4

ELECTIVES — (0-4 credits) sufficient to meet total requirement of 60 credits

2012-2013

**associate
in science**

THE ASSOCIATE IN SCIENCE (A.S.) DEGREE

The courses offered in these programs provide sound foundations in those specialties as well as in the essential liberal arts. They were designed to permit students the opportunity for exploration with specialization in their major field. The Kingsborough A.S. degree will serve as a foundation for transfer to a senior or professional college, or, for accepting a position in the chosen field.

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

- Biology (with concentrations in Biotechnology, and Marine Biology, and transfer options in Health and Nutrition Science, Occupational Therapy, Pharmacy, Physician Assistant, and Secondary Education Teacher)
- Biotechnology
- Chemical Dependency Counseling
- Chemistry
- Community Health (with concentrations in Gerontology, Health Administration, Health Education and Promotion, and Substance Abuse Counseling)
- Computer Science
- Early Childhood Education/Child Care (with concentrations in Early Childhood/Child Care [Kindergarten- 6th grade] and Infancy/Toddler Development [birth - 2nd grade])
- Earth and Planetary Sciences
- Education Studies (with concentrations in Early Childhood and Childhood Education)
- Engineering Science
- Exercise Science/Personal Training
- Fine Arts (with concentrations in Art History, Ceramics, Drawing and Painting, Photography, and Sculpture)
- Journalism and Print Media
- Mathematics
- Mental Health and Human Services (with concentrations in Domestic Violence Counseling and Substance Abuse Counseling)
- Physics
- Science for Forensics
- Speech Communication (with concentrations in Speech Pathology and Communication Studies)
- Theatre Arts (with concentrations in Performance and Technical Production)

A.S. DEGREE PROGRAMS

Biology

Requirements, page 50

Course Descriptions, page 99

Biotechnology

Requirements, page 50

Course Descriptions, page 99

Chemical Dependency Counseling

Requirements, page 52

Course Descriptions, page 97

Chemistry

Requirements, page 52

Course Descriptions, page 158

Community Health

Requirements, page 53

Course Descriptions, page 129

Computer Science

Requirements, page 54

Course Descriptions, page 146

Early Childhood Education / Child Care

Requirements, page 54

Course Descriptions, page 91

Earth and Planetary Sciences

Requirements, page 55

Course Descriptions, page 159

Education Studies

Requirements, page 56

Course Descriptions, page 91

Engineering Science

Requirements, page 56

Course Descriptions, page 150

Exercise Science/Personal Training

Requirements, page 57

Course Descriptions, page 130

Fine Arts

Requirements, page 58

Course Descriptions, page 87

Journalism and Print Media

Requirements, page 59

Course Descriptions, page 124

Mathematics

Requirements, page 59

Course Descriptions, page 146

Mental Health and Human Services

Requirements, page 60

Course Descriptions, page 95

Physics

Requirements, page 61

Course Descriptions, page 160

Science for Forensics

Requirements, page 61

Course Descriptions, page 158

Speech Communication

Requirements, page 62

Course Descriptions, page 116

Theatre Arts

Requirements, page 63

Course Descriptions, page 118

A.S. BIOLOGY

DEPARTMENT: Biological Sciences

TOTAL CREDITS: 60—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.

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

DEPARTMENT REQUIREMENTS §

General Biology I and II (BIO 1300 and BIO 1400).....8 credits
 General Chemistry I and II (CHM 1100 and CHM 1200)8
 Analytic Geometry and Pre-Calculus Math (MAT 1400)

or FOR OCCUPATIONAL THERAPY or PHYSICIAN ASSISTANT TRANSFER OPTIONS: Elements of

Statistics (MAT 2000).....	3 - 4
Introduction to Computer and Computer Applications (CP 1100) or Applications in Bioinformatics (BIO/CIS 6000).....	3 - 4
Any Biology Laboratory Courses (excluding BIO 700-1100-1200, BIO 3300 and BIO 5100).....	8

To fulfill the above requirement in Biology electives for the following options:

CONCENTRATION IN BIOTECHNOLOGY

General Microbiology (BIO 5000) and Genetics (5900)

CONCENTRATION IN MARINE BIOLOGY

Marine Biology (BIO 5200) and any one of the following: BIO 2100, 2200, 5000, 5300, 5400, 5500 or 5900

TRANSFER TO THE B.S. IN HEALTH AND NUTRITION SCIENCE OFFERED BY BROOKLYN COLLEGE:

Research Methods in Nutrition Science (BIO 6100)2 credits
 Human Physiology (BIO 8267).....4

OCCUPATIONAL THERAPY TRANSFER OPTION

Human Anatomy and Physiology I and II (BIO 1100 and BIO 1200)

COMPLETION OF 40 HOURS OF VOLUNTEER OR PAID EXPERIENCE IN OCCUPATIONAL THERAPY FACILITY APPROVED, IN ADVANCE BY THE BIOLOGICAL SCIENCES DEPARTMENT PROGRAM COORDINATOR.

PHARMACY TRANSFER OPTION

Human Anatomy and Physiology I and II (BIO 1100 and BIO 1200)

PHYSICIAN ASSISTANT TRANSFER OPTION

Human Anatomy and Physiology I and II (BIO 1100 and BIO 1200)

COMPLETION OF VOLUNTEER PROGRAM CONCERNED WITH DIRECT PATIENT CARE AT LEAST ONE YEAR BEFORE TRANSFER INTO A BACCALAUREATE PROGRAM LEADING TO CERTIFICATION AS A PHYSICIAN ASSISTANT.

Courses must be discussed in advance with Department Advisor. Specific recommendations for group distribution courses or electives are dependent upon the requirements of particular occupational therapy or pharmacy programs to which the student may wish to apply for transfer.

GENERAL EDUCATION REQUIREMENTS — 9 credits

A minimum of 3 credits in each Group A and B and 3 credits in either Group A or B in a different discipline. Group C is satisfied by department requirements.

Group A: ARTS and HUMANITIES.....3–6 credits

TRANSFER OPTION TO B.S. IN HEALTH AND NUTRITION SCIENCE (BROOKLYN COLLEGE):

ENG 3000 or 4000 or PHI 7100 or 7200

ALL OTHER CONCENTRATIONS OR OPTIONS:

Select a course from the following disciplines: *Art - Foreign Language - Literature - Film and Media Studies - Music - Speech - Theatre Arts - Philosophy*
 Excluded are Art studio, Music studio, Theatre production & skills courses

Group B: BEHAVIORAL AND SOCIAL SCIENCES.....3–6 credits

TRANSFER OPTION TO B.S. IN HEALTH AND NUTRITION SCIENCE (BROOKLYN COLLEGE):

- Introduction to Anthropology (ANT 3700)
 or General Psychology (PSY 1100)
- Europe: Napoleon to Hitler, 1789 to 1945 (HIS 3100)
 or The Ancient World (HIS 5100)

PHYSICIAN ASSISTANT TRANSFER OPTION:

General Psychology (PSY 1100) and Human Growth and Development (PSY 3200)

SECONDARY EDUCATION TEACHER TRANSFER OPTION:

Educational Psychology (PSY 3500)

ALL OTHER OPTIONS:

Any course(s) selected from the following disciplines: *Anthropology - Economics - History - Political Science - Psychology - Sociology*

Group C: MATHEMATICS and SCIENCES
Satisfied by Department Requirements

ELECTIVES: Sufficient to meet required total of 60 credits

FOR THE CONCENTRATION IN BIOTECHNOLOGY:

- Biotechnology: Cell Culture and Cloning (BIO 5700).....4
- Recombinant DNA Technology (BIO 5800)4

FOR TRANSFER TO THE B.S. IN HEALTH AND NUTRITION SCIENCE OFFERED BY BROOKLYN COLLEGE:

- Chemistry for Nutritional Sciences (CHM 500).....5
- Introduction to Community Health Services (COH 1100).....3
- Critical Issues in Community Health (COH 1200).....3
- Introductory Foods: Principles and Preparation (COH 8210)3

PHARMACY TRANSFER OPTION:

- Organic Chemistry I and II (CHM 3100 **and** CHM 3200)... 10
- Calculus (MAT 1500) 4
- General Physics I (PHY 1100) *recommended* 4

PHYSICIAN ASSISTANT TRANSFER OPTION:

- Microbiology in Health and Disease (BIO 5100)..... 4
- Science of Nutrition (BIO 7000) 3
- Cardiopulmonary Resuscitation (HE 2000)..... 1
- Emergency Health Care (NUR 4100)..... 2
- Organic Chemistry I and II (CHM 3100 **and** CHM 3200)... 10

§ Consultation with the Department Advisor is required.
 + Prerequisites must be satisfied or additional credits may be required.



A.S. BIOTECHNOLOGY

DEPARTMENT: Biological 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.

- ENG 12004
- ENG 24003
- HE 14001

DEPARTMENT REQUIREMENTS §

- +General Biology I and II (BIO 1300 **and** BIO 1400).....8 credits
- +General Microbiology (BIO 5000)
 - or** +Genetics (BIO 5900).....4
- +Recombinant DNA Technology (BIO 5800)
 - or** +Cell Culture and Cloning (BIO 5700)4
- +Molecular and Cellular Biology (BIO 6500)4
- +General Chemistry I and II (CHM 1100 **and** CHM 1200).....8
- +Applications in Bioinformatics (BIO/CIS 6000).....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 - Media & Film Studies - Music - Philosophy - Speech - Theatre Arts*
- Excluded are Art studio, Music studio, Theatre production & skills courses

Group B: BEHAVIORAL AND SOCIAL SCIENCES3 – 6 credits

- Anthropology – Economics - History - Political ...Science - Psychology – Sociology*

Group C: MATHEMATICS AND SCIENCES7 credits

College Algebra (MAT 900) and Biostatistics (BIO/MAT 9100) are required.

Laboratory Science is satisfied by Department requirements.

ELECTIVES: 6 credits sufficient to meet required total of 60 credits

§ Consultation with the Department Advisor is required.
 + Prerequisites must be satisfied or additional credits may be required.

A.S. CHEMICAL DEPENDENCY COUNSELING

DEPARTMENT: Behavioral Sciences and Human Services

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

Introduction to Substance Abuse Counseling (SAC 2000)	3 credits
Basic Techniques in Substance Abuse Counseling I (SAC 2200)	3
Basic Techniques in Substance Abuse Counseling II (SAC 2400)	3
Ethics, Confidentiality, & Counselor/Client Relationship (SAC 2600)	3
Treatment Approaches in Substance Abuse (SAC 2800)	3
Supervised Instructional Experience in Substance Abuse Counseling (SAC 91A0/B).....	7

GENERAL EDUCATION REQUIREMENTS

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 & Technique Courses

Group B: BEHAVIORAL AND SOCIAL SCIENCES
 General Psychology (PSY 1100).....3 credits
 Human Growth and Development (PSY 3200).....3
 Abnormal Psychology (PSY 3600)

Group C: MATHEMATICS AND SCIENCES7 - 8 credits
 One Mathematics course
 One Laboratory Science course selected from:
Biology – Chemistry – Earth & Planetary Science – Physics

***ELECTIVES:** 6 credits sufficient to meet required total of 60 credits

*The following course is recommended for the purpose of earning OASAS credential in: Compulsive Gambling: Treatment and Prevention (SAC 3000)4 credits

§ Consultation with the Department Advisor is required.

A.S. CHEMISTRY

DEPARTMENT: Physical Sciences

TOTAL CREDITS: 60—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.

ENG 1200	3 credits
ENG 2400	3
HE 1400	1

DEPARTMENT REQUIREMENTS §

General Chemistry I and II (CHM 1100 and CHM 1200)	8 credits
Organic Chemistry I and II (CHM 3100 and CHM 3200).....	10
Advanced General Physics I and II (PHY 1300 and PHY 1400)	8
Calculus I and II (MAT 1500 and MAT 1600)	8

GENERAL EDUCATION REQUIREMENTS — 9 credits

A minimum of 3 credits in Group A, 3 credits in Group B, and 3 credits from either Group A or B in a different discipline. Group C is satisfied by department requirements.

Group A: ARTS AND HUMANITIES3 - 6 credits
Art - Foreign Language – Film and Media Studies – Literature – Music - Philosophy - Speech - Theatre Arts
 Excluded are Art studio, Music studio, Theatre production & skills courses

Group B: BEHAVIORAL AND SOCIAL SCIENCES3 - 6 credits
Anthropology - Economics - History - Political Science - Psychology - Sociology

Group C: MATHEMATICS AND SCIENCES
Satisfied by Department Requirements

ELECTIVES — 10 credits sufficient to meet required total of 60 credits

§ Consultation with Department Advisor is required.

A.S. COMMUNITY HEALTH

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:

Concepts of Wellness (HPE 1200)	3 credits
Introduction to Community Health (COH 1100)	3
Critical Issues in Community Health (COH 1200)	3
Principles of Epidemiology (COH 1300)	3
Community Health Interventions (COH 2000)	3
Introduction to Computer Concepts (BA 6000)	
or Office Computer Applications (TEC 2500)*	
or Introduction to Computers and Computer Applications (CP 1100)	3-4*

Plus, select ONE of the following options:

GERONTOLOGY

Introduction to Gerontology (MH 3500)	3 credits
Therapeutic Recreation for Individuals with Disabilities I or II (RPE 3100 or RPE 3500)	3
Perspectives on Death and Dying (NUR 4300)	3

HEALTH ADMINISTRATION

Fundamentals of Business (BA 1100)	3 credits
Organizational Behavior and Management (BA 3100)	3
Macroeconomics (ECO 1200) or Microeconomics (ECO 1300)	3

HEALTH EDUCATION AND PROMOTION

Two of the following four courses:	6 credits
Women's Health Issues (HE 3800)	
Drugs: The Individual and Society (HE 4000)	
Nutrition and Health (HE 4200)	
Human Sexuality (HE 5200)	
Field Experience in Community Health (COH 91E1)	3

SUBSTANCE ABUSE COUNSELING

Introduction to Alcoholism and Substance Abuse Counseling (SAC 2000)	3 credits
Basic Counseling Techniques in Substance Abuse	
Field I (SAC 2200)	3
Confidentiality, Ethics and the Counselor/Client Relationship in Substance Abuse Counseling (SAC 2600)	3

GENERAL EDUCATION REQUIREMENTS:

For **HEALTH ADMINISTRATION CONCENTRATION**, 9 credits should be selected from Group A **plus** ECO 1200 **or** 1300 from Group B.

All other concentrations choose nine (9) credits from Group A and Group B (a minimum of three (3) credits from each group plus three (3) more credits in another discipline from either Group A or Group B) plus 7-8 credits from Group C. Choose courses in consultation with a faculty advisor so that courses chosen transfer well to baccalaureate programs.

Group A: ARTS AND HUMANITIES.....3 – 9 credits

Art - Foreign Language - Literature – Media and Film Studies - Music - Philosophy - Speech - Theatre Arts
Excluded are Art studio, Music studio, Theatre production & skills courses

For **HEALTH ADMINISTRATION CONCENTRATION:**

Select 9 credits, each course from a different discipline with the exception of a Foreign Language in which two semesters of the same language may be taken. For all other concentrations or options, select 3 – 6 credits.

Recommended Courses:

- The Visual Experience (ART 3100),
 or The Musical Experience (MUS 3100),
 or Effective Public Speaking (SPE 2100),
 or Introduction to Theatre Arts (THA 5000)
- Ethics: A Study of Ethical Problems (PHI 7400) **or** Ethics and Morality in the Health Professions (PHI 7600)

Group B: BEHAVIORAL AND SOCIAL SCIENCES12 – 15 credits

NOTE: PSY 1100, PSY 3200 and SOC 3100 are required for all concentrations.

For **HEALTH ADMINISTRATION CONCENTRATION:**

ECO 1200 or ECO 1300 required.

ALL OTHER CONCENTRATIONS OR OPTIONS:

Select 3 – 6 credits from among the following disciplines:
Economics - History - Political Science

Group C: MATHEMATICS AND SCIENCES7 – 8 credits

- A Mathematics course (e.g., MAT 700 **or** MAT 900 **or** MAT 2000)
- NOTE: MAT 2000 preferred for **HEALTH ADMINISTRATION CONCENTRATION.**
- A laboratory course in Biological Sciences (e.g., BIO 1100, BIO 1300, or BIO 3300)

* Students who demonstrate proficiency in computer concepts may request permission from the Program Directors to complete 3 credits in Health Education instead.

A.S. COMPUTER SCIENCE

DEPARTMENT: Mathematics and Computer Sciences

TOTAL CREDITS: 60—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.

ENG 1200	3 credits
ENG 2400	3
HE 1400	1

DEPARTMENT REQUIREMENTS §

Introduction to Computing (CS 1200)	4 credits
Advanced Programming Techniques (CS 13A0)	4
Computer and Assembly Language Programming (CS 1400)	5
Discreet Structures (CS 3500)	5
+Calculus I, II and III (MAT 1500 and MAT 1600 and MAT 2100)	12
Linear Algebra (MAT 5600)	4
Biostatistics (MAT/BIO 9100) or	
Business Statistics (MAT/BUS 2200)	4
Differential Equations (MAT 5500)	3

GENERAL EDUCATION REQUIREMENTS — 13 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) plus four (4) credits from Group C.

Group A: ARTS AND HUMANITIES.....3 – 6 credits

Art - Foreign Language - Literature – Media and Film 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 SCIENCES4 credits

One Laboratory Science course selected from:
Biology – Chemistry – Earth & Planetary Science – Physics
NOTE: *Mathematics satisfied by Department Requirements.*

ELECTIVES: 0–4 sufficient to meet required total of 60–64 credits

§ Consultation with the Department Advisor is required.

+ Prerequisites must be met. Additional credits may be required.

A.S. EARLY CHILDHOOD EDUCATION / CHILD CARE

DEPARTMENT: Behavioral Sciences and Human Services

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Successful completion of CUNY/ACT Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores 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:

Foundations of Education (EDC 2000).....	3
Social Science in Education (EDC 2100).....	3
Art Workshop in Education (EDC 2200).....	2
Music and Movement Workshop in Education (EDC 2300).....	2
Techniques in Math, Science and Technology Teaching for Early Childhood Ed. (EDC 2800).....	2
Supervised Instructional Experience in Education II (EDC 9300).....	3
Early Literacy and Children’s Literature (HUM 200).....	2

Choose one of the following options:

EARLY CHILDHOOD EDUCATION/CHILDCARE

Supervised Instructional Experience in Education I (EDC 9105).....	3
Seminar and Practicum in Education (EDC 3000).....	3

INFANCY/TODDLER DEVELOPMENT

Infant/Toddler Development (EDC 3200).....	3
Supervised Instructional Experience in Infant/Toddler Education (EDC 9400).....	3

GENERAL EDUCATION REQUIREMENTS — 25–26 credits

Group A: ARTS AND HUMANITIES.....3 credits

Art - Foreign Language – Film and Media Studies – Literature – Music - Philosophy - Speech - Theatre Arts
Excluded are Art studio, Music studio, Theatre production & skills courses

Group B: BEHAVIORAL AND SOCIAL SCIENCES

General Psychology (PSY 1100).....3 credits
Psychological Disorders in Young Children (PSY 2400)
or for transfer to The College of Staten Island:
Historical Geography (HIS 7000).....3
Human Growth and Development (PSY 3200).....3
Introduction to Sociology (SOC 3100) **or** Introduction to
Anthropology (ANT 3700).....3
One course in History or Political Science.....3

Group C — MATHEMATICS AND SCIENCES.....7 - 8 credits

One Mathematics course
One Laboratory Science course selected from:
Biology – Chemistry – Earth & Planetary Science – Physics

ELECTIVES: 4 - 5 credits sufficient to meet required total of 60 credits

§ Consultation with the Department Advisor is required.

A.S. EARTH AND PLANETARY SCIENCES

DEPARTMENT: Physical 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.

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

DEPARTMENT REQUIREMENTS §

ALL Majors must take:

Introduction to Earth Science (EPS 3600).....	4 credits
General Chemistry I (CHM 1100).....	4
General Physics I (PHY 1100).....	4
Calculus I (MAT 1500)*.....	4
Calculus II (MAT 1600).....	4
Physical Geology (EPS 3300).....	4
Meteorology (EPS 3100).....	4
Oceanography (EPS 3200).....	4
Astronomy (EPS 3500).....	4
Planetology (EPS 3800).....	4

GENERAL EDUCATION REQUIREMENTS — 12 credits

Group A: ARTS AND HUMANITIES.....6 credits

Art - Foreign Language – Media & Film Studies – Literature – Music - Philosophy - Speech - Theatre Arts
Excluded are Art studio, Music studio, Theatre production & skills courses

Group B: BEHAVIORAL AND SOCIAL SCIENCES.....6 credits

Anthropology - Economics - History – Political Science - Psychology - Sociology

Group C — MATHEMATICS AND SCIENCES.....Satisfied by Department Requirements

ELECTIVES: (1 credit) sufficient to meet required total of 60 credits

§ Consultation with the Department Advisor is required.

* Prerequisites must be met or additional credits will be required.

A.S. EDUCATION STUDIES

DEPARTMENT: Behavioral Sciences and Human Services

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 01200	3 credits
ENG 02400	3
HE 01400	1

DEPARTMENT REQUIREMENTS §

Foundations of Education (EDC 2000)	3 credits
Art Workshop in Education (EDC 2200)	2
Music & Movement Workshop in Education (EDC 2300)	2
Practicum in Teacher Development I (EDC 90A4) *	3
Development of Literacy in Children (HUM 8181)	1

CONCENTRATION IN EARLY CHILDHOOD EDUCATION (BIRTH – 2ND GRADE)

Social Sciences in Education (EDC 2100)	3
Liberal Arts (Groups A-C) Electives	3

CONCENTRATION IN CHILDHOOD EDUCATION (KINDERGARTEN – 6TH GRADE)

Social Science in Childhood Education (EDC 3100)	3
Urban Sociology (SOC 3200)	3

GENERAL EDUCATION REQUIREMENTS — 33 credits

This program is jointly registered with Brooklyn College's B.A. in Early Childhood Education. To satisfy Brooklyn Core Equivalencies, courses must be carefully selected with an Education Studies Faculty Advisor.

Group A: ARTS AND HUMANITIES

Any non-studio Art or Music course

3 credits

Group B: BEHAVIORAL AND SOCIAL SCIENCES

PSY 1100, PSY 2400, PSY 3200 **and** SOC 3100 **and**

One course from each discipline: *History – Political Science*

Group C: MATHEMATICS AND SCIENCES

MAT 700 and choice of BIO 3300 **or** SCI 3400

Plus choice of EPS 3100 **or** 3200 **or** 3300 **or** 3600

or 3800 **or** SCI 2500 **or** SCI 3700

ELECTIVES: 3 credits sufficient to meet required total of 60 credits

§ Consultation with the Department Advisor is required and students must meet jointly registered program's requirements.

* Students must enroll in practicum appropriate to the grade level they wish to teach.

A.S. ENGINEERING SCIENCE

DEPARTMENT: Physical Sciences

TOTAL CREDITS: 66-70

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 §

General Chemistry I and II (CHM 1100 and CHM 1200)	8 credits
+Calculus I, II and III (MAT 1500 and MAT 1600 and MAT 2100)	12
Differential Equations (MAT 5500)	3
Linear Algebra (MAT 5600)	4
Introduction to Computing (CS 1200)	4
Advanced General Physics I and II (PHY 1300 and PHY 1400)	8
Engineering Design (EGR 2100)	3
Introduction to Electrical Engineering (EGR 2200)	3
Introduction to Engineering Thermodynamics (EGR 2300)	3

GENERAL EDUCATION REQUIREMENTS — 9 credits

A minimum of three (3) credits from Group A, three (3) credits from Group B, and 3 credits from either Group A or Group B in a different discipline. Credits from Group C satisfied by department requirements.

Group A: ARTS AND HUMANITIES

Art – Foreign Language – Literature – Media & Film

Studies – Music – Philosophy – Speech – Theatre Arts

Excluded are Art studio, Music studio, Theatre production & skills courses

Group B: BEHAVIORAL AND SOCIAL SCIENCES

Anthropology – Economics – History – Political Science –

Psychology – Sociology

Group C — MATHEMATICS AND SCIENCES

Satisfied by Department Requirements

ELECTIVES: 3 – 6 sufficient to satisfy total of 66 – 70 credits

§ Consultation with the Department Advisor is required.

• This program is within the Physical Sciences Department.

+ Prerequisites must be met or additional credits may be required.

A.S. EXERCISE SCIENCE / PERSONAL TRAINING

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
HE 1400	1

DEPARTMENT REQUIREMENTS §

Introduction to Personal Training (EXS 900).....	3 credits
Kinesiology of Exercise (EXS 1000)	3
Physiology of Exercise (EXS 1100)	3
Health Risk Appraisal (EXS 1200)	3
Fitness Assessment and Program Design (EXS 1300)	3
Muscular Fitness Training Techniques (EXS 1500)	3
Field Experience in Exercise Science (EXS 91X6)	3
First Aid and Personal Safety (HE 3500)	2
Cardiopulmonary Resuscitation (HE 2000)	1

Choose one from each of the following groups for 3 credits: ...3

Group I

- Walk, Jog, Run (PEC 200)
- Aerobic Dance (PEC 1900)

Group II

- Swimming for Fitness (PEC 3300)
- Aqua Exercise (PEC 6500)
- Swimming for Non-Swimmers and Beginners (PEC 3000)

Group III

- Tai Chi Chuan (PEC 2500)
- Introduction to Hatha Yoga (PEC 2900)
- Pilates System of Exercise (PEC 5600)
- Beginning Karate and Self-Defense (PEC 2700)
- Personal Self-Defense for Women (PEW 2100)

GENERAL EDUCATION REQUIREMENTS

A minimum of six (6) from Group A, six (6) from Group B and fourteen (14) from Group C.

Group A: ARTS AND HUMANITIES6 credits

Art - Film and Media Studies - Foreign Language - Literature Music - Philosophy - Speech - Theatre Arts
 Excluded are Art studio, Music studio, Theatre production & skills courses

Group B: BEHAVIORAL AND SOCIAL SCIENCES6 credits

PSY 1100
 Plus a second course selected from:
Anthropology - Economics - History - Political Science - Sociology

Group C: MATHEMATICS AND SCIENCES14 credits

MAT 700 **or** MAT 900 **or** MAT 2000
 Human Anatomy and Physiology I and II (BIO 1100 **and** BIO 1200)
 Science of Nutrition (BIO 7000)

§ Consultation with the Department Advisor is required.



A.S. FINE ARTS

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 §

ALL majors must take:

Survey of Art History I and II (ART 3300 and ART 3400)....	6 credits
Design I (ART 5500)	3
Drawing I (ART 5700)	3

PLUS ONE OF THE FOLLOWING CONCENTRATIONS:

ART HISTORY

Modern Art I and II (ART 3500 and ART 3600).....	6 credits
Renaissance Art (ART 3800)	3
Recommended Electives	9

CERAMICS

Ceramics I (ART 6300)	3
Ceramics II (ART 6400)	3
Ceramics Sculpture (ART 8000).....	3
Recommended Electives	7-9

DRAWING AND PAINTING

Drawing II (ART 5800)	3
Painting I and II (ART 5900 and ART 6000).....	7
Recommended Electives	7-9

PHOTOGRAPHY

Photography I (ART 5100)	3
Photography II (ART 5200)	3
The Art of Digital Photography (ART 9400).....	3
Recommended Electives	6

SCULPTURE

Sculpture I and II (ART 6100 and ART 6200)	7
Figure Modeling (ART 8300)	3
Recommended Electives	7-9

GENERAL EDUCATION REQUIREMENTS19 – 20 credits

Group A: ARTS AND HUMANITIES6 credits

Foreign Language – Literature – Media & Film Studies – Music – Philosophy – Speech – Theatre Arts

Excluded are all Art courses, also Music studio and Theatre production & skills courses

Group B: BEHAVIORAL AND SOCIAL SCIENCES6 credits

Anthropology – Economics – History – Political Science – Psychology – Sociology

Group C: MATHEMATICS AND SCIENCES7 - 8 credits

- One Mathematics course
- One Laboratory Science course selected from:
Biology – Chemistry – Earth & Planetary Sciences – Physics

ELECTIVES: (2– 7 credits) sufficient to meet required total of 60 credits

§ Consultation with the Department Advisor is required.



A.S. JOURNALISM AND PRINT MEDIA

DEPARTMENT: English

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 §

Journalism: Basic and Advanced (JRL 3100 and JRL 3200).....6 credits
 Feature and Magazine Writing (JRL 4400).....3

GENERAL EDUCATION REQUIREMENTS — 32–37 credits

Students who choose to complete this program are required to take the following courses:

Group A: ARTS AND HUMANITIES

ART 7300 or ART 7400 or SPE 2100.....	3
**Foreign Language I and/or II (or Philosophy elective if exempt from Foreign Language).....	9-14
Two (2) courses in English Literature (ENG 3000 and ENG 4000 recommended)	

Group B: BEHAVIORAL AND SOCIAL SCIENCES

HIS 1100 or HIS 3100 and POL 5100	6
PSY 1100 and SOC 3100	6

Group C: MATHEMATICS AND SCIENCES

MAT 700.....	4
One Laboratory Science course selected from:.....	4
<i>Biology – Chemistry – Earth & Planetary Science – Physics</i>	

ELECTIVES: 7–12 credits sufficient to meet required total of 60 credits

- This program is within the English Department.
- § Consultation with the Program Advisor is required.
- ** Minimum of 1 semester of Foreign Language must be taken unless exempt based on Foreign Language Proficiency, High School Regents Exams, CLEP or other proficiency exams. English electives must be selected in consultation with Program Advisor.

A.S. MATHEMATICS

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.

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

DEPARTMENT REQUIREMENTS §

+Calculus I, II and III (MAT 1500, MAT 1600, and MAT 2100)12 credits
 Differential Equations (MAT 5500)3
 Biostatistics (MAT/BIO 9100) or
 Business Statistics (MAT/BUS 2200)4
 Discrete Structures (CS 3500).....5
 Linear Algebra (MAT 5600)3
 Introduction to Computing (CS 1200)4
Choose two courses from: CS 13A0 or CS 1400 or MAT 1100.....8

GENERAL EDUCATION REQUIREMENTS — 9 credits

A minimum of three (3) credits in Group A, three (3) credits in Group B, and three (3) credits from either Group A or Group B in a different discipline. Credits in Group C satisfied by department requirements.

Group A: ARTS AND HUMANITIES3 - 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: SOCIAL SCIENCES.....3 - 6 credits
Anthropology – Economics – History – Political Science – Psychology – Sociology

Group C: MATHEMATICS AND SCIENCES
 One Laboratory Science course selected from:.....4
Biology – Chemistry – Earth & Planetary Science – Physics

ELECTIVES: 1 credit sufficient to meet the required total of 60 credits

- § Consultation with the Department Advisor is required.
- + Prerequisites must be met or additional credits may be required.

A.S. MENTAL HEALTH AND HUMAN SERVICES

DEPARTMENT: Behavioral Sciences and Human Services

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:

Introduction to Human Services (MH 1100)	3
Human Services Organizations (MH 3000)	3
Supervised Instructional Experience in Mental Health (MH 9801 and MH 9802)	6

PLUS, FOR MENTAL HEALTH AND HUMAN SERVICES

MAJORS (without concentration)

Any Sociology or Psychology elective or ANT 3700 or ANT 3900 or SAC 2000	3
Principles of Interviewing and Group Leadership (MH 3100)	3
Mental Health Practices with Vulnerable Populations (MH 3400)	3
Introduction to Gerontology (MH 3500)	3

PLUS, FOR MAJORS WITH CONCENTRATION IN SUBSTANCE ABUSE COUNSELING

Introduction to Alcoholism and Substance Abuse Counseling (SAC 2000)	3
Basic Counseling Techniques in Substance Abuse Field I (SAC 2200)	3
Confidentiality, Ethics & Counselor/Client Relationship in Substance Abuse Counseling (SAC 2600)	3
Principles of Interviewing and Group Leadership (MH 3100)	3

PLUS, FOR MAJORS WITH DOMESTIC VIOLENCE COUNSELING

Introduction to Domestic Violence (MH 3700)	3
Assessment and Intervention with Domestic Violence Survivors (MH 3800)	3
Introduction to Gerontology (MH 3500)	3
Any Sociology, Anthropology or Psychology elective (including PSY 3700)	3

GENERAL EDUCATION REQUIREMENTS — 25–26 credits

Group A — ARTS AND HUMANITIES3 credits
Art – Foreign Language – Film and Media Studies – Literature – Music – Philosophy – Speech – Theatre Arts
 Excluded are Art Studio, Music Studio, Theatre Production & Technique Courses

Group B — BEHAVIORAL AND SOCIAL SCIENCES
 General Psychology (PSY 1100).....3 credits
 Human Growth and Development (PSY 3200).....3
 Abnormal Psychology (PSY 3600)3
 Introduction to Sociology (SOC 3100)3
 Select one course from: *Economics – History – Political Science*3

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

ELECTIVES: 3 - 4 credits sufficient to meet required total of 60 credits

§ Consultation with the Department Advisor is required.

A.S. PHYSICS

DEPARTMENT: Physical 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.

ENG 1200	3 credits
ENG 2400	3
HE 1400	1

DEPARTMENT REQUIREMENTS §

Advanced General Physics I and II
(PHY 1300 **and** PHY 1400).....8 credits
Advanced Electives, choose: 8 – 11
Either MAT 5500 or MAT 5600 (*choose only one*)
or Either EGR 2200 or EGR 2300 (*choose only one*)
or Either EPS 3300 or EPS 3500 or EPS 3600 (*choose only one*)
or Physics 081xx1-3 credits
General Chemistry I and II (CHM 1100 **and** CHM 1200).....8
+Calculus I and II (MAT 1500 **and** MAT 1600).....8

GENERAL EDUCATION REQUIREMENTS — 9 credits

A minimum of three (3) credits in Group A, three (3) credits in Group B, and three (3) credits from either Group A or Group B in a different discipline. Credits from Group C satisfied by department requirements.

Group A: ARTS AND HUMANITIES3 - 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
Satisfied by Department Requirements

ELECTIVES: 9 to 12 credits sufficient to meet required total of 60 credits

§ Consultation with the Department Advisor is required.
+ Prerequisites must be met or additional credits may be required.

A.S. SCIENCE FOR FORENSICS

DEPARTMENT: Physical 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.

ENG 1200	3 credits
ENG 2400	3
HE 1400	1

DEPARTMENT REQUIREMENTS §

A cumulative grade point average of 2.5 is required in the following 34 credits of science:

General Biology I <u>and</u> II (BIO 1300 and 1400)	8
General Chemistry I <u>and</u> II (CHM 1100 and 1200)	8
Organic Chemistry I <u>and</u> II (CHM 3100 and 3200)	10
Advance General Physics I <u>and</u> II (PHY 1300 and 1400)	8

The following are also required and additional credits may be necessary in order to satisfy prerequisites:
Calculus I and II (MAT 1500 **and** 1600)*8 credits

GENERAL EDUCATION REQUIREMENTS — 9 credits

The following courses reflect the joint registration of this program with the B.S. in Forensic Science offered by John Jay College of Criminal Justice. Students select one course from Group A **and** one course from Group B **and** a third course from either Group A or B.

Group A: ARTS AND HUMANITIES3 - 6 credits
Select one or two courses from the following:
ENG 3200 **or** ENG 3500 **or** PHI 7100 **or** PHI 7200

Group B: BEHAVIORAL AND SOCIAL SCIENCES.....3 - 6 credits
Select one or two courses from the following:
HIS 3100 **or** HIS 5200 **or** ANT 3700
or PSY 1100 **or** SOC 3100

Group C — MATHEMATICS AND SCIENCES
Satisfied by Department Requirements

ELECTIVES: 2 credits sufficient to meet required total of 60 credits

§ Consultation with the Department Advisor is required.
* Prerequisites must be met or additional credits may be required.

A.S. SPEECH COMMUNICATION

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.

ENG 1200	3 credits
ENG 2400	3
HE 1400	1

DEPARTMENT REQUIREMENTS

ALL Majors must take:

Career Communication (SPE 2400)	3 credits
Small Group Communication (SPE 2500)	3
Oral Interpretation (SPE 2700)	3
Voice & Articulation (SPE 2900)	3

COMMUNICATION STUDIES CONCENTRATION:

Interpersonal Communication (SPE 1200)	3
Effective Public Speaking (SPE 2100)	3
Intercultural Communication (SPE 2600)	3

SPEECH PATHOLOGY CONCENTRATION:

Phonetics (SPE 4000)	3
Interpersonal Communication (SPE 1200) or	3
Intercultural Communication (SPE 2600)	
Language Development (SPE 4100)	4

GENERAL EDUCATION REQUIREMENTS — Minimum of 23 credits

Group A — ARTS AND HUMANITIES

Foreign Language - Literature - Philosophy 4 - 6 credits

Group B — BEHAVIORAL AND SOCIAL SCIENCES

Anthropology - Psychology - Sociology 6 credits
Economics - History - Political Science 6 credits

Group C — MATHEMATICS AND SCIENCES.....7 - 8 credits

One Mathematics course
 One Laboratory Science course selected from:
Biology - Chemistry - Earth & Planetary Science - Physics

ELECTIVES:

COMMUNICATION STUDIES CONCENTRATION:

6 - 9 credits sufficient to meet required total of 60 credits

SPEECH PATHOLOGY CONCENTRATION:

5 - 8 credits sufficient to meet required total of 60 credits

§ Consultation with Department Advisor is required.



A.S. THEATRE ARTS

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.

ENG 1200	3 credits
ENG 2400	3
HE 1400	1

DEPARTMENT REQUIREMENTS§

All Theatre Arts MAJORS must take:

Introduction to Theatre Arts (THA 5000)	3 credits
Play Analysis (THA 5100)	3
Acting I: Beginning Acting (THA 5200)	3
Stage Craft (THA 5500)	3
History of Theatre (THA 6800)	3
Play Production (THA 5900)	1
<i>(must repeat for a total of 3 credits)</i>	

Choose **two** courses from the following Program

Electives:	6 credits
THA 4600, 5300, 5500, 5800, 6000, 6300, 6500, 5700, 81xx;	
MUS 3000, 3100, 4800, 9121;	
SPE 2700, 2900;	
PEC 2000, 3800, 3900;	
ART 3300	

PLUS, select one of the following concentrations.....6 credits

PERFORMANCE CONCENTRATION:

Select **two** courses:

Acting II: Scene Study (THA 5300).....	3 credits
Directing: The Fundamentals (THA 6600)	3
Musical Theatre Performance (THA 5800).....	3
Training the Performing Voice (THA 4600)	3

TECHNICAL PRODUCTION CONCENTRATION:

Select **two** courses:

Basic Lighting (THA 5600).....	3
Costume Design (THA 6000).....	3
Scenic Design (THA 6500)	3
Basic Sound Technology (THA 6300).....	3

GENERAL EDUCATION REQUIREMENTS— 19–20 credits

Group A: ARTS AND HUMANITIES.....6 credits

Select from *Foreign Language – Literature – Philosophy*

NOTE: *The Arts satisfied by Department Requirements.*

Group B: BEHAVIORAL AND SOCIAL SCIENCES.....6 credits

Anthropology – Economics (excluding ECO 1400) -

History – Political Science – Psychology - Sociology

Group C: MATHEMATICS AND SCIENCES7 – 8 credits

One Mathematics course

One Laboratory Science course selected from:

Biology – Chemistry – Earth & Planetary Science – Physics

ELECTIVES: 3–4 sufficient to meet required total of 60 credits

§ Consultation with the Department Advisor is required.



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

Accounting

Requirements, page 66
Course Descriptions, page 105

Business Administration

Requirements, page 66
Course Descriptions, page 107

Computer Information Systems

Requirements, page 67
Course Descriptions, page 143

Culinary Arts

Requirements, page 68
Course Descriptions, page 162

Fashion Design

Requirements, page 68
Course Descriptions, page 109

Graphic Design and Illustration

Requirements, page 69
Course Descriptions, page 87

Maritime Technology

Requirements, page 70
Course Descriptions, page 166

Media Technology and Management

Requirements, page 71
Course Descriptions, page 114

Nursing

Requirements, page 72
Course Descriptions, page 152

Office Administration and Technology

Requirements, page 73
Course Descriptions, pages 106 and 111

Physical Education, Recreation and Recreation Therapy

Requirements, page 74
Course Descriptions, page 131

Physical Therapist Assistant

Requirements, page 75
Course Descriptions, page 103

Retail Merchandising

Requirements, page 76
Course Descriptions, page 110

Surgical Technology

Requirement, page 77
Course Descriptions, page 155

Tourism and Hospitality

Requirements, page 78
Course Descriptions, page 163

Website Development and Administration

Requirements, page 79
Course Descriptions, page 111

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 <u>and</u> 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
Organizational Behavior and Management (BA 3100)	3
Advertising: Theory and Practice (BA 5200) or Field Experience in Business Administration** (BA 9229)	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

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 SCIENCES3–6 credits
Anthropology - History - Political Science - Psychology - Sociology

Group C: Mathematics and Sciences7 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.

ENG 1200	3 credits
ENG 2400	3
HE 1400	1

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 HUMANITIES3 – 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 SCIENCES3 – 6 credits
Anthropology - Economics - History – Political Science - Psychology - Sociology

Group C: MATHEMATICS AND SCIENCES8 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.

ENG 1200	3 credits
ENG 2400	3
HE 1400	1

DEPARTMENT REQUIREMENTSS

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 HUMANITIES3 - 6 credits

Art-Foreign Languages-Literature-Film and Media Studies-Music-Philosophy-Speech-Theatre Arts

Excluded are Art studio, Music studio, Theatre production and technique courses

Group B: BEHAVIORAL AND SOCIAL SCIENCES.....3 - 6 credits

Anthropology – Economics – History – Political Science – Psychology - Sociology

Group C: MATHEMATICS AND SCIENCES7 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 REQUIREMENTSS

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 HUMANITIES3 - 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 SCIENCES7 – 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 4300)	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 HUMANITIES3 - 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:	
Spreadsheet 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 HUMANITIES3 - 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.

ENG 1200	3 credits
ENG 2400	3
HE 1400	1

DEPARTMENT REQUIREMENTS §

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

NOTE: Consult with Advisor to use electives for concentrations in: Advertising, Engineering, Management, News, Performance and Production.

GENERAL EDUCATION REQUIREMENTS: — 16–23 credits

Group A: ARTS AND HUMANITIES3–6 credits
Foreign Language - Literature - Philosophy

Group B: BEHAVIORAL AND SOCIAL SCIENCES6–9 credits
Anthropology - Economics - History - Political Science - Psychology - Sociology

Group C: MATHEMATICS AND SCIENCES7–8 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.



A.A.S. NURSING

DEPARTMENT: Nursing

TOTAL CREDITS 66

Requirements for Matriculants

COLLEGE REQUIREMENTS

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

ENG 1200	3 credits
ENG 2400	3

If required:

ENG 400, 9100, 9200 and/or 9300	0
MAT M100 and M200 or MAT R300 proficiency	0

Starting in the fall 2009 semester, in order to advance into nursing clinicals, students must provide documentation for one of the following categories:

- 1) U.S. Citizenship
- 2) Permanent Residency
- 3) International Student with F1 Status
- 4) Granted Asylum, Refugee Status, Temporary Protected Status, Withholding of Removal, Deferred Enforced Departure; or Deferred Action Status by the U.S. government

DEPARTMENT REQUIREMENTS §

Students in the Nursing Program must complete the five semester-sequences as specified below:

FIRST SEMESTER (Pre-Clinical Component)

Applied Physical Sciences for Allied Health Careers (SCI 2500)	3 credits
General Psychology (PSY 1100)	3
Human Anatomy and Physiology (BIO 1100)	
NOTE: Prerequisite REQUIRED	4
Freshman English I (ENG 1200)	3

SECOND SEMESTER (Clinical Component)

Human Anatomy and Physiology II (BIO 1200)	4
Human Growth and Development (PSY 3200)	3
Drug Calculations in Nursing (NUR 1700).....	1
Fundamentals of Nursing (NUR 1800)	7

THIRD SEMESTER

Microbiology in Health and Disease (BIO 5100)	4
Nursing the Ill Adult I (NUR 2100)	9

FOURTH SEMESTER

Freshman English II (ENG 2400)	3
Nursing the Emotionally Ill (NUR 2000).....	4
Nursing the Ill Adult II (NUR 2200)	5

FIFTH SEMESTER

Introduction to Sociology (SOC 3100)	3
Family-Centered Maternity Nursing (NUR 1900)	4
Nursing of Children (NUR 2300).....	5
Issues in Nursing (NUR 2400).....	1

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)	4
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)	4
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 <u>and</u> 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)	3
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 HUMANITIES3 - 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 SCIENCES7 - 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 1 (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 1 (RPE 3100)	3

Outdoor Recreation (RPE 1400)	2
Sport and American Society (RPE 4000)	3
Methods of Teaching Fitness and Recreation Activities (RPE 7000)	3
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 HUMANITIES3 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 HUMANITIES3 credits
 Public Speaking (SPE 2100)

Group B: BEHAVIORAL AND SOCIAL SCIENCES3 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 HUMANITIES3 - 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 SCIENCES7–8 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.

ENG 1200	3 credits
ENG 2400	3

DEPARTMENT REQUIREMENTS §

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

GENERAL EDUCATION REQUIREMENTS

Group A: ARTS AND HUMANITIES

Ethics and Morality in the Health Professions (PHI 7600)	3 credits
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Group B: BEHAVIORAL AND SOCIAL SCIENCES6 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.

ENG 1200	3 credits
ENG 2400	3
HE 1400	1

DEPARTMENT REQUIREMENTS §

ALL Majors must take:

Introduction to Travel and Tourism (TAH 100).....	3 credits
Introduction to Computer Concepts (BA 6000)	3
Principles of Marketing (BA 1400) or	
Tourism & Hospitality Marketing (TAH 2500)	3
Professional Portfolio (TAH 9100)	1
Field Experience in Travel and Hospitality (TAH 9200).....	3
Case Studies in Tourism and Hospitality (TAH 1800)	3
Tourism and Hospitality Entrepreneurship (TAH 1200)	3
The Virtual Enterprise (TAH 9000)	3
Labor Relations & Customer Service (TAH 500)	3
The Business of Tourism and Hospitality (TAH 1900)	3

PLUS, FOR MAJORS WITH CONCENTRATION IN:

TOURISM

Required:

Tourism Technology (TAH 1700).....	3
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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
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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 SCIENCES7 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.

ENG 1200	3 credits
ENG 2400	3
HE 1400	1

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 HUMANITIES3–6 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 SCIENCES3–6 credits

Anthropology – Economics – History – Political Science - Psychology - Sociology

Group C: MATHEMATICS AND SCIENCES7 credits

One Mathematics course

One Laboratory Science course selected from:

Biology – Chemistry – Earth & Planetary Science – Physics

§ Consultation with the Department Advisor is required.





2012-2013

certificate programs

CERTIFICATE IN ALCOHOLISM AND SUBSTANCE ABUSE COUNSELING

DEPARTMENT: Behavioral Sciences and Human Services

TOTAL CREDITS: 25

Requirements for Matriculants

COLLEGE REQUIREMENTS

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

ENG 12003 credits

CERTIFICATE REQUIREMENTS §

Introduction to Alcoholism and Substance Abuse Counseling (SAC 2000)3 credits
 Counseling Techniques in the Substance Abuse Field I (SAC 2200)3
 Counseling Techniques in the Substance Abuse Field II (SAC 2400)3
 Confidentiality, Ethics, & the Counselor/Client Relationship (SAC 2600)3
 Approaches to Treatment Varieties of Alcohol & Substance Abuse Internship (SAC 2800)3
 Substance Abuse Counseling Field Internships I and II (SAC 91A0 and SAC 91B0)..... 7

§Consultation with the Department Advisor is required.

CERTIFICATE IN CULINARY ARTS

DEPARTMENT: Tourism and Hospitality

TOTAL CREDITS: 28

Requirements for Matriculants

COLLEGE REQUIREMENTS

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

CERTIFICATE REQUIREMENTS §

Introduction to Professional Foodservice (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
 Restaurant Operations (TAH 7200)
 or Menu and Dining Room Management (TAH 7400)3
 Food and Beverage Cost Control (CA 5000)
 or Beverage Management (CA 6000)3
 Global Improvisation Capstone (CA 9000)3
 Internship in Culinary Arts (CA 9200).....3

* Includes National Restaurant Association Pro/Management Certification.

§ Consultation with the Department Advisor is required.

CERTIFICATE IN ENTREPRENEURIAL STUDIES

DEPARTMENT: Business

TOTAL CREDITS: 25

Requirements for Matriculants

COLLEGE REQUIREMENTS

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

CERTIFICATE REQUIREMENTS §

ALL Majors must take:

Fundamentals of Accounting I (ACC 1100)4 credits
 Small Business and the Entrepreneurial Perspective (ES 5100)3
 Legal Issues for the Entrepreneurial and Small Firm (ES 5200)3
 Entrepreneurial Strategic Planning (ES 5500)3
 Cases in Entrepreneurial Strategies (ES 5700)3
 Introduction to Computer Concepts (BA 6000)3
 Effective Public Speaking (SPE 2100)3
 General Psychology (PSY 1100) or Introduction to Sociology (SOC 3100)3

§Consultation with the Department Advisor is required.

CERTIFICATE IN EXERCISE SCIENCE / PERSONAL TRAINING

DEPARTMENT: Health, Physical Education and Recreation

TOTAL CREDITS: 30

Requirements for Matriculants

COLLEGE REQUIREMENTS

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

If required:

ENG 400, 9100, 9200 and/or 93000
 MAT M100 & M200 or MAT R300 proficiency0

CERTIFICATE REQUIREMENTS §

Human Anatomy and Physiology I and II (BIO 1100 and BIO 1200)8 credits
 The Science of Nutrition (BIO 7000)3
 Kinesiology of Exercise (EXS 1000)3
 Physiology of Exercise (EXS 1100)3
 Health Risk Appraisal (EXS 1200)3
 Fitness Assessment and Exercise Prescription (EXS 1300)3
 Muscular Fitness Training Techniques (EXS 1500)3
 Any PEC course (except PEC 00400, 500) 1
 Cardiopulmonary Resuscitation (HE 2000) 1
 First Aid and Personal Safety (HE 3500)2

§ Consultation with the Department Advisor is required.

CERTIFICATE IN MARITIME TECHNOLOGY: DECK SPECIALTY

DEPARTMENT: Tourism and Hospitality

TOTAL CREDITS: 14

Requirements for Matriculants

COLLEGE REQUIREMENTS

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

CERTIFICATE REQUIREMENTS §

Fall Semester

Coastal Piloting and Seamanship (MT 4600)	4 credits
Low Voltage Electrical Systems (MT 5400)	2
Marine Electronics (MT 5500)	2

Spring Semester

Vessel Technology I (MT 3300)	3
Vessel Technology II (MT 3400)	3

§Consultation with the Department Advisor is required.

CERTIFICATE IN MARINE MECHANIC

DEPARTMENT: Tourism and Hospitality

TOTAL CREDITS: 24

Requirements for Matriculants

COLLEGE REQUIREMENTS

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

CERTIFICATE REQUIREMENTS §

Marine Operations (MT 4300).....	3 credits
Introduction to 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
Advanced Outboards (MT 5600).....	3
Vessel Systems (MT 5700)	3
Advanced Welding (MT 5800).....	3

§Consultation with the Department Advisor is required.

CERTIFICATE IN MEDICAL OFFICE ASSISTANT

DEPARTMENT: Business

TOTAL CREDITS: 24

Requirements for Matriculants

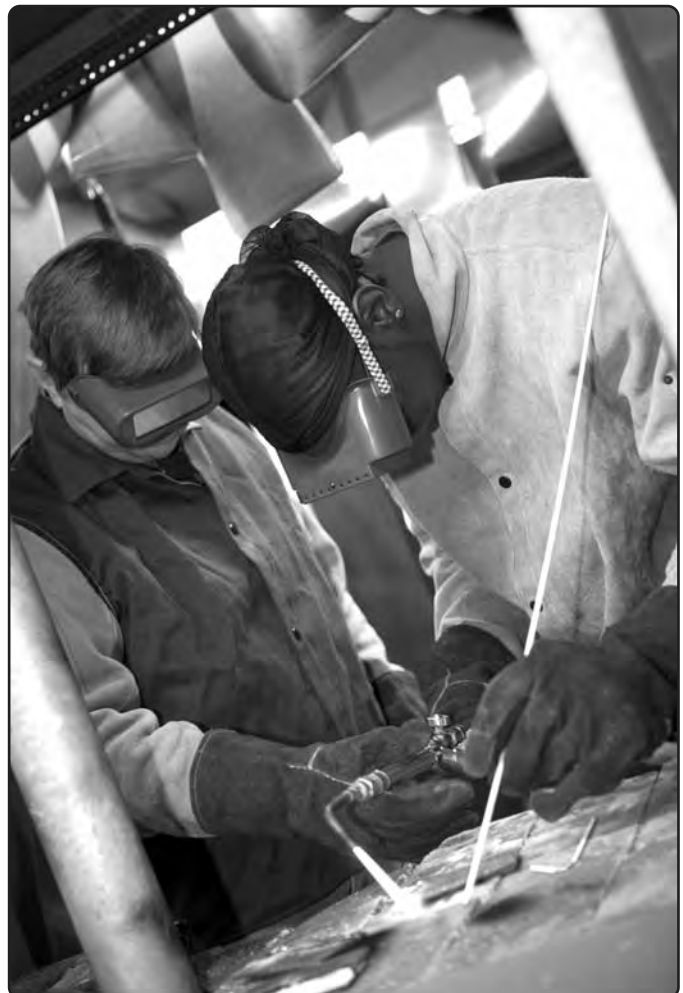
COLLEGE REQUIREMENTS

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

CERTIFICATE REQUIREMENTS §

Keyboarding for Business Communications (TEC 1400).....	2 credits
Office Communications Skills (ADM 3700).....	3
Office Computer Applications I (TEC 2500)	3
Office Computer Applications II (TEC 2600)	3
Medical Terminology and Electronic Transcription (TEC 6100)....	4
Medical Office Computer Applications (TEC 6200)	3
Medical Coding (TEC 8200)	3
Field Experience (ADM 9229).....	4

§Consultation with the Department Advisor is required.



2012-2013

**departments
and course
descriptions**

ART DEPARTMENT

Room S-155 • ext. 5718

Chadwick Augustine, *College Laboratory Technician*

Kristin Derimanova, *Assistant Professor*

John Descafino, *Associate Professor and Chairperson*

Janice Farley, *Professor*

Brian Hack, *College Laboratory Technician*

Maya Jiminez, *Assistant Professor*

Michel Kanter, *Professor*

Bryan Kite, *College Laboratory Technician*

Manel Lledos, *Professor*

Peter Malone, *Chief College Laboratory Technician*

Mary Marino, *College Laboratory Technician*

Janice Mehlman, *Professor*

Anthony Padovano, *Professor*

Caterina Pierre, *Associate Professor*

Valerie Sokolow, *Assistant Professor*

Susan Spivak, *Assistant Professor*

ALL NON-STUDIO COURSES (3 CRS. 3 HRS.) MEET GROUP I OR GROUP A GENERAL EDUCATION REQUIREMENTS FOR ALL DEGREES. STUDIO COURSES MEET GENERAL EDUCATION REQUIREMENTS FOR AA IN LIBERAL ARTS ONLY.

+ ART 3100 – SURVEY OF ART HISTORY: PREHISTORY TO THE PRESENT (3 crs. 3 hrs.)

Introduction to the visual arts, past and present. Basic elements in appreciating the great achievements in painting, sculpture and architecture. Aesthetic and societal considerations.

+ ART 3200 – ART IN SPAIN (3 crs. 3 hrs.)

Introduction to the different periods of art in Spain. Examination of achievements in Spanish art including the prehistoric paintings of the Caves of Altamira, the monuments of Roman Spain, the medieval cathedrals as well as painters such as Velazquez, El Greco, Goya and 20th century artists such as Picasso.

+ ART 3300 – SURVEY OF ART HISTORY: FROM ANCIENT TO RENAISSANCE ART (3 crs. 3 hrs.)

Comprehensive, chronological introduction to the history of art and architecture from ancient civilizations to the Renaissance. Consideration of the cultural context of artistic developments and styles. **Required of Art Majors in first year.** See Department Advisor.

+ ART 3400 – SURVEY OF ART HISTORY: FROM RENAISSANCE TO 19TH CENTURY ART (3 crs. 3 hrs.)

Major movements in Western art from the Renaissance through the late nineteenth century focusing on formal as well as historical issues.

+ ART 3500 – MODERN ART: FROM 1880 TO 1945 (3 crs. 3 hrs.)

An introduction to the development of modern art, beginning in late nineteenth-century France. The course traces the emergence of various art movements, the rise of the historical avant-garde in Europe, and the development of abstract art.

+ ART 3600 – MODERN ART: FROM 1945 TO PRESENT (3 crs. 3 hrs.)

An introduction to movements in painting, sculpture and architecture in the aftermath of World War II. The course begins with the rise of New York as the international center of the art world and continues through recent developments in visual arts.

+ ART 3700 – SURVEY OF NON-WESTERN ART (3 crs. 3 hrs.)

Survey of World Art from Islamic culture, India, Asia, art of the Americas and Native American cultures, Africa and the Pacific. The art of these countries and cultures will be studied from prehistory to the present.

+ ART 3800 – RENAISSANCE ART (3 crs. 3 hrs.)

History of the development of art from the Gothic movement through the rise of Humanism. The Renaissance in Florence, Italy and Northern Europe and an analysis of its new conception of nature, history and man. A general introduction to Renaissance artists in Florence and Spain.

ART 3900 – HISTORY OF WOMEN IN ART (3 crs. 3 hrs.)

Survey of the artistic works of women from the ancient world through the present. The class will consider formal issues, the representation of the female in the visual arts, the biographies of female artists, the art historical context of the work of women artists, and the rise of feminist art.

ART 4000 – DESIGNING WITH TYPE (3 crs. 4 hrs.)

A studio course using typography as a design tool with a focus on the creative and aesthetic use of letter forms for visual communication problem solving.

ART 4200 – THREE DIMENSIONAL ILLUSTRATION (3 crs. 4 hrs.)

Studio course explores three-dimensional illustration techniques of model-making and design and their commercial and fine art applications.

Prerequisites: ART 5500 and ART 5700

**ART 4300 – DIGITAL ART ILLUSTRATION
(3 crs. 4 hrs.)**

Learn to use the computer as a design tool for creating and manipulating images combining them with typography and for the creation of a graphic design and portfolio.

Prerequisite: ART 5500

ART 4400 – STILL LIFE PAINTING (3 crs. 4 hrs.)

A studio course using methods of oil and/or acrylic painting in a concentrated approach to the expressive possibilities of still life as a subject matter.

Prerequisite: ART 5900 or Department Permission

ART 4500 – COMPUTER ART (3 crs. 4 hrs.)

Introductory course to the computer as a complete publishing system and as a graphic design and illustration tool for creating finished portfolio pieces.

Prerequisite: ART 5500

**ART 4600 – COMPUTER-ASSISTED ILLUSTRATION
(3 crs. 4 hrs.)**

Introduction to core features and functions of a computer-assisted illustration program. To be used as an image manipulation tool, an image re-touching tool, an effects tool, an illustration and paint program, as well as a tool to import and scan images and perform color and tonal corrections.

Prerequisites: ART 4500 and ART 5500

+ ART 4700 – AMERICAN ART (3 crs. 3 hrs.)

Introduction to the painting, sculpture, architecture and other forms of art created in the U.S. from the Colonial period through the early 20th Century. Aesthetic, cultural and social issues will be addressed while fostering an appreciation of the various styles and artistic approaches that have shaped the tapestry of American culture.

ART 4800 – THE ART OF 3-DIMENSIONAL ANIMATION (3 crs. 4 hrs.)

An introduction to features and functions of computer assisted 3-dimensional image and animation software. Basic 3-dimensional animation concepts and Maya software, as well as the workflow involved in modeling, animation, and rendering techniques in a 3-dimensional environment, will be covered.

Prerequisites: ART 9600

**ART 4900 – THE ART OF STORYBOARDING
(3 crs. 4 hrs.)**

An exploration of the preproduction stage of visual storytelling of all types: live-action, animation, and multimedia. Cinematic principles of continuity, editing, and methods of composition to communicate time-based visuals effectively are studied. Students will create storyboards, by hand and computer - generated, and animatics.

Prerequisites: ART 9600

+ ART 5100 – PHOTOGRAPHY I (3 crs. 4 hrs.)

Learn to see photographically while using your 35mm camera. Develop black and white film and print your own enlargements during this intensive introduction to photographic image-making.

ART 5200 – PHOTOGRAPHY II (3 crs. 4 hrs.)

Students refine the ideas and techniques presented in Photography I. Emphasis is placed on developing a personal vision, while improving darkroom skills, lighting situations and putting together a cohesive portfolio of prints.

Prerequisite: ART 5100

ART 5300 – PHOTOJOURNALISM I (3 crs. 4 hrs.)

Photography and documentary story-telling encompass the use of written and photographic skills within journalism. Skills learned in this course can be applied within the commercial and fine arts.

Prerequisite: ART 5100

ART 5400 – PHOTOJOURNALISM II (3 crs. 4 hrs.)

Designed for students who have studied photography and journalism. Combines the photo essay with spot news reporting. The concept of photojournalism as it applies to the daily newspaper, illustrated magazine and photo agency will be discussed.

Prerequisite: ART 5300

+ ART 5500 – DESIGN I (3 crs. 4 hrs.)

Supplies the groundwork necessary to all studio courses as the principles of design are introduced. Using basic materials and techniques, the study of line, value, color, shape, and texture in two-dimensional composition, is included. **Required for Art Majors in first semester.**

See Department Advisor.

ART 5600 – DESIGN II (3 crs. 4 hrs.)

Color theory and applications in two- and three-dimensional composition. The study of concepts in three-dimensional design includes problems of volume and space.

Prerequisite: ART 5500

+ ART 5700 – DRAWING I (3 crs. 4 hrs.)

Introduction to the basic concepts of drawing. In order to cultivate the ability to see, to create form, and to enjoy visual experiences, students will draw from still life model and from the live model. **Required for Art Majors in first semester.**

See Department Advisor.

ART 5800 – DRAWING II (3 crs. 4 hrs.)

Continued study of various drawing media. Exploration of traditional and experimental drawing techniques.

Prerequisite: ART 5700 or Department permission.

+ ART 5900 – PAINTING I (3 crs. 4 hrs.)

Studio course in oil and acrylic painting serves as an aesthetic foundation for solutions to expressive problems of representational and abstract form, color and space.

ART 6000 – PAINTING II (4 crs. 6 hrs.)

Continuation of ART 5900 gives students an opportunity for advanced work in painting, self-expression and creativity. Prerequisite: ART 5900 or Department permission

+ ART 6100 – SCULPTURE I (3 crs. 4 hrs.)

Study and work in a studio setting. Techniques and aesthetics of modern sculptural concepts emphasized.

ART 6200 – SCULPTURE II (4 crs. 6 hrs.)

Advanced students in creative sculpture explore new techniques.

Prerequisite: ART 6100 or Department permission

+ ART 6300 – CERAMICS I (3 crs. 4 hrs.)

An introduction to problems in ceramic design, materials and techniques. Emphasis is on the use of the potter's wheel, glazing and firing.

ART 6400 – CERAMICS II (3 crs. 4 hrs.)

Students are involved with solutions to the intermediate problems in ceramic design. Emphasis is on further use of the potter's wheel, glazing and handbuilding.

Prerequisite: ART 6300

ART 6500 – MIXED MEDIA (3 crs. 4 hrs.)

Enables students to make use of combinations of drawing, painting and sculpture techniques, including the use of innovative materials.

ART 6600 – PRINTMAKING I (3 crs. 4 hrs.)

Introduction to techniques of intaglio and relief printmaking. Students learn to expand upon drawing experiences by refining visual expression into terms of the original print. Prerequisites: ART 5500 or ART 5700 or Department permission

ART 6700 – PRINTMAKING II (3 crs. 4 hrs.)

Continuation of intaglio and relief printmaking which allows students to explore the use of multi-color printing, and the time needed for edition printing.

Prerequisite: ART 6600

+ ART 6800 – ILLUSTRATION (3 crs. 4 hrs.)

Basic concepts and skills of illustration including drawing, painting and various media. Acquiring illustration techniques appropriate for the field of visual communication and the development of a portfolio.

ART 06900 – ILLUSTRATION STYLE (3 crs. 4 hrs.)

A studio course for the development of a personal style of illustration that can have mass market appeal as its base.

ART 7200 – WEB PAGE DESIGN (3 crs. 4 hrs.)

Evaluation and design of Web pages using software including Quark X-press, Illustrator, Flash and Dreamweaver.

Prerequisites: ART 4600 and either ART 7400 or ART 4000

ART 7300 – PUBLICATION DESIGN (3 crs. 4 hrs.)

Design for the printed page, such as newspapers, magazines, book jackets, brochures, etc. using the computer program Adobe InDesign.

+ ART 7400 – EXPERIMENTAL TYPOGRAPHY (3 crs. 4 hrs.)

A studio course using typography as a design tool with a focus on the creative and aesthetic use of letter forms for visual communication problem-solving.

+ ART 7500 – INTRODUCTION TO GRAPHIC DESIGN AND ADVERTISING (3 crs. 4 hrs.)

Introductory course on the conceptual aspects of problem solving in graphic skills and advertising. The class will be geared toward creating a professional level portfolio.

ART 7900 – FIGURE PAINTING (3 crs. 4 hrs.)

The basic principles of painting the human figure from direct observation of a model. Concentration on the study of color applied to figure painting.

Prerequisite: ART 5900

ART 8072 – CERAMIC SCULPTURE (3 crs. 4 hrs.)

Techniques and problem-solving in the construction of a mid-and-large scale ceramic sculpture and bas-relief with emphasis on adapting particular fabrication methods to individual imaginative composition.

ART 81XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Art is developed individually between student and faculty member and must be approved by Department.

ART 82XX (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interest of various student populations. It is offered for a maximum of two semesters.

ART 8348 – FIGURE MODELING AND CARVING (3 crs. 4 hrs.)

The human figure at rest is studied from the anatomical, analytical and compositional point of view. A live model, slides and demonstration of figurative works are part of the course.

Prerequisite: ART 6100

ART 8452 – INTERMEDIATE FIGURE MODELING AND CARVING (3 crs. 4 hrs.)

Study of the representation of the human figure in motion. Clay and stone will be predominant materials used.

Prerequisite: ART 8348

ART 8547 – LANDSCAPE PAINTING (3 crs. 4 hrs.)

Methods of oil and/or acrylic painting in a concentrated approach to the expressive possibilities of the landscape as subject matter.

Prerequisite: ART 5900

ART 8651 – INTERMEDIATE LANDSCAPE PAINTING (3 crs. 4 hrs.)

The experimental approach to landscape painting will be extended within a more personally directed context.

Prerequisite: ART 8547

ART 8746 – TRANSPARENT WATERCOLOR PAINTING (3 crs. 4 hrs.)

The interactions of brush and color with paper and water and the use of different color-wash techniques.

Prerequisite: ART 5900

ART 8850 – INTERMEDIATE WATERCOLOR PAINTING (3 crs. 4 hrs.)

Advanced study of transparent watercolor painting, using wet-into-wet and glazing techniques.

Prerequisite: ART 8746

ART 9063 – INTRODUCTION TO WELDED SCULPTURE (3 crs. 4 hrs.)

The different processes of joining metals used in the creation of a welded sculpture as various techniques of sculpting in metal are explored.

Prerequisite: ART 6100

ART 9400 – THE ART OF DIGITAL PHOTOGRAPHY (3 crs. 4 hrs.)

Students will develop and define their own creative ideas through independent projects using digital photographic tools. Emphasis will be placed upon gaining a thorough working knowledge of Adobe Photoshop.

ART 9500 – MODERN ARCHITECTURE AND THE ENVIRONMENT (3 crs. 3 hrs.)

A study of the major developments in the history and theory of architecture in Europe and the United States from the late 19th century through the present day and how these developments express our evolving understanding and perception of ourselves in relation to the environment. Particular attention will be given to landscape architecture, urban planning and contemporary innovations in green, ecologically-sustainable architecture.

ART 9600 – THE ART OF ANIMATION (3 crs. 4 hrs.)

Introduction to animation exploring the basic principles and applications to different media, encompassing techniques from analog animation (Claymation and hand drawn) through digital production techniques (web and 3-D). Programs include Photo Shop, Flash, After Effects and Blender/Cinema4/D/Maya.

ART 9700 – CERAMIC DESIGN (3 crs. 6 hrs.)

The practical applications of ceramics from both a functional and decorative approach. Production techniques for creating multiples such as tableware, tiles and architectural details will be explored.

Prerequisite: ART 6300

ART 9800 – HISTORY OF MODERN SCULPTURE (3 crs. 3 hrs.)

A study of the major developments in the history and theory of sculpture in Europe and the United States, focusing on the nineteenth and twentieth centuries, and continuing through to sculpture of the present day.

+ Basic Course

A. S. Degree: FINE ARTS

Plus Concentrations in:

- ART HISTORY
- CERAMICS
- DRAWING AND PAINTING
- PHOTOGRAPHY
- SCULPTURE

Requirements - page 58

A.A.S. Degree: GRAPHIC DESIGN AND ILLUSTRATION

Plus Concentrations in:

- ANIMATION
- GRAPHIC DESIGN

Requirements – page 69

BEHAVIORAL SCIENCES AND HUMAN SERVICES DEPARTMENT

Room D-309 • ext. 5630

Leslie Arberman, *Assistant Professor*

Maria Bartoloemo, *Assistant Professor*

Avri Beard, *Instructor*

Alison Better, *Assistant Professor*

William Burger, *Professor*

Caitlin Cahill, *Assistant Professor*

Susan Carpenter, *Assistant Professor*

Geraldine Chapey, *Professor*

Susan Ednie, *Lecturer*

Susan Farrell, *Professor and Chairperson*

Peter Fiume, *Associate Professor*

Lourdes Follins, *Assistant Professor*

Charles Guigno, *Associate Professor*

Helaine Harris, *Associate Professor; Director, Mental Health & Human Services Program*

Delia Hernandez, *Lecturer*

Monica Joseph, *Assistant Professor*

Anna Karpathakis, *Associate Professor*

Laura Kates, *Assistant Professor*

Stuart Kermes, *Assistant Professor*

Beth King, *Assistant Professor*

Susan Lachman, *Lecturer*

Suzanne LaFont, *Professor*

Michael Miranda, *Assistant Professor*

Jennifer Mitchell, *Lecturer*

Juan Morales-Flores, *Assistant Professor*

Lisa Paler, *Assistant Professor*

Katia Perea, *Assistant Professor*

Sharon Prince, *Lecturer*

Ella Puccio, *Assistant Professor*

Florence Schneider, *Assistant Professor; Director, Education Program*

Joan Standora, *Assistant Professor, Director, Alcoholism and Substance Abuse Counseling Program*

Charles Swift, *Lecturer*

Petra Symister, *Assistant Professor*

David Troy, *Assistant Professor*

Jason VanOra, *Assistant Professor*

Joseph Verdino, *Assistant Professor*

Barbara R. Walters, *Professor*

Juann Watson, *Assistant Professor*

Barbara Weiserbs, *Assistant Professor*

William Winter, *Associate Professor*

ALL ANTHROPOLOGY, PSYCHOLOGY AND SOCIOLOGY COURSES MEET GROUP IV OR GROUP B GENERAL EDUCATION REQUIREMENTS FOR ALL DEGREES.

ANTHROPOLOGY

+ ANT 3700 – INTRODUCTION TO ANTHROPOLOGY (3 crs. 3 hrs.)

A comparative study of the human condition in various societies and its application in solving practical problems. Topics include: human evolution, the meaning of our physical diversity, communication, miscommunication and past and present cultural diversity.

+ ANT 3900 – SEXUALITY AND CULTURE (3 crs. 3 hrs.)

Approaches human sexuality from a unique perspective by incorporating theories from anthropology, sociology, psychology, women's studies and queer theory. Course explores the ways in which sexual behavior has changed over time and how it varies cross-culturally. It will also address current issues such as pornography, sex worker, gender and sexual diversity, sex tourism, same-sex sexuality, sexual rights, and cyber sex.

Prerequisites: ANT 3700 or SOC 3100 or PSY 1100

EARLY CHILDHOOD EDUCATION/CHILD CARE PROGRAM

Due to the special nature of the Early Childhood Education/ Child Care Program, students are evaluated at the end of each semester to determine if it is advisable for them to continue in the program. A grade of C or better is required for all courses for advancement to the next course. Early Childhood courses may only be repeated once. These include: EDC 2000, 2100, 2200, 2300, 2800, 3000, 9105 and HUM 200 and 8181. Unless otherwise indicated, EDC courses are only open to students in the Early Childhood/Childcare sequence.

EDC 200 – SOCIAL FOUNDATIONS OF EDUCATION (3 crs. 3 hrs. plus two school visit assignments)

The social underpinnings of education are traced through a study of the history of education, including the development of its practices and philosophies. The social forces that currently influence education and gaps between ideals and the realities of education are analyzed. Reports requiring school visits will be assigned.

**+ EDC 2000 – FOUNDATIONS OF EDUCATION
(3 crs. 3 hrs.)**

The effects of society, culture and institutions on the developmental needs of children with emphasis on the impact of urban life and the role of the educational system.

**EDC 2100 – SOCIAL SCIENCE IN EDUCATION
(3 crs. 3 hrs. plus two field hours per week)**

Survey of the objectives of the Social Sciences as reflected in the selection, guidance and evaluation of curricula in Education. **For ECE Majors only.**

Prerequisite: EDC 2000 with a grade of C or better for A.S.

Pre or co-requisite: A History or Political Science course

and HUM 8181 or HUM 200

Corequisite: EDC 3000

**EDC 2200 – ART WORKSHOP IN EDUCATION
(2 crs. 2 hrs.)**

Various art media are explored to understand principles, methods, planning and classroom organization necessary to achieve curricular and behavioral objectives of programs in education. 10 hours per semester working with children in art activities.

Prerequisites: EDC 2100 & EDC 3000 or department permission with a grade of C or better

Co-requisite: EDC 90A4 or EDC 9105 or EDC 9400

**EDC 2300 – MUSIC AND MOVEMENT WORKSHOP
IN EDUCATION (2 crs. 2 hrs.)**

Musical literature, methods and techniques for utilizing music and dance to achieve the curricular and behavioral objectives of programs in education. 10 hours per semester working with children in music activities.

Prerequisite: EDC 2000

**EDC 2800 – TECHNIQUES IN MATH, SCIENCE AND
TECHNOLOGY TEACHING FOR EARLY CHILDHOOD
EDUCATION (2 crs. 2 hrs.)**

Knowledge and understanding of the methods of teaching pre-mathematics, science, and technology in early childhood classrooms. Hands-on methods that permit young children to learn through discovery, plus theoretical underpinnings of these methods are emphasized. **Open to all students.**

**EDC 3000 – SEMINAR AND PRACTICUM IN EARLY
CHILDHOOD EDUCATION CURRICULUM
(3 crs. 4 hrs.)**

Working directly with materials, students explore and become familiar with the methods and materials used in an Early Childhood Education setting as developmentally appropriate practice and the integrated approach to education is emphasized. 10 hours per semester working with children in Early Childhood curriculum activities.

Prerequisite: EDC 2000 with a grade of C or better

Corequisite: EDC 2100

**EDC 3100 – SOCIAL SCIENCE IN CHILDHOOD
EDUCATION (3 crs. 3 hrs. plus 3 field hours)**

Designed for employed professionals as well as undergraduates in Childhood Education. Knowledge of the social sciences, pedagogical strategies, the development of critical thinking skills concerning curriculum content, creation and implementation of activities for thematic units will be covered.

Prerequisite: EDC 2000 with a grade of C or better

Pre or corequisites: A History or Political Science course **and** HUM8181

**EDC 3200 – INFANT/TODDLER DEVELOPMENT
(3 crs. 3 hrs.)**

Study of educational theories and approaches as well as cultural influences on the development of the young child.

Prerequisite: EDC 2000 with a grade of C or better

**EDC 4100 – TEACHING THE GIFTED INDIVIDUAL
(3 crs. 3 hrs.)**

Investigation of psychological and educational needs of gifted and talented individuals in school and society.

Includes a historical perspective, past and present research studies, identification and implementation of programs.

Prerequisite: PSY 1100

**EDC 81XX – INDEPENDENT STUDY
(1-3 crs. 1-3 hrs.)**

Independent study of Early Childhood Education is developed individually between student and faculty member and must be approved by the Department.

**EDC 90A4 – SEMINAR AND PRACTICUM IN
TEACHER DEVELOPMENT I (3 crs. 10 hrs.)**

Seminar and supervised field work stressing multicultural factors. Students apply knowledge of child development in agency settings working with young children, in seminars with peers and in individual conferences with supervisors. **Not open to students who have completed ECE or EDC 9100.**

Prerequisites: EDC 2100 or EDC 3100 with passing grade of "C" or better; overall GPA of 2.75 or better; PSY 3200; and passing scores on the CUNY Reading and Writing exams.

Corequisite: EDC 2200

**EDC 9105 – SUPERVISED INSTRUCTIONAL
EXPERIENCE IN EDUCATION I (3 crs. 6 hrs.)**

Students are assigned to work with children in a specific education center such as a Day Care Center, Nursery School, Kindergarten, or School for Exceptional Children. Students concentrate on objective observations of child behavior in order to help develop skills in understanding children and their learning needs. **For ECE Majors only.**

Prerequisites: EDC 2100 and EDC 3000 with a passing grade of "C" or better and passing scores on the CUNY Reading and Writing exams.

Corequisite: EDC 2200

EDC 9307 – SUPERVISED INSTRUCTIONAL EXPERIENCE IN EDUCATION II (3 crs. 6 hrs.)

Students are assigned increasing responsibility within the limits of the agency structure. Leadership of group activities is included. **For ECE Majors Only.**

Prerequisites: EDC 2200 and EDC 9105 both with a grade of C or better.

Pre/Corequisite: EDC 2300

EDC 9400 – SUPERVISED INSTRUCTIONAL EXPERIENCE IN INFANT/TODDLER EDUCATION (3 crs. 6 hours)

A practicum stressing the unique needs of infants and toddler, in which students apply knowledge of child development. Developmentally appropriate practice in agency setting working with infants and toddlers.

Students participate in seminars with their peers and meet in individual conferences with their supervisor.

Prerequisites: EDC 3200, EDC 2100 with a grade of C or better

Corequisite: EDC 2200

HUM 8181 – DEVELOPMENT OF LITERACY IN CHILDREN (1 cr. 1 hr.)

Students explore aspects of literacy in children via the humanities and communication arts.

HUM 0200 EARLY LITERACY AND CHILDREN'S LITERATURE (2 crs. 2 hours)

Children's literature and early literacy skills in the Early Childhood curriculum. Students will read, discuss and write about children's literature and its relationship to whole language and literacy.

EDUCATION**EDU 2500 – THE EMOTIONALLY DISTURBED AND NEUROLOGICALLY IMPAIRED CHILD (3 crs. 3 hrs.)**

Knowledge and understanding of causes, characteristics, and learning needs of emotionally disturbed and neurologically impaired school children. Emphasis is on methods of identifying and diagnosing, their educational needs and problems, and the possibilities for treatment and intervention, in a variety of educational settings.

Prerequisite: PSY 2400 or Department permission.

EDU 2600 – TEACHING THE EMOTIONALLY DISTURBED AND NEUROLOGICALLY IMPAIRED CHILD (3 crs. 3 hrs.)

Methods of teaching in programs for the emotionally disturbed and neurologically impaired child. How existing materials may be modified and new original materials and techniques developed will be investigated.

Principles of behavior management will be discussed in the context of curriculum planning and teaching methodology. Emphasis will be on implementation of teaching strategies based upon individual assessment of learning needs, the use of resources to ensure the least restrictive environment. A hands-on approach to develop materials.

Prerequisite: PSY 2400 or Department permission

EDU 2700 – SEMINAR IN ADMINISTRATION AND SUPERVISION OF SPECIAL EDUCATION PROGRAMS (3 crs. 3 hrs.)

This colloquium course provides information relating to the administration and supervision of Special Education programs in New York City Public Schools. Guest lecturers discuss specific aspects of Special Education programs in the area of their expertise.

Prerequisite: PSY 2400 or Department permission

EDU 2800 – TECHNIQUES IN MATH, SCIENCE AND SOCIAL STUDIES TEACHING FOR EARLY CHILDHOOD EDUCATION (2 crs. 2 hrs.)

Knowledge and understanding of methods of teaching pre-mathematics, science and social studies in early childhood classrooms. Experiential methods that permit young children to learn through discovery will be given special emphasis as well as the theoretical underpinnings of these methods. Course cannot be taken more than two times.

EDU 2900 – MULTICULTURAL INSTRUCTIONAL STRATEGIES (2 crs. 2 hrs.)

Experiential approach to designing materials and providing instruction for multicultural education. Emphasis is on art projects. Literature and folklore of diverse cultures will be covered.

+ # EDU 3300 – EDUCATION IN MODERN SOCIETY (3 crs. 3 hrs.)

Education in relation to contemporary society. Cultural forces and influences as well as institutions which help shape education are analyzed in the light of resulting issues and challenges. The various roles of the school, its personnel and the community are related to accepted theories and current practices.

*** # EDU 3400 – SEMINAR AND PRACTICUM IN EDUCATION AND BEHAVIORAL SCIENCES (4 crs. 12 hrs.)**

The role of the paraprofessional in education. Selected aspects of education foundations, sociology and child psychology provide a base from which the paraprofessional's relationships to students, peers, teachers and supervisors are studied. Ten hours of fieldwork a week is required. Prerequisites: EDU 3300 & PSY 1100

*** # EDU 3500 – SEMINAR AND PRACTICUM IN EDUCATION AND COMMUNICATION SKILLS (4 crs. 12 hrs.)**

The nature of task-oriented and pupil-oriented activities in relation to communication skills. How to help pupils improve and develop special written and spoken communication skills. Ten hours of field work a week is required. Prerequisites: EDU 3400, ENG 1200, ENG 2400

*** # EDU 3600 – SEMINAR AND PRACTICUM IN EDUCATION AND ART FORMS (4 crs. 12 hrs.)**

Students are assisted to develop understanding of the functions of art activities for the young child. The goal is to encourage a child's creative thinking by including art and music into the youngster's world. **Ten (10) hours of fieldwork a week is required.** Prerequisites: EDU 3500, MUS 3100 & ART 3100

+ EDU 3700 – HISTORICAL DEVELOPMENT OF EDUCATION IN THE UNITED STATES (3 crs. 3 hrs.)

The history, growth and development of education in the United States from colonial times to the present; the manner in which institutions respond to changing social, political and economic currents; the role of education as a major factor in the development of the American character. Counts toward Group III requirements for all degrees.

EDU 4500 – SIGN LANGUAGE IN THE CLASSROOM I (2 crs. 2 hrs.)

Designed to help students use Signed English and American Sign Language. Special emphasis will be placed on uses in the classroom. At the conclusion, students will be familiar with the various forms of communication used by the deaf/hard-of-hearing community, and the uses of ASL and Signed English in the classroom, deaf culture and the special needs of deaf/hard of hearing students.

EDU 4600 – SIGN LANGUAGE IN THE CLASSROOM II (2 crs. 2 hrs.)

A continuation of EDU 4500. Students will continue to build their receptive and expressive sign language skills for the classroom, and their interpreting skills through oral and written exercises. At the conclusion of the course students will possess a functional vocabulary for use with the deaf and hearing impaired community, as well as basic interpreting skills for use in the classroom. Prerequisite: EDU 4500

EDU 4700 – SIGN LANGUAGE III (2 crs. 2 hrs.)

A continuation of EDU 4600. Emphasis on conversational sign language skills required for communication with deaf and hearing impaired pupils (or with hearing impaired parents) in the classroom and in other school settings. Offers students opportunities to develop and practice their skills in sign language conversation, translation and interpretation. Prerequisite: EDU 4600

EDU 5000 – EDUCATIONAL TECHNOLOGY FOR PARAPROFESSIONALS (3 crs. 3 hrs.)

Introduction to computer operating systems and industry standard software; evaluation, discussion and demonstration of educationally-based software. Guided exploration of how computers and other technologies can support instruction; use of technology to access information and enhance personal productivity and productivity as a member of the classroom team.

EDU 5100 – COLLABORATION IN THE CLASSROOM (3 crs. 3 hrs.)

Paraprofessionals and teachers develop knowledge and skills required for design and delivery of effective instruction through collaborative teaching. Roles of paraprofessional and teacher, strategies to identify and capitalize on personal strengths and interpersonal styles.

EDU 5200 – INTRODUCTION TO INCLUSIVE CLASSROOMS: STRATEGIES FOR EFFECTIVE INSTRUCTION (3 crs. 3 hrs.)

The design and delivery of effective instruction for all pupils in inclusive classrooms, those with disabilities and those without, including those whose special learning needs may not be formally diagnosed.

EDU 5500 – THE NYS STANDARDS AS FRAMEWORK: SOCIAL STUDIES (ELEMENTARY GRADES) (2 crs. 2 hrs.)

Introduction to a Social Studies curriculum which is theme-base and has a strong emphasis on literacy and the framework for both curriculum and assessment in Social Studies established by the New York State Standards.

Required for Education Associate Majors

MENTAL HEALTH AND HUMAN SERVICES

The program is designed for students who wish to pursue careers in such human services fields as: social work, psychology, special education, counseling and mental health. The emphasis is on learning ways of helping people lead satisfying, productive lives, and/or preventing the onset of serious emotional or psychological problems.

+ MH 1100 – INTRODUCTION TO HUMAN SERVICES (3 crs. 3 hrs.)

Introduction to the nature and scope of human services in America today. A variety of human services, settings and programs, career options, including occupational therapy, social work, psychology, art and dance therapy, counseling, mental health and gerontology will be described. Prevention efforts, the effect of social policies on provision of needed services, the development of the human services movement will be examined in the light of changing societal values. **Open to all students.**

* MH 3000 – HUMAN SERVICES ORGANIZATION (3 crs. 3 hrs.)

Development, functions, and purposes of human services organizations. Types of human services organizations are described with emphasis on the duties and roles of workers and supervisors and the effects of policies, practices, and pressures of the agency upon the worker.

* MH 3100 – PRINCIPLES OF INTERVIEWING AND GROUP LEADERSHIP (3 crs. 3 hrs.)

Basic principles of gathering information through the use of interviewing techniques. The nature of group formation, function and leadership, and how they relate to one another. Emphasis is on providing preventative and therapeutic service to the mentally ill with role playing and classroom practice sessions. **Open to Program majors only.**

Prerequisite: MH 1100

* MH 3400 – MENTAL HEALTH PRACTICE WITH VULNERABLE POPULATIONS (3 crs. 3 hrs.)

Course will examine difficulties faced by a variety of special populations including adults with HIV, chronic mental illness and adolescents and children at-risk. Students will gain an overview of each population's unique service needs and learn consumer-centered intervention strategies. **Open to Program majors only.**

Prerequisite: MH 1100

+ MH 3500 – INTRODUCTION TO GERONTOLOGY (3 crs. 4 hrs.)

Issues and problems pertaining to aging and the aged, the aging process and the roles of older adults in society. Emphasis is on learning methods for the prevention and treatment of mental illness in older people. **Open to all students.**

+ MH 3700 – INTRODUCTION TO DOMESTIC VIOLENCE COUNSELING (3 crs. 3 hrs.)

An overview of the definitions, causes and theoretical paradigms of domestic violence. Focus is primarily on violence perpetrated by spouses and intimate partners, as dating violence and elder abuse, the dynamics of abusive relationships, the response modalities and an introduction to strategies of advocacy and the legal system.

+ MH 3800 – ASSESSMENT AND INTERVENTION MODALITIES WITH DOMESTIC VIOLENCE SURVIVORS (3 crs. 3 hrs.)

Assessment and evaluation techniques of domestic violence survivors: adult victims, children and batterers. Learning to identify those at risk and treatment planning, and professional ethics and multicultural approaches are covered. Prerequisite: MH 3700

MH 81XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Conflict and conflict resolution are present in every human endeavor. This independent study is designed to explore various aspects of conflict resolution as it relates to our contemporary mental health and human services system in the United States. Specific areas of research will be developed individually between the student and faculty member and must be approved by the department.

* MH 9801 – SUPERVISED INSTRUCTIONAL EXPERIENCE IN MENTAL HEALTH I (3 crs. 6 hrs.)

Students, under faculty supervision are assigned to work in a social service agency or a community advocacy internship.

Prerequisites: MH 1100, MH 3500 and either MH 3100 or MH 3400, or department permission required

* MH 9802 – SUPERVISED INSTRUCTIONAL EXPERIENCE IN MENTAL HEALTH II (3 crs. 6 hrs.)

Students, under faculty supervision are assigned to work in a social service agency or a community advocacy internship.

Prerequisites: MH 1100, MH 3500 and either MH 3100 or MH 3400, or department permission required

PSYCHOLOGY

+ PSY 1100 – GENERAL PSYCHOLOGY (3 crs. 3 hrs.)

Introduction to psychology as a science. Topics covered in this survey course include: historical background, fields and divisions, scientific methods, biological underpinnings of thought and behavior, learning and memory.

PSY 2400 – PSYCHOLOGICAL DISORDERS IN YOUNG CHILDREN (3 crs. 3 hrs.)

Psychological disorders in young children and the practices required to deal with them in early childhood settings. The problems and needs of gifted children, children who are mentally retarded or minimally brain-damaged, deaf, blind, orthopedic or speech handicapped. Causes, diagnostic, therapeutic and educational procedures and teaching methods are reviewed for each category based upon principles learned in introductory psychology courses. **New York State mandated two-hour session on recognizing and reporting child abuse is included.**
Prerequisite: PSY 1100 and PSY 3200

PSY 2800 – CONTEMPORARY PSYCHOLOGICAL VIEWPOINTS (3 crs. 3 hrs.)

Trends in contemporary psychological theories, including the shift from psychology as a natural science to a human science. The roles of evolutionary psychology, cognitive constructivism, and feminist theories and their historical and cultural contexts as they affect human consciousness.
Prerequisite: PSY 1100

PSY 3000 – THE PSYCHOLOGY OF CHILD AND ADOLESCENT DEVELOPMENT (3 crs. 3 hrs.)

Human growth and development from conception through adolescence, including physical, cognitive and psycho-social domains. The effects on development of culture, ethnicity, race, gender, sexual orientation, socioeconomic status and disability will be examined.
Prerequisite: PSY 1100

PSY 3200 – HUMAN GROWTH AND DEVELOPMENT (3 crs. 3 hrs.)

Human development from infancy through childhood, adolescence, and adulthood. Intellectual growth, personal and social adjustment, the relationship between physical and mental development, and typical problems in various stages of the life-cycle.
Prerequisite: PSY 1100

PSY 3400 – PSYCHOLOGY OF PERSONALITY (3 crs. 3 hrs.)

An examination of the phenomenon of personality; including psychodynamic, social-cognitive, and contemporary neurobiological perspectives; topics include personality development, typology, pathology, growth, and the construction of meaning.
Prerequisite: PSY 1100

PSY 3500 – EDUCATIONAL PSYCHOLOGY (3 crs. 3 hrs.)

Current scientific theory and research relating to formal learning environments including: process of human learning; concept-formation; language affecting acquisition and retention; new approaches to motivate and direct learning; new methods of organizing and transmitting information and knowledge.
Prerequisite: PSY 1100

PSY 3600 – ABNORMAL PSYCHOLOGY (3 crs. 3 hrs.)

Concepts of normality and abnormality, and significant theoretical contributions to personality disorganization. Historical factors and current trends in the field of Mental Health and causes of behavioral disorders are discussed in terms of the impact of social, cultural, genetic and other factors. Survey of treatment methods included.
Prerequisite: PSY 1100

PSY 3700 – PSYCHOLOGY OF WOMEN (3 crs. 3 hrs.)

Study of psychological factors specifically related to women, including the traditional models of femininity in social, occupational, and sex roles. The approach is analytical, beginning with denotative and connotative definitions of terms, analyzing traditional and new female models and identities and some problems these models present in personality integration. Recent psychological research on women is reviewed. Male and female student experiences are used to help support, or refute, theories presented.
Prerequisite: PSY 1100

PSY 81XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of psychology is developed individually between student and faculty member and must be approved by the Department.

PSY 82XX – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

SOCIOLOGY

+ SOC 3100 – INTRODUCTION TO SOCIOLOGY (3 crs. 3 hrs.)

The social dimensions of human existence with stress on social structure and culture as governing factors in the lives of individuals with an introduction to basic concepts of sociology, major theoretical positions, and research methods. Meets the needs of students who want an introduction to the field as well as those who wish to undertake further study.

SOC 3200 – URBAN SOCIOLOGY (3 crs. 3 hrs.)

The origin of the world's cities, industrialization and the global spread of cities, post-industrial cities and cities of the future. Urban research methods. The development and contemporary life of multicultural American cities. Prerequisite: SOC 3100 or ANT 3700

SOC 3300 – SOCIAL PROBLEMS: INSTITUTIONS IN CRISIS (3 crs. 3 hrs.)

Focusing on problems whose origins lie outside the individual and how their effects are reflected in the behavior of individuals and the institutions of society. Students will explore problems relating to health care, education, criminal justice, inequality, etc. Prerequisite: SOC 3100 or ANT 3700

SOC 3500 – SOCIOLOGY OF THE FAMILY (3 crs. 3 hrs.)

The sociology of the family study areas include: definitions, pattern variations, developmental theories and specialized functions and their effect on socialization, courtship, marriage, divorce and the life cycle. Prerequisite: SOC 3100

SOC 3600 – MINORITY GROUPS IN THE UNITED STATES (3 crs. 3 hrs.)

Selected minority groups in American society are studied. Topics discussed include: nature of prejudice and discrimination, social meaning of minority, annihilation, assimilation, competition, conflict, exploitation, social and cultural change, past and present trends and developments. Prerequisite: SOC 3100

SOC 3800 – SOCIOLOGY OF GENDER (3 crs. 3 hrs.)

An exploration of the ways people construct gender and how gender structures our everyday lives and society in general. Issues that are covered include: how gender is produced, the relationship of gender to biology, gender and sexuality, the social evolution of gender, the gendered division of labor in the home and the workforce, gender and religion, micropolitics of gender and race, class and gender as intertwined systems of inequality. Prerequisite: SOC 3100

SOC 3900 – THE SOCIOLOGY OF RELIGION (3 crs. 3 hrs.)

Introduction to the study of religion and society: basic definitions and concepts, methods, organizational structures, secularization, church-state, immigration and multi-cultural environments, interactive effects with socio-economic status, ethnicity and gender.

Prerequisite: SOC 3100 or PSY 1100 or ANT 3700

SOC 81XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Sociology is developed individually between student and faculty member and must be approved by the Department.

SOC 82XX – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

+ BEH 7000 – INTRODUCTION TO RESEARCH (4 crs. 4 hrs.)

To produce research projects in the behavioral sciences with the skill and knowledge necessary for carrying out individual research projects, students are familiarized with theoretical issues in scientific research, methodology, and statistical measurement.

Prerequisite: Enrollment in "College Now" Program

BEH 7100 – CONDUCTING RESEARCH (4 crs. 4 hrs.)

To carry out and bring to completion an individual research project in the areas of the behavioral sciences, course work includes actual testing of subjects and of hypotheses, collection of data, statistical analysis, assessing the implications of research findings for further investigation. The format of the written report will conform to the American Psychological Association guidelines.

Prerequisite: BEH 7000

SUBSTANCE ABUSE & ALCOHOLISM COUNSELING

+ SAC 2000 – INTRODUCTION TO ALCOHOLISM AND SUBSTANCE ABUSE COUNSELING (3 crs. 3 hrs.)

Overview of core concepts in chemical dependency. Physical, psychological and legal aspects of alcohol and substance abuse. A variety of treatment approaches will be explored with particular attention to the special needs of this population along with counselor qualifications and skills.

SAC 2200 – COUNSELING TECHNIQUES IN SUBSTANCE ABUSE FIELD I (3 crs. 3 hrs.)

Students will learn the communication skills necessary to engage the substance abuse client, from the basic screening process through discharge planning. Major evaluation instruments and interview techniques will be introduced and students will learn to develop and evaluate client treatment planning and assessment histories.
Pre or corequisite: SAC 2000

SAC 2400 – COUNSELING TECHNIQUES IN THE SUBSTANCE ABUSE FIELD II (3 crs. 3 hrs.)

Continuation of Counseling Techniques I and provides student with more advanced skills in working with the chemically dependent client. Personality and behavioral problems, HIV/AIDS, relapse prevention and vocational/educational concerns will be addressed.
Prerequisite: SAC 2200

SAC 2600 – CONFIDENTIALITY, ETHICS AND THE COUNSELOR/CLIENT RELATIONSHIP IN SUBSTANCE ABUSE COUNSELING (3 crs. 3 hrs.)

Confidentiality regulations from both Federal and State law for the protection of substance abuse clients are discussed with emphasis on disclosure exceptions and the proper handling of written and verbal communications regarding clients. Required for any student seeking assistance with an internship placement.
Pre or corequisite: SAC 2000

SAC 2800 – APPROACHES TO TREATMENT: VARIETIES OF ALCOHOLISM AND SUBSTANCE ABUSE MODALITIES (3 crs. 3 hrs.)

Overview of treatment is covered as well as a review of the roles filled by counselors in each modality and setting. Client case examples provide practical instruction in the use of these treatment settings.
Prerequisite: SAC 2000
Corequisite: SAC 2200

SAC 3000 – COMPULSIVE GAMBLING: TREATMENT AND PREVENTION FOR SUBSTANCE ABUSE COUNSELORS (4 crs. 4 hrs.)

An overview of the history of wagering and its prevalence in today's society. Various forms of gambling are explored in particular relationship to substance abusing behavior. Sample cases are discussed, prevention principles and practice in assessment and referral are included.
Qualification for NYS OASAS as a gambling counselor certification.

SAC 91A0 – ABUSE COUNSELING – FIELD INTERNSHIP (4 crs. 11 hrs./wk. for 10 weeks)

Students participate in counseling activities with program clients, supervision meetings and other professional activities at NYS licensed treatment agencies under the supervision of both program staff and college faculty.
Prerequisite: SAC 2000, SAC 2200, SAC 2600
Pre or corequisite: SAC 2400, SAC 2800

SAC 091B0 – ABUSE COUNSELING PROGRAM – FIELD INTERNSHIP (3 crs. 10 hrs./wk. for 5 weeks)

Students participate in counseling activities with program clients, supervision meetings and other professional activities at NYS licensed treatment agencies under the supervision of both program staff and college faculty.
Prerequisite: SAC 2000, SAC 2200, SAC 2600
Pre or corequisite: SAC 2400, SAC 2800

* Required for Mental Health Majors

+ Basic Course

A.S. Degree: CHEMICAL DEPENDENCY COUNSELING
Requirements – Page 52

A.S. Degree: EARLY CHILDHOOD EDUCATION/CHILD CARE

Plus a Concentration in:

- EARLY CHILDHOOD/CHILD CARE
- INFANCY/TODDLER DEVELOPMENT

Requirements - page 54

A.S. Degree: EDUCATION STUDIES

Plus Concentrations in:

- EARLY CHILDHOOD
- CHILDHOOD EDUCATION

Requirements – Page 56

A.S. Degree: MENTAL HEALTH AND HUMAN SERVICES

Plus a Concentration in:

- SUBSTANCE ABUSE COUNSELING

Requirements – Page 60

Certificate: ALCOHOLISM & SUBSTANCE ABUSE COUNSELING

Requirements - page 83

BIOLOGICAL SCIENCES DEPARTMENT

Room S-244 • ext. 5502

John Acevedo, Senior College Laboratory Technician

Carla Beeber, Associate Professor

Isaiah A. Benathen, Professor; Coordinator, Physician Assistant Transfer Option

Loretta Brancaccio Taras, Professor and Chairperson

Victor Broder, College Laboratory Technician

Eulalee Cambridge, College Laboratory Technician

Christina Paulette Colon, Assistant Professor

Mary Dawson, Associate Professor

Sherrye Glaser, Assistant Professor

Craig Hinkley, Assistant Professor

Ivan Shun Ho, Assistant Professor

Z.M.G. Sarwar Jahangir, Assistant Professor

Phillip Joseph, College Laboratory Technician

Miriam Kittrell, Professor

Mohamed Lakrim, Associate Professor

Georgia Lind, Associate Professor

John Lopez, Lecturer

Marie McGovern, Assistant Professor

Christina McVey, Assistant Professor; Co-Director, Physical Therapist Assistant Program

Elizabeth Mulligan, Assistant Professor

Maria Norako, College Laboratory Technician

Mary Theresa Ortiz, Professor

Navneet Parmar, Lecturer

Kristin P. Polizzotto, Associate Professor

Anna Rozenboym, Assistant Professor

Steven Skinner, Associate Professor; Co-Director, Physical Therapist Assistant Program

Anthea M. Stavroulakis, Professor

Farshad Tamari, Assistant Professor

Alicia Trust, College Laboratory Technician

ALL CREDIT-BEARING BIOLOGY COURSES, WITH THE EXCEPTION OF BIO 07000, MEET GROUP V OR GROUP C GENERAL EDUCATION REQUIREMENTS FOR ALL DEGREES.

+ BIO 1100, 1200 – HUMAN ANATOMY AND PHYSIOLOGY I and II (4 crs. 7 hrs. each semester)

A one-year, two-semester course in human anatomy and physiology. Examines complementary relationships between structure and function; dynamic aspects, integration of organs and organ systems in the maintenance of normal functioning of the whole organism. Dissections and other laboratory experiences including computer-assisted study of physiological principles. **This course does not satisfy the Biology major elective requirement.**

Prerequisites for BIO 1100: Passing scores on the CUNY Reading and Writing exams and the COMPASS Math Skills Test or BIO 1300.

Prerequisite for BIO 1200: BIO 1100

+ BIO 1300, 1400 – GENERAL BIOLOGY I AND II (4 crs. 6 hrs. each semester)

A one-year, two-semester course for students who plan to major in biological sciences, or prepare for a pre-professional program. Classroom and laboratory sessions focus on biological topics as they apply to all life, to recent scientific findings and how they advance understanding classical concepts, the interaction of environmental and biological forces to produce life.

Prerequisites for BIO 1300: Passing scores on the CUNY Reading and Writing exams and the COMPASS Math Skills Test

Prerequisite for BIO 1400: BIO 1300

BIO 2100 – COMPARATIVE ANATOMY (4 crs. 6 hrs.)

Form, structure, classification and adaptive modifications of vertebrates, animals with backbones. Through dissections, representative vertebrates (dog, fish and cat) are studied; vertebrates' major body systems and development of various representative structures are compared; relationships between form and function, and the use of certain structure in specific environments. This course satisfies the elective credit requirement for Biology majors.

Prerequisite: BIO 1400

BIO 2200 – DEVELOPMENTAL BIOLOGY (4 crs. 6 hrs.)

Embryonic development and its regulatory mechanisms will be studied in representative invertebrate and vertebrate species, including the processes of gametogenesis and fertilization. Current experimental molecular and cellular techniques and results are interwoven with the historical evidence of the subject. Microscopic studies, films, drawings, models and student experiments are used to show the major stages of development and the dynamic processes of embryogenesis. **This course satisfies the elective credit requirement for Biology majors.**

Prerequisite: BIO 1400

Pre or corequisite: CHM 1100

+ BIO 2500 – INTRODUCTION TO MARINE BIOLOGY (3 crs. 3 hrs.)

The general nature of marine life including an overview of marine animals, plants, local and world-wide marine environmental issues. Basic biological principles underlying marine science, and issues of the intertidal and benthic communities, coral reefs, and oceanic pollution are discussed.

Not open to Biology majors. This course does not satisfy the Biology major elective requirement.

Prerequisite: Reading at the ENG 1200 level or Department permission

BIO 2600 – FIELD INVESTIGATIONS IN MARINE ENVIRONMENTS (3 crs. 3 hrs.)

During intensive five to ten day field experiences studying marine biological habitats, the relationship between the fauna of the marine environment and the surrounding biotic and abiotic environment is highlighted.

Prerequisite: BIO 1300 or BIO 2500 or Department permission

+ BIO 2800 – BIOLOGY OF WOMEN (3 crs. 3 hrs.)

Major normal anatomical and physiological processes unique to the human female are considered, as well as a focus on recent research about women's biology, female health issues and related illnesses. Discussion of myths and gender stereotypes about women's biology and their influence on female/male behaviors. **This course does not satisfy the Biology major elective requirement.**

+ BIO 3200 – HISTORY AND PHILOSOPHY OF BIOLOGICAL SCIENCE (3 crs. 3 hrs.)

Study of the origin and scientific developments of mankind from the emergence of the human species to modern times. Major scientific and technological developments are studied within the context of human culture and philosophical ideas. Presented from a biological point of view, the course draws on other disciplines as they have major impact on how humans view themselves and their effect on scientific efforts. Selected scientific writings will be examined. **This course does not satisfy the Biology major elective requirement.**

+ BIO 3300 – INTRODUCTION TO MODERN CONCEPTS OF BIOLOGY (4 crs. 5 hrs.)

For non-science and liberal arts majors and those who plan to transfer to senior colleges. Focus is on major biological topics and principles, with emphasis on how biology influences human issues and problems. Lectures, discussions and hands-on laboratory experiences provide insight into past, present and future aspects of the diversity of life on earth. Topics considered include: genetics, ecology, evolution, and cell biology. **This course does not satisfy the Biology major elective requirement.**

+ BIO 3500 – INTRODUCTORY HORTICULTURE (3 crs. 3 hrs.)

Emphasizes the structure, growth and cultivation of horticultural plants and the physical and biological environmental factors which affect them. Practical applications, including soil improvement techniques, plant identification, gardening and landscaping. **This course does not satisfy the Biology major elective requirement.**

+ BIO 3700 – HUMAN GENETICS (3 crs. 3 hrs.)

Introduces the principles of genetics with applications to human beings. The different systems by which characteristics are inherited, representative human hereditary problems, roles of heredity and environment; a historical approach to genetics research, chromosomal disturbances and some diseases; modern components of genetics in relation to human fertilization, surrogacy and genetic engineering.

This course does not satisfy the Biology major elective requirement.

+ BIO 3900 – THE BIOLOGY OF AGING (3 crs. 3 hrs.)

Biological aspects of the aging process, including: definitions, characteristics and biological theories of aging, recent biological research, effects of disease and prescription drugs; determination of each student's aging profile, factors which modify the rate of the aging process including nutrition and exercise. **This course does not satisfy the Biology major elective requirement.**

+ BIO 4900 – PEOPLE AND THE ENVIRONMENT – BIOLOGICAL EMPHASIS (3 crs. 3 hrs.)

To promote understanding of humankind's interdependence with the environment and to instill responsibility for environmental quality, the biological sciences are emphasized, including pollution control, ecological balance in nature, growth and control of human populations and identifying environmental issues. **This course does not satisfy the Biology major elective requirement.**

BIO 5000 – GENERAL MICROBIOLOGY (4 crs. 6 hrs.)

Examines the diverse structure and activities of microbes in a wide number of environs, including the use of microbes in food production, antibiotic production, and bioremediation. Basic microbiological techniques are conducted such as staining, aseptic transfer, and pure culture techniques. More advanced laboratories are performed demonstrating the interdisciplinary nature of microbiology including collection of marine water and sediment samples for cultivation of algae and the isolation of antibiotic-producing microbes, and studies of various microbial relationships using plants. **This course satisfies the elective credit requirement for Biology majors.**

Prerequisites: BIO 1400, CHM 1100

Recommended: CHM 1200

BIO 5100 – MICROBIOLOGY IN HEALTH AND DISEASE (4 crs. 6 hrs.)

For students preparing for Nursing, Physician's Assistant and other allied health sciences only.

This course examines the role of microbes as infectious agents responsible for a wide variety of diseases and medical conditions. Disease transmission, treatment, and prevention are considered. The laboratory focuses on the basic methods to cultivate, identify and control microbial growth. **This course does not satisfy the Biology major elective requirement.**

Prerequisite: BIO 1200

Nursing students must take BIO 5100 before or with NUR 2100. Nursing students who withdraw from BIO 5100 cannot continue in NUR 2100.

BIO 5200 – MARINE BIOLOGY (4 crs. 6 hrs.)

Lecture and laboratory study of interrelationships between various environmental factors (physical, chemical and biological) and the distribution and physiology of selected marine organisms. Special attention to ecological techniques and taxonomic methods. Field trips supplement laboratory work. **This course satisfies the elective credit requirement for Biology majors.**

Prerequisites: BIO 1400, CHM 1100

BIO 5300 – ECOLOGY (4 crs. 6 hrs.)

Concepts and principles relating to structure and function of populations, communities and ecosystems; energy flow, biogeochemical cycling, community structure, population growth and population interactions, disturbed and undisturbed ecosystems. Designed for science majors, course includes lectures, films, field trips, discussion, research project and report. **This course satisfies the elective credit requirement for Biology majors.**

Prerequisite: BIO 1400

BIO 5400 – BOTANY (4 crs. 6 hrs.)

The basic concepts of green plant biology, their structure, growth and physiology. Laboratory experiences emphasize the growth and study of live specimens. Greenhouse field projects and other special course related projects are included. **This course satisfies the elective credit requirement for Biology majors.**

Prerequisite: BIO 1400

Pre or corequisite: CHM 1100

BIO 5500 – BIOLOGY OF THE INVERTEBRATES (4 crs. 6 hrs.)

An introductory survey course. Lectures and laboratories for students who intend to continue in the biological sciences or choose it as their sophomore-level science elective. Invertebrate phyla are studied with particular reference to their physiology and interrelationships. Representative forms will be examined and dissected and experiments performed on particular organisms. Fundamental biological concepts will be stressed. **This course satisfies the elective credit requirement for Biology majors.**

Prerequisite: BIO 1400

Pre or corequisite: CHM 1100

BIO 5700 – BIOTECHNOLOGY: CELL CULTURE AND CLONING (4 crs. 6 hrs. / 2hrs lecture, 1hr recitation, 3 hrs laboratory)

Biological principles underlying animal and plant tissue culture and cloning techniques are taught using current cell culture research publications. The formation and maintenance of primary and continuous culture, monolayer and suspension cultures, cell separation techniques, and cell cloning studies are conducted. Cell morphology in vitro, callus formation, cytochemistry, immunocytochemistry, autoradiography, chromosome spread preparation and karyotyping, western blotting and enzyme-linked immunoabsorbance assays are performed and analyzed. Photomicroscopy and independent research projects on the initiation and maintenance of primary cell cultures from such sources as chick embryos are also performed. Prerequisite: 1400, CHM 1100 or Department permission.

BIO 5800 – RECOMBINANT DNA TECHNOLOGY (4 crs. 6 hrs. / 2hrs lecture, 1hr recitation, 3 hrs laboratory)

The theory and application of recombinant DNA techniques includes study of genomics and proteomics, molecular aspects of recombinant DNA technology and genetic engineering, microbial, animal and plant protein expression. Ethical, legal and social concerns surrounding the field of biotechnology are addressed. Basic biotechnological laboratory techniques required for the study of genomics, genetic engineering and recombinant DNA technology are conducted.

Prerequisites: BIO 1400, CHM 1100 or Department permission.

BIO 5900 – GENETICS (4 crs. 6 hrs.)

For Biology majors, this course examines transmission of the genetic material, molecular genetics and the genetics of population. Topics considered in both lecture and laboratory include: quantitative analyses of eukaryotic linkage; extranuclear inheritance; mutation studies; cytogenetical chromosomes studies; gene amplification; DNA extraction; DNA “fingerprinting”; protein gel electrophoresis; and transformation of prokaryotic genetic material by viral vectors. Techniques developed and utilized in the Human Genome Project and genetic engineering are emphasized. Research papers and in-class presentations are required. **This course satisfies the elective credit requirement for Biology majors.**

Prerequisites: BIO 1400, CHM 1100

BIO/CIS 6000 – COMPUTER APPLICATIONS IN BIOINFORMATICS (3 crs., 4 hrs – 2 hrs. lecture, 2 hrs. lab)

Introduction to biochemistry topics, genomics, and computer-related applications in Bioinformatics. Analyses of genetic sequences and their corresponding three-dimensional structures, computer-aided sequence searches and comparisons (homologies). The algorithms used to perform searches and comparisons are provided.

Computers are used to implement gene analyses in the area of DNA, protein, and RNA prediction of sequences and structures. The course includes a computer laboratory and biological, wet laboratory in genomics.

Prerequisites: MAT 1400, BIO 1300

BIO 6100 – RESEARCH METHODS (2 crs. 2 hrs.)

Introduction to the nature of scientific investigation and acquiring skills needed to develop a research problem. Emphasis placed on reading primary sources of scientific literature, experiment design, data presentation and analysis, and preparation of a literature review.

Prerequisites: Passing scores on the CUNY Reading and Writing exams and the COMPASS Math Skills Test and Department permission.

Corequisite: BIO 6200

BIO 6200 – BIOLOGICAL INSTRUMENTATION (2 crs. 3 hrs.)

Theory and practical operation of basic laboratory instruments and techniques, including analytical balances, Ph meters, UV/VIS spectrophotometers, atomic absorption spectroscopy, chromatography, gel electrophoresis, computer-based instrumentation and other techniques.

Prerequisites: Passing scores on the CUNY Reading and Writing exams and the COMPASS Math Skills Test and Department Permission.

Corequisite: BIO 6100

BIO 6400 – RESEARCH METHODS FOR NUTRITION SCIENCE (1 crs. 2 hrs.)

Introduction to the nature of scientific investigation and the skills needed to develop and analyze research problems. The development of technical skills needed for laboratory research. Emphasis on reading and critiquing primary sources of scientific literature in nutrition science as well as experimental design, data presentation and analysis. Prerequisites: Passing scores on the CUNY Reading and Writing exams and the COMPASS Math Skills Test and permission of the administrators of the Nutrition Science Concentration.

BIO 6500 – MOLECULAR AND CELLULAR BIOLOGY (3 crs., 6 hrs. – 3 hrs lecture, 3 hrs. lab)

The structure and functions of cell components are covered. Emphasis will be placed on the molecular composition of cells and the molecular mechanisms a cell uses to grow and divide. Experiments and computer exercises are designed around fundamental questions in eukaryotic cell biology with an emphasis on biochemical and molecular biological techniques.

Prerequisites: BIO 1400, CHM 1100

+ BIO 7000 – THE SCIENCE OF NUTRITION (3 crs. 3 hrs.)

Increased food processing, chemical additions to food, and the great variety of available foods makes it important to understand the basic ideas of modern nutrition. Such concepts as biochemical individuality as related to nutrition for optimum health are integrated with surveys of carbohydrate, protein and fat metabolism. Also studied are the role of vitamins and minerals in metabolic processes, food selection, special diets during illness, safety of the food supply. Students analyze their own diet. **This course does not satisfy the Biology major elective requirement or Group V or C laboratory science requirement.**

BIO 7500 – THE BIOLOGY OF NUTRITION FOR CULINARY ARTS (4 crs. 6 hrs.)

The role of the nutrients and their interactions in human health and disease. The six major nutrient classes: carbohydrates, lipids, proteins, vitamins, minerals and water are covered. Commercial food safety issues are considered along with techniques for food processing and preservation. Laboratory exercises include the study of nutritional requirements and bodily characteristics. Techniques for nutrient identification are demonstrated. **Open only to Culinary Arts majors or by department permission.**

BIO 81XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Biology is developed individually between student and faculty member and must be approved by the Department.

BIO 82XX – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters. **This course does not satisfy the Biology major elective requirement.**

BIO/MAT 9100 – BIOSTATISTICS (4 crs. 4 hrs.)

An introduction to the theories and techniques relating to probability, statistics and data analysis as pertaining to biology. Discrete and continuous probability distributions are studied including binomial, normal and t-distributions. Classical and Bayesian statistics, estimation, hypothesis testing will be emphasized. SPSS software will be introduced and used in the laboratory.

Prerequisite: Passing score on the COMPASS Math Skills Test or MAT 900, and BIO 1300 or BIO 3300 or Department permission

SCI 0100 – ISSUES AND ADVENTURES IN SCIENCE (3 crs. 3 hrs.)

The most recent and important discoveries in the biological and physical sciences are presented, observed, discussed, and experimented with, to acquaint students with the world around them. Brain research, studies of aging, disease, fertility, immunity, and the origin of life are explored. Studies emphasize relations to mankind's place in the universe, self-explorations and technological achievements.

Prerequisite: Enrollment in "College Now" Program

+ Basic Course

PHYSICAL THERAPIST ASSISTANT**PTA 100 – FOUNDATIONS OF PHYSICAL THERAPY (3 crs. 5 hrs.)**

Introduction to medical terminology and abbreviations, effective documentation and interpretation of physical therapy documents, multimedia documentation strategies, basic skills and competencies including range of motion, vital signs monitoring, body mechanics, lifting techniques, bed mobility/draping and transfer activities.

Prerequisite: BIO 1100

Corequisites: PTA 0100, PTA 200, PTA 2000

PTA 200 – KINESIOLOGY AND APPLIED ANATOMY (4 crs. 6 hrs.)

Introduction to the anatomy of the musculo-skeletal system as well as basic kinesiology concepts. Joint goniometry is presented. Emphasis is on the role and nature of muscles, muscular origins, insertions and innervations, articular function and structure.

Prerequisite: BIO 1100

Corequisites: PTA 100, PTA 1000 and PTA 2000

PTA 300 – FOUNDATIONS OF PHYSICAL THERAPY II (3 crs. 5 hrs.)

A continuation of PTA 100, introduction to gait deviations and ambulation activities using assistive devices and guarding techniques. Wheelchair activities are also presented. Introduction to the rehabilitation population, including the effects of aging and the geriatric patient.

Prerequisites: PTA 100, PTA 200, PTA 1000, PTA 2000 and BIO 1100

PTA 400 – MODALITIES AND PROCEDURES I (5 crs. 8 hrs.)

Introduction to the physical basis of physical therapy modalities of heat and cold along with physiological principles, indications, contraindications and precautions, the origins and management of pain, basic assessment techniques necessary to evaluate the efficacy of the applied modality, including length and girth assessments and skin and sensation assessments.

Prerequisite: PTA 300; Pre or corequisite: BIO 1200

Corequisite: PTA 500

PTA 500 – THERAPEUTIC EXERCISE (5 crs. 8 hrs.)

Introduction to therapeutic exercise techniques, studied by anatomical region. Manual muscle testing is presented and practiced. Topics including resistive exercise, passive stretching and range of motion techniques. Therapeutic exercise equipment such as kinetron, ergometers, treadmill and wall pulleys are introduced.

Prerequisite: PTA 300; Pre or corequisite: BIO 1200

Corequisite: PTA 400

PTA 600 – CLINICAL PRACTICUM I (3 crs. 35 hrs.)

Initial eight-week, full-time clinical experience as assigned by the Academic Coordinator of Clinical Education. Under the supervision of clinical faculty at a facility providing physical therapy services, students interact with patients, provide physical therapy treatment and assist therapists in measurements and complex procedures. Students apply their knowledge and practice the skills of transfer and gait training, the application of heat and cold and therapeutic exercise. Students must be assessed as competent in all previous coursework prior to the first clinical practicum.

Prerequisite: PTA 500

PTA 700 – MODALITIES AND PROCEDURES II (4 crs. 6 hrs.)

The physical basis of physical therapy modalities of electricity and physiological principles, indications, contraindications and precautions. Introduction to the pulmonary toilet, mechanical traction, phototherapy and therapeutic massage.

Prerequisites: PTA 300, PTA 400, PTA 500, PTA 600 and BIO 1200

Corequisite: PTA 800

PTA 800 – SELECTED TOPICS IN PHYSICAL THERAPY (5 crs. 8 hrs.)

Selected topics related to the physical therapy management of pathology with emphasis on comprehensive physical therapy including normal motor development, neuro-developmental techniques, proprioceptive neuromuscular facilitation, back pathologies and treatments, orthotic management, amputee and prosthetic management, orthopedic protocols and administrative topics. Facilitation of the application of all previous learning in classroom, laboratory and clinical settings.

Prerequisites: PTA 400, PTA 500, PTA 600 and BIO 1200
Corequisite: PTA 700

PTA 900 – CLINICAL PRACTICUM II (3 crs. 35 hrs.)

Concluding eight-week, full-time clinical experience as assigned by the Academic Coordinator of Clinical Education. Under the supervision of clinical faculty at a facility providing physical therapy services, students interact with patients, provide physical therapy treatment and assist therapists in measurements and complex procedures. Students practice the skills of transfer and gait training, modalities application and therapeutic exercise. Students skills and competence in these areas are assessed by the program faculty prior to participation in this course and must be assessed as competent in all previous coursework prior to this clinical practicum.

Prerequisite: PTA 00800 113

PTA 1000 – INTRODUCTION TO PHYSICAL THERAPY (3 crs. 3 hrs.)

Introduction to the physical therapy profession. Topics include: the history of physical therapy, pertinent laws governing practice, code of conduct, the role of the professional association, the role of the physical therapist and physical therapist assistant, definition of the rehabilitation population, communication skills and psycho-social aspects of disabilities.

Pre or corequisite: BIO 1100

Corequisites: PTA 100, PTA 200 and PTA 2000

PTA 2000 – PATHOLOGY (3 crs. 3 hrs.)

Introduction to common pathologies partially managed by physical therapy. The course is divided into four units: orthopedic, neurological, cardiopulmonary and acute medical conditions. General overviews of common pathologies, including anatomical and physiological considerations, etiologies and physical therapy management.

Prerequisite: BIO 1100

Corequisites: PTA 100, PTA 200, PTA 1000

PTA 2500 – INTERACTIONS IN THE CLINIC (3 crs. 1.5 hrs. lecture, 3 hrs laboratory)

Simulation of the clinical environment through the use of specific role playing activities related to the administration of physical therapy services, PT/PTA interactions, ethical challenges, interdisciplinary communication and other relevant issues. **Course does not fulfill General Education requirements.**

Prerequisite: PTA 600

Corequisites: PTA 700, PTA 800

A.S. Degree: BIOLOGY

Plus Concentrations in:

- BIOTECHNOLOGY
- MARINE BIOLOGY

Plus Transfer Options in:

- HEALTH & NUTRITION SCIENCE
- OCCUPATIONAL THERAPY
- PHARMACY
- PHYSICIAN ASSISTANT
- PREPARATION FOR TEACHING (SECONDARY EDUCATION)

Requirements – Page 50

A.S. Degree: BIOTECHNOLOGY

Requirements – Page 51

A.A.S. Degree: PHYSICAL THERAPIST ASSISTANT

Requirements – Page 75

BUSINESS DEPARTMENT

Room M-355 • ext. 5555

Susan Aranoff, *Professor*

Audrey Cohen, *Associate Professor*

Joseph Consolo, *Lecturer*

Donald Donin, *Professor*

Jay Gelbein, *Professor*

Anna Geller-Koplan, *Lecturer*

Amy Haas, *Professor*

Charles Kee, *Professor*

Jeffrey Lax, *Associate Professor and Chairperson*

Theresa Mastrianni, *Assistant Professor*

Fredric Mayerson, *Professor*

Maxine McGarvey, *Lecturer*

Thomas McManus, *Assistant Professor*

Annic Paolino, *Lecturer*

Darry Romano, *Lecturer*

Eric Rothenburg, *Professor*

Jacqueline Scerbinski, *Associate Professor*

Corey Turner, *Assistant Professor*,

William C. Yenna, *Associate Professor*

ACCOUNTING

+ ACC 1100 – FUNDAMENTALS OF ACCOUNTING I (4 crs. 4 hrs.)

This first half of this two-semester course introduces the accounting cycle, the fundamental concepts and techniques of accounting for business transactions: business records, journals and ledgers, theory of debit and credit, analysis of business transactions, adjusting and closing entries, worksheets, preparation of financial statements, payroll preparation, taxation, the computer and accounting.

Prerequisite: MAT M100 or passing score on Part I of the COMPASS Math Assessment Test

ACC 1200 – FUNDAMENTALS OF ACCOUNTING II (4 crs. 4 hrs.)

The second half of this two-semester course covers partnership, corporation and manufacturing financial transactions (including accounting for long-term debt), financial statement analysis and introduction to cost accounting, the use of accounting data and analysis for managerial decision-making.

Prerequisite: ACC 1100

ACC 2100 – INTERMEDIATE ACCOUNTING I (3 crs. 3 hrs.)

Study of financial accounting, accounting standards, and the conceptual framework underlying financial accounting. The accounting information system is reviewed, including the accounting cycle as applied to the corporate organization. Preparation and understanding of the major financial statements—the classified balance sheet, income statement, statement of retained earnings, and statement of cash flows. Also covered: revenue recognition, management and control of cash, recognition and valuation of accounts receivable.

Prerequisite: Minimum grade of C in ACC 1200

ACC 2200 – INTERMEDIATE ACCOUNTING II (3 crs. 3 hrs.)

Continued study of financial accounting concepts including inventories, tangible, intangible and other non-current assets, liabilities, stockholder's equity, reporting requirements, earnings per share, accounting for investments and the time value of money. The impact of recent accounting developments on financial statements and generally accepted accounting principles are illustrated and discussed.

Prerequisite: ACC 2100

ACC 3100 – COST ACCOUNTING (4 crs. 4 hrs.)

Techniques and methods of cost accounting include: cost concepts and analysis of costs; material control; accounting for labor; nature and application of manufacturing overhead (including factory overhead variance analysis); job order cost systems; process cost systems; direct costing.

Prerequisite: ACC 1200 with a minimum grade of C

+ACC 4100 – FEDERAL TAXATION (4 crs. 4 hrs.)

Study of current federal income tax law regulations include: concepts of taxable gross and net income, deductions and exemptions as applied to various classes of individual taxpayers. Preparation of individual income tax returns on actual governmental forms required.

Pre or corequisite: ACC 1200 or Department permission

ACC 6000 – MICROCOMPUTER ACCOUNTING APPLICATIONS (3 crs. 3 hrs.)

The use of accounting system software as a tool for processing accounting data into financial information. Accounting system topics include the accounting cycle, general ledger, sales and accounts receivable, purchasing and payment, payroll, inventory, account reconciliation, financial reporting and budget analysis.

Prerequisites: ACC 1200 and BA 6000 or equivalent.

**ACC 7000 – FINANCIAL INVESTIGATION
(2 crs. 2 hrs.)**

The examination of financial investigative techniques used by criminal and civil financial investigators in the course of conducting a financial investigation. A mix of formal classroom and independent field work.

Prerequisites: ACC 1100

**ACC 81XX – INDEPENDENT STUDY
(1-3 crs. 1-3 hrs.)**

Independent study of Accounting is developed individually between student and faculty member and must be approved by the Department.

ACC 82XX – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

OFFICE ADMINISTRATION

**+ ADM 1500 – GREGG SHORTHAND
(ELEMENTARY) (3 crs. 4 hrs.)**

Understanding Gregg Shorthand theory is reinforced by practice in reading and writing contextual materials. The elements of transcription, proper English usage and correct grammatical form are introduced. For students with no prior shorthand knowledge and students with less than one year of instruction in Gregg theory.

ADM 1600 – BASIC DICTATION (1 cr. 2 hrs.)

Timed dictation at basic levels on previewed materials, automatizing brief forms, and the transcription of short business letters with correct spelling and punctuation. Shorthand theory in Gregg is reviewed through homework assignments and classroom participation.

**ADM 1700 – GREGG SHORTHAND (INTERMEDIATE)
(3 crs. 4 hrs.)**

Continued development of Gregg Shorthand language skills and pre-transcription training. Emphasis is on taking dictation at sustained speeds and reading shorthand fluently. (With approval, students who satisfactorily completed the equivalent of this course may be exempt.)
Prerequisite: ADM 01500 or department permission

**+ ADM 2400 – OFFICE SYSTEMS AND PROCEDURES
(3 crs. 3 hrs.)**

The systems and procedures of the electronic office for administrative secretary and word processing specialist includes: planning and organizing office operations; developing good office leadership and human relations; controlling office operations, theory, concepts, and practices relating to office systems and procedures; employee performance; output and job satisfaction.

Required for all non-stenographic secretarial students.

**ADM 2500 – E-BUSINESS TECHNOLOGIES
(3 crs. 3 hrs.)**

The technical and strategic aspects of successful eBusiness. Topics include: tools and technologies for creating a website, characteristics of successful website, security issues, legal and ethical issues, internet information services, data mining and global eBusiness. Case studies will also be discussed. Course does not fulfill General Education Requirements.

**ADM 3000 – ADVANCED STENOGRAPHY AND
TRANSCRIPTION (4 crs. 6 hrs.)**

Stenographic skills are intensified with the ability to take dictation at rates of 80 to 100 words per minute for sustained periods, plus transcription techniques to meet office standards in the production of mailable transcripts.
Prerequisite: ADM 1700

**ADM 3700 – OFFICE COMMUNICATION SKILLS
(3 crs. 3 hrs.)**

The principles of writing effective business communications, including letters, reports, memoranda, directives, organization, language arts, human relations and the application of business psychology in writing. **Open to Program Majors only.**
Prerequisites: Passing scores on CUNY Reading and Writing exams.

**ADM 4400 – INTERMEDIATE SHORTHAND:
INTENSIVE (4 crs. 4 hrs.)**

Develops skill attainment levels of ADM 01500, and ADM 01700, for students with educational and/or experiential background that includes the complete Gregg Shorthand and ability to take dictation at 60 wpm for two minutes with 95 percent accuracy. Each student is evaluated by the instructor to measure understanding the Gregg Shorthand principles, level of dictation and transcription skills. Individual prescriptions include the use of tapes for development of shorthand principles and the ability to take dictation, the completion of transcription projects in the secretarial laboratory, and tutorial instruction.
Prerequisite: Department permission

**+ ADM 5300-5400 – THE SCHOOL SECRETARY I
AND II (2 crs. 2 hrs., each semester)**

This two-semester course considers educational principles relating to the school secretary's work. Emphasis is on the organization of school systems, particularly in New York City.

**+ ADM 5500 – SCHOOL RECORDS MANAGEMENT
(2 crs. 2 hrs.)**

Introduction to the activities and responsibilities of the school secretary, including the preparation of a variety of reports usually completed in the school office; records of school personnel, accounts, textbooks and supplies.

ADM 81XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Office Administration and Technology is developed individually between student and faculty member and must be approved by the Department.

ADM 82XX – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

ADM 9229 – FIELD EXPERIENCE (3 crs. 9 hrs.)

Eight hours per week of supervised work experience in appropriate site placements in the community, and one hour a week of classroom discussion of the on-the-job experience are course requirements.

Corequisite: TEC 3400

BUSINESS ADMINISTRATION**BA 1000 – BUSINESS ADMINISTRATION: INTRODUCTION TO BUSINESS (3 crs. 3 hrs.)**

The dynamic world of the business environment. Included are: the business organization, from the sole proprietor (entrepreneur) to the corporate entity; four functions of management (planning, organizing, leading and controlling); four elements of the marketing mix (product, price, promotion and distribution). Practical applications of management and marketing skills in small business, and in large corporations, the profit motive as a key feature in the American free enterprise system, legal aspects of operating a business, and the role of computers in business.

This course is equivalent to BA 1100.

Prerequisite: Enrollment in the "College Now" Program.

+ BA 1100 – FUNDAMENTALS OF BUSINESS (3 crs. 3 hrs.)

The interrelationships among management, labor, and government in both the domestic and global environments. Emphasis is placed on business objectives, strategies, and operational implementation. Contemporary trends are studied in the areas of management, marketing, human resources and finance, including legal and ethical implications.

This course is not open to students who have completed BA 10000.

+ BA 1200 – BUSINESS LAW I (3 crs. 3 hrs.)

The American legal system: analysis of the essential principles of law in the operation of a business entity, with emphasis on the application of the laws of torts and contracts. Review of appropriate Appeals Court decisions.

BA 1300 – BUSINESS LAW II (3 crs. 3 hrs.)

The legal principles of agency, partnership and corporations. Legal problems of corporate and non-corporate forms of organizations, consideration of rights, duties, obligations of employment and other special contractual and business relationships.

Prerequisite: BA 1200

BA 1400 – PRINCIPLES OF MARKETING (3 crs. 3 hrs.)

Consideration of marketing strategy from a customer's point of view. Course deals with principles and practices of the distribution process, including product pricing, promotion, distribution channels, market research, governmental regulations.

Prerequisite: BA 1100 or ES 5100

BA 3100 – ORGANIZATIONAL BEHAVIOR AND MANAGEMENT (3 crs. 3 hrs.)

The impact of organizational behavior on individuals, the economy and society; the role of organizations. Topics include: improving performance and productivity, individual motivation, leadership style and the effect of the external environment on the organization.

Prerequisite: BA 1100 or ES 5100

+ BA 3300 – BUSINESS COMMUNICATIONS (3 crs. 3 hrs.)

The principles of writing effective business communications, including letters, reports, memoranda, directives. Emphasis on organization, language, personal relations and application of business psychology in writing.

Prerequisite: Passing score on the CUNY Writing exam.

BA 5200 – ADVERTISING: THEORY AND PRACTICE (3 crs. 3 hrs.)

Advertising, its methods and its role in business. An introduction to media, copy, research, layout, production, direct mail, and campaign strategy. **NOTE: BA 9229**

must be taken in lieu of BA 5200 for A.A.S. Business Administration students with G.P.A. > = 3.0

Prerequisite: BA 1400

+ BA 6000 – INTRODUCTION TO COMPUTER CONCEPTS (3 crs. 4 hrs.)

Lab-oriented course introduces microcomputer hardware and software, emphasizing the "Big Four" business applications: word processing, electronic spreadsheets, database management, and presentation graphics. Conceptual and operational skills necessary to successfully compete in the modern technological business environment.

Not open to Computer Information System Majors. Students who completed CP 1100 or CIS 1100 will not receive credit for this course.

BA 6100 – SPREADSHEET APPLICATIONS IN BUSINESS (3 crs. 3 hrs.)

Advanced and intensive work with electronic business spreadsheets in a lab-oriented course using Microsoft Excel. Includes ranges, functions, charts, conditional functions and lookups, data sorting and queries, macros, multiple worksheets, security, and linking data. Prerequisite: BA 6000 or equivalent

BA 7700 – BUSINESS IMAGES IN THE MEDIA (3crs. 3 hrs)

Examines business concepts as reflected in film. Perspective is historical and contemporary focusing on sociological, psychological and philosophical events, trends, values, and changes that have taken place in the business world. Prerequisite: BA 1100 or department permission

BA 81XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Business Administration is developed individually between student and faculty member and must be approved by the Department.

BA 82XX – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

BA 9229 – FIELD EXPERIENCE IN BUSINESS ADMINISTRATION (3 credits, 9 hours - with a minimum of 8 hours of field work)

A capstone experience for students, allowing them to apply the theories and principles learned in class to the practical business environment. Students work directly with managers and employees in marketing, human resources management, and information systems management. **This course is only open to Business Administration majors. NOTE: BA 9229 must be taken in lieu of BA 5200 for A.A.S. Business Administration students with G.P.A. > = 3.0** Prerequisite: BA 1400

ECONOMICS

NOTE: ECONOMICS COURSES MEET GROUP III OR B GENERAL EDUCATION REQUIREMENTS EXCEPT ECO 1400.

ECO 1200 AND ECO 01400 DO NOT MEET THE GROUP III OR GROUP B GENERAL EDUCATION REQUIREMENTS FOR STUDENTS MAJORING IN ACCOUNTING OR BUSINESS ADMINISTRATION.

+ ECO 1200 – MACROECONOMICS (3 crs. 3 hrs.)

A macroeconomic study of the American economy. An analysis of the fundamental institutions, functions, and goals of the basic sectors in American capitalism; current macroeconomic issues; national income accounting; application of economic principles and concepts to the U.S. economy; the effects of money, banking, monetary, and fiscal policies. Includes analysis of U.S. economic growth and its role in the global economy and a micro-economic analysis of supply and demand in a perfectly competitive market structure.

Prerequisite: MAT M100 or passing score on Part I of the COMPASS Math Assessment Test

+ ECO 1300 – MICROECONOMICS (3 crs. 3 hrs.)

An analysis of the determination of price under alternative market structures. Particular emphasis will be placed on understanding the economic behavior of the household, the business firm, and government.

Prerequisite: MAT M100 or passing score on Part I of the COMPASS Math Assessment Test

+ ECO 1400 – MONEY AND BANKING (3 crs. 3 hrs.)

A comprehensive study of the nature of money and monetary standards; the development, structure, and functions of American central banking; commercial banking; non-bank financial intermediaries; investment banking; and financial markets. Federal and State bank regulation and supervision, major monetary theories. Analysis of the impact and major role of the American banking system on the economy. Includes a study of international finance.

+ ECO 2000 – INTERNATIONAL TRADE: TRADING BEYOND BORDERS (3 crs. 3 hrs.)

The theory and practicality of trade opportunities among privately owned businesses in the nations of the world, including trade policies, treaties and regulations, with appreciation of the differences in customs, practices, and ethical standards among nations. **Also available under the Honors Option Program.**

ECO 82XX – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

ENTREPRENEURIAL STUDIES

+ES 5100 – SMALL BUSINESS AND THE ENTREPRENEURIAL PERSPECTIVE (3 crs. 3 hrs.)

Contemporary issues in the interrelationships among management, labor, and government in both the domestic and global environments. Solutions are evaluated within an entrepreneurial perspective. Emphasis on how small entrepreneurial organizations deal with environmental uncertainty and set forth business objectives, strategies, and operational implementation. Contemporary trends in the areas of management, marketing, human resources and finance, including legal and ethical implications.

+ ES 5200 – LEGAL ISSUES FOR THE ENTREPRENEURIAL AND SMALL FIRM (3 crs. 3 hrs.)

Introduction to the American legal environment. Topics include: the U.S. court system; contract law and the elements required to form a contract; employment law; and e-commerce, taught with a focus on the particular issues affecting today's business entrepreneur.

ES 5500 – ENTREPRENEURIAL STRATEGIC PLANNING (3 crs. 3 hrs.)

A strategic planning approach for the successful growth of the small entrepreneurial firm. Through the use of virtual activities and simulations, this course provides a framework with which competitive advantage can be maintained and enhanced. An analysis of macro and micro aspects of the small entrepreneurial firm enables students to better exploit opportunities while avoiding potential threats.

Corequisite: ES 5100

ES 5700 – CASES IN ENTREPRENEURIAL STRATEGIES (3 crs. 3 hrs.)

Principles of effective business communication are examined through a case analysis approach with an emphasis on small entrepreneurial firms. Examination of cases involves both written and oral reports. Emphasis on organization, language, personal relations and applications of business psychology in writing.

Corequisite: ES 5500

FASHION DESIGN

FD 1100 – FASHION SKETCHING FOR FASHION DESIGNERS (3 crs. 3 hrs.)

First of two courses in fashion sketching, students learn basic croquis (specialized figure) drawing, develop their own set of croquis, and use them to sketch their own designs. Sketching all types of garments and silhouettes is covered using pencil, watercolor and marker techniques.

Only open to Fashion Design and Fashion Merchandising majors.

FD 1200 – FASHION SKETCHING FOR FASHION DESIGNERS II (3 crs. 3 hrs.)

Second of two courses in fashion sketching, students sketch an original design collection – a minimum of eight (8) coordinated outfits. Fabric swatching and multiple views are required. Additional work is done on portfolio preparation, and sketching technique refinement.

Only open to Fashion Design and Fashion Merchandising majors.

FD 1300 – COMPUTERIZED FASHION DESIGN (3 crs. 3 hrs.)

Advanced Fashion Design students learn a variety of computer programs for sketching and creating designs using a stylus and a pressure sensitive tablet. Photoshop, Adobe Illustrator and fashion design plug-ins are covered.

Open only to Fashion Design and Fashion Merchandising majors.

Prerequisites: FD 01100, FD 02100, and BA 06000 for Fashion Design majors. BA 06000 for Fashion Merchandising majors.

FD 1400 – GARMENT CONSTRUCTION (3 crs. 3 hrs.)

Basic sample room garment construction procedures including seaming, seam finishing, pockets, collars, setting sleeve, pleats, gathers, darts and various other techniques are covered. Students construct garments to demonstrate master of various techniques.

FD 2100 – FASHION DESIGN I (3 crs. 3 hrs.)

Introduction to draping and flat pattern design, including development of slopers (base patterns) for bodices, sleeve and skirts via draping on dress forms. Translating slopers into hard patterns and then flat patterns to manipulate fullness into various design styles. Students must complete a garment (dress or suit) constructed in fabric, for final project.

Prerequisite: FM 3500

FD 2200 – FASHION DESIGN II (3 crs. 3 hrs.)

Advanced draping techniques are explored, along with flat pattern work. Draping in actual fabrics, sample room techniques, and garment finishing are covered. Pants slopers are developed. Students must complete two (2) complete outfits for inclusion in the annual Fashion Show presentation.

Prerequisites: FM 3500 and FD 2100

FD 2300 – DESIGN TRENDS AND AESTHETICS (3 crs. 3 hrs.)

Intermediate design students study current trends in women's wear, paying special attention to construction analysis, line, fabric and color selection and price points. Design principles are explored, and current designer collections analyzed for design merits and marketability. Students own sense of style is developed and refined.

FD 9200 – FIELD EXPERIENCE IN FASHION DESIGN (1 class hour, 8 internship hours minimum)

Supervised field experience in fashion design, plus one hour a week devoted to seminar discussion of relevant field experience, is required. All students must have an internship as an assistant designer. **Open only to select Fashion Design majors with a GPA of 3.0 or higher.**

RETAIL MERCHANDISING

+ RM 3000 – CONSUMER BEHAVIOR (3 crs. 3 hrs.)

The buying process of consumers and their behavior variables; how to understand peoples' wants and assess the influence consumer groups (government, households and business) have on each other and society. **Course does not fulfill General Education Requirements.**
Prerequisite: BA 1100

+ RM 3100 – ELEMENTS OF RETAIL MANAGEMENT (3 crs. 3 hrs.)

Introduction to management techniques considered essential to the planning, organization, control and operation of retail establishments. The fundamentals underlying modern merchandising practices, recent developments in trading area analysis, shopping centers, consumer relations, warehousing, transportation, stock control, and data processing. Retail case studies and field trips.

+ RM 3300 – SALESMANSHIP (3 crs. 3 hrs.)

Principles of selling based on modern marketing concepts. Consumer needs and desires combined with company objectives, contributions of the behavioral sciences to the study of consumer behavior and buying patterns, organization and control of wholesale, industrial, and retail sales.

RM 3400 – MERCHANDISING PLANNING AND CONTROL (3 crs. 3 hrs.)

Basic merchandising principles to understand the principles of good merchandise planning and decision making. Students acquire the ability to adjust to continually changing conditions in the retailing environment. Topics include: stock planning, market evaluation, fashion forecasting and pricing.
Prerequisite: RM 3100 or MM 3100

FM 3500 – TEXTILE AND NON-TEXTILE ANALYSIS (3 crs. 3 hrs.)

Fashion fabrics and non-textile merchandise information, including their identification, characteristics, merits, limitations and care. Study of fibers, yarns, construction, finishes, coloring of fabrics, leather, furs, jewelry, and other non-textile products, and their success in the marketplace. Characteristics of a wide range of fabrics and products are explored.
Prerequisite: RM 3100 or MM 3100

FM 3600 – VISUAL MERCHANDISING AND DISPLAY (3 crs. 4 hrs.)

Visual merchandising communicates merchandise information to customers and encourages people to buy. The purpose, value, and methods of display as a part of sales promotion and how it fits into the total marketing picture, designing and building interior window and point-of-purchase merchandise displays.
Prerequisite: RM 3100 or MM 3100

FM 3700 – FASHION MERCHANDISING (3 crs. 3 hrs)

Course will prepare students for career paths as buyers and merchandisers by acquainting them with renowned designers of the past and present and by exploring current trends in men and women's apparel.

FM 3900 – FASHION SALES PROMOTION (3 crs. 3 hrs.)

Fashion activities that promote and stimulate the sale of fashion goods; practical experience in the preparation of special events; sales promotions and publicity similar to those initiated by apparel manufacturers, wholesalers and retailers; criteria to analyze and evaluate these activities.
Prerequisite: FM 3700 or MM 3700 or MM 3800

RM 81XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Retail Merchandising is developed individually between student and faculty member and must be approved by the Department.

RM 82XX – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interest of various student populations. It is offered for a maximum of two semesters.

RM 9229 – FIELD EXPERIENCE IN RETAIL MERCHANDISING (3 crs. 9 hrs.)

A capstone course for Retail Merchandising majors. Eight hours (8) per week of supervised field experience in fashion or marketing management, plus one (1) hour seminar a week devoted to developing strategies for personal and career success. **For Retail Merchandising seniors only.**

OFFICE TECHNOLOGY

+ TEC 100 – NEW STUDENT TECHNOLOGY SKILLS (1 cr. 1 hr.)

(Also listed as BA 100 and DP 100)

Basic technology skills on the computer and Internet necessary for research and term paper preparation.

+ TEC 1100 – COMPUTER KEYBOARDING I (2 crs. 4 hrs.)

Basic skills in keyboarding are developed and applied to the formatting of simple business and personal letters, tabulations, and manuscripts.

TEC 1200 – COMPUTER KEYBOARDING II (2 crs. 4 hrs.)

Keyboarding speed and control. Beginning production skill in keying business forms including letters, tabulated materials, business reports, and manuscripts emphasizing business standards. (With approval, students who satisfactorily completed the equivalent of this course may be exempt.)

Prerequisites: TEC 1100 or department permission

TEC 1300 – COMPUTER KEYBOARDING III (2 crs. 4 hrs.)

Mastery of keyboarding skills and formatting techniques includes formatting business communications, directives, business reports, and statistical data.

Prerequisite: TEC 1200 or TEC 4100 or department permission

+TEC 1400 – KEYBOARDING FOR BUSINESS COMMUNICATIONS (2 crs. 3 hrs.)

Basic keyboarding skills for electronic keyboarding and computer input and the basics of written business communications which will be applied to the production and editing of business communications.

Open to Non-Majors.

+ TEC 2100 – WORD/INFORMATION PROCESSING I (3 crs. 4 hrs.)

Modern word/information processing concepts in the organization, operation, and control of office functions. Emphasis is on the office administrator's dual role as an administrative assistant and/or as a correspondence secretary. Keyboarding of correspondence and tables using word processing software. Basic word processing terminology will be introduced.

TEC 2300 – ELECTRONIC TRANSCRIPTION (3 crs. 4 hrs.)

Taped dictation of correspondence and reports representative of a variety of business firms and organizations are transcribed from a transcribing machine to the personal computer using current word processing software.

Prerequisite: TEC 1100 or Department permission

TEC 2400 – ORGANIZING THE ELECTRONIC OFFICE FOR THE ADMINISTRATIVE ASSISTANT (3 crs. 4 hrs.)

Using current applications to create and organize files and folders for office documents, maintain the desktop environment, utilize an electronic calendar and contact lists, keep track of e-mail, and explore the internet. Basic skills and electronic office terminology will be emphasized. New developments in electronic office, including the Microsoft Office Suite, graphics and scanning will be explored. **Course does not fulfill General Education Requirements.**

TEC 2500 – OFFICE COMPUTER APPLICATIONS I (3 crs. 4 hrs.)

Knowledge, skill and understanding the uses of integrated software in the electronic office. Electronic spreadsheets, database management, word processing, graphics, telecommunications are applied to office information processing.

TEC 2600 – OFFICE COMPUTER APPLICATIONS II (3 crs. 4 hrs.)

The advanced functions of Microsoft Office Software suite. The application of Microsoft Word to create and edit business correspondence; Microsoft Excel to format and create spreadsheets, charts, and macros; Microsoft Access to create an enhanced database; and in Microsoft PowerPoint to create slides for professional presentations.

Prerequisites: TEC 2500, BA 6000 or CP 1100

TEC 2700 – PRESENTATION GRAPHICS FOR THE OFFICE (3 crs. 4 hrs.)

Use of integrated software and development of multimedia presentations. Practice with presentation graphics to organize, plan and create slide shows, notes and outlines for the office.

Prerequisites: TEC 2500, BA 6000 or CP 1100 or Department permission

TEC 3400 – OFFICE ADMINISTRATION (3 crs. 4 hrs.)

Simulates on-the-job secretarial duties concerning correspondence responsibilities, use of transmittal service, records management, receptionist and telephone techniques, travel procedures, financial and legal duties, preparing business reports, use of machine transcribers, and word processing equipment. Fostering good human relations in an office, and developing attitudes and traits of the successful executive office professional.

Open to Program Majors only.

Corequisite: ADM 9229

TEC 4100 – INTENSIVE COMPUTER KEYBOARDING II (4 crs. 4 hrs.)

Develop skill attainment levels of TEC 01100 and TEC 01200, for students with educational and/or experiential background of 30 wpm for five minutes with a 3 percent error limitation. Students are evaluated by the instructor, and individual prescriptions are prepared to eliminate gaps in knowledge, understanding, and/or skills inadequacies. Completion of special skills projects in secretarial laboratories, development of mailability standards, and tutorial instruction.

Prerequisite: Department permission

TEC 4200 – INTENSIVE COMPUTER KEYBOARDING III (4 crs. 4 hrs.)

Develops skill attainment and production levels of TEC 1200 and TEC 1300, for students with education and/or experiential background of 40 wpm for five minutes with 2.5 percent error limitation. The instructor evaluates each student and provides individual prescriptions that include specialized projects, use of the computer laboratory for skill building, and use of tutorial services.

Prerequisite: Department permission

TEC 5000 – LEGAL TERMINOLOGY AND LAW OFFICE TRANSCRIPTION (3 crs. 3 hrs.)

Legal terms in basic areas of law. Training in transcribing and formatting legal correspondence and legal documents electronically.

Prerequisite: TEC 1200

TEC 5300 – WEBSITE TECHNOLOGY I (3 crs. 4 hrs.)

Basic conventions of website construction, technology and terminology. Websites will be constructed for publication on the World Wide Web.

Pre or co-requisite: TEC 5700

TEC 5400 – WEBSITE TECHNOLOGY II (3 crs. 4 hrs.)

Second course in website technology will further refine skills learned in Website Technology I, explore requisite computer skills for building e-commerce websites and the non-technical concepts upon which e-commerce is based.

Prerequisite: TEC 5300 or departmental permission

TEC 5500 – WEBSITE TECHNOLOGY III (3 crs. 4 hrs.)

Third course in website technology build on skills learned in Website Technology I and II. Focus on critical analysis of websites on the Internet, websites developed by course participants and case studies.

Prerequisite: TEC 5300 or departmental permission

TEC 5600 – ADOBE FLASH FOR WEBSITE DEVELOPMENT (3 crs. 4 hrs.)

Dynamic multimedia websites are developed using Adobe Flash, vector, and raster graphics. Emphasis on user-friendly, visually appealing, as well as technically correct websites that integrate animation and sound. [Formerly TEC 8230]

Prerequisite: TEC 5300

Pre or co-requisite: TEC 5700

TEC 5700 – THE COMPUTER AS A DESIGN TOOL (3 crs. 4 hrs.)

Illustrators, designers and desktop publishers learn basic concepts and receive hands-on experience in the use of a major computer illustration program which can be applied to commercial and fine art illustrations.

Prerequisite: College-level computer course or Department permission

TEC 5800 – BASIC DESKTOP PUBLISHING (3 crs. 4 hrs.)

Develop basic desktop publishing skills including placement of text and graphics into a desktop publishing program, designing documents such as flyers, newsletters and advertisements.

Prerequisite: College level computer course or Department permission.

TEC 5900 – PHOTODIGITAL ILLUSTRATION (3 crs. 4 hrs.)

The basic functions of a photodigital computer program to create and manipulate images, to retouch photographs and to create special graphical effects. These images may be used for onscreen multimedia presentations, print media and publication on the World Wide Web.

Prerequisite: College level computer course or Department permission.

TEC 6100 – MEDICAL TERMINOLOGY AND ELECTRONIC TRANSCRIPTION (4 crs. 4 hrs.)

The basic principles of medical word building to develop comprehensive medical vocabulary in the respiratory, cardiovascular, musculoskeletal, endocrine, hematic, urogenital and female reproductive systems. Job competency skills, including editing and proofreading, are acquired through transcription of taped dictation of medical reports and correspondence on the computer.

Required for all Medical Office Administration Majors.

Prerequisite: TEC 1100 or TEC 1400 or Department permission. Equivalent courses and Department permission may be accepted in lieu of these requirements.

TEC 6200 – MEDICAL OFFICE COMPUTER APPLICATIONS (3 crs. 3 hrs.)

This course is for anyone interested in learning how to convert the management of a medical office to a computerized operation. **Required for all Medical Office Administration Majors.**

Prerequisite: TEC 1100 or TEC 1400

TEC 7000 – VIRTUAL ENTERPRISE (3 crs. 3 hrs.)

Students establish and run a virtual business in a simulated business environment, and are responsible for establishing objectives, making transactions, using problem-solving strategies and applying their knowledge, skills and personalities to develop and run a successful business.

Prerequisite: Student must be computer literate.

TEC 81XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Secretarial/Office Administration is developed individually between student and faculty member and must be approved by the Department.

TEC 8200 – MEDICAL CODING (3 cr. 4 hr.)

Principles of ICD/9-CM coding, procedural coding based on the principles of Current Procedural Terminology (CPT) coding, and third party reimbursement procedures are covered. Students will learn the fundamentals of a classification system used in the health care industry and enables students to obtain a working knowledge of the coding process.

TEC 9101 – PROFESSIONAL PORTFOLIO DEVELOPMENT (1 cr. 1 hr.)

Projects created in previous coursework will be analyzed and developed to produce a portfolio to present to potential clients and employers.

Pre-corequisites: TEC 5400, TEC 5500, TEC 5700 and TEC 5900

+ Basic Course

A.A.S. Degree: ACCOUNTING

Plus a Concentration in:

- TAX ACCOUNTING

Requirements – page 66

A.A.S. Degree: BUSINESS ADMINISTRATION

Plus a Concentration in:

- BUSINESS ADMINISTRATION
- ENTREPRENEURIAL STUDIES

Requirements – page 66

A.A.S. Degree: FASHION DESIGN

Requirements – page 68

A.A.S. Degree: OFFICE ADMINISTRATION & TECHNOLOGY

Plus STENOGRAPHIC and NON-STENOGRAPHIC

Concentrations in:

- EXECUTIVE, LEGAL, AND SCHOOL WORD/ INFORMATION PROCESSING
- MEDICAL WORD/ INFORMATION PROCESSING

Requirements – page 73

A.A.S. Degree: RETAIL MERCHANDISING

Plus Concentrations in:

- FASHION MERCHANDISING
- MARKETING MANAGEMENT

Requirements – page 76

A.A.S. Degree: WEBSITE DEVELOPMENT & ADMINISTRATION

Requirements – page 79

Certificate: ENTREPRENEURIAL STUDIES

Requirements – page 83

Certificate: MEDICAL OFFICE ASSISTANT

Requirements – page 84

COMMUNICATIONS AND PERFORMING ARTS DEPARTMENT

Room E-309 • ext. . 5591

John Acosta, Assistant Professor

Scott Cally, Assistant Professor

David Costello, Lecturer

Gregory Fletcher, Associate Professor

Cindy Greenberg, Professor

Robert Herklotz, Chief College Laboratory Technician

Ryan McKinney, Assistant Professor

Maureen Minielli, Assistant Professor

Gloria Nicosia, Professor and Chairperson

Edward Rohrlich, Senior College Laboratory Technician

Arnold Rosner, Associate Professor

Wendy Schatzman-Sherry, Lecturer

Lili Shi, Assistant Professor

Samuel Taitt, Assistant Professor

Chizoba Udeorji, Assistant Professor

Marvin Williams, Lecturer

Gordon Young, Associate Professor

MASS COMMUNICATIONS

ALL MCF COURSES AND MCM 03000 FULFILL GROUP I OR GROUP A GENERAL EDUCATION REQUIREMENTS FOR ALL DEGREES.

+ MCB 3400 – ADVERTISING IN ELECTRONIC MEDIA (3 crs. 3 hrs.)

Understand broadcast advertising and its effects; plan and write advertising copy; write radio and television commercials; design and market an advertising campaign; understand the ethics, propaganda, budget and copyright laws as they apply to advertising.

+ MCB 3600 – ANNOUNCING – RADIO AND TELEVISION (3 crs. 3 hrs.)

Techniques of broadcasting, theory underlying use of the equipment employed and practical aspects of their proper use. Correct voice production procedures for announcing, methods of sight reading and oral reading. Prerequisite: Passing score on the CUNY Reading exam.

MCB 3700 – WRITING, DIRECTING AND PERFORMING TV NEWS (3 crs. 3 hrs.)

Understanding the role of radio and television in reporting and shaping the news and the differences between these media and the press. Reporting, writing and editing newscasts with practical experience working against deadlines.

Prerequisite: ENG 1200

MCB 3800 – ELECTRONIC MEDIA MANAGEMENT (3 crs. 3 hrs.)

The decision-making roles in contemporary broadcast operations. Traffic flow, governmental requirements, ethics, community needs, inter-media relationships, and responsive programming.

Prerequisite: MCM 3000

+ MCB 3900 – RADIO STUDIO OPERATIONS (3 crs. 5 hrs.)

Introduction to operational and technical aspects of broadcast audio equipment, and of the media. Various uses of all studio equipment.

MCB 4000 – AUDIO PRODUCTION AND EDITING (3 crs. 5 hrs. / 1 hr lecture, 4 hrs. lab/week)

Radio Studio Operations (MCB 03900) introduces the student to basic recording and editing techniques in the audio studio environment. In this advanced course, the student will learn remote audio recording and editing and apply advanced techniques in audio studio operations to create projects.

Prerequisite: MCB 3900



+ MCB 4100 – INTRODUCTION TO TELEVISION PRODUCTION (3 crs. 3 hrs.)

Analysis of the experience of television viewing through a survey of its individual components and their logic. Television planning and coordination; set and lighting design; camera placement; lenses and angles; video control.

MCB 4600 – MEDIA TECHNOLOGY (2 crs. 2 hrs.)

Basic broadcasting technology skills utilized in the field of radio and television and other audio and video applications. Topics include set-up, alignment, synchnonization, interfacing of various equipment with an emphasis on professional industry trends and workflows. **This is a required course for all Broadcast majors.**

MCB 4800 – ADVANCED VIDEO PRODUCTION (3 crs. 3 hrs.)

Exploration of video production for use in television, cable, computer, CD and DVD formats. Television planning and coordination will be examined through group production of subject-oriented programming. Prerequisite: MCB 4100

MCB 4900 – DIGITAL AUDIO/VISUAL PRODUCTION AND EDITING (3 crs. 5 hrs. / 1 hr lecture, 4 hrs. lab/week)

Video production from remote (not studio) locations with digital video cameras. Non-linear digital editing workstations are used to transform the digital video collected into a finished piece of work.

MCB 5000 – WRITING FOR THE ELECTRONIC MEDIA (3 crs. 3 hrs.)

Introduction to the various types of writing used in the electronic media and research necessary for each: commercials, news, reports, promotional and programming material, public service announcements, industrial/ educational programs, drama, comedy and story boards. Prerequisite: Passing scores on the CUNY Reading and Writing exams.

MCB 5100 – DIGITAL VIDEO/AUDIO PRODUCTION AND EDITING II (3 crs. 5 hrs. / 1 hr lecture, 4 hrs. lab/week)

Exploration of the capabilities of digital video cameras and nonlinear editors as they apply to television news broadcast and web streaming. Students work in groups to write, produce, shoot and edit two types of new-style reports with one an on camera reporter and a second with voice over narration.

Prerequisite: MCB 4100, MCB 4900

MCB 81XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Mass Communications is developed individually between student and faculty member and must be approved by the Department.

MCB 92XX – INTERNSHIP (3 crs. 3 hrs.)

Applied work/study at professional broadcasting organizations.

+ MCF 4000 – FILM: THE CREATIVE MEDIUM (3 crs. 3 hrs.)

To recognize the film medium as a creative art, the historical, social, psychological and aesthetic elements of selected films are studied as illustrations of this creative force.

MCF 4300 – FILM GENRE (3 crs. 3 hrs.)

The mass medium of film and its ability to reflect and influence a wide variety of sociological and psychological events and trends, as seen through a particular genre. The genre will change each semester (i.e., film noir, animation, the documentary, western). Recommended-not required: MCF 04000

MCF 4400 – FILM AND SOCIETY (3 crs. 3 hrs.)

A view of the motion picture industry's depiction of an/or commentary upon various social issues. Topics may include women, politics, war and minorities.

+ MCM 3000 – MASS MEDIA (3 crs. 3 hrs.)

Analysis of mass media to discover the way information is perceived and influences behavior. Extensive use is made of films, tapes, recordings and video tapes to examine the message systems employed by individuals, groups, institutions and politics. Focus is on radio, television, newspapers, magazines, film and advertising.

COM 1100 – MASS COMMUNICATIONS (3 crs. 3 hrs.)

The study of mass communications and their effects on society and interpersonal communication through both historical and contemporary views. Communications systems, including print, film, and electronic media, will be considered with an emphasis on relevant speaking skills.

Prerequisite: Enrollment in the "College Now" Program

PERFORMING ARTS

MUSIC

MUSIC COURSES FROM MUS 2100 TO MUS 2700 AND MUS 3100 MEET GROUP I OR GROUP A GENERAL EDUCATION REQUIREMENTS FOR ALL DEGREES. STUDIO COURSES INCLUDING 3000, 4800, 9121 THROUGH 96A5 MEET GROUP I OR GROUP A GENERAL EDUCATION REQUIREMENTS FOR LIBERAL ARTS (A.A. DEGREE) ONLY.

+ MUS 2100 – INTRODUCTION TO JAZZ (3 crs. 3 hrs.)

Historical approach to the jazz idiom through readings and guided listening. Topics include: the roots of jazz music, New Orleans jazz, Chicago style, Kansas City style, swing, bebop, new wave, and progressive jazz.

+ MUS 2200 – MUSIC OF THE TWENTIETH CENTURY (3 crs. 3 hrs.)

Introduction to the varied sounds of 20th century music. Emphasis on major musical achievements of the century by European and American composers, including Stravinsky, Bartok, Schonberg, Gershwin, Bernstein, Copland and Cage.

Prerequisite: MUS 03100

+ MUS 2400 – OPERA (3 crs. 3 hrs.)

Development of Opera, its sociological and political aspects, and its rich and varied literature in the Baroque, Classic, Romantic, and Modern Eras. Renowned operatic masterworks included.

+ MUS 2700 – MUSIC OF THE WORLD’S PEOPLE (3 crs. 3 hrs.)

A listening survey of various folk and ethnic music forms performed and practiced worldwide by various social groups. Songs and dances associated with love, war, and rites of passage; evocative forms; drumming; chanting; instruments and languages as related to the musical forms; social, geographic, historical elements and their musical relevance.

+ MUS 3000 – RUDIMENTS OF THEORY (3 crs. 3 hrs.)

A first course in music theory for students with no previous musical training, but an interest in acquiring basic skills in music reading, writing, and performance. Topics include: note reading and writing in treble and bass clef, major and minor scales, intervals and chords.

+ MUS 3100 – THE MUSICAL EXPERIENCE (3 crs. 3 hrs.)

Development of perceptive awareness of music through guided listening. Materials and forms of music and their use in musical literature.

MUS 4800 – MUSIC THEORY/EAR TRAINING (3 crs. 3 hrs.)

This course explores the musical skills necessary for performing, engineering and producing music. Both theory practice(including dictation, melody writing and arranging) and ear training (including sight singing, rhythmic and interval exercises) will be investigated.

Prerequisite: MUS 3000

MUS 81XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Music is developed individually between student and faculty member and must be approved by the Department.

MUS 82XX – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

MUS 9121 – CHORUS (1 cr. 3 hrs.)

May be repeated up to three times. (Spring and Fall)

HUM 100 – MODERN HUMANITIES: ARTS AND IDEAS (3 crs. 3 hrs.)

Course explores literature, drama, art, and music in today’s world. Attempts are made to place 20th century developments into a historical context and illustrate the continuity of culture.

Prerequisite: Enrollment in “College Now” Program

SPEECH

SPE 2400 MEETS GROUP I OR GROUP A GENERAL EDUCATION REQUIREMENTS FOR LIBERAL ARTS (A.A. DEGREE) ONLY. ALL OTHER SPEECH COURSES MEET GROUP I OR GROUP A GENERAL EDUCATION REQUIREMENTS FOR ALL DEGREES.

+ SPE 1100 – LISTENING AND SPEAKING SKILLS (3 crs. 3 hrs.)

To strengthen oral language abilities and improve listening proficiency, students are made aware of the nature of their language. Focus is on vocabulary enrichment, word pronunciation, attention to grammar, verbal self-expression, listening as a skill and note-taking techniques.

Not open to students at ENG 1200 level or higher.

Recommended for students at the ENG 91, 92 OR 93 level.

+ SPE 1200 – INTERPERSONAL COMMUNICATION (3 crs. 3 hrs.)

The communicator's development of self-concepts, ability to understand and project a comfortable and confident self-image. Methods to improve and use this knowledge when interacting and communicating with other individuals and with groups.

+ SPE 2100 – EFFECTIVE PUBLIC SPEAKING (3 crs. 3 hrs.)

The basic elements for clear and effective public speaking. Practice and study in skills such as organizing and outlining speeches, developing ideas, using audio-visual materials for clarification and amplification of ideas, techniques of extempore and impromptu speaking, methods of delivery. All basic elements are brought together through the presentation of several speeches.

+ SPE 2300 – PRONUNCIATION SKILLS FOR ESL STUDENTS (3 crs. 3 hrs.)

To speak English more effectively students study the formation of word pronunciation, and the correct stress and rhythm in phrases and sentences. Practice in conversation, reading aloud and informal speech.

+ SPE 2400 – CAREER COMMUNICATION (3 crs. 3 hrs.)

Communication skills used most frequently in the professions, business and industry. Speaking logically and expressing ideas creatively. Theories of interpersonal communication and practice in such speaking situations as job interviews, small group presentations, business meetings, conferences and platform speaking, use of clear and acceptable speech.

SPE 2500 – SMALL GROUP COMMUNICATION (3 crs. 3 hrs.)

Principles and techniques of group interaction. Conference leadership and participation skills are learned through reading, discussion, practice, observation and evaluation of group discussions. Focus is on how learned concepts may be applied to educational, social and business situations.

SPE 2600 – INTERCULTURAL COMMUNICATION (3 crs. 3 hrs.)

How culture shapes the communication process, similarities and differences in cultural representations, linguistic practices, non-verbal communication, and societal norms and meanings. Acquiring competence in intercultural communication settings are emphasized.

SPE 2700 – ORAL INTERPRETATION (3 crs. 3 hrs.)

Students learn to recreate and communicate what writers and poets say in various types of literature. Through guided preparation, analysis, presentation and evaluation of individual readings of material ranging from simple reports to poetry, practical skill and enjoyment in reading aloud is developed. Recommended to Performing Arts and Radio Broadcasting students.

SPE 2800 – LANGUAGE AND SPEECH FOR ESL STUDENTS (3 crs. 3 hrs.)

To extend speaking and comprehension abilities of ESL students. Those admitted to this course must have a fair ability in the English language, and must be intelligible to the average listener. Emphasis is on: oral production of English language grammar, elimination of articulatory, stress, and intonation errors; spoken production and comprehension of expanded English vocabulary, and American colloquialisms. Opportunities for practice to improve and further develop spoken English through the use of taped recordings.

+ SPE 2900 – VOICE AND ARTICULATION (3 crs. 3 hrs.)

For students with acceptable speech who wish to study the theory of voice production and the proper formation of the sounds of speech as typified by American standard usage. The mechanics of pitch, volume, quality and phonetic symbols. Assistance to overcome minor speech and voice problems most commonly found in the New York City area.

SPE 4000 – PHONETICS (3 crs. 3 hrs.)

Introduction to different aspects of phonetics and their relationship to language. The sounds of English and the International Phonetic Alphabet which symbolizes those sounds will be included. Theoretical foundations of phonetics will be explored as they relate to normal and abnormal language development as well as speech correction and improvement. **Open to Speech Communication majors only.**

SPE 4100 – LANGUAGE DEVELOPMENT (4 crs. 4 hrs.)

An understanding of normal language development including issues of speech and hearing. Aspects of second language development as it relates to first language acquisition will be included. Language development will be discussed as it relates to motor, perceptual, cognitive, emotional and social issues. **Open to Speech Communication majors only.**

SPE 81XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Speech Communication is developed individually between the student and faculty member and must be approved by the Department. Prerequisite: Speech Communication Major in last year of study and permission of Program Director.

SPE 82XX – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

THEATRE

THEATRE COURSES THA 5000, 5100, 6700, and 6800 MEET GROUP I OR GROUP A GENERAL EDUCATION REQUIREMENTS FOR ALL DEGREES. THA COURSES 5200 AND 5300 MEET GENERAL EDUCATION REQUIREMENTS FOR LIBERAL ARTS (A.A. DEGREE) ONLY.

*** THA 4600 – TRAINING THE PERFORMING VOICE (3 crs. 3 hrs.)**

Introduction to basics of vocal technique, consideration of performance experience, culminating in the performance of a song or monologue in a student recital.

THA 5000 – INTRODUCTION TO THEATRE ARTS (3 crs. 3 hrs.)

Various elements which compose theatre—from classical to modern times—are studied as performing art forms and as parts of an integrated whole. The cultural role, as well as the business of theatre, is considered as an institution in society. Films, slides, projects, and guest lecturers help comprehend the nature of theatre art.

+ THA 5100 – PLAY ANALYSIS (3 crs. 3 hrs.)

Through consideration of a selected number of outstanding plays and musicals in theatrical history, and the study of various productions given these plays, students gain understanding of the plays and appreciation of the production problems involved. Relevance of the plays to the contemporary stage, screen, and television production will be explored.

+ * THA 5200 – ACTING I: BEGINNING ACTING (3 crs. 3 hrs.)

The basic techniques of sensory awareness, memory, improvisation, voice, character study and role preparation with emphasis on the works of Constantin Stanislavsky. Special projects include presentations and rehearsal techniques for scene study.

*** THA 5300 – ACTING II: SCENE STUDY (3 crs. 3 hrs.)**

Advanced classroom and laboratory furthers sensory awareness, memory and character study for role preparation. Basic vocal and body techniques explore the psychophysical actions, objectives and super objectives of characters. Acting theories studied are put into practice in scenes selected from modern plays and musicals. Prerequisite: THA 05200

*** THA 5500 – STAGE CRAFT (3 crs. 4 hrs.)**

Introduction to scenery for live entertainment with special emphasis on the practice of scenic construction and installation. Participation in a theatrical production will be incorporated when possible. Basic backstage and workshop safety will also be covered.

*** THA 5600 – BASIC LIGHTING (3 crs. 4 hrs.)**

Introduction to the technology and application of stage lighting, how to focus and hang various types of stage lighting fixtures, operate basic computer lighting consoles and work with lighting design paperwork. Student will apply the learned skills in productions when possible. Basic electricity and safety will be covered.

*** THA 5800 – MUSICAL THEATRE PERFORMANCE (3 crs. 3 hrs.)**

Introduction to the theories, techniques and practices of musical theatre performance. The development of appropriate musical, acting and movement skills in conceptualizing, preparing and performing solos, duets, and ensembles. Individual, small group and ensemble performances culminating in final performances of selected material. Students will also develop audition material and compile an audition book.

*** THA 5900 – PLAY PRODUCTION (1 cr. – must be repeated for a total of 3 credits, 3 hrs.)**

Performance, technical theatre production, stage management, publicity, marketing, run crews, house staff, and box-office management are some of the areas covered in producing a play. Students who participate in theatre production can earn up to a total of four credits for successful contribution in a particular job for a production. **Open to A.S. Theatre Arts majors only.**

*** THA 6000 – INTRODUCTION TO COSTUME AND MAKEUP (3 crs. 3 hrs.)**

Fundamentals of visual design theory and aesthetics for theatrical costume will be learned through theoretical as well as experimental application. Students will learn the common practices of the design process through sketches, collages, and rendering techniques. Students will also be introduced to the basic sewing techniques necessary for the current entertainment industry.

*** THA 6300 – BASIC SOUND TECHNOLOGY (3 crs. 3 hrs.)**

Basic principles and operation of sound equipment and the proper methods for using recording technology, microphones, amplifiers and mixers in relation to designed productions for the stage, screen and airwaves. Analysis of equipment and methods of operation are applied in class, laboratory and in actual production.

*** THA 6500 – SCENIC DESIGN (3 crs. 3 hrs.)**

Fundamentals of visual design theory and aesthetics for theatrical scenery will be learned through the application of technical as well as conceptual solutions. Students will learn to evolve the design process through sketches, mechanical drafting, rendering and modeling techniques. Technology will also be integrated into course content with such elements as computer aided drafting and design and digital projections.

+ THA 6700 – HISTORY OF THE AMERICAN MUSICAL THEATRE (3 crs. 3 hrs.)

Development of the Broadway musical theatre from European operetta and American jazz backgrounds to the present day. Emphasis is on the musical and theatrical traditions of this form as well as on the changing styles in music, staging, and production values.

THA 6800 – HISTORY OF THE THEATRE: ORIGINS TO JACOBAN (3 crs. 3 hrs.)

A survey of the history of the theatre from primitive origins to Jacobean times. Through the use of historical documents, contemporary writings, and illustrations of architecture and costumes, the major periods of theatrical history covered are seen from an artistic and cultural point of view. Theatre as a cultural force set in its historical context is a major theme of this study. This course is recommended for students interested in liberal arts, fine arts and those interested in a professional career.

THA 88XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Theatre Arts is developed individually between student and faculty member and must be approved by the Department.

THA 82XX – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

+ Basic Course

* Fulfills Group I or Group A General Education Requirement for A.A. in Liberal Arts only.

A.S. Degree: SPEECH COMMUNICATIONS

With Concentrations in:

- COMMUNICATION STUDIES
- SPEECH PATHOLOGY

Requirements – page 62

A.S. Degree: THEATRE ARTS

With Concentrations in:

- PERFORMANCE
- TECHNICAL PRODUCTION

Requirements – page 63

A.A.S. Degree: MEDIA TECHNOLOGY & MANAGEMENT

With Concentrations in:

- ADVERTISING
- ENGINEERING
- MANAGEMENT
- NEWS
- PERFORMANCE
- PRODUCTION

Requirements – page 71

ENGLISH DEPARTMENT

Room C-309 • ext. 5849

Anthony C. Alessandrini, *Associate Professor*

Steven Amarnick, *Associate Professor*

Stephen Armstrong, *Assistant Professor*

Sylviane Baumflek, *Lecturer*

Robert Blaisdell, *Professor*

Jacqueline Brady, *Assistant Professor*

Lesley Broder, *Assistant Professor*

Liza Bruna, *Lecturer*

Robert Cowan, *Associate Professor*

Martha Clark Cummings, *Assistant Professor*

Ann Del Principe, *Assistant Professor*

Elizabeth Dill, *Associate Professor*

Maureen Fadem, *Assistant Professor*

Eileen Ferretti, *Associate Professor and Chairperson*

Monica Filimon, *Assistant Professor*

Heather Finn, *Assistant Professor*

Lea Fridman, *Professor*

Kate Garretson, *Associate Professor*

Matthew Gartner, *Associate Professor*

Karlene Gooding, *Lecturer*

Janine Graziano-King, *Professor*

Linda Holman, *Assistant Professor*

Rachel Ihara, *Assistant Professor*

Gabrielle Kahn, *Assistant Professor*

Kevin Kolkmeier, *Lecturer*

Thomas Lavazzi, *Professor*

Ronna Levy, *Assistant Professor*

Natasha Lvovich, *Professor*

Gene McQuillan, *Professor*

Norma Miles, *Assistant Professor*

Mary Lynn Navarro, *Assistant Professor*

Karen Niles, *Lecturer*

Hope A. Parisi, *Associate Professor*

Frank Percaccio, *Assistant Professor*

Christine Rudisel, *Assistant Professor*

Emily Schnee, *Assistant Professor*

Maria Scordaras, *Assistant Professor*

Robert Singer, *Professor*

Cheryl Smith, *Associate Professor*

Bailin Song, *Professor*

Enid Stubin, *Associate Professor*

Julie Tarrant, *Assistant Professor*

Tisha Ulmer, *Assistant Professor*

Concetta Vinciguerra-Orsini, *Assistant Professor*

Red Washburn, *Assistant Professor*

Sheri Weinstein, *Associate Professor*

Jane Weiss, *Assistant Professor*

S. Tara Weiss, *Associate Professor*

Sheryl Williams, *Lecturer*

Eben Wood, *Associate Professor*

FRESHMAN ENGLISH PROGRAM

At CUNY'S community colleges the CUNY Reading and Writing exams are used to determine placement into or exemption from developmental reading and writing courses. Students cannot begin Freshman English until they have completed all required developmental work and passed both the CUNY Reading and Writing exams.

FRESHMAN ENGLISH

Kingsborough's Freshman English requirement consists of a two course sequence, ENG 1200 (4 credits) followed by ENG 02400 (3 credits). ENG 1200 is a pre or corequisite for all credit-bearing English courses.

+ ENG 1200 – FRESHMAN ENGLISH I (3 crs. 4 hrs.)

College-level reading and writing, and the development of ideas in essays, including how language communicates facts, ideas and attitudes. Writing is practiced as a process involving revision based on feedback from readers. College-level essays emphasize close reading and intertextual analysis, and reading across and between texts drawn from various disciplines.

Prerequisites: Passing scores on the CUNY Reading and Writing exams.

+ ENG 2400 – FRESHMAN ENGLISH II (3 crs. 3 hrs.)

Interdisciplinary reading, writing and research focusing on the various ways knowledge is produced and articulated within the academy. Through an interdisciplinary process of inquiry, several required projects will emphasize different modes of research and information literacy.

Prerequisites: ENG 1200

DEVELOPMENTAL ENGLISH

Kingsborough's approach to developmental education emphasizes a full and integrated grounding in reading, writing, and critical thinking, as well as the study skills that students need in order to cope with their academic and career training programs. This grounding also prepares students to pass the CUNY Reading and Writing exams. Upon completing the top level course, students retake the CUNY exams in Reading and Writing.

READING/WRITING

Students are placed into Reading/Writing courses on the basis of their scores in reading and writing. Students who do not pass both CUNY Reading and Writing exams or whose score on either test is at the introductory level enroll in an ESL course (700, 900, or 9100) or ENG 91A5, as appropriate. Students who fail both tests at the intermediate level enroll in ENG 92A6. Combined Reading/Writing courses allow students to progress as quickly as possible through required developmental work.

~ ENG 91A5 – DEVELOPING FLUENCY IN READING AND WRITING (0 crs. 8 hrs. – 8 equated crs.)

A course in reading, writing, and critical thinking for students who are at the basic level of developmental work. Required of entering students who score 6 or below on the CUNY Writing exam and/or at the 91 level on the CUNY Reading exam unless ESL placement is indicated.

~ ENG 92A6 – DEVELOPING COMPETENCE IN READING AND WRITING (0 crs. 8 hrs. – 8 equated crs.)

A pre-freshman course focused on the development of critical reading, writing, and thinking abilities necessary for success in college-level courses. Also emphasized is the use of writing to develop ideas in relation to rich and complex texts.

Prerequisites: A score of 48-55 on the CUNY Writing exam; a score of 55-69 on the CUNY Reading exam.

READING

For students whose scores or work in a previous course indicate that they need additional developmental work in reading but not in writing, KCC offers a course in developmental reading, ENG 400 (Analytical Reading), to help students prepare for college level assignments. The concentrated instruction and practice in the full range of reading skills offered by this course should also lead to improved performance on the CUNY Reading exam.

~ + ENG 400 – ANALYTICAL READING (0 crs. 4 hrs. – 4 equated crs.)

A pre-freshman course focused on the development of critical reading, writing, and thinking abilities through instruction and intensive practice in vocabulary and comprehension. Students will read and analyze interdisciplinary materials in preparation for required readings in typical college courses.

Prerequisite: A passing score of 56 or above on the CUNY Writing exam and a CUNY Reading exam score below 70.

~ ENG R00 – PREPARATION FOR CUNY READING TEST @ (0 crs. 2 hrs. – 2 equated crs.)

A pre-freshman intervention focused on helping students sustain close attention to brief texts, draw distinctions among different question types, and become familiar with the computer-adaptive testing modality to meet these stated learning goals and pass the CUNY Reading exam.

Prerequisite: ENG 9200 or ENG 4000

WRITING

Students whose scores or work in a previous course indicate that they need additional developmental work in writing but not in reading enroll in ENG 9300, Developing Competence in Writing.

Some students are exempt from the testing requirement.

They include:

- holders of a Bachelor's Degree beginning a second degree program (however, these students may be required by the college to take the tests upon entry to help determine their placement in English/ESL);
- entering students who achieve a score of 480 or above on the Verbal section of the SAT;
- students who achieve a score of 75 or higher on the English Language Arts Regents Exam.

~ ENG 93A9 – DEVELOPING COMPETENCE IN WRITING (0 crs. 4 hrs. – 4 equated crs.)

A pre-freshman writing course focused on the development of critical reading, writing, and thinking abilities necessary for success in college-level courses and the professions. College-level reading selections in a number of academic areas provide rigorous practice with the drafting process. Writing is used in order to develop ideas in relation to readings.

Prerequisites: A score of 48-55 on the CUNY Writing exam; a score of 70 and above on the CUNY Reading exam.

~ ENG W00 – PREPARATION FOR CUNY WRITING TEST @ (0 crs. 2 hrs. – 2 equated crs.)

A pre-freshman intervention focused on helping students improve their writing and thinking proficiencies to meet these goals and pass the CUNY Writing exam. Activities and assignments include writing summaries, identifying and responding to key ideas in a clear and organized manner; demonstrating competence in sentence construction, variety, and word choice.

Prerequisite: ENG 9200 or ENG 9300

ESL

English courses open only to students who are non-native speakers of English. Students are placed into the following English as a Second Language (ESL) courses on the basis of their performance on CUNY Reading and Writing exams.

~ ESL 700 – BASIC READING AND WRITING FOR STUDENTS LEARNING ENGLISH AS A SECOND LANGUAGE (0 crs. 10 hrs. – 10 equated crs.)

This is the first course in an ESL sequence designed for students whose first language is not English and whose results on the CUNY Reading and Writing exams indicate that they need extensive work on developing these areas. Activities include intensive work on reading, writing and revision, with an emphasis on developing fluency in writing and basic reading comprehension.

~ ESL 900 – INTERMEDIATE READING AND WRITING FOR STUDENTS LEARNING ENGLISH AS A SECOND LANGUAGE (0 crs. 10 hrs. – 10 equated crs.)

This is the second course in an ESL sequence designed for students whose first language is not English and whose results on the CUNY Reading and Writing exams indicate that they need work on their reading and writing at the intermediate level. This course consists of various activities to improve English language communication skills, emphasizing clarity in writing and increased reading comprehension.

~ ESL 91A7 – DEVELOPING FLUENCY IN READING AND WRITING FOR ESL STUDENTS (0 crs. 8 hrs. – 8 equated crs.)

This is the third course in an ESL sequence designed for students whose first language is not English and whose results on the CUNY Reading and Writing exams indicate that they need work on their reading and writing at the high intermediate level. This course emphasizes reading, writing, and critical thinking skills. Also required of students who have successfully completed ESL 900.

ELECTIVES

ALL ENGLISH ELECTIVES (ENG 3000 THROUGH ENG 82XX) MEET GROUP II OR GROUP A GENERAL EDUCATION REQUIREMENTS FOR ALL DEGREES UNLESS OTHERWISE NOTED.

+ @ ENG 3000 – INTRODUCTION TO LITERATURE (3 crs. 3 hrs.)

Close reading of texts in a range of forms, including poetry, fiction, and drama, providing an introduction to the methods and tools of literary studies.

Prerequisite: ENG 1200

+ @ ENG 3100 – CLASSICAL AND BIBLICAL LITERATURE (3 crs. 3 hrs.)

Introduction to ancient works that have inspired and influenced world literature, including works of Greek and Roman authors, and selections from the Hebrew Bible and the New Testament. Texts are read in English translation.

Prerequisite: ENG 1200

+ @ ENG 3200 – WORLD LITERATURE (3 crs. 3 hrs.)

The diverse body of literature written by authors around the globe, including works written in the twentieth and twenty-first centuries from the Far East and Africa as well as from Europe and the Americas.

Prerequisite: ENG 1200

+ @ ENG 3500 – MODERN EUROPEAN LITERATURE (3 crs. 3 hrs.)

An introduction to and survey of the great works of European literature in English translation, including poems, plays, and fiction.

Prerequisite: ENG 1200

+ @ ENG 4000 – SHORT FICTION (3 crs. 3 hrs.)

Great short works of fiction, by authors representing different cultures and eras, with an emphasis on what makes the short story a distinctive literary form.

Prerequisite: ENG 1200

+ @ ENG 4200 – POETRY (3 crs. 3 hrs.)

An introduction to the study of poetry, in a range of styles and from various historical periods and cultures, including the spoken word performances and electronic poetry of the present day.

Prerequisite: ENG 1200

+ @ ENG 4300 – DRAMA (3 crs. 3 hrs.)

Plays by a range of contemporary and classic dramatists, with attention to such literary elements as dramatic form, character, and action.

Prerequisite: ENG 1200

+ @ ENG 4400 – THE TRAGIC VISION (3 crs. 3 hrs.)

Tragic literature, from ancient times until the present, is studied in an attempt to understand the patterns and changing concepts in various literary genres.

Prerequisite: ENG 1200

+ @ ENG 4500 – THE COMIC SPIRIT (3 crs. 3 hrs.)

Comedy in prose and verse, its meaning, use, and techniques.

Prerequisite: ENG 1200

ENG 4800 – AMERICAN ENVIRONMENTAL LITERATURE (3 crs. 3 hrs.)

A survey of American nature writing and environmental literature from its roots in the colonial era through its flowering in the twentieth century. Examples of reading include Thoreau's *Walden*, Aldo Leopold's *Sand County Almanac*, and Rachel Carson's *Silent Song* and a representative range of shorter works from four centuries to explore the evolution of ideas about nature. Selections include natural histories, travelogues, journals and diaries, essays, poetry, and short stories.

Prerequisite: ENG 1200

ENG 5500 – CULTURAL/LINGUISTIC ASPECTS OF TEACHING LANGUAGE (3 crs. 3 hrs.)

Prepares students for work as tutors in the Writing Center, emphasizing various aspects of the English language and the cultural awareness needed for effective tutoring.

Prerequisite: ENG 1200

@ ENG 5600 – CREATIVE WRITING: FICTION (3 crs. 3 hrs.)

Instruction and practice in the forms and types of fiction. Analysis of peer writing on a workshop basis, assists students develop mastery of the form of fiction best suited for them. **Course does not satisfy Group A General Education Literature requirement.**

Prerequisite: ENG 1200

@ ENG 5700 – CREATIVE WRITING: POETRY (3 crs. 3 hrs.)

Practice in the art and craft of writing poetry. Includes extensive reading in poetry, from traditional to experimental. Classes will be both workshop and discussion-based.

Course does not satisfy Group A General Education Literature requirement.

Prerequisite: ENG 1200

+ @ ENG 6300 – SHAKESPEARE (3 crs. 3 hrs.)

An introduction to Shakespeare's poetry and plays, with attention to Shakespeare's language, dramatic art, and historical context.

Prerequisite: ENG 1200

+ @ ENG 6400 – ADVENTURE LITERATURE (3 crs. 3 hrs.)

Writings about American identity through the lens of adventure and exploration. Readings will include short stories, travel essays, humor pieces, and poetry.

Prerequisite: ENG 1200

+ @ ENG 6500 – LITERATURE AND FILM (3 crs. 3 hrs.)

How literature is interrelated with film, explored through analysis of fictional works and their film treatments.

Prerequisite: ENG 1200

+ @ ENG 6600 – LITERATURE AND HUMAN BEHAVIOR (3 crs. 3 hrs.)

Imaginative literature as a source of insight into human psychology. Works include classics of world literature in a range of genres.

Prerequisite: ENG 1200

+ @ ENG 6700 – WOMEN AND LITERATURE (3 crs. 3 hrs.)

An exploration of selected themes of women writers, including a range of forms—fiction, drama, poetry, and memoir—in both literary and popular styles.

Prerequisite: ENG 1200

+ @ ENG 6800 – GOTHIC AND HORROR FICTION (3 crs. 3 hrs.)

Survey of British and American Gothic and horror literature, including short stories, novels, and narrative poetry.

Analysis of Gothic trappings and creatures such as vampires and werewolves as they appear in literature.

Prerequisite: ENG 1200

+ @ ENG 7300 – THEMES IN AMERICAN LITERATURE I: BEGINNINGS TO 1865 (3 crs. 3 hrs.)

A survey of American literature and literary history from early America through the Civil War, focusing on the historical, philosophical, religious and literary forces that shaped American life.

Prerequisite: ENG 1200

+ @ ENG 7400 – THEMES IN AMERICAN LITERATURE II: 1865 TO PRESENT (3 crs. 3 hrs.)

A survey of American literature and literary history from the end of the Civil War to the present. Consideration of many well-known writers (James, Hemingway, and Frost) as well as writings by women, Native Americans, Latinos and African Americans. Students will acquire a greater comprehension of the historical, philosophical, political, religious and literary forces that shaped American life during this period. Questions of what America represents and how it is represented in literary texts and history will be discussed.

Prerequisite: ENG 1200

+ @ ENG 7700 – THE ROOTS OF AFRICAN-AMERICAN LITERATURE (3 crs. 3 hrs.)

Analysis and study of black literature in the United States and study of its history and development to 1950.
Prerequisite: ENG 1200

+ @ ENG 7800 – CONTEMPORARY AFRICAN-AMERICAN LITERATURE (3 crs. 3 hrs.)

Development and study of black literature in the United States from 1950 to the present.
Prerequisite: ENG 1200

ENG 81XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of English is developed individually between student and faculty member and must be approved by the Department.

ENG 82XX – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

COLLEGE NOW

~ ESL BW100 – FOUNDATIONS FOR COLLEGE-LEVEL READING AND WRITING FOR ESL STUDENTS, 1 (0 crs. 4 hrs.)

Low intermediate portfolio-based course designed to help students develop the fluency, focus, analytical and organizational skills needed to become successful college writers. Readings are from various multi-cultural genres and of varying lengths. First part of a two-semester course sequence.

Prerequisite: Students must be designated as ESL

~ ESL BW200 – FOUNDATIONS FOR COLLEGE-LEVEL READING AND WRITING FOR ESL STUDENTS, 2 (0 crs. 4 hrs.)

High intermediate/advanced portfolio-based course that is the second part of a two-semester course sequence designed to develop reading competence and writing fluency in students with English as a second language.

Prerequisite: Students must be designated as ESL.

~ ENG BW00: FOUNDATIONS FOR COLLEGE-LEVEL WRITING (0 crs. 4 hrs.)

A portfolio-based course that develops thinking skills and competency in reading and writing needed for both high school exit and college entrance English classrooms.

~ ENG W100 – INTENSIVE WRITING 1 (0 crs. 2 hrs.)

Development of critical thinking and writing skills needed for freshman-level college coursework. Students create portfolios based on freshman-level reading assignments in the sciences.

Corequisite: Students are urged to participate in a 3-credit College Now course.

~ ENG W200 – INTENSIVE WRITING 2 (0 crs. 2 hrs.)

Course builds on the work of ENG 0W100. Based on readings in psychology, students develop advanced critical thinking and writing skills required for success in English classes during and beyond the freshman year.

Corequisite: Students are urged to participate in a 3-credit College Now course.

JOURNALISM

+ JRL 3100 – BASIC JOURNALISM (3 crs. 3 hrs.)

Introductory course on the history of journalism: writing leads, rewrites, reporting, hard news stories, covering beats, copy preparation, research, operation of a campus newspaper, special interests.

Pre or corequisite: ENG 1200

JRL 3200 – ADVANCED JOURNALISM (3 crs. 3 hrs.)

Further study of newspaper techniques: advanced research, in-depth coverage, interviews, sidebars, profiles, basic reviews, writing styles, headlines and typefaces, copy reading and proofreading, editorials, freedom of the press, legalities.

Prerequisite: JRL 3100

JRL 4400 – FEATURE AND MAGAZINE WRITING (3 crs. 3 hrs.)

The techniques of writing feature news stories that require understanding basic news writing combined with the ability to utilize the creative approach contained in human interest stories.

Prerequisite: JRL 3100

Studies are supplemented each week by required small group instruction in the Reading and Writing Center.

~ Developmental Course

@ Appropriate writing assignments

+ Basic Course

A.S. Degree: JOURNALISM AND PRINT MEDIA

Requirements – page 59

FOREIGN LANGUAGES DEPARTMENT

Room E-309A• ext. . 5403

Alfredo Munoz Alarcon, *Lecturer*

Maria Hernández, *Associate Professor*

Frantz A. Leconte, *Professor*

Eduardo Lolo, *Professor*

Joachim Oppenheim, *Lecturer*

Alfonso García Osuna, *Professor and Chairperson*

Gloria Pollack, *Professor*

Angela Toscano, *Lecturer*

ALL BASIC FOREIGN LANGUAGE COURSES MEET GROUP II OR GROUP A GENERAL EDUCATION REQUIREMENTS FOR ALL DEGREES UNLESS OTHERWISE NOTED.

ARABIC

ARB 100 – ELEMENTARY ARABIC I (4 crs. 4 hrs.)

Basic speaking, listening, reading and writing Arabic. Through use of spoken and written sources, students will become acquainted with the sounds, alphabet, vocabulary, grammar and structure of the language. Use of laboratory and audio-visual materials to foster conversation and comprehension skills. **Course fulfills Group A and Group I General Education Requirements.** (This course was previously called ARB 8201.)

ARB 200 – ELEMENTARY ARABIC II (4 crs. 4 hrs.)

Continuation in basic speaking, listening, reading and writing Arabic. Use of spoken and written sources of the sounds, alphabet, vocabulary, grammar and structure of the language. Use of Laboratory and audio-visual materials to foster conversation and comprehension skills in Arabic.

Course fulfills Group A and Group I General Education Requirements. (This course was previously called ARB 08202.)

Prerequisite: ARB 100 or Department permission

ARB 300 – INTERMEDIATE ARABIC I (3 crs. 3 hrs.)

Continuation of the development of reading and writing skills in the language through the use of suitable passages on key themes in Arabic culture and society. Students will actively engage with spoken and written source material from the Arab world. Audio-visual materials will be used to foster conversation and comprehension skills in the language. **Course fulfills Group A and Group I General Education Requirements.**

Prerequisite: ARB 200 or permission of instructor

ARB 400 – INTERMEDIATE ARABIC II (3 crs. 3 hrs.)

Continuation of the development of reading and writing skills in the language through use of suitable passages on key themes in Arabic culture and society. Students will likely engage with spoken and written source material from the Arab world. Audio-visual materials will be used to foster conversation and comprehension skills in the language. **Course fulfills Group A and Group I General Education Requirements.**

Prerequisite: ARB 300 or Department permission

CHINESE

+ CHI 100 – ELEMENTARY CHINESE I (4 crs. 4 hrs.)

Introduction to Mandarin for students with no previous training in the language. Emphasis on pronunciation and basic sentence structure for conversational Chinese using the pinyin Romanization system. The Chinese writing system in simplified characters also introduced for reading purposes. **NOTE: Not open to native speakers.**

+ CHI 200 – ELEMENTARY CHINESE II (4 crs. 4 hrs.)

One-year course in Mandarin for students with no previous training in the language. Further development of skills for conversing in Chinese. Emphasis on the learning of basic pronunciation, reading and writing are taught in characters.

Prerequisite: CH 100

+ CHI 82XX – (4 crs. 4 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

FRENCH

+ FR 100 – ELEMENTARY FRENCH I (4 crs. 4 hrs.)

For students with no previous training in the language, or, as indicated by the Language Placement Examination score. Emphasis on correct pronunciation through intensive oral practice, use of the language laboratory and audio-visual materials, acquisition of basic vocabulary and the elements of grammar for conversation, comprehension, reading and writing. **NOTE: Not open to native speakers.**

+ FR 200 – ELEMENTARY FRENCH II (4 crs. 4 hrs.)

Further development of language skills, comprehension, speaking, reading and writing.

Prerequisite: FR 100 or acceptable Language Placement Examination score

+ FR 300 – INTERMEDIATE FRENCH I (3 crs. 3 hrs.)

Progressive development of language skills, based on foundations established in elementary French. Grammar review supplemented by readings of modern French literature.

Prerequisite: FR 200 or acceptable Language Placement Examination score

FR 400 – INTERMEDIATE FRENCH II (3 crs. 3 hrs.)

Advanced grammar, composition and reading of modern French authors.

Prerequisite: FR 300 or acceptable Language Placement Examination score

+ FR 2200 – FRENCH CONVERSATION (3 crs. 3 hrs.)

Practice in conversational patterns and basic vocabulary leading to fluency in everyday situations.

Prerequisite: FR 00100 or acceptable Language Placement Examination score

FR 5700 – HAITIAN CULTURE AND CIVILIZATION (3 crs. 3 hrs.)

Chronological study of major trends and developments in Haitian culture and civilization from Columbus to the present. Political, literary and artistic movements, significant historical and intellectual figures and various areas of Haiti included. Instruction is in English.

FR 81XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of French is developed individually between student and faculty member and must be approved by the Department.

FR 82XX – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

HEBREW

+ HEB 100 – ELEMENTARY HEBREW I (4 crs. 4 hrs.)

For students with no previous training in the language, or, as indicated by the Language Placement Examination score. Emphasis on correct pronunciation through intensive oral practice, use of language laboratory and audio-visual materials, acquisition of basic vocabulary and the elements of grammar for conversation comprehension, reading and writing. **NOTE: Not open to native speakers.**

+ HEB 200 – ELEMENTARY HEBREW II (4 crs. 4 hrs.)

Further development of language skills, comprehension, speaking, reading, and writing.

Prerequisite: HEB 100 or acceptable Language Placement Examination score or two years of high school Hebrew or equivalent.

+ HEB 300 – INTERMEDIATE HEBREW I (3 crs. 3 hrs.)

Progressive development of language skills, based on the foundations established in elementary Hebrew. Grammar review supplemented by readings of modern Hebrew literature.

Prerequisite: HEB 200 or acceptable Language Placement Examination score or three years of high school Hebrew or equivalent.

+ HEB 3000 – HEBREW LITERATURE IN TRANSLATION I (3 crs. 3 hrs.)

Designed for non-Hebrew speaking students, course stresses reading and analysis of Hebrew classics in cultural and historical context. All readings and discussions in English.

HEB 3100 – HEBREW LITERATURE IN TRANSLATION II (3 crs. 3 hrs.)

Emergence of Hebrew writers in the modern world. Emphasis is on the main literary personalities of the 19th and early 20th centuries. Designed for non-Hebrew speaking students, all readings and discussions are in English.

HEB 81XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Hebrew is developed individually between student and faculty member and must be approved by the Department.

HEB 82XX – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

ITALIAN

+ IT 100 – ELEMENTARY ITALIAN I (4 crs. 4 hrs.)

For students with no previous training in the language, or, as indicated by the Language Placement Examination score. Emphasis on correct pronunciation through intensive oral practice, use of the language laboratory and audio-visual materials, acquisition of basic vocabulary and the elements of grammar for conversation, comprehension, reading and writing. **NOTE: Not open to native speakers.**

+ IT 200 – ELEMENTARY ITALIAN II (4 crs. 4 hrs.)

Further development of language skills, comprehension, speaking, reading and writing.
Prerequisite: IT 100 or acceptable Language Placement Examination score

+ IT 300 – INTERMEDIATE ITALIAN I (3 crs. 3 hrs.)

Progressive development of language skills, based on foundations established in elementary Italian. Grammar review supplemented by readings of modern Italian literature.
Prerequisite: IT 200 or acceptable Language Placement Examination score

IT 400 – INTERMEDIATE ITALIAN II (3 crs. 3 hrs.)

Advanced grammar, composition and reading of modern Italian authors.
Prerequisite: IT 300 or acceptable Language Placement Examination score

+ IT 2200 – ITALIAN CONVERSATION (3 crs. 3 hrs.)

Practice in conversation on an elementary level. Emphasis on the vocabulary and idioms of everyday usage.
Prerequisite: IT 100 or equivalent

+ IT 3000 – LITERATURE IN TRANSLATION (3 crs. 3 hrs.)

For non-Italian speaking students, course includes reading and analysis of representative works of Italian literature in their cultural and historical context. Reading and discussion in English.
Prerequisite: ENG 1200

IT 7000 – ITALIAN CINEMA (3 crs. 3 hrs.)

History of Italian Cinema from the silent era and Fascist period to the present, with emphasis on postwar neorealism and the major directors of the sixties and seventies. Films in Italian with English subtitles. Instruction is in English.
Does not meet Group II General Education requirement.

Prerequisite: ENG 1200

IT 81XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Italian is developed individually between student and faculty member and must be approved by the Department.

IT 82XX – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

SPANISH

+ SPA 100 – ELEMENTARY SPANISH I (4 crs. 4 hrs.)

For students with no previous training in the language, or, as indicated by the Language Placement Examination score. Emphasis on correct pronunciation through intensive oral practice, use of language laboratory and audio-visual materials, acquisition of basic vocabulary and the elements of grammar for conversation, comprehension, reading and writing. **NOTE: Not open to native speakers.**

+ SPA 200 – ELEMENTARY SPANISH II (4 crs. 4 hrs.)

Further development language skills, comprehension, speaking, reading and writing.
Prerequisite: SPA 100 or acceptable Language Placement Examination score

+ SPA 300 – INTERMEDIATE SPANISH (3 crs. 3 hrs.)

Progressive development of language skills, based on foundations established in elementary Spanish. Grammar review is supplemented by readings of modern Spanish literature.
Prerequisite: SPA 200 or acceptable Language Placement Examination score

SPA 400 – READINGS IN HISPANIC LITERATURE (3 crs. 3 hrs.)

Advanced grammar and composition through selected readings in Hispanic literature.
Prerequisite: SPA 300 or acceptable Language Placement Examination score

+ SPA 1100 – SPANISH FOR TEACHERS I (4 crs. 4 hrs.)

Teachers are introduced to Spanish language fundamentals. Development of basic conversational ability, grammar patterns, understanding writing and reading through intensive practice in the classroom. Language lab drills use computer software, audio-visual and musical materials. Different approaches for teaching Spanish to children.
Open to teachers only or Department permission.

SPA 1200 – SPANISH FOR TEACHERS II (4 crs. 4 hrs.)

Further development of Spanish language skills for teachers includes: study of basic grammatical patterns; development and acquisition of new vocabulary; ample utilization of language lab and classroom drills; use of computer software, audio-visual and musical materials. Various approaches for teaching Spanish to children.
Open to teachers only or Department permission.
Prerequisite: SPA 1100 or equivalent

+ SPA 1700 – INTENSIVE REVIEW OF SPANISH GRAMMAR (3 crs. 4 hrs. – 1 equated cr.)

For students who have had three or more years of high school Spanish but have not studied the language for a substantial period of time, or for Spanish native speakers with limited formal training in the language.
Prerequisite: Acceptable Language Placement Examination score

+ SPA 1800 – PROPER MODELS OF SPANISH GRAMMAR AND CONVERSATION FOR NATIVE SPEAKERS (3 crs. 3 hrs.)

For Spanish-speaking students, stress on improvement of reading and writing skills.
Prerequisites: Native conversational ability, acceptable Language Placement Examination score and Department permission

+ SPA 2200 – ELEMENTARY SPANISH CONVERSATION (3 crs. 3 hrs.)

Basic conversational skills for students who wish to use Spanish language to communicate with Spanish speaking people.
Prerequisite: SPA 200 or three years of high school Spanish or Department permission

+ SPA 3000 – READINGS IN PENINSULAR SPANISH LITERATURE IN TRANSLATION (3 crs. 3 hrs.)

A study, analysis and discussion of the most outstanding literary productions of Spain, from the Middle Ages to contemporary texts. The course will be taught entirely in English.
Pre or corequisite: ENG 1200

+ SPA 3100 – READINGS in SPANISH-AMERICAN LITERATURE IN TRANSLATION (3 crs. 3 hrs.)

For students who wish to explore the high points of Spanish-American literature. Instruction is entirely in English. **Open to all students.**

+ SPA 3300 – INTERMEDIATE SPANISH CONVERSATION (3 crs. 3 hrs.)

Intensive practice in spoken Spanish for students who wish to use the language to communicate with Spanish speaking people and students of Spanish in familiar situations.
Prerequisites: SPA 200, 2200 or Department permission

+ SPA 3400 – SPANISH AMERICA: CULTURE, ART AND MUSIC (3 crs. 3 hrs.)

Outstanding facets of Spanish-American culture, includes all important historic, political, literary and artistic movements, individuals, ideas and periods. Grammar, literature and composition emphasized through reading selected representative authors and works of each period.

Instruction is in both Spanish and English.

Prerequisite: SPA 400 or 1800 or Department permission.

+ SPA 3500 – THE CONTEMPORARY LATIN AMERICAN SHORT STORY (3 crs. 3 hrs.)

A study of contemporary Latin American culture as revealed in the short story genre. Examining texts in translation will reveal the elements in the writing which combine to create their particular qualities. The course will be taught entirely in English.
Prerequisite: ENG 1200

+ SPA 3600 – SPANISH SYNTAX AND COMPOSITION (3 crs. 3 hrs.)

To improve and reinforce student skills, orthography, vocabulary, syntax, analytical writing and stylistics are stressed.
Prerequisite: SPA 1800 or acceptable Language Placement Examination score

SPA 4400 – ADVANCED SPANISH CONVERSATION (3 crs. 3 hrs.)

For students who wish to speak fluently and correctly in current idiom. Intensive practice and group discussions on general and cultural topics. Through study of selected short fiction, brief plays and journalistic materials from well known authors, students enlarge vocabulary, knowledge of native idiomatic expressions and literary concept.
Prerequisite: SPA 300 or Department permission

SPA 5300 – SPANISH-AMERICAN LITERATURE (3 crs. 3 hrs.)

Survey of the significant literary production of Spanish America from colonial beginnings to the present, with special attention to major authors of the 20th century.
Instruction is in Spanish.
Prerequisite: SPA 400 or equivalent or Department permission.

SPA 5500 – HISTORY AND CIVILIZATION OF SPAIN (3 crs. 3 hrs.)

Chronological study of major Spanish historical trends and developments to the present. Political, literary and artistic movements, highlight important individuals, ideas and periods are examined as selected texts representative of each period are read. **Instruction is in Spanish and English.**

SPA 7000 – SPANISH CINEMA (3 crs. 3 hrs.)

Study of the best films and film scripts in the Spanish cinema. Instruction is in English with a view toward developing appreciation of the history, art and aesthetics of the Spanish cinema and increasing Spanish language experience. **Does not meet Group II or A General Education requirement.**

**SPA 7100 – PUERTO RICAN FOLKLORE
(3 crs. 3 hrs.)**

Study of folkloric compositions of the Puerto Rican people in all forms—literary, musical, superstitions, etc; their sources and formation as influenced by all three cultural groups in Puerto Rican history: Indian, Spanish, and Black, and how they influence the Puerto Rican of today. Instruction is in Spanish and English.

**SPA 7400 – LATIN AMERICAN CINEMA
(3 crs. 3 hrs.)**

Exploration of the culture of Latin America through film. All films are subtitled in English and the course will be taught entirely in English.

Does not meet Group II or A General Education requirement.

SPA 81XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Spanish is developed individually between student and faculty member and must be approved by the Department.

SPA 82XX – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

YIDDISH**YD 3000 – YIDDISH LITERATURE IN
TRANSLATION (3 crs. 3 hrs.)**

The emergence of Yiddish writers in the modern world. Emphasis is on the main literary personalities and their major contributions. Designed for non-Yiddish speaking students. All readings and discussions are in English. Pre or corequisite: ENG 1200

YD 82XX (1-3 crs. 1-3 hrs)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for maximum of two semesters.

+ Basic Course

**HEALTH, PHYSICAL EDUCATION AND
RECREATION DEPARTMENT**

Room G-201 • ext. . 5696

Rebecca Arliss, *Professor, Co-Director, Community Health Program*

Michele Bracco, *Lecturer*

Herman Charles, *Assistant Professor*

Christine Fey, *Lecturer, Director of Exercise Science/ Personal Training*

Juan Franquiz, *Lecturer*

Ronald Gerwin, *Professor*

Walter Hanula, *College Laboratory Technician*

Donald Hume, *Associate Professor and Chairperson*

David Lawson, *College Laboratory Technician*

Gail R. Levine, *Associate Professor*

Jose Nanin, *Associate Professor, Co-Director, Community Health Program*

Louis Shor, *Assistant Professor*

Nicholas Skirka, *Professor, Co-Director, Physical Education, Recreation and Recreation Therapy*

Silvea Thomas, *Professor*

COMMUNITY HEALTH**+ COH 1100 – INTRODUCTION TO COMMUNITY
HEALTH SERVICES (3 crs. 3 hrs)**

The determinants of health and the relationship between health and human behavior, including cultural, social, psychological and ethical issues are analyzed for their impact on illness behavior and quality of life.

**+ COH 1200 – CRITICAL ISSUES IN COMMUNITY
HEALTH (3 crs. 3 hrs.)**

Ethical, social, legal and scientific issues underlying today's health problems. Students evaluate and relate basic health facts and concepts to critical health issues.

+ COH 1300 – EPIDEMIOLOGY (3 crs. 3 hrs.)

Introduction to factors which determine occurrence of disease in populations. Applies basic principles to disease prevention and health promotion at institution and community levels.

Prerequisite: Passing score on the COMPASS Math Skills Exam or the equivalent.

**+ COH 1400 – PRINCIPLES OF COMMUNITY
HEALTH EDUCATION (3 crs. 3 hrs.)**

Introduction to the profession of health education, its code of ethics, scope and future. Overview of learning and behavior change theories, health education and promotion core competencies, and strategies and interventions for protecting and promoting community health.

COH 2000 – COMMUNITY HEALTH INTERVENTIONS (3 crs. 3 hrs.)

Intervention strategies that promote and protect community health, including education, outreach, community organizing, advocacy, and health communication campaigns.

COH 91E1 – FIELD EXPERIENCE IN COMMUNITY HEALTH (3 crs. 1 class hour plus 100 field hours)

Under Agency and Department supervision working in the field (100 hours are required), students broaden knowledge and deepen understanding of current Community Health issues. They work on Community Health problems, meet experienced professionals, familiarize themselves with the practices and methods used to ensure and protect the community and experience the “real life” challenges of the Community Health professional. Prerequisites: COH 1100, COH 1200, COH 1300 and COH 2000 or Department permission.

EXERCISE SCIENCE AND PERSONAL TRAINING

EXS 900 – INTRODUCTION TO PERSONAL TRAINING (3 crs. 3 hrs.)

This course is the introduction course to the Personal Training major. All aspects of personal training will be covered, including the necessary qualifications and responsibilities of a trainer, the various job opportunities that are available, legal considerations, psychological and motivational factors in working with different types of individuals, and how to set up and run a personal training business. **Open to all students.**

EXS 1000 – KINESIOLOGY OF EXERCISE (3 crs. 3 hrs.)

Mechanical principles of human motion; macroscopic analysis of bones and muscles; joint leverage and limitations; types of muscular contractions and the relationship of muscular efficiency to posture; analysis of motor activities. Prerequisite: BIO 1100

EXS 1100 – PHYSIOLOGY OF EXERCISE (3 crs. 3 hrs.)

The effects of exercise on human body; the foundation of exercise physiology and the application of the physiological principles which govern the science of sport and exercise. Emphasis is on how the cardiovascular and pulmonary systems work with the muscular system and the development of safe and productive physical training programs. Prerequisite: BIO 1100

EXS 1200 – HEALTH RISK APPRAISAL (3 crs. 3 hrs.)

Review of the pathophysiology, medications, and signs and symptoms of selected diseases, disorders and disabilities. Design of safe and effective exercise programs that consider the effects of these conditions and their treatment on the body’s response and adaptation to exercise. Assessment of posture, range of motion, muscular fitness and gait. Pre/Corequisite: EXS 1000

EXS 1300 – FITNESS ASSESSMENT AND PROGRAM DESIGN (3 crs. 3 hrs.)

Methods to assess individual health status and risk factors prior to initiating an exercise program. Techniques for assessing the components of physical fitness, including cardiorespiratory endurance, muscular fitness, flexibility and body composition. Using objective and subjective information, design safe and effective exercise programs for apparently healthy adults. Pre/Corequisite: EXS 1000

EXS 1500 – MUSCULAR FITNESS TECHNIQUES (3 crs. 3 hrs.)

Methods and techniques for designing and implementing muscular fitness training programs, the use of various modalities designed for improving muscular fitness and how to effectively teach others on the proper use of equipment or the performance of an exercise. Prerequisite: EXS 1000

EXS 91X6 – FIELD EXPERIENCE IN EXERCISE SCIENCE (3 crs. 1 class hour plus 100 field hours)

Supervised fieldwork in a commercial, corporate or cardiac rehabilitation fitness center. **Open only to Exercise Science majors.** Hours to be arranged by Department. Prerequisite: EXS 900, EXS 1000, EXS 1100, EXS 1200, EXS 1300 and EXS 1500

HEALTH EDUCATION

+ HPE 1200 – CONCEPTS OF WELLNESS (3 crs. 3 hrs.)

This fundamental course covers a broad spectrum of health-related topics to make students aware of the causes of mental and physical illnesses and their prevention, and demonstrates how lifestyle, perceptions, and decisions affect health. Guidelines and criteria presented to determine good mental, emotional, and physical health. Opportunities for personal assessment. **HPE 1200 REQUIRED OF ALL students except students majoring in Nursing, Physical Therapy Assistant, Surgical Technology and Maritime Technology.**

+ HPE 1500 – FITNESS ASSESSMENT AND PRESCRIPTION (2 crs. 3 hrs.)

Principles of physical fitness are taught. Students undergo a battery of fitness tests and develop a personal fitness program.

HE 1400 – CRITICAL ISSUES IN PERSONAL HEALTH (1 cr. 2 hrs.)

Critical health issues from chronic diseases such as cancer, cardiovascular disease, and diabetes mellitus, to communicable diseases such as human immunodeficiency virus and other sexually transmitted infections. Students analyze the role of health risk behaviors in the development of disease, injury and disability, and design a personal wellness plan for health promotion.

+ HE 2000 – COMMUNITY CPR (1 cr. 1 hr.)

Knowledge and basic skills necessary to meet respiratory and cardiac emergencies in adults, children and infants. Upon successful completion of this course, students will receive the American Red Cross Certificate for Community CPR.

HE 2100 – EMERGENCY CARDIAC CARE (1 cr. 1 hr.)

Knowledge and skill required to meet cardiac emergencies including Adult CPR and use of the automated external defibrillator. Upon successful completion, students will receive the Red Cross Certificate for Adult CPR and AED.

+ HE 3300 – STRESS MANAGEMENT (2 crs. 2 hrs.)

To help students understand and cope more effectively with stress in their daily lives, course topics include: causes, components and consequences of stress; how to measure stress; strategies/techniques to control stress.

HE 3400 – SURVEY OF HOLISTIC HEALTH CARE (2 crs. 2 hrs.)

Investigation of popular alternative health care therapies including mind/body interventions, manual healing, diet, nutrition and lifestyle changes, with an emphasis on understanding the theory, research, materials, and methodologies that underlie these different approaches to healing and wellness.

+ HE 3500 – FIRST AID AND PERSONAL SAFETY (2 crs. 2 hrs.)

Principles for first aid and personal safety in terms of theory and practice of first aid procedures. Qualified students receive American Red Cross Certification. Course fulfills the safety and first aid requirement for those contemplating a teaching career.

HE 3800 – WOMEN'S HEALTH ISSUES (3 crs. 3 hrs.)

A comprehensive exploration of current health issues and their specific impact on women. The health concerns for each developmental phase of a woman's life are covered, with an emphasis on behaviors that can enhance wellness.

+ HE 4000 – DRUGS: THE INDIVIDUAL AND SOCIETY (3 crs. 3 hrs.)

Provides students with an opportunity to gain a deeper perspective into the psychology of the dependent personality, reasons for drug use, misuse, abuse, and possible solutions.

HE 4200 – HEALTH AND NUTRITION (3 crs. 3 hrs.)

The role of nutrition in disease prevention and health promotion as outlined in the Surgeon General's report to the nation, Healthy People 2010. Students analyze the research linking foods, nutrients, phytochemicals, supplements, and herbs to the leading causes of morbidity in the United States. Students will design an optimal nutritional plan for lifelong wellness.

+ HE 5000 – WEIGHT MANAGEMENT (3 crs. 3 hrs.)

Students will design a weight management program that emphasizes healthy food choices and consistent patterns of physical activity. Behavioral self-monitoring logs and in-class physical activity included.

+ HE 5200 – HUMAN SEXUALITY (3 crs. 3 hrs.)

Information on the biological basis of sex, sexual behavior, attitudes and values, sexual problems, sex therapy, and the social, cultural and ethical aspects of sexuality.

+ HE 5400 – MEN'S HEALTH ISSUES (3 crs. 3 hrs.)

Examination of men's health from multiple perspectives, historical and current. The impact of men's attitudes on health issues is emphasized. Men's health issues across the lifespan are addressed.

HE 82XX – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

PHYSICAL EDUCATION**Course Information**

All Physical Education courses include the fundamental development of specifically related rules and history, skills and techniques, strategy and game experience. Fitness and lifetime carry-over values are inherent within course content. No credit will be given for repeating a course previously passed.

PLEASE NOTE: Neither the college nor the department assumes any responsibility for students' participation in physical education or in athletics. **Students, faculty and staff participate at their own risk.** All Physical Education, athletic, and recreation participants are strongly advised to have a medical check-up before participating in physical activities, and to follow the advice of their own physicians. Medical report forms are available in the Health Services Office in room A-108.

CO-EDUCATIONAL ACTIVITIES**+ PEC 200 – WALK, JOG, RUN (1 cr. 2 hrs.)**

Introduction to the principles and practices for assessing and improving cardiovascular fitness.

+ PEC 400 – TRAINING WITH WEIGHTS (1 cr. 2 hrs.)

Study of weight training techniques to increase muscle strength and endurance in relation to various sports activities and to improve physical appearance.

+ PEC 500 – BODY BUILDING (1 cr. 2 hrs.)

Increases knowledge and appreciation of the physical attributes involved in body building. Course covers beginning, intermediate and advanced training techniques to increase muscular strength, muscular endurance, flexibility, and to improve physical appearance as desired.

+ PEC 600 – PHYSIOLOGICAL FITNESS AND DEVELOPMENT: TRAINING WITH WEIGHTS (2 crs. 3 hrs.)

To increase muscle strength, endurance and cardio-respiratory efficiency, students learn to create individualized exercise prescriptions based on specific physiological needs. The anatomy and kinesiology of the systems and muscles unique to weight training are discussed. **Students who completed PEC 400 will not receive credit for this course.**

+ PEC 1100 – BEGINNING TENNIS (1 cr. 2 hrs.)

Basic tennis skills develop appreciation of tennis as a life-time sport. Students learn forehand and backhand drives, Beginner's Serve, service return, volley, rules of the singles and doubles game and an understanding of fundamental techniques and basic strategies. **Students must supply their own rackets and tennis balls.**

PEC 1200 – TENNIS 3 (1 cr. 2 hrs.)

Introduction to intermediate tennis skills: the lob, mid-court volley, flat and slice serves, ball spin, and use of offensive strategy in competition. **Students must supply their own rackets and tennis balls.**
Prerequisite: PEC 01100 or previous tennis experience or Department permission

+ PEC 1700 – BASIC VOLLEYBALL (1 cr. 2 hrs.)

Beginner-intermediate level: rules, basic individual skills, offensive/defensive systems, team coordination, training, conditioning, prevention of injury, evaluation of performance.

PEC 1900 – AEROBIC DANCE (1 cr. 2 hrs.)

A fitness program that combines vigorous calisthenics exercises with dance steps to music for improved cardiovascular endurance, muscles toning and flexibility.

+ PEC 2000 – BEGINNER'S BALLET (1 cr. 2 hrs.)

Introduction to the principles and techniques inherent in the art of classical ballet. Includes Exercises and movement combinations leading to body alignment, endurance, strength, and fluidity of movement.

+ PEC 2500 – TAI CHI CH'UAN (1 cr. 2 hrs.)

The principles and practices of Tai Chi Ch'uan will be presented and practiced for the purpose of exercise, meditation, self-defense and increased overall wellness.

+ PEC 2600 – GOLF (1 cr. 2 hrs.)

Emphasis is on mechanics of movement involved in the performance of the following basic fundamental skills: Basic Swing, Short and Long Irons, Woods, and Putting.

+ PEC 2700 – BEGINNING KARATE AND SELF-DEFENSE (1 cr. 2 hrs.)

Introduction to formal Karate and practical self-defense techniques. History and background, fundamental stances, blocks, punches, kicks, conditioning, safety, methods of avoidance and personal self-defense movements, oriental tradition (Karate costumes, respect and Buddhist philosophy).

+ PEC 2900 – INTRODUCTION TO HATHA YOGA (1 cr. 2 hrs.)

Introduction to the conceptual framework of Hatha Yoga, and the development of students' capacity to perform physical, breathing, concentration, and relaxation exercises.

+ PEC 3000 – SWIMMING FOR NON-SWIMMERS AND BEGINNERS (1 cr. 2 hrs.)

Basic skills to swim properly. Special attention given to non-swimmers who will learn in shallow water. At the end of the course, students will be able to jump or dive into the water, swim in a prone position and on the back.

PEC 3100 – LIFE GUARDING (1 cr. 2 hrs.)

The knowledge and skills necessary to safely assist, and/or effect water rescues, and supervise swimmers in a safe environment. At the conclusion of the course, students will be able to pass both written examination and skills test.
Pre or corequisites: Swimming skills equivalent to American Red Cross Swimmer Course, Standard First and CPR skills.

PEC 3200 – WATER SAFETY INSTRUCTOR (1 cr. 2 hrs.)

The skills necessary to teach swimming and water safety courses as offered by the American Red Cross. At the conclusion students will be able to pass both a written examination and a skills test.
Prerequisites: Valid American Red Cross Advanced Lifesaving Certificate and either an American Red Cross Swimmer Certificate or the ability to perform skills in the swimmer course

PEC 3300 – SWIMMING FOR FITNESS (1 cr. 2 hrs.)

An opportunity to improve cardiovascular fitness. Emphasis is on swimming efficiently and on swimming long distances. **Limited to Deep-Water Swimmers.**

PEC 3400 – BASICS OF MODERN WESTERN SQUARE DANCING (1 cr. 2 hrs.)

Survey of different forms of American folk dancing including modern western square dancing, traditional, country/western line and mixer dancing.

+PEC 3800 – MODERN DANCE TECHNIQUES (1 cr. 2 hrs.)

The fundamental principles of various schools of modern dance. Includes analysis of movement, conditioning techniques, and basic combinations.

+PEC 3900 – MODERN DANCE COMPOSITION (1 cr. 2 hrs.)

Ideas and movement forms: systematic creativity through improvisation studies, formal compositions, and critical appraisal presented through experimentations with time, space, rhythm and correlations to art, poetry and music.

+ PEC 4000 – PHYSICAL EDUCATION FOR MATURE ADULTS (1 cr. 2 hrs.)

For individuals who have not exercised in years and would like to start again. How to get started and what to do.

PEC 4100 – INTERMEDIATE SWIMMING (1 cr. 2 hrs.)

The elements of good swimming and a variety of skills are taught. Students practice parts of strokes as well as whole stroking movements.

Prerequisite: Ability to swim safely in deep water.

PEC 4400 – TENNIS 2 (1 cr. 2 hrs.)

Course reviews basic tennis skills: ready position, forehand stroke, backhand stroke, serve and volley. Students will receive an evaluation and individualized instruction.

Prerequisite: PEC 1100

PEC 4500 – TENNIS 4 (1 cr. 2 hrs.)

Course reviews intermediate tennis skills, including: Eastern forehand, semi-Western forehand, Western forehand stroke, top spin, and strategy for singles and doubles play. Students will receive an evaluation and individualized instruction.

Prerequisite: PEC 1200

PEC 5600 – PILATES SYSTEM OF EXERCISE (1 cr. 2 hrs.)

Introduction to a progressive series of exercises based on Joseph H. Pilates' method of conditioning the body. It accommodates all fitness levels to increase muscle strength, flexibility and balance of the entire body.

PEC 6400 – DEEP WATER EXERCISE FOR FITNESS (1 cr. 2 hrs.)

Introduction to the components of fitness achieved through the utilization of non-impact movements performed in deep water. The development of muscular strengths, flexibility and increased aerobic capacity will be stressed as students work in a non-impact exercise environment.

Prerequisite: Each student will be required to swim 25 meters (1 lap) and demonstrate the ability to stay afloat by treading water for a two-minute time period.

PEC 6500 – AQUA EXERCISE (1 cr. 2 hrs.)

An overview of the scope of fitness attainable from a regulated program of exercising in water. Development of muscular strength, flexibility and increased aerobic capacity (endurance) is stressed in aqua aerobics and water exercise.

PEC 6600 – INTERMEDIATE YOGA (1 cr. 2 hrs.)

Techniques for deepening one's practice of classical yoga postures; exploring various lineages, styles and traditions of Yoga including Iyengar, Ashtanga and Vinyasa; posture variations, backbends and inversions, intermediate pranayama (breathing) techniques and the use of yoga props.

Prerequisites: PEC 2900 or PEC 82XX or permission of instructor

PEC 6700 – YOGA AND MEDITATION (2 crs. 2 hrs.)

Application of the fundamental principles of yoga and meditation. An overview of the philosophy and psychology of yoga and meditation; an understanding of asanas and chakras; an explanation for the contraindications for certain asanas or meditative techniques; and a review of physical and psychological health conditions that may derive significant benefit from yoga and meditation.

Prerequisite: PEC 2900 or other yoga experience with permission of instructor

PEC 82XX – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

THE FOLLOWING PEM AND PEW COURSES MEET FOR TWO (2) HOURS A WEEK AND EARN ONE (1) CREDIT EACH SEMESTER.

MEN'S ACTIVITIES**+ PEM 200 – BASEBALL (Spring)**

To develop individual and team techniques involved in "College Baseball." Conditioning, sportsmanship, team play, appreciation of the game and its rules, and other benefits.

+ PEM 500 – BASKETBALL TECHNIQUES

Various aspects of basketball include: basic skills, practice drills, individual and team responsibilities in man-to-man and zone defenses, offenses against man-to-man and zone defenses, coaching techniques and basketball strategy.

+ PEM 700 – SOCCER TECHNIQUES (Fall)

Soccer, the fastest growing team sport in the country, can be played by both sexes and all ages. Technical development, tactical understanding and appreciation of the popular sport.

PEM 82XX – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

WOMEN’S ACTIVITIES

+ PEW 200 – BASKETBALL

Learn about basketball, develop individual skills required to participate successfully and learn strategies necessary for team play.

+ PEW 2100 – PERSONAL SELF DEFENSE FOR WOMEN (1 cr. 2hrs.)

This course is designed to provide women with the skills necessary for women to protect themselves in violent or potentially violent situations. Women will learn to spot danger before it begins; survival tips for safety problem areas in daily life, strategies for controlling panic and remaining calm, and practical self defense techniques.

+ PEW 600 – SOFTBALL

Throwing, catching, batting and running skills are developed so the game of softball can be played with enjoyment and satisfaction. Strategies of play and rules of the game.

+ PEW 700 – POWER VOLLEYBALL

Introduction to the techniques of a highly skilled game of volleyball called power volleyball, including history, rules, scoring, terminology, general conditioning, individual volleyball skills, team play elements, specific offense and defense tactics.

PHYSICAL EDUCATION, RECREATION AND RECREATION THERAPY (PERRT)

+ RPE 1100 – INTRODUCTION TO RECREATION (3 crs. 3 hrs.)

Historical and philosophical foundations of recreation and leisure, study of institutions providing recreation services, and the socio-economic factors which influence the growth and development of recreation. **For Program Majors only.**

+ RPE 1200 – LEADERSHIP IN RECREATION AND PHYSICAL EDUCATION (3 crs. 3 hrs.)

Leadership, supervision, group dynamics, and proper teaching techniques in leisure services. Additional topics include conflict resolution, behavior management, values and ethics, and risk management.

RPE 1300 – SOCIAL RECREATION (3 crs. 3 hrs.)

How to conduct, plan and program social recreation activities in camps, centers, clubs, institutions and playgrounds. Under supervision, leadership is developed and performance evaluated.

Pre or corequisite: RPE 01100

RPE 1400 – OUTDOOR RECREATION (2 crs. 2 hrs.)

Trends in outdoor recreation, place of the recreation leader in outdoor programs, scope and extent of programs in conservation, camping, aquatics and nature. Weekend camping trip required.

RPE 1500 – SUMMER CAMP LEADERSHIP (2 crs. 2 hrs.)

To prepare as future camp counselors, students examine basic camping philosophy, camping objectives, problems in the camping field, acquire skills and leadership essential in camp life.

+ RPE 1600 – FOLK AND SQUARE DANCE TEACHING TECHNIQUES (2 crs. 2 hrs.)

Folk and square dance basic movement, positions, etiquette and terminology are linked with teaching techniques.

+ RPE 3100 – THERAPEUTIC RECREATION FOR INDIVIDUALS WITH DISABILITIES I (3 crs. 3 hrs.)

The philosophy and history of Therapeutic Recreation (TR). The physical, social and psychological barriers to access as well as the principles of normalization and inclusion. An emphasis on the TR process and provision of a continuum of services based on clients’ needs. Students learn how to adapt activities (e.g., aquatics, arts and crafts, dance) to meet the needs, interests and abilities of individuals with specific disabilities. **For Program Majors only.**

Prerequisites: RPE 1100 and RPE 1200; or COH 1100

+ RPE 3200 – ORGANIZATION AND ADMINISTRATION OF RECREATION PROGRAMS (3 crs. 3 hrs.)

Underlying principles for effective recreation programming, considers operation of recreation facilities, including budget, public relations, records, reports, equipment and evaluation. **For Program Majors only.**

Prerequisites: RPE 1100, RPE 1200, RPE 1600, and RPE 3100
Pre or corequisite: RPE 9152

RPE 3300 – SKILLS IN ARTS AND CRAFTS (2 crs. 2 hrs.)

Opportunities to develop skills with various materials and to teach the use of clay, paper, paint, yarn, wire, soap and wood. Encourages creativity and provides enjoyment for all ages and special groups.

RPE 3400 – METHODS AND MATERIALS IN ARTS AND CRAFTS (3 crs. 3 hrs.)

Develop maximum skill levels in arts and crafts projects. Recreational values in different programs, different techniques necessary for proper presentation of arts and crafts programs to groups of diverse ages and physical abilities; various methods of teaching the developed skills to special groups.

RPE 3500 – THERAPEUTIC RECREATION FOR INDIVIDUALS WITH DISABILITIES II (3 crs. 3 hrs.)

The biopsychosocial approach to understanding the later part of the lifespan and the contribution leisure and recreation make to quality of life. A continuum of services in a range of settings is examined. Students acquire an understanding of normal and abnormal psychological and emotional development. Students learn how to plan recreation programs to meet the needs of the elderly and those with emotional/psychological disorders. **For Program Majors only.**

Prerequisite: RPE 3100 or COH 1100

RPE 3600 – ASSESSMENT PROCESS IN THERAPEUTIC RECREATION (3 crs. 3 hrs.)

Through clinical case simulations and analysis of video-taped interviews with patients, students will gain competency developing individualized treatment goals for patients. Practice in observation, reporting and writing various types of documentation, including parts of the MDS (Minimum Data Set) Plus and other assessments. Assessment as it applies to Long Term Care and Psychiatric populations will also be covered in the course. Pre or corequisites: PSY 1100, REC 3100

RPE 4000 – SPORT AND AMERICAN SOCIETY (3 crs. 3 hrs.)

The development of selected sports as well as related contemporary and controversial issues in America approached from a sociological point of view. Additional topics include economic and media influences, and future trends.

RPE 4500 – ADVANCED ARTS AND CRAFTS (2 crs. 2 hrs.)

To familiarize students with methods of design and decoration, a series of wood projects will be completed as the use of stencil, paint, varnish and hand detailing techniques are mastered.

Pre or corequisite: RPE 3300 or RPE 3400

RPE 7000 – METHODS OF TEACHING FITNESS AND RECREATION ACTIVITIES (3 crs. 3 hrs.)

Develop techniques, methods, skills and philosophy required to teach fitness and recreation activities.

RPE 7200 – EXPLORING LEISURE TO PROMOTE WELLNESS (2 crs. 2 hrs.)

The social, historical and cultural influences that shape attitudes towards leisure. Emphasis is on the contribution of leisure experiences to psycho/social/emotional and physical well-being. Through an experiential approach inside and outside class, students are encouraged to expand their leisure awareness.

RPE 82XX – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

+ RPE 9152 – FIELD EXPERIENCE IN PHYSICAL EDUCATION, RECREATION AND RECREATION THERAPY (3 crs. 6 hrs.)

Students are assigned to supervised field work in a variety of community recreation agency settings. One-hour seminar, field reports and class discussions of the experiences are included. **For Program Majors only.**

Prerequisites: RPE 1100, RPE 1200, RPE 1600 and RPE 3100
Pre or corequisite: RPE 03200

RPE 9253 – FIELD EXPERIENCE IN RECREATION AND RECREATION THERAPY (3 crs. 6 hrs.)

Advanced field experience involves increased participation in the assigned recreation agencies, assignment to a second type of agency for varied experience, and one-hour seminar. **For Program Majors only.**

Prerequisite: RPE 9100

Pre or corequisite: RPE 3500

RPE/TAH 4600 – FACILITIES PLANNING IN SPORTS (3 crs. 3 hrs.)

The principles, guidelines and recommendations for planning, constructing, using and maintaining sports facilities.

RPE/TAH 700 – INTRODUCTION TO SPORTS MANAGEMENT (3 crs. 3 hrs.)

Overview of the organizations and agencies that comprise the sports industry and their roles and interrelationships. This is a foundation course that covers the history, ethics, diversity, management theories, laws, and operating procedures of sports management.

+ Basic Course

A.S. Degree: COMMUNITY HEALTH

Plus Concentrations in:

- GERONTOLOGY
- HEALTH ADMINISTRATION
- HEALTH EDUCATION AND PROMOTION
- SUBSTANCE ABUSE COUNSELING

Requirements – page 53

A.S. Degree: EXERCISE SCIENCE/PERSONAL TRAINING

Requirements – page 57

A.A.S. Degree: PHYSICAL EDUCATION, RECREATION AND RECREATION THERAPY

Plus a Concentration in:

- RECREATION AND RECREATION THERAPY

Plus Transfer Options in:

- TEACHING PHYSICAL EDUCATION K-12
- SPORTS MANAGEMENT

Requirements – page 74

Certificate: EXERCISE SCIENCE/PERSONAL TRAINING

Requirements – page 83

HISTORY, PHILOSOPHY AND POLITICAL SCIENCE DEPARTMENT

Room D-309A• ext. 5417

Adeline Apena, *Assistant Professor*

Michael G. Barnhart, *Professor*

Megan Brandow-Faller, *Assistant Professor*

Christopher Chapman, *Assistant Professor*

Voorhees E. Dunn, *Associate Professor*

Abraham Edelheit, *Assistant Professor*

M. Reza Fakhari, *Professor and Assistant Vice President for Academic Affairs / Associate Provost*

Joseph Felser, *Associate Professor*

Libby Garland, *Assistant Professor*

Sidney Helfant, *Professor*

Frances Kraljic-Curran, *Professor and Chairperson*

Jason Leggett, *Assistant Professor*

Martin Matthew, *Lecturer*

Katherine Opello, *Associate Professor*

Anna Procyk, *Associate Professor*

Ricardo Repetti, *Assistant Professor*

Jacob Segal, *Assistant Professor*

Harry Schwartz, *Lecturer*

Michael Sokolow, *Associate Professor*

Michael Spear, *Assistant Professor*

Tracy Steffy, *Assistant Professor*

Stuart Suss, *Professor and Provost*

Grace Trotman, *Assistant Professor*

Morton Wagman, *Professor*

ALL HISTORY AND POLITICAL SCIENCE COURSES, UNLESS OTHERWISE NOTED, MEET GROUP III OR GROUP B GENERAL EDUCATION REQUIREMENTS FOR ALL DEGREES. PHILOSOPHY COURSES, UNLESS OTHERWISE NOTED, MEET GROUP II OR GROUP A GENERAL EDUCATION REQUIREMENTS FOR ALL DEGREES

CRIMINAL JUSTICE

CRJ 6900 – POLICING (3 crs. 3 hrs.)

A study of policing in America. Historical development, selection and training, police culture, organization and administration, patrol, criminal investigation, ethics and corruption, civilian review board, women and minorities in policing and challenges for the future are covered.

DOES NOT MEET GROUP III OR GROUP B REQUIREMENT.

Pre/Co-requisite: POL 6300

CRJ 7000 – CORRECTIONS AND SENTENCING (3 crs. 3 hrs.)

The policies and practices of the criminal justice system following the offender's arrest and conviction for a crime. The history of corrections is reviewed, and the functions of agencies that provide correctional services are covered; jails, probation, prisons, parole and intermediate sanctions. The course also considers important controversies and major trends in contemporary correctional practice. **DOES NOT MEET GROUP III OR GROUP B REQUIREMENT.**

Pre/Co-requisite: POL 6300

UNITED STATES HISTORY

HIS 100 – THE AMERICAN CITIES: AN INTRODUCTION (3 crs. 3 hrs.)

Through interdisciplinary exploration of primary and secondary sources, the development of American cities over the last four centuries is examined. The important role of cities in the nation's economy, politics, and culture as well as how different groups within cities fought to shape the urban space will be explored. **Course fulfills Group III or Group B General Education Requirements.**

+ HIS 1100 – AMERICAN CIVILIZATION I (3 crs. 3 hrs.)

History of the American people from colonial times to the Civil War, includes: the birth and development of American society; the American Revolution; the rise of the common man; conquest of the frontier, slavery and the Old South.

+ HIS 1200 – AMERICAN CIVILIZATION II (3 crs. 3 hrs.)

American people from the Civil War to the present includes: reuniting the country after the Civil War; the role of Blacks in American society; growth of American business; immigration; the rise of the United States as a world power; American Society in the 20th century.

+ HIS 1500 – ERA OF THE CIVIL WAR: 1828 to 1877 (3 crs. 3 hrs.)

America, from the age of Jackson to Reconstruction, the growth of a national society, reform movements, the problem of slavery and race, sectionalism and nationalism, the Civil War and the triumph of American capitalism.

HIS 1700 – U.S. HISTORY IN A GLOBAL CONTEXT: FROM THE COLONIAL PERIOD THROUGH THE CIVIL WAR (3 crs. 3 hrs.)

This course examines the period from the colonial period through the Civil War. It explores how U.S. history fits into the global context and investigates how such events and institutions as the American Revolution and American slavery can be better understood by examining them in a transnational historical context. **course fulfills Group III or Group B General Education Distribution Requirements.**

HIS 1800 – U.S. HISTORY IN A GLOBAL CONTEXT: FROM RECONSTRUCTION TO PRESENT (3 crs. 3 hrs.)

This course examines the period from 1865 to present. It explores how U.S. history fits into the global context and investigates how such events and historical phenomenon as American industrialization, progressivism, and race relations can be better understood by examining them in a transnational historical context. **Course fulfills Group III or Group B General Education Distribution Requirements.**

+ HIS 2000 – THE IMMIGRANT IN AMERICAN SOCIETY (3 crs. 3 hrs.)

Changing immigration pattern from the 17th century to the present. Immigrants, their motives and ambitions (background, role in American society, and contributions to American life).

+ HIS 2100 – POPULAR CULTURE IN AMERICA (3 crs. 3 hrs.)

Development of sports, fads, and folklore in America including additional significant aspects of American society from the colonial era to the present.

+ HIS 4100 – THE INDIAN IN AMERICAN HISTORY (3 crs. 3 hrs.)

History of the American Indian from Columbus to the present. Indian culture, its place in Indian history, Indian-white conflict, Indian problems in contemporary American society.

+ HIS 4300 – THE HISTORY OF PUERTO RICO (3 crs. 3 hrs.)

The history of Puerto Rico from pre-Columbian times to the modern era. Focus will be on the nature of and reasons for Puerto Rican immigration to the mainland, the development of Puerto Rican communities in North American urban centers, and the migration back to Puerto Rico.

+ HIS 5000 – AFRICAN-AMERICAN HISTORY (3 crs. 3 hrs.)

Study of Black Americans within the context of American civilization. Their role in the growth of the nation is examined to understand their contributions, their problems and the attitudes of all Americans, black and white, on the issue of race.

+ HIS 5500 – HISTORY OF ITALIAN AMERICANS (3 crs. 3 hrs.)

The circumstances of Italian immigration to the United States from the colonial period to the present. The Italians' contributions to American culture, their treatment in American literature, and the changes they experienced in their own lives, as a result of living in the United States.

+ HIS 5900 – MODERN AMERICA: 1920 TO PRESENT (3 crs. 3 hrs.)

Development of the United States from 1920 to the present. The Jazz Age, the Great Depression, the New Deal, World War II, the Cold War, the Civil Rights Revolution, and the protest movements of the 1960's.

+ HIS 6200 – HISTORY OF NEW YORK CITY (3 crs. 3 hrs.)

The history of the City of New York from its founding to the present. New York City's development; its history; its origin as a Dutch trading post; position in colonial culture and society; role in the American Revolution and the founding of the American Republic; growth as a great commercial, transportation, manufacturing, and banking center; citizens' attitude toward slavery and race relations; importance as the center of immigration; growth and expansion into neighboring communities; and its problems and difficulties as a modern megalopolis.

+ HIS 6800 – WOMEN IN AMERICAN HISTORY (3 crs. 3 hrs.)

Examination of the status of women in the United States from colonial times to the present, the European precedents for the treatment of American women, the attempts to alter women's opportunities and rights, and the nature of reform movements in America.

+ HIS 6900 – AMERICAN JEWISH HISTORY (3 crs. 3 hrs.)

Study of Jews within the context of American History, with emphasis on the settlement of America as part of the Diasporic experience. The historical causes for the unique aspects of American Judaism, economic and geographical mobility, the Jewish labor movement, the radical intellectuals of the '30's, and contemporary issues.

WORLD HISTORY

+ HIS 3100 – EUROPE: NAPOLEON TO HITLER, 1789 TO 1945 (3 crs. 3 hrs.)

A social, cultural, political, and economic approach to the development of European civilization from the French Revolution to the 20th century. Emphasis is on industrialism, nationalism, imperialism, world wars, and totalitarianism.

+ HIS 3200 – MODERN CHINA (3 crs. 3 hrs.)

The reshaping of China and its revolutionary role in the modern world.

+ HIS 3300 – AFRICA: PAST AND PRESENT (3 crs. 3 hrs.)

The historical development of Africa with emphasis on the cultural interchange, colonialism and the nationalist revolts, new governments and the problem of modernization, conflicts of interest of the great powers, and 20th century nationalistic rivalries.

+ HIS 3400 – MILITARY HISTORY (3 crs. 3 hrs.)

Study of modern military history, the strategic, tactical, and technological factors relating to warfare including: classic warfare; the age of limited war, modern nationalism and total war, modern guerrilla and contemporary warfare.

+ HIS 3600 – EUROPE IN THE TWENTIETH CENTURY (3 crs. 3 hrs.)

The transformation of European society in the 20th century. The political, military, economic and cultural factors as well as the social and technological changes which gave the 20th century its unique character.

+ HIS 3700 – THE MIDDLE EAST: WORLD WAR I TO THE PRESENT (3 crs. 3 hrs.)

Analysis of the major political, social, religious, economic and cultural developments in the Near East: attempts of Islamic society to adjust to the Western way of life; the rise of nationalism, the emergence of the State of Israel and the role of oil in world diplomacy.

+ HIS 4200 – THE CARIBBEAN: 1492 TO THE PRESENT (3 crs. 3 hrs.)

Development of the Caribbean Islands from 1492 to the present, including pre-Columbian cultures, European colonization and rivalries, slavery, and the development of modern Caribbean culture.

+ HIS 4400 – THE NAZI HOLOCAUST (3 crs. 3 hrs.)

The rise of Nazism and its legislative, political, and destructive machinery; the internal life of the Jew in the Ghettos and Concentration Camps; the Jewish Councils and Resistance movements; the attitude of the "Free World"; the Allies, the Church; negotiations for rescue; the scope of the Final Solution, and the literature of the holocaust.

+ HIS 5100 – THE ANCIENT WORLD (3 crs. 3 hrs.)

Origins of civilization and the emergence of the great cultures of the Near East. The religious, social, economic, and political ideas and institutions of Egypt, Mesopotamia, the Hebrews, Greece, and Rome, which shaped Western civilization.

+ HIS 5200 – ROOTS OF THE MODERN WORLD (3 crs. 3 hrs.)

The main themes of Western civilization from the Middle Ages to the 18th century. The nature of medieval society, birth of modern capitalism, expansion of Europe, the Renaissance, religious revolution of the 16th century, emergence of modern science, and the Age of Reason.

+ HIS 5300 – RUSSIAN HISTORY: 1860 TO THE PRESENT (3 crs. 3 hrs.)

Reform and revolution in Russia and the establishment of the Soviet regime, analysis and evaluation of the U.S.S.R. under its several leaders, the crises of Soviet society, the collapse of the Soviet Union and the aftermath.

+ HIS 5600 – WITCHCRAFT—A HISTORICAL STUDY (3 crs. 3 hrs.)

History of witchcraft from its beginning in the ancient Near East to the great witch-hunts in Europe and America and its decline in the age of skepticism, the 17th and 18th centuries.

+ HIS 5700 – LATIN AMERICAN HISTORY (3 crs. 3 hrs.)

The development of Latin America from colonial times to the present, the intermingling of cultures, ideas, and the formation of a Latin American civilization.

+ HIS 6300 – HISTORY OF RELIGION (3 crs. 3 hrs.)

A survey of the historical development of the major religions in world civilizations; the ancient religions of Mesopotamia, Egypt, Persia, classical Greece and Rome; Christianity and Islam; the religious traditions of India, China and Japan.

+ HIS 6400 – MODERN JEWISH HISTORY (3 crs. 3 hrs.)

History of the Jewish people from the mid-17th century to the present. Topics include: the Messianic and Hassidic movements, enlightenment, emancipation and assimilation, the rise of new religious forms, the great migrations, nationalism, anti-Semitism, the growth of Hebrew and Yiddish literature, the emergence of Zionism and the establishment of the State of Israel.

+ HIS 6500 – SOCIAL UNREST AND REVOLUTION IN MODERN TIMES (3 crs. 3 hrs.)

The ideological basis of industrialism, laissez-faire, doctrines of reform and transformation, the co-related movements in the 19th and 20th centuries. Topics include: emergence of post-democratic totalitarianism in Russia, Italy, and Germany, contemporary expressions of Socialism, Marxism, Leninism, and revisionist views of liberalism and democracy.

+ HIS 6600 – WOMEN IN THE SOCIAL SCIENCES (3 crs. 3 hrs.)

An interdisciplinary study of women from a historical and multicultural perspective focusing on the socio-historical and political position of women. Social science and feminist theories are used to analyze gender inequality in society. Gender differences are analyzed to understand women's historical and present social positions. Cross-cultural views of gender are also explored. Race, class, age and sexual orientation as well as gender are central analytical themes revealing the diversity of women's lives.

+ HIS 6700 – JEWISH HISTORY: POST-BIBLICAL TIMES TO THE ENLIGHTENMENT (3 crs. 3 hrs.)

High points of Jewish development from the Babylonian exile to the mid-17th century. Topics include: the role of the exile, Ezra and Nehemiah, the political, social and religious developments during the Second Commonwealth, the Talmud and its influence, the relationship with Christianity and Islam and the communal institutions developed in the various parts of the Diaspora.

+ HIS 7000 – HISTORICAL GEOGRAPHY (3 crs. 3 hrs.)

Geographic sources, their interpretation and evaluation and development of student's geographical sense to gain greater insight and understanding in learning history, or any other liberal arts discipline. A survey of the history, methodology and various theoretical approaches to geography, practical training in map-reading skills, interpretation and library organization and utilization.

HIS 81XX– INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of History is developed individually between student and faculty member and must be approved by the Department.

HIS 82XX – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

PHILOSOPHY

+ PHI 7000 – PROBLEMS IN PHILOSOPHY: GOD, HUMANITY AND NATURE (3 crs. 3 hrs.)

Evaluation of enduring questions in the three main fields of philosophical inquiry through the lens of three major philosophical issues, i.e., God, human nature, and the nature of reality of the universe. Is there a Creator? What is reality? Is there such a thing as human nature? Do we have souls? How do we know anything? What is the meaning of life? How should we live? In addition to the Traditional methods in Western philosophy, students will explore alternative perspectives, e.g., Asian, African, Native American, mystical, and other approaches.

+ PHI 7100 – HISTORY OF PHILOSOPHY: THE CLASSICAL PHILOSOPHERS (3 crs. 3 hrs.)

Philosophical thought and its influence on modern man with emphasis on classical Greece, India, and China. Focus is on the work of Plato, Aristotle, Confucius, Lao Tsu.

+ PHI 7200 – HISTORY OF PHILOSOPHY: THE MODERN PHILOSOPHERS (3 crs. 3 hrs.)

Philosophical thought from the Renaissance to the present with emphasis on Cartesian thought, natural religion, skepticism, idealism and existentialism. Focus is on the work of Descartes, Spinoza, Hume, Nietzsche, Kierkegaard.

+ PHI 7300 – LOGIC: THEORIES OF ARGUMENTATION (3 crs. 3 hrs.)

Introduction to the basic theories of argumentation in their evolution from Plato and Aristotle to contemporary theories. Principles of logic, scientific method, and their application.

+ PHI 7400 – ETHICS: A STUDY OF ETHICAL PROBLEMS (3 crs. 3 hrs.)

Ethical and moral theories from the Greek philosophers to the present. Problems which are constant in human history will be examined against the background of various classical and modern writers.

+ PHI 7500 – PHILOSOPHY OF THE BEAUTIFUL – AESTHETICS (3 crs. 3 hrs.)

Study of the aesthetic experience in the philosophies of Plato, Aristotle, Schopenhauer, Nietzsche and Kierkegaard. Examination of the criteria of the theories of beauty with reference to art, literature and music.

+ PHI 7600 – ETHICS AND MORALITY IN THE HEALTH PROFESSIONS (3 crs. 3 hrs.)

The range of moral dilemmas associated with health care and biological research includes an in-depth study of the major ethical theories that determine the content of our moral concepts.

+ PHI 7700 – PHILOSOPHY OF RELIGION (3 crs. 3hrs.)

Introduction to the major metaphysical, epistemological and religious approaches to the fundamental questions of human existence. A comparative analysis of the varying concepts of divinity found in the religious traditions of the world.

+ PHI 7800 – PHILOSOPHY IN ASIAN TRADITIONS (3 crs. 3 hrs.)

A survey of the development of philosophical thought in the great Asian religious traditions: Buddhism, Hinduism, Confucianism and Taoism. Special emphasis on the major philosophical debates between and within these divergent traditions.

+ PHI 7900 – GLOBAL ETHICS (3 crs. 3 hrs.)

Ethical issues of globalization, human rights and global crises. Students engage in co-curricular service-learning, civic-engagement component, such as the Salzburg Global Seminar International Study Program, or the Student World Assembly. Course fulfills Group and Group A General Education Distribution Requirements.

PHI 81XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Philosophy is developed individually between student and faculty member and must be approved by the Department.

PHI 82XX – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

POLITICAL SCIENCE

+ POL 5000 – CLASH OF POLITICAL IDEAS: INTRODUCTION TO POLITICAL THEORY (3 crs. 3 hrs.)

Selected major political philosophers from Plato to Machiavelli from Locke and Rousseau to Hegel and Marx. What are the bases for political leadership, political obligation, majority rule and minority rights?

+ POL 5100 – AMERICAN GOVERNMENT AND POLITICS (3 crs. 3 hrs.)

Structure of the national government and the way it operates. Includes discussion of our democratic system, the three branches of government (executive, legislative and judicial), political parties, pressure groups, and current legislation.

+ POL 5200 – COMPARATIVE GOVERNMENT (3 crs. 3 hrs.)

The major types of political systems in selected foreign countries. Includes study of the role of ideology, economics, elite groups, political institutions, comparison of Western and non-Western systems, with emphasis on Britain, France, Germany, Italy, the Soviet Union and selected African, Asian, and Latin American countries.

+ POL 5300 – STATE AND LOCAL GOVERNMENTS AND POLITICS (3 crs. 3 hrs.)

The role of state and local governments in the American political system particularly New York State, New York City and representative urban problems. Governmental structure is presented as the permanent yet changing framework within which urban-centered political action takes place.

+ POL 5400 – THE AMERICAN PRESIDENCY (3 crs. 3 hrs.)

Description and analysis of the Presidency as a post-World War II political institution. A historical introduction to the role of the President, the growth of the Presidency from 1789 to the present, and the factors currently affecting presidential elections, and presidential powers.

**+ POL 5500 – AMERICAN POLITICAL PARTIES
(3 crs. 3 hrs.)**

The function and role of the American political party system in American life will be explored. Special emphasis will be given to social bases of voting blocks, patterns of voting and non-voting, the influence of money and interest groups on the parties and how the system has changed over time.

+ POL 5600 – CITY POLITICS (3 crs. 3 hrs.)

An examination of the urban community's political actions and response to government policy. How ethnic, racial, religious and economic groups interact within the political system to meet the needs of their respective communities.

**+ POL 5700 – THE POLITICS OF ECONOMICS:
INTRODUCTION TO POLITICAL ECONOMY
(3 crs. 3 hrs.)**

Political economy within a social, political and historical context and the problems of recession, inflation and resource insufficiency. "Getting and spending" and their concomitant politico-economic costs and benefits are dealt with in discussions and readings which are institutionally oriented rather than theoretically contrived. Attention is on existing and emerging public agencies and their constituencies, and on the nature of policy making and administration.

**+ POL 5800 – ENVIRONMENTAL POLITICS
(3 crs. 3 hrs.)**

The nature and causes of hazards that pose threats to the global environment and the policies that have been put forth to solve these problems. The roles played by political parties, interest groups and government in shaping public policy on the state, national and international levels are also examined.

**+ POL 5900 – INTERNATIONAL RELATIONS
(3 crs. 3 hrs.)**

Analysis of the role of America in international relations with emphasis on sovereignty, state power, colonialism, imperialism, nationalism and ideologies, the role of international organizations and law, collective security and regionalism in the maintenance of international order.

**+ POL 6100 – PRINCIPLES OF PUBLIC
ADMINISTRATION AND PUBLIC AGENCIES
(3 crs. 3 hrs.)**

The practice of American public administration emphasizing the role of bureaucracy in the American political system, political environment of public-sector administrative units, process of policy-making and policy implementation in the American political context, policy-making function of administrators and their relationships with other factors in the political process.

**+ POL 6300 – INTRODUCTION TO CRIMINAL
JUSTICE (3 crs. 3 hrs.)**

Introduction to the criminal justice system in the United States, includes study of crime and the three elements which comprise the criminal justice system: police, courts and corrections. Attention is given to civil liberties issues which involve the procedural due process rights of persons accused of crime.

**+ POL 6400 – CRIME AND PUNISHMENT
(3 crs. 3 hrs.)**

Focus will be on "Crime" and on "Punishment," the two major aspects of the criminal justice system. Course will consider the three sections: The Institution of Punishment, Crime and Criminals, Controlling Crime through Punishment.

**+ POL 6500 – CIVIL RIGHTS AND LIBERTIES
(3 crs. 3 hrs.)**

The central American heritage issues of freedom and equality of opportunity, the development of freedom of speech, press, religion, guarantees of assembly and petition, civil rights, women's rights, and affirmative action.

**+ POL 6600 – CONSTITUTIONAL LAW (3 crs. 3
hrs.)**

Designed for, but not limited to, students interested in a pre-law curriculum. United States Supreme Court decisions and opinions in several major areas of constitutional law will be studied.

**+ POL 6700 – THE AMERICAN LEGAL SYSTEM:
THE COURTS (3 crs. 3 hrs.)**

Designed for, but not limited to, students interested in a pre-law curriculum. The American judicial process at the federal and state levels will be investigated.

**+ POL 6800 – WOMEN AND THE CRIMINAL
JUSTICE SYSTEM (3 crs. 3 hrs.)**

Women and their involvement in the various aspects of crime. The motivations, roles, and concerns of women who are living in institutions and correctional facilities, and women who have become criminal justice professionals.

**+ POL 7100 – INTERNATIONAL ORGANIZATIONS
(3 crs. 3 hrs.)**

Exploration of the roles played by international organizations (IOs) in world politics. The working of the United Nations, treaty and regional organizations and international non-governmental organizations. Students will have the opportunity to participate in National Model United Nations held each spring in New York City. Course fulfills Group III or Group B General Education Requirements.

+ POL 7200 – MINORITIES AND THE CRIMINAL JUSTICE SYSTEM (3 crs. 3 hrs.)

The influence of culture, race and ethnicity on minorities as victims, suspects, criminals and practitioners. The major focus will be cross-cultural contact and the need for an understanding of cultural differences and respect for those of different backgrounds. The interaction between minorities, the courts, corrections, and police will be evaluated in the context of multicultural criminal justice. Additional time devoted to a Civic Engagement experience is required.

Course fulfills Group III or Group B General Education Requirements.

Pre-requisite: POL 6300, SOC 3100

+ POL 7500 – WOMEN IN POLITICS (3 crs. 3 hrs.)

The exploration of women's political representation worldwide with an emphasis on female politicians in the United States. The ways in which political life is gendered and multiple explanations for women's political under-representation are also explored. The roles women play in politics as voters, activists, candidates, and elected officials are examined.

POL 81XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Political Science is developed individually between student and faculty member and must be approved by the Department.

POL 82XX – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

POL 9300 – GLOBAL POLITICS (3 crs. 3 hrs.)

Introduction to contemporary global politics and a capstone course for the A.A. in Liberal Arts' Global Environment Studies Option. Survey of topics including, war, terrorism, security, poverty, the environment, human rights, international organizations, gender issues, inequality, the global economy and international law. Additional time is required for internship in an organization working on global and environmental issues.

Prerequisite: Open only to Liberal Arts majors who have accumulated 45 or more credits

BSS 100 – BEHAVIORAL AND SOCIAL SCIENCE: THE INDIVIDUAL AND HIS/HER WORLD (3 crs. 3 hrs.)

The concepts and methodologies of sociology, psychology, economics, political science and history helps students understand issues of current significance.

Prerequisite: Enrollment in "College Now" Program

+ Basic Course

A.A. Degree: CRIMINAL JUSTICE

Requirements – page 45

MATHEMATICS AND COMPUTER SCIENCE DEPARTMENT

Room F-309B • ext. 5931

Igor Balsim, Associate Professor

Gordon Bassen, Professor

Aleksandr Davydov, Assistant Professor

Alfred Dolich, Assistant Professor

Elie Feder, Associate Professor

Shoshana Friedman, Assistant Professor

Samuel Gale, Professor

Nataniel Greene, Associate Professor

Daniel Grimaldi, Assistant Professor

Yogesh Joshi, Assistant Professor

Diana Kalechman, Lecturer

Ayalur Krishnan, Assistant Professor

Eileen Lichtenthal, Lecturer

Philip Listowsky, Assistant Professor

Stephen Majewicz, Professor

Igor Melamed, Instructor

Max Mlynarski, Professor

Ari Nagel, Lecturer

Kwame Nyanin, Instructor

Mariya Petrova, Lecturer

Robert Putz, Lecturer

David Salb, Associate Professor

Dale Siegel, Associate Professor

Tziporah Stern, Instructor

Rachel Sturm-Beiss, Associate Professor

Max Tran, Assistant Professor

Mei Xing, Assistant Professor

Rina J. Yarmish, Professor and Chairperson

COMPUTER INFORMATION SYSTEMS

COMPUTER INFORMATION SYSTEMS COURSES DO NOT SATISFY GROUP V OR GROUP III REQUIREMENTS.

+ CIS 1100 – MICROCOMPUTER APPLICATIONS (4 crs. 4 hrs.)

Introduction to microcomputer applications used in information systems environments including: microcomputer hardware, microcomputer operating systems, word processing systems, and electronic spreadsheets. **Students who have completed BA 6000 or CP 500 or CP 2800 or CP 1100 or TEC 2500 will not receive credit for this course.** Prerequisite: Passing scores on the Arithmetic and Algebra portions of the COMPASS Math Skills Test.

CIS 1200 – INTRODUCTION TO OPERATING SYSTEMS (3 crs. 4 hrs.)

Microcomputer applications used in information systems environments including: microcomputer operating systems, graphics, microcomputer architecture and hardware, telecommunications, connecting personal computers via a local area network, and other selected topics. Prerequisites: CP 500

+ CIS 1500 – APPLIED COMPUTER ARCHITECTURE 2 crs., 2 hrs. (1 hour lecture, 1 hour lab)

Preparation for CompTIA's A+ Exam for both the hardware and software portions of the test. Pre or corequisite: CIS 1200

CIS 2100 – INTRODUCTION TO WEB PAGE DEVELOPMENT (4 crs. 4 hrs.)

An introduction to the design and development of web pages. Students will develop their own web pages using web page development software. **Students who have taken DP 800 may not receive credit for this course.** Prerequisite: CP 1100 or CP 500 or CIS 100 or BA 6000 or TEC 2500

CIS 2200 – HTML AUTHORIZING AND JAVASCRIPT (4 crs. 4 hrs.)

A second course in design and development of web pages emphasizing HTML coding, interactivity, animation and e-commerce applications of the World Wide Web. Students will develop their own web pages using web page software. **Students who have taken DP 900 may not receive credit for this course.** Prerequisite: CIS 2100 or TEC 5300 or Department permission

CIS 3100 – INTRODUCTION TO DATABASE (4 crs. 4 hrs.)

Microcomputer applications used in an information systems environment. Introduction to database management systems, and integrated software systems and packages. Prerequisite: CP 500 or BA 6000 or CP 1100 or CIS 1100 or TEC 2500

CIS 3200 – ADVANCED DATABASE PROGRAMMING (4 crs. 4 hrs.)

Concepts and features of a contemporary database language. Emphasis is on fundamentals of good programming style and the use of the language syntax to develop database applications.

Prerequisite: CIS 3100

CIS 4100 – NOVELL I (4 crs. 4 hrs.)

Introduction to the concepts of local area networks including the organization, management, and protection of network resources. Assists in preparation for Novell's Certified Network Administration (CNA) exam.

Prerequisite: CIS 1200 or Department permission.

CIS 4200 – NOVELL II (4 crs. 4 hrs.)

Will afford students the ability to perform server start-up procedures and maintain the server's configuration files; monitor and manage server memory; use appropriate utilities to maintain the server; perform advanced set-up and maintenance routines for print services; maintain client configuration files that will enhance the DOS client environment.

Prerequisite: CIS 4100

CIS 4500 – NETWORK SERVER ADMINISTRATION (4 crs. 4 hrs.)

An introduction to concepts of networking and administration. Students will be guided in installing, configuring, and administering Microsoft Windows. Server network operating systems. A computer laboratory is available for hands-on training sessions.

Prerequisites: CIS 1200

CIS 4600 – ADVANCED SERVER ADMINISTRATION (4 crs. 4 hrs.)

A second course in Windows server administration emphasizing the skills needed to manage, monitor, and troubleshoot common Windows Server configurations. A computer laboratory is available for hands-on training sessions.

Prerequisites: CIS 4500

CIS 6100 – SYSTEMS ANALYSIS (4 crs. 4 hrs.)

Tools and methods used by management to develop systems for computer applications including: system investigation, input design, output design, file design, documentation, system testing, system implementation, hardware and software.

Prerequisite: ONE of the following: CP 2100, 4100 or CIS 3100

CIS 81XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Data Processing is developed individually between student and faculty member and must be approved by the Department.

CIS 82XX – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

+Basic Course

COMPUTER PROGRAMMING

COMPUTER PROGRAMMING COURSES ARE OFFERED AS ELECTIVES TO ALL STUDENTS WHO HAVE SATISFIED COURSE PREREQUISITES.

CP 500 – INTRODUCTION TO COMPUTER PROGRAMMING (4 crs. 4 hrs.)

Introduction to microcomputer programming used in data information environments including: microcomputer hardware; microcomputer operating systems; algorithm design using flowcharts; and computer programming.

Students who have completed BA 6000 or CP 500 or CP 2800 or CIS 1100 or TEC 2500 will not receive credit for this course.

Prerequisite: A passing score on the CUNY COMPASS Test.

+ CP 1100 – INTRODUCTION TO COMPUTERS AND COMPUTER APPLICATIONS (4 crs. 4 hrs.)

Computer literacy course introducing uses of computers; components of a computer system; input/output devices; flowcharting and programming in a contemporary programming language. Computer Applications include word processing, spreadsheets, graphics, and database management systems; computer concepts and information processing. **Computer Information Systems Majors and students who completed BA 6000 or CP 500 or CP 2800 or CIS 1100 or TEC 2500 will not receive credit for this course.**

Prerequisite: Passing Score on CUNY Mathematics exam.

CP 2100 – C PROGRAMMING 1 (4 crs. 4 hrs.)

Introduction to Programming in the C language including: variables, definitions, pointers, functions, loops, arrays, screen handling and interfaces to UNIX and other languages.

Students who have completed CS 13A0 will not receive credit for this course.

Prerequisite: CP 500

CP 2200 – C PROGRAMMING 2 (4 crs. 4 hrs.)

Covers advanced aspects of the C language, including pointers, compile and run-time storage allocation, data structures such as linked lists, sorting, searching and recursion. **Students who have completed CS 1200 will not receive credit for this course.**

Prerequisite: CP 2100

+ CP 2800 – MICROCOMPUTER APPLICATIONS IN EDUCATION (4 crs. 4 hrs.)

Introduction to computers through software teaching, mathematics and the sciences. Participants develop their own skills and explore methods of presenting these concepts to children. **Students who receive credit for BA 6000, CP 1100 or CIS 1100 or TEC 2500 will not receive credit for this course.**

Prerequisites: Passing grade on the COMPASS Math Skills Test, part 1 & 2 or Bachelor's Degree.

+ CP 3100 – VISUAL BASIC 1 (4 crs. 4 hrs.)

Computer programming using the language VISUAL BASIC. Covers the production of a graphical user interface and writing code to make use of it. Participants will create applications that make use of file and data management techniques.

Prerequisite: MAT 900

CP 3300 – VISUAL BASIC 2 (4 crs. 4 hrs.)

The second semester of VISUAL BASIC introduces advanced topics, including arrays, files, database access, advanced data handling, drag and drop techniques, graphics and ActiveX controls.

Prerequisite: CP 3100

CP 4000 – MULTIMEDIA PROGRAMMING (4 crs. 4 hrs.)

Course combines text, sound graphics and motion to execute a multimedia presentation. Application of techniques for interactive use of the new technology to create mixed media materials. Leading multimedia authoring programs will be discussed.

Prerequisite: Any programming language.

CP 6100 – JAVA PROGRAMMING 1 (4 crs. 4 hrs.)

An introduction to the Java programming language, including algorithms, data representation, debugging and verification of programs and object-oriented programming concepts.

Prerequisite: Passing grade on the CUNY Mathematics exam and one course in a programming language.

CP 6200 – JAVA PROGRAMMING 2 (4 crs. 4 hrs.)

Second course in JAVA programming with an emphasis on Object-Oriented Programming (OOP), advanced programming concepts (Data Structures, Recursion), JAVA Graphics (advanced applet design) and additional selected topics.

Prerequisite: CP 06100 or CP 00500

CP 6600 – COMPUTER GRAPHICS AND DESIGN (4 crs. 4 hrs.)

The concepts and structures of modern computer graphics and computer-aided design. Applications for presentation and business graphics, computer-aided design and drafting, engineering graphics. Hands-on experience with computers for programming practice and assignments.

Prerequisite: CP 500 or CP 1100 or BA 6000 or TEC 2500 or CIS 1100 or Department permission.

CP 6700 – COMPUTER GRAPHICS AND DESIGN II (4 crs. 4 hrs.)

Advanced computer graphics and technical drawing using AutoCAD LT and Auto Sketch.

Prerequisite: CP 6600

CP 7100 – PROGRAMMING IN UNIX/LINUX (5 crs. 5 hrs.)

Introduction to the UNIX operating system and to programming using its functions and subprograms including: file structures, directories, security, utility programs, pointers, functions, screen handling with term cap definitions and interfaces to languages and databases.

Prerequisites: CIS 1200 PLUS one of the following: CP 5100, 5400, 4100, CIS 3100

CP 9100 – PROGRAMMING USING STATISTICAL ANALYSIS SYSTEM (SAS®) (3 crs. 4 hrs.)

How to organize, manipulate, analyze, report and display results from various types of data by writing SAS® programs. The objective of the course is to learn programming techniques in SAS and perform basic statistical procedures routinely used in business, finance and the pharmaceutical industry.

Prerequisites: Passing grade on Parts 1 and 2 of the COMPASS Math Skills exam.

Co-requisite: MAT 2000

+ Basic Course

COMPUTER SCIENCE

ALL COMPUTER SCIENCE COURSES (CS) MEET GROUP V GENERAL EDUCATION REQUIREMENTS FOR ALL DEGREES UNLESS OTHERWISE NOTED.

+CS 1200 – INTRODUCTION TO COMPUTING (4 crs. 4 hrs.)

Algorithms, programs, data representation, debugging and verification of programs. Numeric and non-numeric programming applications include searching and sorting algorithms, function and procedures, and number theory problems. **Students who completed CP 2100 will not receive credit for this course.**

Pre or corequisite: MAT 1400

CS 13A0 – ADVANCED PROGRAMMING TECHNIQUES (4 crs. 4 hrs.)

A second course in programming designed to introduce advanced techniques. Program reliability, maintainability, and reusability are emphasized. Topics include: Module design and multifile programs; file organizations, indexing and processing, abstract data types and storage classes; addresses, pointers, and dynamic storage allocation; program testing and debugging; recursion and function parameters. **Students who have completed CP 2200 will not receive credit for this course.**

Prerequisite: CS 1200

CS 1400 – COMPUTERS AND ASSEMBLY LANGUAGE PROGRAMMING (5 crs. 5 hrs.)

Computer structure, machine language and assembly language programming. Digital representation of data; addressing techniques; macro, machine and assembly instruction sets. Emphasis on computing techniques for numerical applications is supplemented by several computer projects.

Prerequisite: CS 1200

CS 3500 – DISCRETE STRUCTURES (5 crs. 5 hrs.)

Sets, matrices, relations and digraphs, functions, order relations and structures, trees and languages, semigroups and groups, finite-state machines and languages.

Prerequisite: MAT 1500

CS 3700 – PROGRAM DESIGN AND ANALYSIS (4 crs. 4 hrs.)

Introduction to data structures. Topics include: structures, arrays, stream files, stacks, recursive processes, recursive procedures and elementary simulation techniques.

Prerequisite: CS 13A0

CS 81XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Computer Science is developed individually between student and faculty member and must be approved by the Department.

CS 82XX – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

DATA PROCESSING COURSES DO NOT SATISFY GROUP V REQUIREMENTS.

+DP 100 – NEW STUDENT TECHNOLOGY SKILLS (1 cr. 1 hr.)

(Also listed as BA 100 and TEC 100)

Basic technology skills on the computer and Internet necessary for research and term paper preparation.

+ DP 700 – INTRODUCTION TO THE INTERNET (2 crs. 2 hrs.)

Methods of access to the Internet and all the important functions of the new technology will be discussed and explored on-line in hands-on sessions.

Prerequisite: Passing scores on the Arithmetic and Algebra portions of the COMPASS Math Skills Test.

MATHEMATICS

ALL CREDIT-BEARING MATHEMATICS (MAT) COURSES MEET GROUP V OR GROUP C GENERAL EDUCATION REQUIREMENTS FOR ALL DEGREES.

~ MAT M100 – BASIC MATHEMATICS (0 crs. 4 hrs. – 4 equated crs.)

Arithmetic stressing quantification and manipulative skills and applications for students who are deficient in that subject. Required of all students who fail the Arithmetic portion of the COMPASS Math Skills Test and have passed the CUNY Reading exam.

~ MAT M200 – INTRODUCTORY ALGEBRA (0 crs. 4 hrs. – 4 equated crs.)

Course stresses solution of elementary algebraic equations, word problems and applications. Introductory Algebra for students who fail the Algebra portion and pass the Arithmetic portion of the COMPASS Math Skills Test.

~ MAT R300 – ALGEBRA (0 crs. 4 hrs. – 4 equated cr.)

Topics in elementary algebra for students who pass the Arithmetic portion and score between passing and 45 on the Algebra portion of the COMPASS Math Skills Test.

**~ MAT X100 – PRE-ALGEBRA
(0 crs. 10 hr. – 5 equated cr.)**

An express course offered to students who achieve a specific non-passing score on the Pre-Algebra portion of the COMPASS Math Skills Test.

Prerequisite: Passing score on the CUNY Reading exam.

**~ MAT X200 – ALGEBRA
(0 crs. 1/2 hr. – 1/2 equated cr.)**

An express course offered to students who achieve a specific non-passing score on the Algebra portion of the COMPASS Math Skills Test.

Prerequisite: Passing score on the Pre-Algebra portion of the COMPASS Math Skills Test.

**+ MAT 100 – ELEMENTARY ALGEBRA
(0 crs. 4 hrs.)**

Designed to help students pass the Mathematics A High School Regents Exam. Topics include: number concepts, algebraic reasoning, introductory geometry, the coordinate plane and probability.

Prerequisite: Students that the high school identifies as being in need of extra assistance in order to pass the Mathematics A Regents Exam on the first try or students who have taken and failed the Mathematics A Regents Exam.

Prerequisite: Enrollment in the "College Now" Program

**+ MAT 300 – INTERMEDIATE ALGEBRA
(0 crs. 4 hrs.)**

Designed to help students pass the Mathematics B High School Regents Exam. Inequalities, rational expressions, exponents, quadratic equations, radicals, complex numbers, functions, logarithms and exponential functions.

Prerequisite: Students that the high school identifies as being in need of extra assistance in order to pass the Mathematics B Regents Exam on the first try or students who have taken and failed the Mathematics B Regents Exam.

Prerequisite: Enrollment in the "College Now" Program

**+ MAT 600 – MATHEMATICS OF FINANCE
(4 crs. 4 hrs.)**

Mathematical concepts readily applicable to business situations including: logarithms, progressions, simple and compound interest, equations of equivalence, nominal and effect rates, simple annuities, ordinary general annuities, amortization, depreciation, sinking funds, stocks and bonds, introduction to life insurance and graphic presentation of data.

Prerequisite: MAT 900

**+ MAT 700 – PRINCIPLES OF MATHEMATICS
(4 crs. 4 hrs.)**

A basic course in mathematical discovery. Students participate in the development and investigation of topics such as: number sequences, calculating devices, extrapolation, mathematical mosaics and curves, probability and topology. **Not open to students who have taken a mathematics course number 9 or higher or third-year sequential mathematics.**

Prerequisite: MAT M200 or passing scores on both the Arithmetic and Algebra portions of the COMPASS Math Skills Test.

+ MAT 800 – PRACTICAL MATHEMATICS FOR TODAY'S WORLD (4 crs. 4 hrs.)

Critical-thinking and mathematical skills useful in making informed decisions on many aspects of modern life involving quantitative concepts. Topics include logical analysis and inference, mathematics of finance, statistical reasoning and probability.

Prerequisite: MAT M200 or passing scores on the COMPASS Arithmetic and Algebra exam.

MAT 900 – COLLEGE ALGEBRA (3 crs. 4 hrs.)

A comprehensive treatment of the following: real numbers, absolute value, integer and rational exponents, polynomial operations, factoring techniques, roots and radicals, linear and quadratic equations, graphing techniques, systems of linear equations, Gaussian elimination. Introduces the study of functions in preparation for the study of pre-calculus. Demonstration of proficiency in subject matter via departmental final exam is required for successful completion.

Prerequisite: A grade of 45 to 55 on the Algebra portion of the COMPASS Math Skills Test and successful completion of the Arithmetic portion of the COMPASS Math Skills Test or passing grade in MAT R300.

**+ MAT 1000 – COLLEGE TRIGONOMETRY
(3 crs. 3 hrs.)**

Functions, graphing techniques, angle measurement, functions of right angles, linear interpolation, inverse functions, laws of Sines and Cosines, circular functions, formulas, identities, waves and conditional equations.

Open to students who have passed MAT 900 but not trigonometry.

Prerequisite: MAT 900 or KCC Mathematics Placement code of 5 or higher.

**+ MAT 1100 – FINITE MATHEMATICS
(4 crs. 4 hrs.)**

Analysis of polls, linear programming by graph, introduction to probability, games and game theory, Markov chains, growth and decay problems, savings plans, annuities, amortization and other problems in the mathematics of management, such as PERT, simulation and forecasting. Calculators and/or minicomputers are used to do calculations. Designed as an elective for liberal arts or business students interested in some practical problems solved by mathematics. Prerequisite: MAT 900 or KCC Mathematics Placement code of 5 or higher.

**+ MAT 1200 – CONCEPTS OF MODERN
MATHEMATICS (4 crs. 4 hrs.)**

Introduction to the spirit of mathematical investigation and mathematical logic including: the prime numbers, the Fundamental Theorem of Arithmetic, the rational and irrational numbers, tiling, congruence and number bases. Students may take MAT 1200 and/or MAT 1300 during the same or different semesters in either order. Prerequisite: MAT 900 or KCC Mathematics Placement code of 5 or higher.

**+ MAT 1300 – SURVEY OF MATHEMATICS AND
COMPUTER CONCEPTS (4 crs. 4 hrs. – 4 equated crs.)**

To introduce A.A. and A.A.S. students to several branches of mathematics, topics include: probability and statistics, computer programming, logic, the real number system, and linear programming. Students may take MAT 1200 and/or MAT 1300 during the same or different semesters in either order.

Prerequisite: MAT R200 or MAT R300, or a grade of A in MAT 700 or KCC Mathematics Placement code of 4 or higher.

**+MAT 1400 – ANALYTIC GEOMETRY AND
PRE-CALCULUS MATHEMATICS (4 crs. 4 hrs.)**

This pre-calculus course stresses real numbers, open sentences, functions and relations, and serves as an introduction to analytic geometry and to probability. Recommended for students planning to continue with calculus and/or mathematics electives.

Prerequisite: MAT 900 or KCC Mathematics Placement code of 5 or higher.

MAT 1500 – CALCULUS I (4 crs. 4 hrs.)

The first part of a three-semester integrated course in the elements of coordinate geometry, differential and integral calculus, with applications. Algebraic functions of a single variable, the derivative, differentiation formulas, and application to geometry, physics and maximization.

Prerequisite: MAT 1400 or KCC Mathematics Placement code of 7 or higher.

Pre or corequisite: MAT 1000

MAT 1600 – CALCULUS II (4 crs. 4 hrs.)

Continuation of MAT 1500, with emphasis on transcendental functions and special methods of integration.

Prerequisite: MAT 1500

**+ MAT 2000 – ELEMENTS OF STATISTICS
(3 crs. 3 hrs.)**

Introduction to probability and statistics including: tabulation and graphing of distributions, central and dispersion tendencies, comparison techniques, correlations and predictive techniques. Recommended for students planning careers in economics, education, psychology, sociology, computer information systems, occupational therapy and physician assistant.

Prerequisite: MAT R200 or MAT R300 or KCC Mathematics Placement code of 4 or higher.

Not open to students who have taken MAT 2200.

MAT 2100 – CALCULUS III (4 crs. 4 hrs.)

Continuation of MAT 1600 with emphasis on partial differentiation, polar coordinates, multiple integration, solid geometry, vectors, and hyperbolic functions.

Prerequisite: MAT 1600 with a grade of C or better.

**BUS/MAT 2200 – BUSINESS STATISTICS
(4 crs. 4 hrs.)**

An introduction to probability and statistics as they apply to business applications including data summary measures, discrete random variables and probability distributions, sampling methodologies and analysis, hypothesis testing and regression analysis. Special emphasis will be given to solutions of practical business problems.

Prerequisite: Passing grade on the Arithmetic portion of the COMPASS Math Skills Test, and a grade of at least 45 on the Algebra portion of the COMPASS Math Skills Test.

Not open to students who have taken MAT 2000.

MAT 2500 – COLLEGE GEOMETRY (4 crs. 4 hrs.)

Geometry is presented as a branch of contemporary mathematics involving the interrelated study of Euclidean plane and solid geometry with an introduction to non-Euclidean geometrical systems.

Prerequisite: MAT 900

**MAT 5500 – DIFFERENTIAL EQUATIONS
(3 crs. 4 hrs.)**

The solution of ordinary linear differential equations, operational techniques, solution by series, numerical solutions, Laplace transforms, and applications in engineering and the sciences.

Prerequisite: MAT 1600 with a grade of C or better

**MAT 5600 – LINEAR ALGEBRA
(3 crs. 4 hrs. – 4 equated crs.)**

Study of vector spaces, matrix algebra transformation, and vector analysis.

Prerequisite: MAT 1500 with a grade of C- or better

MAT 81XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Mathematics is developed individually between student and faculty member and must be approved by the Department.

MAT 82XX – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

MAT/BIO 9100, BIostatistics (4 crs. 4 hrs.)

An introduction to the theories and techniques relating to probability, statistics and data analysis as pertaining to biology. Discrete and continuous probability distributions are studied including binomial, normal and t-distributions. Classical and Bayesian statistics, estimation, hypothesis testing will be emphasized. SPSS software will be introduced and used in the laboratory. **Course fulfills Group V General Education requirements.**

Prerequisite: Passing score on the COMPASS Math Skills Test or MAT 900 and BIO 1300 or BIO 3300 or Department permission

~ Developmental Course

+ Basic Course

A.S. Degree: COMPUTER SCIENCE

Requirements – page 54

A.S. Degree: MATHEMATICS

Requirements – page 59

A.A.S. Degree: COMPUTER INFORMATION SYSTEMS

Requirements – page 67

NURSING DEPARTMENT

Room M-401 • ext. 5522

James Ahern, *Assistant Professor*

Tamara Bellomo, *Assistant Professor*

Lucille Cichminski, *Assistant Professor*

George Contreras, *Associate Professor*

John Donohue, *Coordinator for Nursing Learning Resources*

MaryAnn Edelman, *Associate Professor*

Carmel Ficorelli, *Associate Professor*

Richard Fruscione, *Assistant Professor*

Barbara Ann Gattulo, *Associate Professor and Deputy Chairperson for Clinical Affiliations*

Denise Giachetta-Ryan, *Professor and Chairperson*

Valerie Gill, *Associate Professor*

Valerie Haskell, *Assistant Professor*

Deborah Hyland, *Assistant Professor*

Coleen Kumar, *Associate Professor and Deputy Chairperson*

Diane McDevitt, *Assistant Professor*

Marjorie McDonough, *Professor*

Marguerite Michaelson, *Senior College Laboratory Technician*

Catherine Olubummo, *Associate Professor*

Janette O'Sullivan, *Assistant Professor*

Margaret Vanderbeek, *Assistant Professor*

Bridget Weeks, *Associate Professor*

Jorge Zamudio, *Assistant Professor*

NURSING

THE A.A.S. IN NURSING HAS A LIMITED NUMBER OF SEATS AVAILABLE FOR ADMISSION EACH SEMESTER.

ALL FIRST-TIME FRESHMAN AND TRANSFER STUDENTS NOT ACCEPTED INTO PRE-CLINICAL NURSING UPON ADMISSION ARE ENROLLED AS LIBERAL ARTS (A.A.) STUDENTS TAKING A SEQUENCE OF COURSES WHICH, ONCE SATISFACTORILY COMPLETED, COULD LEAD TO ENTRANCE INTO THE CLINICAL NURSING MAJOR.

The Nursing Program consists of two components: Pre-Clinical and Clinical.

To be considered for the Clinical component of the Program, students must comply with the following:

1. be enrolled in the Pre-clinical Component;
2. complete any required remediation before completion of the four (4) courses in the Pre-Clinical Sequence;
3. complete the four (4) courses in the Pre-Clinical Sequence (if exempt from BIO 1200): ENG 1200 or ENG 2400, PSY 1100, BIO 1100 and SCI 2500;
4. complete the four courses in the Pre-Clinical Sequence with at least a grade point average of 2.5 and earn at least two (2) B's (one of which must be in SCI 2500 or BIO 1100);
5. students who have repeated and/or withdrawn from any of the Pre-Clinical sequence courses may not be considered for admission to the Nursing program;
6. all grades received for courses taken in the Pre-Clinical Sequence at Kingsborough will be included in the Pre-Clinical average computation;
7. submit transcripts from other colleges (NOTE: Letter grades received in the Pre-Clinical sequence courses at other colleges will be used to determine eligibility for admission); **any biological sciences course more than 10 years old will not be accepted for exemption or credit;**
8. perform satisfactorily on the National League for Nursing Pre-Admission RN Examination, and;
9. pass CUNY Reading and Writing exams and the COMPASS Math Skills Test or meet all requirements for existing remediation.
10. transfer students from other colleges must be in good standing. Students who are on academic probation or have been administratively dismissed from a Nursing program at a previous school are not eligible for admission to the Nursing program.

Students who successfully complete the prescribed Pre-Clinical Sequence requirements may formally file for enrollment into the Clinical component of the Nursing Program. Application forms for the Clinical component of the Nursing Program are available in the Nursing Department Office (M-401). The completed form should be filed in that office during the Fall or Spring semester in which the student expects to complete the pre-clinical requirements. **Students completing the requirements during the Summer or Winter module should file their applications in the following semester. Specific filing dates are available in the Nursing Department Office.**

Completion of the above conditions (1–9) **does not** guarantee admission into the Clinical component of the Nursing Program. Admission into the Clinical component will be based on space availability, the Pre-Clinical - Sequence average and the NLN examination results.

Qualified applicants who are not admitted to the Clinical component due to lack of available space **will not** be placed on a waiting list or be given preferential admission into a later class. These students should consult with a nursing coordinator in Room M-101 to discuss further options.

After having attempted 25 credits at Kingsborough, Nursing students who are not admitted into the Clinical component of the Nursing Program must file for a change of curriculum into another degree program or they will be automatically transferred into Liberal Arts. Exception to this rule can be made only by the Nursing Department Admissions Committee.



Licensed Practical Nurses who are accepted into the Clinical phase of the Nursing Program may receive credit for NUR 1800 (Fundamentals of Nursing) by earning a grade of C or better in the National League for Nursing (NLN) ACE exam. Credit for NUR 1700 (Calculations for Medication Administration), may be earned by passing the Nursing Department examination with a grade of C or higher.

Starting in the fall 2009 semester, in order to advance into nursing clinicals, students must provide documentation for one of the following categories:

- 1) U.S. Citizenship
- 2) Permanent Residency
- 3) International Student with F1 Status
- 4) Granted Asylum, Refugee Status, Temporary Protected Status, Withholding of Removal, Deferred Enforced Departure; or Deferred Action Status by the U.S. government

Transfer Students

Students who wish to transfer into the nursing curriculum from other colleges must meet the criteria for admission into the nursing curriculum. Transfer students are not admitted directly into the nursing curriculum. They must meet with a nursing counselor in Room M-101 and file an Application for Advanced Standing, during the time period noted on the Academic Calendar, with the Registrar.

Official transcripts must be sent to the Registrar's Office and an evaluation of previous courses will be done. As per college policy, no more than 30 credits may be transferred. All grades for pre-clinical courses will be used to calculate the pre-clinical grade point average.

Upon acceptance to the college, transfer students must file an application for a Change of Curriculum during the period noted on the Academic Calendar (the dates noted on the calendar are strictly adhered to). This application is obtained in the Registrar's Office. The student must see a nursing counselor to discuss their academic performance and obtain the counselor's signature on the form. The Change of Curriculum Form is submitted to the Nursing Department.

Retention Criteria

A large number of those students who are accepted into the Clinical component of the Nursing Program, complete the Nursing Program.

Criteria for retention in the Nursing Program mandates that students:

- 1) receive no grades below a "C" in any of the co-requisite courses;
- 2) earn a minimum a "C" grade in every required Nursing course with a clinical component;
- 3) students who fail a clinical nursing course achieving a grade of not less than "C-" may apply to repeat the course one time only in the semester immediately following the failure. Repeating the course is subject to space availability. The minimum grade for Clinical courses that are repeated is a "B."
- 4) Students must submit an "Intent to Return to Nursing Courses Form" outlining what they thought caused them to be unsuccessful and include a plan for success that demonstrates significant changes in how they will approach the course when repeated
- 5) A second earned grade of less than a "C" in any subsequent nursing course with a clinical component will result in dismissal from the Nursing program.

Nursing students who enter Nursing 17 and Nursing 18 for the first time **must** complete the Nursing Program within four years from the date of entry into the core nursing courses. Any student who has not attended nursing courses for two or more consecutive semesters cannot be readmitted into the Nursing Program unless qualifying examinations have been passed in sequential order in the courses previously completed. In accordance with the retention criteria of the Nursing Department, qualifying examinations may be repeated only once.

Drug Calculation Policy

As of Fall 1989, NUR 1700, "Calculations for Medication Administration" is a pre or corequisite for NUR 18 and a prerequisite to all other nursing courses. Throughout the rest of the program, drug knowledge and skills will be integrated and tested in every nursing course.

Pre-NCLEX RN Examination

All students must take the NLN Diagnostic Readiness Test (DRT) examination while enrolled in their last clinical nursing course.

Malpractice Insurance – Health Clearance – CPR Certification

Prior to registration, students entering nursing courses in which there are laboratory experiences in hospitals and other health agencies, are required to have malpractice insurance, health clearance and a CPR (BLS) certificate. The insurance policy, CPR (BLS) certificate, and health clearance must be satisfactory for the entire semester. Information on malpractice insurance and/or CPR is available in the Nursing Department Office (M-40I); information on health requirements, from the Health Services Office (A-108).

NOTES:

(a) Clinical Nursing students incur the expenses of purchasing a required uniform and equipment necessary for clinical practice in health care agencies.

(b) The academic requirements in the Nursing curriculum are demanding and students are cautioned to plan their work schedules or extra-curricular activities with this in mind.

Legal Limitations for State Licensure

Requirements for licensure as a Registered Professional Nurse (RN) in New York State includes: having attained the age of eighteen years or more, the successful completion of the A.A.S. Degree Program in Nursing, passing the National Council Licensing Examination and being of good moral character. The Office of Professional Discipline investigates all applicants with prior criminal conviction(s) and/or pending criminal charges (felony or misdemeanor). Following its investigation, a determination will be made as to the applicant's eligibility for licensure.

The majority of students who complete the Nursing Program requirements and graduate from Kingsborough pass the licensing examination (NCLEX-RN) on their first attempt. Most graduates are employed in acute care or long-term care facilities.

+ NUR 1700 – CALCULATIONS FOR MEDICATION ADMINISTRATION (1 cr. 1 hr.)

Beginning level knowledge and techniques for accurately computing medication dosages. How to compute the proper dosage for oral, injectable and intravenous medication to be administered to infants, children and adults are discussed. Content will be reinforced and tested in subsequent nursing courses. Topics include systems of measurement, equivalents and conversions, selected abbreviations, and computation of medication dosages. In order to develop proficiency, additional practice, especially in arithmetic skills, will be essential. Provisions are made for additional practice in media and computer laboratories. Tutorial assistance will be available based on individual need and request.

Prerequisite: Passing grade on the COMPASS Math Skills Test

Pre or corequisite: NUR 1800 or the equivalent

+ NUR 1800 – FUNDAMENTALS OF NURSING (7 crs. 13 hrs.)

Beginning level nursing knowledge and skills, including dependent, independent and interdependent functions of the nurse. Facts, principles, and concepts derived from the biological and behavioral sciences are applied to basic nursing care. Introduction to the concepts of patient centered care, teamwork and collaboration, evidence-based practice, safety, quality improvement and informatics. Classroom instruction and laboratory sessions, at the college, in the community and in selected health agencies are held weekly. In the college laboratory, concepts and principles discussed in previous classes are used as the basis for performing therapeutic nursing interventions. The community and other health agency experiences are utilized to extend learning. Each clinical experience is preceded and followed by a conference where the objectives for that learning experience are discussed and evaluated. Individual and group assignments are utilized for laboratory experiences. Class work for the typical week consists of: classroom instruction, four (4) hours; college laboratory, two (2) hours; and community and health agency experiences, seven (7) hours. It is mandatory for students to engage in additional practice for the development of skills. Provisions are available for additional time in the college laboratory for practice.

Prerequisites: BIO 1100, PSY 1100, SCI 2500; ENG 1200 or ENG 2400 if exempt from ENG 1200

Pre or corequisites: NUR 1700, BIO 1200

NUR 1900 – FAMILY CENTERED MATERNITY NURSING (4 crs. 14 hrs. One-half semester)

Family-centered maternity nursing that addresses the facts, principles, and concepts relevant to the care of individuals and families during the reproductive years of the life cycle. Recognizing the impact of pregnancy on the individual and family, an awareness of the physiological and psychosocial adaptations that may occur during the childbearing years is developed. It is expected that facts and principles from the biological, behavioral and physical sciences will be synthesized and applied when utilizing the nursing process. Areas such as family structure, transcultural aspects, roles, and developmental tasks are discussed. Coursework for the typical week will consist of lecture - discussion, five (5) hours; on-campus lab/simulation, one (1) hour; and health agency experience, eight (8) hours. Additional practice for the maintenance of skills is essential. Provisions are available for additional time in the college laboratory for practice.

Prerequisites: NUR 2000 and NUR 2200

Pre or corequisites: SOC 3100, ENG 2400

**NUR 2000 – NURSING THE EMOTIONALLY ILL
(4 crs. 14 hrs. One-half semester)**

Introduction to nursing care of clients who are experiencing difficult meeting psychosocial needs, and how emotional illness affects the needs of the individual and family in their efforts to adapt to stressors. Introduction to the principles of managing client groups. Classroom, instruction, and laboratory sessions at the college, in the community, and selected health agencies are held weekly. The community and other health agency experiences are utilized to extend learning. Classroom instruction: five (5) hours, weekly on-campus labs; and eight (8) hours of community and health agency experience.

Prerequisite: NUR 2100

Pre or corequisite: PSY 3200

Recommended: SOC 3100 and ENG 2400

NUR 2100 – NURSING THE ILL ADULT I (9 crs. 16 hrs.)

Nursing the adult patient with common recurring health problems includes nursing interventions based on physiological and psychological needs of adult patients. Concepts, facts, principles and experiences presented in *Fundamentals of Nursing* (NUR 18) are built upon. Focus on nursing the adult patient with acute/chronic health alterations in the areas of respiratory, cardiovascular, endocrine/ metabolic, gastrointestinal, integumentary, musculoskeletal and renal/ urinary disorders. Classroom instruction and laboratory sessions, at the college, in the community, and selected health agencies are held weekly. During the college laboratory, concepts and principles discussed in previous classes are the basis for performing therapeutic nursing interventions using the nursing process. The community and other health agency experiences are utilized to extend learning. Each clinical experience is preceded and followed by a conference where the objectives for that learning experience are discussed and evaluated.

Individual and group assignments are utilized for laboratory experiences. Class work for the typical week consists of five (5) hours of classroom instruction; three (3) hours of college laboratory/simulation; and eight (8) hours of community and health agency experiences. For the continuing development of skills, additional practice is essential. Provisions are available for additional time in the college laboratory.

Prerequisites: NUR 1700, NUR 1800

Pre or corequisite: BIO 5100

**NUR 2200 – NURSING THE ILL ADULT II
(5 crs. 17 hrs. One-half semester)**

The concepts of patient centered care, teamwork and collaboration, evidence based practice, safety, quality improvement and informatics introduced in *Fundamentals of Nursing* (NUR 18) are incorporated with the concepts of commonly recurring health alterations presented in *Nursing the Ill Adult I* (NUR 21). Facts, principles and concepts derived from the biological and behavioral sciences are applied to nursing care for the adult client and family experiencing complex and / or long term health alterations related to oncology, neurology, rehabilitation, and eye/ear disorders. The principles of leadership, delegation, and priority setting as well as managing groups of clients are introduced.

Class work for the typical week consists of six (6) hours of classroom instruction; three (3) hours of on-campus lab/ simulation; and eight (8) hours of health agency experiences.

Prerequisite: NUR 2100

Pre or corequisite: PSY 3200

Recommended: SOC 3100 and ENG 2400

**NUR 2300 – NURSING OF CHILDREN
(5 crs. 17 hrs. One-half semester)**

Introduction to nursing care of children from infancy through adolescence, and their families. Developing an awareness of the physiological and psychosocial adaptation that may occur during childhood is emphasized. The synthesis of prior facts and principles from the biological, physical and behavioral sciences when utilizing the nursing process is expected. Normal growth and development, nutrition and anticipatory guidance are discussed. Health care maintenance of children as well as concepts relevant to hospitalized children are included. Class work for the typical week will consist of: lecture discussion, six (6) hours; weekly on-campus labs/simulation, and eight (8) hours health agency experience. It is essential to engage in addition practice for the maintenance of skills. Provisions are available for additional time in the college laboratory for practice.

Prerequisites: NUR 2000, NUR 2200

Pre or corequisites: SOC 3100, ENG 2400

NUR 2400 – ISSUES IN NURSING (1 cr. 1 hr.)

A survey of issues/transitions faced by the beginning Associate Degree Nurse Practitioner as an individual and as a member of the nursing profession. The history of nursing, legal aspects of practice, and issues and trends in nursing are discussed. The role and responsibilities of a beginning Associate Degree Nurse both as an individual as well as a member of the nursing profession is also emphasized.

Topics include selected historical perspectives, ethical and legal issues, and current trends. Classroom instruction/ Blackboard: one (1) hour. This course requires access to Microsoft Office programs Word and PowerPoint. These programs can be accessed at home, or on campus in the library and/or MAC 223 computer labs.

Prerequisites: NUR 2000, NUR 2200

Pre or corequisites: NUR 1900, NUR 2300, SOC 3100, ENG 2400

ELECTIVES:

NUR 2700 – PATHOPHYSIOLOGY (3 crs. 3 hrs.)

Physiologic and pathophysiologic mechanisms that act singly or in concert to produce alterations on a cellular, tissue, organ, system level as well as on the total human organism. Emphasis is placed on underlying concepts that create recurrent patterns of cellular dysfunction and progression to alterations in system function and interweaves development across the lifespan with disease processes. Pre/Corequisites: BIO 1200, SCI 2500 or department permission required

NUR 2900 – ALTERNATIVE HEALTH CARE MODALITIES (3 crs. 3 hrs)

Introduction to complementary and alternative health care treatments such as herbal remedies, massage, acupuncture and meditation and their use in both disease management and health promotion.

+ NUR 4100 – EMERGENCY HEALTH CARE (2 crs. 2 hrs.)

Enhances knowledge of actual and potential environmental hazards, explores cardiopulmonary emergencies and identifies appropriate action(s). Techniques for taking vital signs and techniques of basic cardiac life support CPR, (cardiopulmonary resuscitation) are demonstrated.

+ NUR 4200 – PARENTING (3 crs. 3 hrs.)

Theory and concepts relating to the interaction between parents and children from infancy to early adulthood. Participants explore effective parenting skills to assist in personal growth.

NUR 4300 – PERSPECTIVES ON DEATH AND DYING (3 crs. 3 hrs.)

The dynamics of death and dying for the purpose of understanding one's own feelings and attitudes so that meaningful assistance may be given to the dying individual and the family are examined. The ethical/moral and legal problems arising from such controversial issues as advanced medical treatment; strategies, abortion, suicide and euthanasia are explored. Prerequisites: PSY 1100 or SOC 3100 or Department permission. Open to all students.

NUR 4400 – DIET IN HEALTH AND ILLNESS (2 crs. 2 hrs.)

The nature of food and fluid intake in healthy and in ill individuals. Cultural differences, the age variable and dietary modifications are examined. Prerequisite: NUR 1800

NUR 4500 – PHARMACOLOGY IN HEALTH AND DISEASE (3 crs. 3 hrs.)

Intended for individuals of any background who desire information regarding safe use of prescription and non-prescription drugs. Emphasis will be placed on the impact of safe drug use on promoting and maintaining health. This course will also examine how drugs affect the body by changing many of its normal mechanisms and thereby contributing to health problems. Prerequisite: NUR 1800

NUR 4600 – TRANSCULTURAL PERSPECTIVES IN HEALTH CARE (3 crs. 3 hrs.)

Introduction to the field of transcultural health care. Provides an anthropological approach to healing, health values and practices of selected groups. Explores the roles of health professionals in reconciling ethnocentric health care values with health practices of culturally diverse groups. Prerequisite: NUR 1800

NUR 4700 – NURSING IN THE COMMUNITY (3 crs. 3 hrs)

Introduction to current home health care delivery systems; regulatory agencies; reimbursement mechanisms (insurance, private pay, Medicaid, Medicare); and roles and levels of care providers. Proposed Federal, State, City and private initiatives, planned changes in utilization and providers as well as accreditation and quality assurance programs will be explained. Options and skills to negotiate and obtain home care services for individuals and families will be discussed. Prerequisite: NUR 1800

NUR 4800 – INTRODUCTION TO BASIC HEALTH ASSESSMENT AND PHYSICAL EXAMINATION OF THE ADULT (3 crs. 4 hrs.)

Introduction to the basic knowledge and skills required to perform a comprehensive health assessment of an adult. The compilation of a health history, interview techniques and a regional approach to the physical examination of the adult will be introduced and practiced. A synthesis of the physical, psychosocial, developmental and cultural assessments will prepare students to develop a holistic statement of the health status of an adult individual. Prerequisite: NUR 1800

NUR 4900 – EKG RHYTHM RECOGNITION (3 crs. 3 hrs.)

An intermediate level course that builds on basic cardiac knowledge. The advanced knowledge and skill necessary to visually recognize, understand and treat cardiac rhythm disturbances. Prerequisite: NUR 1800 or Department permission

NUR 5000 – PAIN MANAGEMENT STRATEGIES (3 crs. 3 hrs.)

The role of the nurse, physician, other health care professionals, and caretakers in the pain management of clients, including a focus on the terminally ill as well as the chronically pained client. In this course, students will gain knowledge of both traditional pharmacological strategies as well as non-traditional alternative therapies. Prerequisite: PSY 1100

NUR 5100 – END OF LIFE ISSUES, HOSPICE AND PALLIATIVE CARE (3 crs. 3 hrs.)

The role of the nurse, physician, other health care professional, and caretakers in the provision of care for the dying patient and family members. The students will gain knowledge of end of life issues, care, understand the philosophy of hospice and palliative care, and identify appropriate interventions when working with the terminally ill patient and grieving family members. Prerequisite: PSY 1100 and/or Department permission

NUR 82XX (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

A.A.S. IN SURGICAL TECHNOLOGY

The A.A.S. in Surgical Technology has a limited number of seats available for admission. The courses are offered once per academic year.

The Surgical Technology Program provides the professional skills required for a career in health care. The program introduces the student to the theory and practice of Surgical Technology and Perioperative practice in the classroom, laboratory and actual clinical setting. Students are prepared to function as a professional member of the surgical team by demonstrating knowledge of aseptic techniques, surgical procedures and instrumentation. The learning environment for students facilitates the development of knowledge, skills and values for professional development. The students garner sufficient background to be able to assimilate the policies and procedures of any health care institution consistent with their scope of practice in New York State. Upon completion of the program, graduates are eligible to take the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Career Opportunities

Surgical Technologists are crucial members of the surgical team. They are employed in hospital operating rooms, delivery rooms, cast rooms, ambulatory care units and central supply departments. They are utilized in clinic, ophthalmologists, physician and dentists' offices. With a broad educational background combined with the specialized focus they possess, Surgical Technologists' function very well in diverse areas as medical sales, product development and research, laser technology and bio-medical engineering.

Admission Requirements

To be considered for the Surgical Technology Program, students must pass the CUNY Reading and Writing exams and the COMPASS Math Skills Test.

The student must achieve a minimum average of 2.5 in all courses required for the program. Courses from other colleges to be applied toward program requirements must have grades submitted for them.

Retention Criteria

Criteria for retention in the Surgical Technology Program mandates that students:

1. Receive no more than two grades below "C" in any of the pre or co-requisite courses.
2. Earn a minimum of "C" in all Surgical Technology Courses.
3. Students earning less than a "C" grade in a Surgical Technology Course may repeat the course one time (subject to space availability). The minimum grade for courses that are repeated is a "B".
4. A second earned grade of less than "C" in any Surgical Technology course will result in dismissal from the Program.
5. Clinical Performance in the Practicum must be at a satisfactory level to remain in the program.

Any student who has not attended nursing courses for two or more consecutive semesters cannot be readmitted into the Surgical Technology Program unless qualifying examinations have been passed in sequential order in the courses previously completed. In accordance with the retention criteria of the Nursing Department, these examinations can be repeated only once. In addition, the student must demonstrate clinical competency by passing a Clinical Practicum examination prior to returning to any of the clinical courses.

Practicum Courses

Following the successful completion of the first semester of the program, students will enroll in Practicum Courses and will participate in actual surgical procedures in the operating rooms at various clinical agencies.

Practicum Requirements

Course Completion:

The student must complete and achieve a grade of "C" in the following courses prior to placement in the first practicum:

ENG 1200
BIO 1100
ST 100
ST 200

Health Clearance – Malpractice Insurance – CPR Certification

Prior to registration for the practicum, students in Surgical Technology are required to obtain health clearance from the Kingsborough Community College Office of Health Services (Room A-108). Students should obtain information regarding annual physical examination, immunization, tuberculosis testing and forms from the Office of Health Services (Room A-108). Students must obtain malpractice insurance that is valid for the entire semester and provide documentation of this to the Nursing Department (Room

M- 401) prior to registration. Students must also obtain CPR (BLS) certification and provide documentation to the Nursing Department prior to registration in the first Practicum.

Information on obtaining BLS certification and malpractice insurance is available in the Nursing Department office, Room M-401.

Students are required to purchase a lab coat and KCC patch. They may opt to purchase individual protective goggles.

The academic requirements are demanding and students are cautioned to plan their work schedules and extra curricular activities with this in mind.

SURGICAL TECHNOLOGY

ST 100 - SURGICAL TECHNOLOGY I (3 credits, 3 hours)

Comprehensive study of the operative environment, professional roles, communications techniques and ethical responsibilities.

Corequisite: ST 200

Prerequisites: BIO 1100, ENG 1200

ST 200 - SURGICAL TECHNOLOGY II (2 credits, 6 hours (2 lecture, 4 lab))

Provides theoretical knowledge for the application of essential skills during the perioperative phase of patient care. It introduces the student to the practice of surgical technology with a focus on those skills necessary for function in the scrub role.

Corequisite: ST 100

Prerequisites: BIO 1100, ENG 1200

ST 300 - SURGICAL TECHNOLOGY III (4 credits, 4 hours)

Principles and the practice of surgical technology with a focus on those functions that impact the circulating role. Introduction to surgical pharmacology, anesthesia and wound healing physiology.

Prerequisite: ST 100, ST 200

Corequisite: ST 3P00

ST 400 - SURGICAL PROCEDURES (3 crs. 3 hrs.)

Introduction to each anatomical system with a focused review of pathology in conjunction with those specific procedures performed. The instrumentation and surgical modalities of each specialty will be covered as they relate to the practice of Surgical Technology. Surgical specialties include General, Gastrointestinal, Biliary, Gynecologic, Ear-Nose and Thoracic Surgery, Plastic and Pediatric Surgery.

Pre/Corequisites: BIO 1100, NUR 4500

**ST 4500 - SURGICAL PHARMACOLOGY
(3 credits, 3 hours)**

The study of pharmacology relevant to the preparation, distribution and administration of those medications commonly used in the operating room environment. Concepts of intended therapeutic effects, side effects and adverse effects are covered. Course does not fulfill General Education Distribution Requirements. **Course is only open to Surgical Technology majors (code 056).**
Prerequisite: ST 100

**ST 500 - ADVANCED SURGICAL PROCEDURES
(4 credits, 4 hours)**

Continuation of anatomical systems with a focused review of pathology in conjunction with specific procedures performed. The instrumentation and surgical modalities of each specialty will be covered as they relate to the practice of Surgical Technology. The advanced surgical specialties include Ophthalmic, Vascular, Ortho-pedic, Neurosurgery, Thoracic, Cardiac, Trauma and Transplant.
Prerequisite: ST 400, ST 4P00
Corequisite: ST 5P00
Pre/Corequisite: BIO 5100

**ST 600 - PROFESSIONAL STRATEGIES FOR THE
SURGICAL TECHNOLOGIST (3 crs. 3 hrs.)**

Prepares students for both certification and life in the work force. It is both a review course for certification as well as development of job-seeking skills to ensure that the student succeeds in a career path. Resume writing and interviewing techniques are covered as a requirement for the Certified Surgical Technologist for recertification and continuing education throughout his/her career.
Prerequisite: ST 500, ST 5P00
Corequisite: ST 6P00

**ST 3P00 - PRACTICUM I
(2 credits, 8 clinical hours)**

Provides the student individualized experience in practice in the field. Emphasis is placed demonstrating proficiency necessary to participate in surgical procedures
Prerequisite: ST 100, ST 200
Corequisite: ST 300

**ST 4P00 - PRACTICUM II
(2 credits, 8 clinical hours)**

Provides the student with individualized experience in practice in the field. Emphasis is placed on demonstrating proficiency in skills necessary and participating in basic surgical procedures.
Prerequisite: ST 300, ST 3P00
Corequisite: ST 400

**ST 5P00 - PRACTICUM III
(3 credits, 16 clinical hours)**

Continuation of individualized experiences in practice in the field. Emphasis is placed on demonstrating proficiency in skills necessary for participating in the advanced specialties.
Prerequisite: ST 400, ST 4P00
Corequisite: ST 500

**ST 6P00 - PRACTICUM IV (3 credits, 16 clinical
hours)**

Provides the student with individualized experience in the field. Emphasis is placed on demonstrating proficiency in skills necessary for independent practice.
Prerequisite: ST 500, ST 5P00
Corequisite: ST 600

+ Basic Course

A.A.S. Degree: NURSING
Requirements – page 72**A.A.S. Degree: SURGICAL TECHNOLOGY**
Requirements – page 77

Accreditation – the Nursing Program is accredited by the National League for Nursing Accrediting Commission (NLNAC). Information is available by contacting the NCLNAC – National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326 (404)975-5000

The Surgical Technology Program of Kingsborough Community College has received initial accreditation from the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Information is available by contacting CAAHEP, 1361 Park Street, Clearwater, Florida 33756 (727) 210-2350.

PHYSICAL SCIENCES DEPARTMENT

Room S-243A• ext. 5746

Grigoriy Aizin, Professor

Homar Barcena, Assistant Professor

Kathryn Chapman, Assistant Professor

Harold C. Connolly Jr., Professor

Kieren Torres Howard, Assistant Professor

John Lawrence, Chief College Laboratory Technician,
Adjunct Lecturer

Jose Lenis, Senior College Laboratory Technician

Patrick M. Lloyd, Assistant Professor

Jay Mancini, Professor

Jacob Louis Mey IV, Assistant Professor

John Mikalopas, Assistant Professor and Chairperson

Varattur Reddy, Professor

Robert Schenck, College Laboratory Technician

Michael K. Weisberg, Professor

Hanying Xu, Associate Professor

ALL PHYSICAL SCIENCE COURSES EXCEPT CHM 00100, EGR COURSES, AND PHY 00100, MEET GROUP V OR GROUP C GENERAL EDUCATION REQUIREMENTS FOR ALL DEGREES.

CHEMISTRY

~ CHM 100 – PREVIEW of GENERAL CHEMISTRY (0 crs. 2 hrs. – 2 equated credits)

Lecture and workshop introduces chemical nomenclature, symbolism, structure of atoms and molecules, isotopes and atomic weight, simple chemical reactions and balancing chemical equations. Mathematics necessary for chemistry included. Critical reading of chemistry texts. Students receive intensive help with weak areas.

Pre or corequisite: MAT 900

Required of all students who wish to enroll in CHM 1100 and do not meet the prerequisites.

CHM 500 – CHEMISTRY FOR THE NUTRITIONAL SCIENCES (5 crs. 7 hrs)

Principles of general chemistry with applications to biological systems and processes. Intended for students who wish to pursue a career in nutrition or other health-related fields. Not open to students who have completed CHM 01100. Utilization of the metric system, conversions, physical and chemical properties of matter, chemical nomenclature, symbolism, atomic and molecular structure, nuclear processes, the basics of chemical bonding and reactions, stoichiometry, and the properties of the states of matter, solids, liquids and gases. Students will also be introduced to the chemistry of solutions and colloids, acids and bases, which are integral in nutritional processes. Students will be able to proceed on to organic chemistry courses in health related fields.

Prerequisites: Permission of the Department and passing scores on CUNY Reading and Writing exams and the COMPASS Math Skills Test.

+ CHM 1100 – GENERAL CHEMISTRY I (4 crs. 6 hrs.)

Two-semester classroom and laboratory course. First term introduces: the mole concept, stoichiometry, thermochemistry, atomic structure, periodic properties, bonding, (especially of carbon compounds), the gaseous, liquid and solid states, phase changes, electrolytes, and the properties of selected elements in relation to environmental problems. Prerequisites: MAT 900 or passing score on the COMPASS Math Skills Test and either CHM 100 or passing exemption exam for CHM 100. Contact department for exemption exam information.

CHM 1200 – GENERAL CHEMISTRY II (4 crs. 6 hrs.)

Study of chemical kinetics, equilibrium, acids, bases, salts, weak electrolytes and pH, solubility, entropy and free energy, electrochemistry, transition metal chemistry, nuclear chemistry and selected topics in organic chemistry. Laboratory experiments includes classical and modern chemistry methods.

Prerequisite: CHM 1100

CHM 3100 – ORGANIC CHEMISTRY I (5 crs. 9 hrs.)

Modern concepts of organic chemistry includes: structure and bonding reaction mechanisms, stereochemistry, nomenclature and synthesis; relationship between structure and reactivity of the functional groups representing the principal classes of organic compounds. Laboratory covers fundamental operations of organic chemistry including determination of physical properties, experimental reactions and procedures, basic instrumentation and analysis.

Prerequisite: CHM 1200

**CHM 3200 – ORGANIC CHEMISTRY II
(5 crs. 9 hrs.)**

Continued study of structure and reactivity of organic compounds including structure and bonding, nomenclature, synthesis, stereochemistry and reaction mechanisms of the important functional groups of organic compounds. Laboratory covers basic processes of organic chemistry, advanced instrumental methods, study of functional groups and derivatives and qualitative organic analysis. Select students may be introduced to research methods. Prerequisite: CHM 3100

**CHM 81XX – INDEPENDENT STUDY
(1-3 crs. 1-3 hrs.)**

Independent study of Chemistry is developed individually between student and faculty member and must be approved by the Department.

CHM 82XX – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

~ Developmental Course

+ Basic Course

ENGINEERING SCIENCE**EGR 2100 – ENGINEERING DESIGN (3 crs. 5 hrs.)**

For a beginning engineering students, hand-on investigations and an appreciation of the importance of engineering in our society. In the laboratory, students will investigate problems relevant to the study of engineering, including mechanical, robotic and bridge design. Computers will be utilized for all relevant laboratory sessions. Lecture discussions will include preparation for the labs and discussions of approaches engineers have used to solve difficult problems. Prerequisite: Passing scores on the CUNY Reading and Writing exams and MAT 900
Corequisite: MAT 1400

EGR 2200 – INTRODUCTION TO ELECTRICAL ENGINEERING (3 crs. 4 hrs.)

First course in electrical engineering, includes: circuit elements and their voltage-current relations; Kirchoff's laws; elementary circuit analysis; continuous and discrete signals; differential and difference equations; first order systems. **Required for Engineering Science Majors.** Prerequisites: MAT 2100, PHY 1400.
Corequisite: MAT 5500

EGR 2300 – INTRODUCTION TO ENGINEERING THERMODYNAMICS (3 crs. 4 hrs.)

First course in engineering thermodynamics, topics include: Zeroth Law and absolute temperature; work, heat, First Law and applications; Second Law, Carnot theorems, entropy, thermodynamic state variables and functions, reversibility, irreversibility, and availability functions; Ideal gas mixtures, mixtures of vapors and gas, humidity calculations.

Required for Engineering Science Majors.

Prerequisites: CHM 1200, PHY 1400

Corequisite: CS 1200

EARTH AND PLANETARY SCIENCE**+ EPS 3100 – METEOROLOGY (4 crs. 6 hrs.)**

Fundamental physical and chemical structure of the atmosphere including weather, climate, meteorological instrumentation, and air pollution.

Prerequisites: Passing scores on the CUNY Reading and Writing exams and the COMPASS Math Skills Test or department permission

+ EPS 3200 – OCEANOGRAPHY (4 crs. 6 hrs.)

Factors that have a major influence on the physical and chemical structure of the oceans includes tides, waves, currents, oceanographic instrumentation and coastal oceanography. Course includes a laboratory component.

Prerequisites: Passing scores on the CUNY Reading and Writing exams and the COMPASS Math Skills Test or department permission

+ EPS 3300 – PHYSICAL GEOLOGY (4 crs. 6 hrs.)

Study of the nature of the Earth and its processes includes: mineral and rock classification; analysis of the agents of weathering and erosion; dynamics of the Earth's crust as manifest in mountain building, volcanoes and earthquakes; recent data concerning the geology of other planets; field and laboratory techniques of the geologist.

Prerequisites: Passing scores on the CUNY Reading and Writing exams and the COMPASS Math Skills Test or department permission

+ EPS 3500 – INTRODUCTION TO ASTRONOMY (4 crs. 6 hrs.)

Concepts and methods of astronomical science, the early theories of the universe, astronomical instruments, the solar systems and its members, stars, galaxies, recently discovered objects, and study of modern cosmological ideas. Course includes a laboratory component.

Prerequisites: Passing scores on the CUNY Reading and Writing exams and the COMPASS Math Skills Test or department permission

+ EPS 3600 – PLANETOLOGY: A TRIP THROUGH THE SOLAR SYSTEM (4 crs. 6 hrs.)

Introduction to the planets, moons and smaller bodies that occupy our Solar System, and to current Space Science research and technology. Topics include the origin and evolution of our solar system, the geological and chemical characteristics of the planets, moons, asteroids, comets and life in the solar system.

Prerequisites: Passing scores on the CUNY Reading and Writing exams and the COMPASS Math Skills Test or department permission

+ EPS 3800 – INTRODUCTION TO EARTH SCIENCE (4 crs. 5 hrs.)

The earth's environment, meteorology, geology, astronomy, and oceanography. Field trips and laboratory work included.

Prerequisites: Passing scores on the CUNY Reading and Writing exams and the COMPASS Math Skills Test or department permission.

+Basic Course

PHYSICS

PHY 100 – PREVIEW OF GENERAL PHYSICS (0 crs. 2 hrs. – 2 equated crs.)

Topics covered include: measurements mathematical background, vectors, motion in a straight line, motion in a plane, forces, work, energy, power, momentum, impulse and angular motion in a plane.

Pre/Corequisite: MAT 900

+ PHY 1100 – GENERAL PHYSICS I (4 crs. 6 hrs.)

First term of non-calculus two-semester lecture and laboratory course in classical and modern physics. Includes study of mechanics, heat, hydrostatics and hydrodynamics, harmonic motion and waves. Physical principles are demonstrated and students receive "hands on" laboratory experience.

Prerequisite: MAT 1400.

Recommended for students in liberal arts, pre-medical, pre-dental, pre-pharmacy, pre-optometry and allied health.

PHY 1200 – GENERAL PHYSICS II (4 crs. 6 hrs.)

Second term of General Physics. Includes sound, electricity, magnetism and optics. Laboratory sessions included.

Prerequisite: PHY 1100

PHY 1300 – ADVANCED GENERAL PHYSICS I (4 crs. 6 hrs.)

First term of calculus two-semester lecture and laboratory course in classical and modern physics. Includes the study of mechanics, heat, hydrostatics and hydrodynamics, harmonic motion and waves. Physical principles demonstrated and "hands on" laboratory experience.

Pre or corequisite: MAT 1500

Recommended for science, engineering, pre-medical and allied health students who desire a more comprehensive treatment than given in PHY 1100.

PHY 1400 – ADVANCED GENERAL PHYSICS II (4 crs. 6 hrs.)

Second term of PHY 1300. Topics include sound, electricity, magnetism and optics. Laboratory sessions included.

Prerequisite: PHY 1300

Pre or corequisite: MAT 1600

PHY 4200 – IDEAS OF MODERN PHYSICS (3 crs. 3 hrs.)

The origin, ideas and scientific developments of modern physics including a brief description of Classical Physics; The Theory of Special and General Relativity; and Quantum Mechanics.

Prerequisite: Passing scores on the CUNY Reading and Writing exams and the COMPASS Math Skills Tests.

+Basic Course

SCIENCE

+ SCI 2500 – APPLIED PHYSICAL SCIENCES FOR ALLIED HEALTH CAREERS (3 crs. 5 hrs.)

Lecture and laboratory course on chemistry and physics topics with direct bearing on health services. Includes: mechanics, electricity, optics, atomic energy, radioactivity, atomic structure, chemical bonding, chemical equations, behavior of gases, respiration and oxygen therapy, properties of liquids and solutions including hydrostatics and hydrodynamics, acids and bases, plus an introduction to organic and biochemistry and drug calculations.

For Nursing Majors only.

Prerequisites: Passing scores on the CUNY Reading and Writing exams and the COMPASS Math Skills Test. *For Nursing Majors only or Department permission.*

+ SCI 3700 – DEVELOPMENTS IN THE PHYSICAL SCIENCES AND THE ENVIRONMENT (4 crs. 5 hrs.)

Basic concepts in the physical sciences and their applications in today's technologically advance world are presented. The impact that modern technology has on our physical environment is examined. Selected topics include: pollution, ozone layer depletion, global climate change, pesticides and chemicals in food, energy sources (renewable and non-renewable), and medical and military applications of technology. Students will engage in science through application of the methods of science (e.g. empirical, experimental and the scientific method). Students will develop the ability to formulate strong, logical, science-based arguments, evaluate and discuss environmental issues, and test hypothesis to improve problem solving skills.

+ SCI 5100 – CHEMISTRY AND THE ENVIRONMENT (3 crs. 3 hrs.)

An investigation of important topics that involve the state of the environment from a scientific perspective. This course will cover topics that include global warming, stratospheric ozone depletion, acid rain, the carbon and nitrogen cycles, chemical and industrial pollution, the impact of fossil fuels, nuclear energy, and treatment. *Note: This is a basic course. It does NOT require any prerequisite.*

+ SCI 5100LB – CHEMISTRY AND THE ENVIRONMENT (1 crs. 2 hrs.)

The gathering, analysis, interpretation, and presentation of scientific data. The measure of selected physical, chemical and geological properties that influence the structure and function of ecological systems. Selected standard techniques used to observe, sample and describe natural systems.

Prerequisite: SCI 5100

+ SCI 7000 – THE SCIENCE OF NUTRITION (4 crs. 5 hrs.) (3 hrs. lecture and 2 hours laboratory per week)

Learn and measure the physical and chemical properties that influence the structure and function of chemical properties that influence the structure and function of nutritional systems. Gain experience with practical applications of nutritional science. Practice the gathering, analysis, interpretation, and presentation of scientific data. Learn standard techniques used to observe, sample and describe natural systems. **Course fulfills Group C General Education Distribution Requirements.**

Prerequisites: Passing scores on the CUNY Reading and Writing exams.

+Basic Course

A.S. Degree: CHEMISTRY

Requirements – page 52

A.S. Degree: EARTH AND PLANETARY SCIENCE

Requirements – page 55

A.S. Degree: ENGINEERING SCIENCE

Requirements – page 56

A.S. Degree: PHYSICS

Requirements – page 61

A.S. Degree: SCIENCE FOR FORENSICS

Requirements – page 61

TOURISM AND HOSPITALITY DEPARTMENT

Room V-226 • ext. 5143

Anne Babette Audant, *Assistant Professor*

Anthony Borgese, *Professor and Chairperson*

Rosemary Bufano, *Lecturer*

Jonathan Deutsh, *Professor*

Anthony DiLernia, *Professor*

Laxman Kanduri, *Lecturer*

Pamela King, *Senior College Laboratory Technician*

Conrad Kreuter, *Lecturer*

Robynne Maii, *Lecturer*

Laurel Marshall, *Assistant Professor*

John Nappo, *Lecturer*

Thomas Smyth, *Assistant Professor*

Robert Stiglitz, *Senior College Laboratory Technician*

Edgar Troutd, *Instructor*

Donovan Withers, *College Laboratory Technician*

CULINARY ARTS

CA 100 – CULINARY ARTS I: SKILLS (3 crs. 5 hrs.)

Introduction to cooking terminology, techniques, and theories. Proper knife handling, vegetable cuts and stock, soup, and sauce production. Equipment use and product identification including herbs, produce, dairy, fish, poultry, meat, cold and dry pantries. Egg cookery introduced as a prelude to cooking techniques covered in Culinary Arts II. The proper use of seasoning and frequent tasting, and the development of timing, and organization. NRAEF ManageFirst: Food Production certification.

Prerequisite: Passing score on Part 1 of the Compass Exam (Arithmetic).

CA 200 – CULINARY ARTS II: MAJOR TECHNIQUES (3 crs. 5 hrs.)

Continuation of cooking terminology and theories, and major cooking techniques. Food groups including fresh and dry pasta, bean and legumes, rice and grains, vegetable and potato, and advanced small sauce and soup production, breakfast and brunch cookery explored. Introduction to plate presentation, banquet-style lunch service, cost control theories and an operating revenue-generating food production facility.

Prerequisite: CA 100.

CA 300 – GARDE MANGER AND CHARCUTERIE (3 crs. 5 hrs.)

Introduction to cooking terminology, techniques, and theories in the cold kitchen. Areas of study include salads, sandwiches, appetizers, canapés, and hors d'oeuvres with emphasis on flavor profiles, visual composition, and buffet presentation. Charcuterie explored through sausage making, cured and smoked foods, and the use of forcemeats in terrines, pâtés, galantines, and roulades. Traditional and practical use of repurposing meat, garniture and accoutrements, and classic and modern culinary trends are covered.

Prerequisite: CA 100.

CA 1100 – BAKING AND PASTRY (3 crs. 5 hrs.)

An introduction to baking and pastry making. Techniques for the quality production of yeasted and quick breads, pies and tarts, choux pastry, phyllo and puff pastry applications, basic cakes, cookies, ice cream and sorbets, Bavarians and mousses, and fruit cookery. **Not open to students who have completed TAH 08212.**

Prerequisite: TAH 1000 or TAH 7100.

CA 1200 – PATISSERIE (3 crs. 5 hrs.)

Continuation of baking and pastry making and the introduction of more advanced techniques. Includes artisan-style yeast breads; laminated dough fabrication including puff pastry, Danish dough, and croissant dough; classic and contemporary layered cakes; classic specialty pastries; advanced cookies; introduction to petit fours; meringues. Correct technique, product quality, and skills in critiquing taste, texture, and appearance, finished products suited for buffet or ala carte service with appropriate garniture, sauces, and presentation, the professional pastry kitchen and volume production are covered.

Prerequisite: CA 1100.

CA 2100 – FOOD SAFETY AND SANITATION CERTIFICATION (1 cr. 2 hrs)

Practices for serving safe food and maintaining a sanitary kitchen environment. Topics include preventing food-borne illnesses, food microbes, food allergens, contamination, worker hygiene, the flow of food from purchasing and receiving through production and service, food safety management systems, maintaining sanitary facilities and integrated pest management. Presentation for the ServSafe examination from the National Restaurant Association and the New York City Foodhandler examination from the NYC Department of Health and Mental Hygiene.

CA 5000 – FOOD AND BEVERAGE COST CONTROL (3 crs. 3 hrs.)

The application of tools to manage and control food and labor costs in the food service industry. Students learn the fundamental flow of the purchasing cycle including procuring vendors, selecting products, placing orders, and proper receiving procedures. Emphasis placed on understanding and controlling food and labor costs through forecasting, inventory evaluation, and income statements. Prerequisite: Passing score on Part 1 of the Compass Exam (Arithmetic).

CA 6000 – BEVERAGE MANAGEMENT (3 crs. 3 hrs.)

Introduction to managing and serving wine, beer, spirits, and non-alcoholic libations and their role in the restaurant industry from a culinary and marketing perspective. Examination of historical, geographical, cultural, and profitable roles beverages play. Terminology and theories of pairing beverages with food, production, sanitation, employee management, purchasing, receiving, storing, and regulation is explored. Development of new beverage concepts. NRA Educational Foundation ServSafe Alcohol certification.

Prerequisite: TAH 1000, TAH 7100.

CA 9000 – GLOBAL CULINARY IMPROVISATION (3 crs. 5 hrs.)

Principles and practice of identification, comparison, and evaluation of selected foods, ingredients, techniques, and equipment for recipe formulation, menu planning and preparation, application of global flavor principles and ingredients, and modifications to meet specific requirements. This is a capstone course focused on improvisational, interactive activities structured around five competencies: problem-solving, culinary improvisation, flavor and palate development, leadership and teamwork, and communication. Prerequisite: CA 100 and CA 200

CA 9200 – INTERNSHIP IN CULINARY ARTS (3 crs. 9 hrs.)

Integration of theory and practice in an actual work environment, eight hours per week of supervised field experience in culinary arts plus one hour a week on campus for a seminar discussion of relevant topics. Classroom sessions focus on industry-specific career development and planning skills, and preparation of a professional portfolio.

Prerequisite: CA 100 and CA 200

TOURISM AND HOSPITALITY

+ TAH 100 – INTRODUCTION TO TOURISM AND HOSPITALITY (3 crs. 3 hrs.)

Overview of the many and varied organizations and agencies that make up the tourism and hospitality industry, their roles and interrelationships. Topics include transportation, lodgings, restaurants, wholesale and retail operations, attractions, government owned parks and facilities, trade organizations, and governmental agencies.

+ TAH 200 – DESTINATION GEOGRAPHY (3 crs. 3 hrs.)

Destination development topics include: travel motivation; man-made and natural attractions, and activities in their geographic context; major tourism destination areas; selling techniques used when counseling clients.

Pre or corequisite: TAH 100

TAH 500 – LABOR RELATIONS AND CUSTOMER SERVICE PRACTICES (3 crs. 3 hrs.)

Labor and training topics within tourism and hospitality organizations. Terminology and best practices of the industry are explored. Relationship between employee and customer, and employee and management are examined. A survey of customer service techniques common to the industry is conducted.

Pre or co-requisite: TAH 100

TAH 1200 – TOURISM AND HOSPITALITY ENTREPRENEURSHIP (3 crs. 3 hrs.)

Introduction to the theories and concepts within the tourism and hospitality industries from an entrepreneurial perspective, including key determinants and their innovative impact on performance. The importance and impact of globalization is analyzed, and financial, marketing and legal strategies are explored. The tools needed to start one's own tourism and hospitality business are emphasized.

Pre or corequisite: TAH 100

TAH 1500 – CRUISES AND SPECIALTY MARKETS (3 crs. 3 hrs.)

Presents various specialty, niche travel markets to the student. These markets include: cruises, Adventure Tourism, Heritage Tourism, Spa and Fitness Tourism, Special Interest Sports Tourism, Gaming and Casino operations.

Pre or corequisite: TAH 100

TAH 1700 – TOURISM TECHNOLOGY (3 crs. 4 hrs.)

A survey of critical technology components in tourism and aviation, including Global Distribution Systems (GDS) and their application to each industry through workplace simulations and online activities.

Pre or corequisite: TAH 100

TAH 1800 – CASE STUDIES IN TOURISM AND HOSPITALITY (3 crs. 3 hrs.)

The case method is used to examine the various components of the tourism and hospitality industry. Each case contains details of actual operations that can be viewed from various perspectives in reaching solutions. Relevant technology and analytical tools are utilized throughout the course.

Pre or corequisite: TAH 100

TAH 1900 – THE BUSINESS OF TOURISM & HOSPITALITY (3 crs. 3 hrs.)

Survey of critical business competencies and applied technology strategies to manage, market, create and promote tourism and hospitality products and services. Relevant reports and documents are prepared by students through simulated activities. Entrepreneurial activities are placed in a Tourism and Hospitality context.

Pre or corequisite: TAH 100

TAH 2200 – FRONT OFFICE OPERATIONS (3 crs. 3 hrs.)

Survey of front office operations within a hotel including front desk, reservations, customer service, night audit, marketing and human resources. Students master and apply critical skills and competencies for careers in the Hospitality industry.

Pre or corequisite: TAH 100

TAH 2500 – TOURISM AND HOSPITALITY MARKETING (3 crs. 3 hrs.)

Application of practical marketing techniques including the marketing mix, communications mix, customer relationship marketing and online marketing. Emphasis is on the creation of a marketing plan typically used in small to mid-sized tourism and hospitality businesses.

Prerequisite: TAH 100

TAH 4100 – INTRODUCTION TO MEETING PLANNING (3 crs. 3 hrs.)

The basic essentials and elements of meeting planning plus an introduction to the opportunities and responsibilities in this growing field.

Pre or corequisite: TAH 100

TAH 4200 – EVENT PLANNING AND OPERATIONS (3 crs. 3 hrs.)

To effectively manage the increasingly complex area of hotel and association meeting and event planning and operations, students learn to understand and deal with fiscal constraints and acquire necessary skills and knowledge to successfully interact with the various players involved.

Prerequisite: TAH 4100

TAH 4300 – EVENT CATERING MANAGEMENT (3 crs. 3 hrs.)

Introduction to the basic skills and competencies required for catering, food and beverage operations, and the opportunities and responsibilities of this sector of the hospitality and tourism industry.

Pre or corequisite: TAH 7100

TAH 5100 – INTERPRETIVE GUIDING (3 crs. 3 hrs.)

Basic components of Tour Guiding including duties and responsibilities of a tour guide and how to handle tour groups in various settings. New York City will be the reference point for sight and attraction guiding.

Requirements for the New York City Tour Guide license.

TAH 5200 – HOSPITALITY TECHNOLOGY (3 crs. 3 hrs.)

A survey of critical technology components in hospitality and food services, offering a basic understanding of these systems and their application to each industry through workplace simulations and online activities. Hotel property management software is taught and food service purchasing simulations are practiced.

Pre or corequisite: TAH 100

TAH 5300 – GEOGRAPHIC HIGHLIGHTS (3 crs. 3 hrs.)

The financial, sociocultural, physical resource and environmental consequences of tourism developmental decisions. The application of this information in the competition for market share.

Prerequisites: TAH 100, TAH 200

TAH 5400 – COMPARATIVE HOSPITALITY VENUES (3 crs. 3 hrs.)

Meeting planning, Event management, Trade Show Development and administration and catering support as elements critical to the growth and economic development of the hospitality industry. This course will help prepare students to recognize and manage these factors in today's global marketplace.

Prerequisites: TAH 100, TAH 200

TAH 6100 – INTRODUCTION TO LOGISTICS AND TRANSPORTATION (3 crs. 3 hrs.)

An overview of the field of logistics and transportation in light of today's global market realities. Includes a thorough analysis of the U.S. and international transportation systems, physical distribution operations, and import/export documentation as well as the principles involved in the movement of goods worldwide.

Prerequisites: TAH 100, TAH 200

TAH 6500 – AIRPORT AND AVIATION MANAGEMENT (3 crs. 3 hrs.)

This course will impart to students a broad understanding of the air transportation industry and an appreciation of the major management functions within an airline and airport. The characteristics, scope and economic significance of airports and air transportation are explored in detail.

Prerequisites: TAH 100

TAH 6600 – CRUISE LINE MARKETING AND SALES (3 crs. 3 hrs.)

Introduction to marketing and sales strategies specific to the cruise-line industry. Technology support platforms, geography, safety and sustainability and customer service concepts, case studies and other simulated activities.

TAH 6900 – AVIATION AND AIRPORT SECURITY (3 crs. 3 hrs.)

An overview and analysis of threats, security, and protections within the aviation industry, including the impact of international aviation terrorism, and governmental measures to combat the loss of life and property. Sample airport and terminal programs are presented for analysis.

[Formerly TAH 8260]

Prerequisite: TAH 100

TAH 7100 – INTRODUCTION TO PROFESSIONAL FOOD SERVICE (3 crs. 3 hrs.)

An introduction to the various components of the professional food service industry. Subjects will include the history, scope, classification, trends and the role of the customer.

TAH 7200 – RESTAURANT AND FOOD SERVICE OPERATIONS (3 crs. 3 hrs.)

An introduction to restaurant concepts and operations for students who want to open their own restaurant, or manage a restaurant or catering establishment. The course is a blueprint for how to proceed from the conceptual development stage through the marketing, operations and management of a restaurant or catering facility.

Pre or corequisite: CA 100 and CA 2100

TAH 7300 – CULTURAL FOODS: GEOGRAPHY OF FOOD AND WINE (3 crs. 3 hrs.)

Will introduce students to the relationship between areas of food and wine production, culture, preparation and consumption. The role of food and wine as a component of the tourism and hospitality industry will be explored.

Pre or corequisite: TAH 100

TAH 7400 – MENU AND DINING ROOM MANAGEMENT (3 crs. 3 hrs.)

The role and importance of proper wait service to the tourism and hospitality industry. Case studies, cost, and control factors in the construction and management of a function menu will be covered. New trends and developments will be explored as they relate to catering, trade shows and professional meetings.

Pre or corequisite: TAH 100 or TAH 7100

TAH 81XX – INDEPENDENT STUDY (3 crs. 3 hrs.)

Independent study of tourism and hospitality is developed individually between student and faculty member and must be approved by the Department.

TAH 8204 – CRUISELINE MARKETING AND SALES (3 crs. 3 hrs.)

Introduction to the specialized marketing and sales concepts, strategies and unique challenges of the cruise line industry. Industry-specific technology and applications, customer service strategies, communication and presentation skills, research marketing and sales planning and implementation.

TAH 82XX – (1-3 crs. 1-3 hrs.)

This course is of a topical nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

TAH 9096 – THE VIRTUAL ENTERPRISE (3 crs. 3 hrs.)

Introduction to business operations of tourism, hospitality, aviation, international transportation, and the food service industries through the development operation of a simulated business environment. Utilizing technology, students trade products and services, and form decision-making teams that conceive, organize and operate business transactions.

TAH 9160 – PROFESSIONAL PORTFOLIO (1 cr. 1 hr.)

Will direct students in the preparation and assembly of a professional portfolio consisting of a career development package, research write-up and work samples. The portfolio will serve as a professional vitae for students in their internship fieldwork placement. A supervised practical experience evaluation completes the professional portfolio.

Pre or corequisite: TAH 100

TAH 9250 – FIELD EXPERIENCE IN TOURISM AND HOSPITALITY (3 crs. 9 hrs.)

(8 hrs. in field plus 1 hr. on-campus seminar)
To integrate theory and practice by applying acquired skills in an actual work environment, eight hours per week of supervised field experience in travel and hospitality plus one hour a week on campus, of seminar discussion of relevant topic.

Pre or corequisite: TAH 100

TAH/RPE 4600 – FACILITIES PLANNING IN SPORTS (3 crs. 3 hrs.)

The principles, guidelines and recommendations for planning, constructing, using and maintaining sports facilities.

TAH/RPE 700 – INTRODUCTION TO SPORTS MANAGEMENT (3 crs. 3 hrs.)

Overview of the organizations and agencies that comprise the sports industry and their roles and interrelationships. This is a foundation course that covers the history, ethics, diversity, management theories, laws, and operating procedures of sports management.

+ Basic Course

MARITIME TECHNOLOGY

MT 3000 – INTRODUCTION TO MARITIME TECHNOLOGY (3 crs. 4 hrs.) [2 hrs. lecture, 2 hrs. lab]

An introduction to seamanship, including Maritime career opportunities and required training, nautical terminology, boating laws and regulations and types of engines.
Prerequisites: Enrollment in the College Now Program

MT 3300 – VESSEL TECHNOLOGY I (3 crs. 5 hrs.)

Seamanship theory and fundamentals of vessel operations, including vessel handling, piloting, major phases of applied engineering technology, operating rigging and deck machinery. Extensive on-board training for operations in tight quarters and open sea. Consideration of Coast Guard procedures, towing, vessel stability and meteorology.
Open only to Maritime Technology Majors.

MT 03400 – VESSEL TECHNOLOGY II (3 crs. 5 hrs.)

Practical experience aboard vessels engaged in party-and-charter-boat fishing, oceanographic survey work, vessel delivery and cruising. Day and overnight cruises aboard the R/V CUNY at Kingsborough vessel. Introduction to maritime industry opportunities.
Prerequisites: MT 3300

MT 4300 – MARINA OPERATIONS (3 crs. 4 hrs.)

Basic skills required to operate a full service marina or boatyard includes: dock and storage facilities; parts and service department; boat engine sales; ship's store; business and marketing. Consideration of marina products in relation to operations and clientele.

MT 4600 – COASTAL PILOTING AND SEAMANSHIP (4 crs. 6 hrs)

Introduction to nautical chart work, coastal piloting and the principles of general seamanship. Marine compass, nautical charts, piloting, tides and currents, position determination, navigational aids and electronic navigation are covered. Also included are the seamanship principles of life saving, fire fighting, the Rules of the Road and marlinspike seamanship. Two "hands-on" cruises; Jamaica Bay and New York Harbor, are included.

MT 5000 – INTRODUCTION TO OUTBOARD MOTORS (2 crs. 3 hrs)

The principles of the internal combustion gasoline engine are covered. Included are the topics of construction, testing and maintenance of these engines as well as the methods of converting the generated energy into vessel propulsion. Propulsion topics primarily focus on outboards and out-drives.

MT 5100 – INTRODUCTION TO DIESEL ENGINES (2 crs. 3 hrs.)

The principles of the diesel engine operation, construction, testing and maintenance are covered. Troubleshooting and the emergency repairs of these engines as well as the difference between two-cycle and four-cycle diesel are reviewed.

MT 5200 – WELDING (2 crs. 3 hrs.)

This course covers the basic skills required for maintaining and repairing steel and aluminum vessels; also included is the fabrication of stainless steel items. Emphasis is placed on welding safety and making emergency repairs. Class work consists of one hour of lecture and two hours of laboratory each week.

MT 5300 – FIBERGLASS, REFRIGERATION AND HYDRAULIC REPAIRS (2 crs. 3 hrs.)

This course covers the basic skills required for maintaining and repairing fiberglass hulls. The basic principles of hydraulic and refrigeration systems and common ship board system designs are presented. Installation, application, operation, maintenance and troubleshooting of vessel hydraulic and refrigeration systems are covered.

MT 5400 – LOW VOLTAGE ELECTRICAL SYSTEMS (2 crs. 3 hrs.)

This course is designed to give the student the background necessary to be able to read and implement the directions common in most marine electronics manuals. The course focuses on series and parallel circuits, low voltage AC and DC systems, hull wiring, and the installation of common marine electronics including echo-sounders, chart plotters, RADAR, loran, GPS, VHF, and SSB radios.

MT 5500 – MARINE ELECTRONICS (2 crs. 3 hrs.)

This course is designed to give the student the background necessary to be able to read and implement the directions common in most marine electronics users manuals as well as develop the skills necessary to properly operate representative models of the more common forms of marine electronics. Through lecture and lab work in the college's ship bridge simulator, the student will develop skills in radio telephones, RADAR, SONAR, GPS, and electronic chart plotters as well as LORAN-C. Utilizing the ship simulator, students will learn the proper radio protocol and procedures and how to send a distress signal.

Prerequisites: MT 4600

MT 5600 – ADVANCED OUTBOARDS (3 crs. 3 hrs.)

Builds upon the theory and practical knowledge learned in Introduction to Outboards, as it applies to current outboard technology. Ignition Systems, Electronic Fuel Injection Systems: Lower Units/Gear Cases: and Periodic Maintenance are covered. The course is divided into theory/lecture section (2 hrs.) and a laboratory (practical application) section (2 hrs.), total 4 hrs/week.

Prerequisites: MT 5000

MT 5700 – VESSEL SYSTEMS, THEORY, MAINTENANCE AND TROUBLESHOOTING (3 crs., 4 hrs. – 2 hrs. lecture, 2 hrs. lab)

Builds upon knowledge of the following systems: domestic water and sanitation plumbing, engine cooling systems, fuel systems tanks, delivery and external filtering, AC power generators and distribution, steering systems, and advanced data and power distribution networks, including NMEA 0183, NMEA 2000, and CAN Bus networks. Emphasis will be placed on troubleshooting and repair of each system. Students will use Microsoft Visio® software to document vessel systems for service purposes.

Prerequisites: MT 5300, MT 5400

MT 5800 – ADVANCED WELDING (2 crs. 3 hrs.)

Builds on the knowledge and skills acquired in the prerequisite Welding course. Two new processes will be covered; Tungsten Inert Gas welding (TIG) and Shielded Metal Arch Welding (SMAW). Emphasis is placed on safe and proper setup and operation of equipment.

Prerequisites: MT 5200

A.A.S. Degree: CULINARY ARTS

Requirements – page 68

A.A.S. Degree: MARINE TECHNOLOGY

Plus an Option in:

- MARINE TECHNICAN

Requirements - page 70

A.A.S. Degree: TOURISM AND HOSPITALITY

With Concentrations in:

- HOSPITALITY
- SPORTS MANAGEMENT
- TOURISM

Requirements – page 78

Certificate: CULINARY ARTS

Requirements – Page 83

Certificate: MARITIME TECHNOLOGY: DECK SPECIALTY

Requirements – Page 84

Certificate: MARITIME TECHNOLOGY: MARINE MECHANIC

Requirements – Page 84

LIBRARY DEPARTMENT

Room L-200 • ext. 5637

Carlos Arguelles, *Assistant Professor*

Jay Bernstein, *Associate Professor*

Jean Boggs, *Assistant Professor*

Wendy Chu, *Assistant Professor*

Julia Furay, *Assistant Professor*

Kamini Karran, *College Laboratory Technician*

Reabeka King, *Assistant Professor*

Josephine Murphy, *Associate Professor and Chief Librarian*

Richard Najjar, *Assistant Director of Media Center*

Jennifer Noe, *Assistant Professor*

Roberta E. Pike, *Assistant Professor*

Michael Rosson, *Professor and Director of Media Center*

Cecilia Salber, *Associate Professor*

Elizabeth Tompkins, *Assistant Professor*

THE ROBERT J. KIBBEE LIBRARY

The Library and Media Center is the major learning resource facility at the college. Students and faculty are provided with a rich variety of materials to support the curriculum; meet information needs; and assist in study, in research, in stimulating cultural development, satisfying special interests and academic curiosity. Professional librarians offer reference and research services and are available to promote and facilitate full utilization of all library resources.

The Library's high-quality collection includes more than 160,000 carefully selected reference and circulating books; over 500 current periodicals; more than 20,000 bound periodicals; and over 9,900 micro-films. Additional resources include 16,000 pamphlets, government documents, career briefs, and special collections of maps and college catalogs. The Library also has an online public access catalog (CUNY+) which provides access to Kingsborough's library holdings and those of the other CUNY colleges as well. Also available is Web access to over 100 electronic databases (full text and bibliographic).

Additional services include: computer work stations with access to the Internet; library instruction sessions to facilitate information literacy; home access to most electronic databases; e-mail notices of books being held and of overdue books; online renewal of Kingsborough library books; photocopiers (nominal charge); microfilm reader/printers; prominent display of new books which may be borrowed; exhibits in wall and floor display cases; and bulletin boards for notice of campus events. In the Media Center (Room L-115, ext. 5044) are a variety of non-print

materials and media services that serve the needs of several departments, students and faculty. Among materials available are audio and video recordings; slides/ filmstrips/cassette machines; and numerous music and language recordings. The Center contains an audio studio for taped lessons, programs for playback and developmental use. Media reference service is available throughout the academic year. The "Learning Lab," which consists of a 40-carrel audio listening facility (L-102) is available to students as a class. Classes in foreign languages and other disciplines are taught in this lab.

CONTINUING EDUCATION AND COMMUNITY RELATIONS

Room A-214 • ext. 5051

Dr. Saul W. Katz, *Dean; Director, Community Relations*

John L. Aaron, *Director, Continuing Education, Marketing, Promotion, Advertising, Contracts and Grant Outreach*

Christine Buite-Beckner, *Director, Continuing Education*

Frank Milano, *Director, ESL Programs and CUNY Language Immersion Program*

Karolina Rasa, *Director, Continuing Education Programs*

In addition to serving students of all ages who matriculate in credit and degree programs, the College supports its mission as an educational institution for the community through its Continuing Education program, for those who seek courses and programs on a not-for-credit basis. It also promotes learning outside of classrooms with on-site training programs, online courses, and by making its rich resources as a collegiate institution — its scholars, artists and performers, campus facilities, print and technology resources —available to the community.

Recognizing the importance of inter-connected networks of educational institutions, corporate entities, civic and governmental bodies, the College, its President, faculty and administrators are all active in these networks in order to secure the future, not only of the institution itself but also of the City of New York as all continue to advance in the twenty-first century.

COMMUNITY RELATIONS

The College's vital links with its community are enhanced in several ways: through public events; through provision of meeting places and facilities; and by making scholarly and civic expertise available to the community in addressing community issues.

BUSINESS TRAINING AND DEVELOPMENT

The College, through the Office of Continuing Education, contributes to the economic vitality of the region by proactively reaching out and creating educational partnerships with business, industry and agencies, and linking the resources of the College with the workforce development needs of the organization. The College assists with management and support staff training by providing needs assessment, course design, instructional services, evaluations and certificates of completion. Offered on site or on the KCC campus, these activities provide the business community with cost effective, comprehensive, quality programs to improve competitiveness by upgrading workforce skills, and retraining for newly created jobs.

The Office of Continuing Education and the College's Center for Economic and Workforce Development are also combining resources to deliver credit /non-credit training programs funded by private and public agencies. For example, to meet NYC's growing demand for qualified customer-oriented skilled people in the tourism industry, training programs were designed for careers in hotels, restaurants convention centers, cruise ships or for the entrepreneur. A three year grant funded by the Department of Labor will train and obtain employment for students in one of three training tracks: Food Service / Culinary Basics Hospitality; Hospitality Management; or Hospitality Sales & Marketing.

Various food service training programs have been delivered to participants in the Parks Opportunity Program, Williamsburg Works program, 1199/SEIU members, East New York residents through a grant funded by United Way and the Center for Worker Education programs. All participants are given the opportunity to achieve three certifications: ServSafe, National Restaurant Association; ManageFirst Food Production, National Restaurant Association; and Food Handler Certification, New York City Department of Health and Mental Hygiene.

OTHER BUSINESS TRAINING COLLABORATIONS:

Department of Parks–Parks Opportunity Program (POP)

Continuing Education provides training in Pharmacy Technician through a voucher issued system for clients of POP leading to certification by the National Pharmacy Technician Association and the Pharmacy Technician Certification Board.

Coney Island Hospital

The Office of Continuing Education has offered to the employees of Coney Island Hospital Contextualized Workplace English as a Second Language training, computer training, Radiology Associate courses and phlebotomy training through a Department of Health training Grant.

Astella Corporation-Coney Island

Continuing Education teamed up with Astella corporation to offer a Real Estate pre-license certification program to its constituents.

Contract Courses: Privately and Publicly Supported

Continuing Education offers courses and services for specialized target populations and program providers. Offered under the aegis of the College and various public agencies, funded programs may serve, for example, adult learners in need of: vocational counseling; literacy and

English language instruction; job readiness skills; and job training. Continuing Education also designs and provides courses for the employees of local business and industry and municipal agencies.

PARTNERSHIP ENDEAVORS

American Institute of Professional Bookkeepers

In association with American Institute of Professional Bookkeepers, Continuing Education offers a certificate program for people with no prior knowledge of bookkeeping or accounting, as well as for experienced bookkeepers, to help prepare them to take this nationally recognized certification examination in bookkeeping.

National Healthcareers Association

Health care is the largest single employer in Brooklyn. With that in mind, Continuing Education has partnered with National Healthcareers Association (NHA) to deliver the best possible training for those interested in entering or advancing in the health care field. Certificate programs are offered in: Certified Patient Care Technician; Certified Billing and Coding Specialist; Certified Medical Administrative Assistant; Certified Pharmacy Technician; Certified EKG Technician; Certified Phlebotomy Technician; and Certified Medical Assistant.

PUBLICATIONS

Continuing Education publishes a catalog four times per year, which is its major promotional vehicle. Program flyers are also produced quarterly for the College for Kids programs and the S.A.T. programs. Additional flyers representing Regents Review programs, Corporate Training, Grant programs and Sailing are also printed. English as a Second Language flyers are produced in five languages and distributed in language-appropriate neighborhoods.

CONTINUING EDUCATION PROGRAMS

English as a Second Language

Diagnostic testing and counseling precede placement in appropriate-level instruction for adults whose first language is not English. Instructional levels range from survival skills for those with no command of English to advancement skills for employees in fields such as health care or business who wish to refine their English language skills.

High School Equivalency (G.E.D.)

Preparation for the G.E.D. examination includes a diagnostic/prescriptive assessment, practice in test-taking, instruction in content areas, critical thinking, writing skills development, and counseling for both career development and college admission. For adults not yet ready for high school completion, basic education courses are also provided.

Certificate Programs

Carefully designed sequences of courses comprise the certificate programs. Offered on a non-credit basis, exempt from liberal arts General Education requirements, and of considerably shorter duration than degree programs at the College, the Continuing Education certificate programs nevertheless require commitment to a sustained and rigorous course of study. They are designed for adults seeking entry-level employment in such positions as bookkeeping, business computer applications, medical billing and administrative assistant, childcare, paralegal studies, e-business and the Internet, word processing, pre-licensure and continuing education requirements for insurance and real estate.

Career Advancement Courses

Tailored to the needs of adults re-entering the job market or seeking to update or upgrade skills for current jobs, career advancement courses build skills in keyboarding, word processing, information technology, customer service, supervisory skills, and other business office skills. Career planning is facilitated by courses, which introduce the adult learner to occupational options.

CUNY Language Immersion Programs (CLIP)

The CLIP Program is designed for students who have been accepted by CUNY colleges but whose English skills need refining before they can enter CUNY as a matriculated student. It is an intensive 25-hour-a-week immersion program. Students may remain in this program for up to one year. After completing instruction, it is expected that they will enter the CUNY College of their choice.

The Taxi Institute

Continuing Education is an approved city-wide provider of the 24-hour and 80-hour test prep training for the New York City Taxi Operators (Hack) License, and the 4-hour class designed for those wishing to satisfactorily complete their probationary period. All testing is done on site at Kingsborough.

College for Kids (CFK)

Pre-teens, ages 7 through 12, can attend a combination of academic and active classes on Saturday and/or Sunday mornings; over a full-day on Saturdays (which includes a nutritious lunch); and/or during the summer for four or six weeks. The College For Kids program is designed so parents can enroll in a G.E.D. or certificate program class while their child is in the CFK program. Most classes are small and all instructors are dedicated and highly qualified so that children enjoy enrichment activities not ordinarily provided in the public schools. Courses may include, but are not limited to: reading and math, creative writing, hands-on instruction in arts, crafts, and musical instruments, fishing, cooking, photography, as well as swimming, tennis, gymnastics, dance, self-defense and soccer. A special sub-section of College for Kids offers intensive test preparation courses in language arts, mathematics, science and social studies to prepare third and fourth graders for mandatory State exams given in fourth and fifth grade.

Diploma Now

This preparation program is offered at public high schools in the College's service area. By providing preparation for the G.E.D. examination, Diploma Now offers an alternative to students whose basic skills are good but who have fallen behind in their progress toward high school graduation and are at risk of dropping out of school. Approximately one-fourth of the Diploma Now graduates subsequently enroll in credit and degree programs at Kingsborough.

S.A.T. Preparation Program

This Saturday or Sunday morning program for high school students offers instruction drill, and simulated testing in verbal, math, and test strategy skills in preparation for college entrance examinations. Counseling, advisement on college selection, the application process, financial assistance and scholarship programs are also included.

Regents Prep Program

Our Regents preparation program gives students a final chance to gain an intensive overview of subjects right before taking the exams. This new program gives them rigorous review during the two weeks before the actual exams are scheduled and the courses offer intensive coverage of the high school subject course curriculum and new higher standards.

Liberal Arts

A variety of liberal arts courses serve adults who wish to explore their current interests in the humanities, politics, psychology, foreign languages and other areas. Adults also register in short-term liberal arts courses to sample the experience of formal instruction in established disciplines, deciding whether they wish to enroll in the College's credit-based courses and degree programs.



2012-2013

faculty and instructional staff

FACULTY & INSTRUCTIONAL STAFF

John Aaron, Higher Education Officer, Director of Continuing Education, Marketing, Promotions, Advertising, Contracts and Grant Outreach

B.A., Hunter College; M.A. New York University

Annery Abreu, Higher Education Officer Assistant, Registrar Specialist, Enrollment Management

B.S. York College; M.S., Brooklyn College

John Acevedo, Senior College Laboratory Technician, Biological Sciences

A.S. Kingsborough Community College

John Acosta, Assistant Professor, Communications & Performing Arts

B.A., Hunter College; M.F.A., Brooklyn College

Gregory Aizin, Professor, Physical Sciences

M.S., Belarussian State University;

Ph.D., Russian Academy of Sciences

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B.S., M.S., Wagner College

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M.A., Columbia University, Ph.D., Rutgers University

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A.A.S., B.B.A., Pace

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Special Assistant to Business Manager

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B.A., Brooklyn College; M.S., The City College of New York; Certificate in Psychoanalysis, National Psychological Association for Psychoanalysis; M.S.W., Wurzeweiler School of Social Work, Yeshiva University

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M.B.A., New York Institute of Technology

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Anne Babette Audant, Assistant Professor, Tourism & Hospitality; Director, Center for Economic and Workforce Development

A.O.S., Culinary Institute of America;

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Ph.D., University of Wisconsin

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M.A., Ed.D., Teachers College, Columbia University
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- Eva H. Richter**, Assistant Professor, English
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- William L. Rivers**, Professor, Student Development; Director, College Discovery Program
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- Theresa M. Rodin**, Assistant Professor, Nursing
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- Gordon A. Rowell**, Professor, Library
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M.A., Teachers College, Columbia University
- Natalie Rubinton**, Professor, Student Development
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- Gary B. Sarinsky**, Assistant Professor, Biological Sciences
A.A., Bronx Community College CUNY; B.A., Brooklyn College; M.A., Hofstra University
- Samuel Scherek**, Professor, Health, Physical Education & Recreation
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M.A., Long Island University
- Ronald Schwartz**, Professor, Foreign Languages
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M. A., Ph.D., University of Connecticut
- Marvin I. Shapiro**, Assistant Professor, Behavioral Sciences & Human Services
B.A., The City College of New York; M.B.A., Baruch College;
Ph.D. Wayne State University
- Michael Z. Sherker**, Professor, Art
A.B., Brooklyn College; M.S.Des., University of Michigan;
Ed.D., Columbia University
- Dolores Shrimpton**, Professor, Nursing
R.N., Kings County Hospital Center School of Nursing;
B.S., Long Island University; M.A., New York University
- Laurence Simon**, Professor, Behavioral Sciences & Human Services
B.A., College of New York; Ph.D., New York University
- Denis Sivack**, Assistant Professor, English
B.A., Siena College; M.A., Fordham University
- Franceska Smith**, Associate Professor, Director, Education Associate Program, Behavioral Sciences & Human Services
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- Joyce R. Socolof**, Assistant Professor, Nursing
B.S., New York University; M.A., Hunter College;
Diploma, Bellevue Hospital School of Nursing
- Eleanor L. Spitzer**, Assistant Professor, English
B.A., Hunter College; M.A., California State University
- Philip Stander**, Professor, Behavioral Sciences & Human Services
B.A., Brooklyn College; M.S., Queens College;
Ed.D., Teachers College, Columbia University
- Richard Staum**, Professor, Mathematics & Computer Science
A.B., A.M., Columbia University;
Ph.D., Polytechnic Institute of New York
- Barbara Steffen**, Professor, Tourism & Hospitality
B.A., Dickinson College;
M.A., Ed.D., George Washington University
- John O. H. Stigall**, Professor, English
A.B., Dartmouth College; B.A., M.A., Magdalen College, Oxford University; LL.B., Georgetown University; M.A., University of Kansas City; M.A., Ph.D., University of Colorado
- C. Frederick Stoerker**, Professor, History, Philosophy & Political Sciences
A.A., St. Joseph Junior College of Missouri;
S.T.B., Boston University; A.B., Baker University, Kansas;
Ph.D., Missouri University
- Alfredo Torres**, Professor and Director, Health Services Center
B.S., M.S., Instituto del Carmen, Colombia;
Ph.D., Javeriana University, Colombia
- Angelo Tripicchio**, Professor, Library
B.A., Brooklyn College; M.L.S., Queens College; M.A., Long Island University
- August Tuosto**, Professor, Marine Education
B.A., M.A., New York University
- Vimla P. Vadhan**, Professor, Behavioral Sciences & Human Services
B.A., Jai Hind College, India; M.A., Bombay University, India; Ph.D., Syracuse University
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C.P.A., State of New York
- Robert R. Viscount**, Assistant Professor, English
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- Delores Washington**, Professor, Nursing,
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- Edward Wiener**, *Professor, Business*
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- Walter Weintraub**, *Professor, Business*
B.S., M.B.A., New York University
- Judith Wilde**, *Professor, Art*
B.F.A., M.F.A., School of Visual Arts; M.A., Goddard College
B.A., Talladega College; M.A., Brooklyn College
- Eric Willner**, *Professor, Student Development*
B.A., M.S., Yeshiva University; Ph.D., New York University
- Anne Winchell**, *Professor, Student Development*
B.A., William Smith College; M.A., New York University;
Ph.D., Fordham University
- Jack S. Wolkenfeld**, *Professor, English*
B.A., Brooklyn College; M.A., Ph.D., Columbia University
- Harvey A. Yablonsky**, *Professor, Physical Sciences*
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M.S., Ph.D., Stevens Institute of Technology
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- Zev Zahavy**, *Professor, English*
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A.B., M.B.A., University of Chicago; Ed.D., Rutgers University
- Nikola Zlatar**, *Assistant Professor, Health, Physical Education & Recreation*
B.S., M.A., New York University

POLICIES, RULES, AND REGULATIONS

NOTIFICATION OF POLICY

Kingsborough Community College complies with the Federal Education Rights and Privacy Act of 1974. The full text of CUNY's Student Records Access Policy is available for review in the Registrar's Office, in the Library, and on the college website, www.kbcc.cuny.edu.

TITLE I, ARTICLE 5, SECTION 224-A OF NEW YORK STATE EDUCATION LAW

Students unable because of religious beliefs to attend classes on certain days.

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 religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which may have been 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 registration, classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or 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 rights under this section.
 - 6-a. It shall be the responsibility of the administrative officials of each institution of higher education to give written notice to students of their rights under this section, informing them that each student who is absent from school, because of his or her religious beliefs, must be given an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or 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 such student such equivalent opportunity.
7. As used in this section, the term "institution of higher education" shall mean any institution of higher education, recognized and approved by the regents of the university of the state of New York, which provides a course of study leading to the granting of a post-secondary degree or diploma. Such term shall not include any institution which is operated, supervised, or controlled by a church or by a religious or denominational organization whose educational purposes are principally designed for the purpose of training ministers or other religious functionaries or for the purpose of propagating religious doctrines. As used in this section, the term "religious belief" shall mean beliefs associated with any corporation organized and operated exclusively for religious purposes, which is not qualified for tax exemption under section 501 of the United States Code.

RULES AND REGULATIONS FOR THE MAINTENANCE OF PUBLIC ORDER

(Henderson Rules)

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

Academic freedom and the sanctuary of the university campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends or who violate the norms of conduct established to protect that freedom. Against such offenders, the university has the right, and indeed the obligation to defend itself. Therefore, the following rules and regulations are in effect at Kingsborough Community College and will be administered in accordance with the requirements of the process as provided in the Bylaws of CUNY's Board of Trustees.

To enforce these rules and regulations the Bylaws of CUNY's Board provide that:

The President, with respect to this education unit, shall:

- a. Have the affirmative responsibility of conserving and enhancing the education standards of the college and schools under his jurisdiction;
- b. Be the advisor and executive agent to the Board and of his 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 any of

its committees and the policies, programs and lawful resolutions of the several faculties;

- c. Exercise general superintendence over the concerns, officers, employees and students of his education 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 institutions educational process 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 is prohibited.
5. Each member of the academic community, or an invited guest, has the right to advocate his 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 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 process 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 college-owned or controlled properties is prohibited.
8. No individual shall have in his possession a rifle, shotgun or firearm, or knowingly have in his possession any other dangerous instrument or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the college without the written authorization of such educational institution. Nor shall any individual have in his possession any other instrument or material which can be used and is intended to inflict bodily harm on an individual or damage upon a building or the grounds of the 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 students or employees on university/college premises, or as part of any university or college activities 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.

In addition to Henderson Rules, student conduct and discipline is governed by Article XV of the Bylaws of The City University of New York. Students are urged to familiarize themselves with the content of the Article. Copies of the Bylaws are available in the Library. They are printed in the Student Handbook as are the rules and regulations pertaining to Sexual Harassment.

Penalties

1. Any student engaging in any manner in conduct prohibited under substantive Rules 1–11 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 instructional staff, or member of the classified staff engaging in any manner in conduct prohibited under substantive 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 1-11 shall have its permission to operate on campus rescinded.

Penalties 1-4 shall be in addition to any other penalty provided by the law or The City University Trustees.

Sanctions Defined

A. ADMONITION: An oral statement to the offender that University rules have been violated.

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

C. CENSURE: Written reprimand for violation of a 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.

Adopted by the Board of The City University of New York, June 23, 1969, Calendar No. 3(b).

STATEMENT OF NONDISCRIMINATION

Kingsborough Community College is an Affirmative Action/Equal Opportunity Institution. The college does not discriminate, in any way, on the basis of age, gender, sexual orientation, lineage, or citizenship religion, race, color, national or ethnic origin, disability, genetic predisposition or carrier status, veteran status or marital status in its student admissions, employment, access to programs, and administration of educational policies.

It is the policy of The City University of New York to prohibit harassment of students and employees on the basis of gender and sexual orientation. Sexual harassment is illegal under federal, state and city laws and contrary to the University policy of equal employment and academic opportunity.

Kingsborough's Affirmative Action/Equal Opportunity Officer is located in room A-228 and can be reached at extension 5026. The Affirmative Action Officer also serves as KCC's coordinator for Section 504 of the American Disabilities Act and coordinator of Title IX, which prohibits discrimination on the basis of gender.

To learn more about CUNY's Affirmative Action Policy, please refer to the Equal Opportunity Compliance and Diversity Issues page, located in the policies and reports section of the college website, www.kbcc.cuny.edu.

SECURITY AND PUBLIC SAFETY

DEPARTMENT OF PUBLIC SAFETY Room L-202, ext. 5069

Kingsborough's public safety staff strives to provide an environment that fosters the opportunity and the freedom for the entire Kingsborough community to grow intellectually while in the pursuit of educational excellence.

Dedicated to a community-oriented approach to policing and campus safety, the department is responsible for many aspects of campus security including crime prevention, law enforcement, subsequent investigation, emergency preparedness, asset protection, and campus access control. Several Public Safety Officers are state-certified emergency medical technician's (EMT), trained to respond to health emergencies on campus.

Anyone concerned about a student and his/ her behavior should make an ACT (Assessment and Care Team) referral. These referrals have been created to identify, investigate, assess, refer, monitor and take action in response to behaviors exhibited by Kingsborough students that may pose a threat to the college community. More information can be found on the college website, www.kbcc.cuny.edu/act.

In case of **emergency call 7777** from any campus phone or use one of the many emergency pull-box stations located throughout the campus.

LOST AND FOUND

Lost and found items should be turned in to Public Safety Officers for processing. If the property is turned in with identification enclosed, they will make every effort to contact the owner. Illegal contraband or weapons are immediately vouchered with the New York City Police Department.

Recovery of lost and found articles requires proper identification of the article and claimant. Unclaimed lost and found items are donated each year to different charities (e.g., Salvation Army, Eyes for the Needy).

IDENTIFICATION CARDS

The Department of Public Safety will issue a photo identification (I.D.) card upon first registering as a student. I.D. cards must be validated at each registration, after fees have been paid. While on campus, students are required to carry – and upon request, present – a valid I.D. to any college official, including public safety officers. Spot checks are conducted throughout each semester.

Students who lose or misplace their Kingsborough identification card must first pay a five dollars (\$5) replacement fee at the Bursar's Office in room A-205 and then proceed to the Department of Public Safety in Room L-202 with the receipt for a replacement identification card.

Stolen I.D. cards must be reported, by the owner, to the Police Department and to the Department of Public Safety. A replacement card will be issued, at no cost, upon delivery of a Police Department case number or police report.

For more information about Kingsborough's Department of Public Safety please visit their webpage on the Kingsborough website: www.kbcc.cuny.edu.

HOLIDAYS AND EMERGENCY COLLEGE CLOSING

Holiday Closings

The Academic Calendar in the Schedule of Classes lists holidays when the college is closed and when no classes are held. This information is also available on the Kingsborough website, www.kbcc.cuny.edu.

Emergency Closings

In the event of emergency college closings, due to inclement weather or other factors over which the college has no control, students can get up-to-the-minute information by listening to the following TV and radio stations, and their corresponding websites, for instructions, or by going to the Kingsborough Community College website at www.kbcc.cuny.edu.

Station

WCBS 880 am (www.newyork.cbslocal.com)

WINS 1010 am (www.1010wins.com)

WKRB 90.9 fm (www.wkrb.org)

NY1 (www.ny1.com)

WNBC-TV / Channel 4 (www.nbcnewyork.com)

CUNY Alert System

Students, faculty and staff can receive text or voice alerts of campus emergencies or weather related closings via cell and/or home phone and/or e-mail by enrolling in the free CUNY Alert System. To enroll, visit www.cuny.edu/alert.

THE CITY UNIVERSITY OF NEW YORK...

which was created by state legislation in 1961, has evolved from a "Free Academy" underwritten by the people of New York City in 1847 into a "public entity" of 11 senior colleges, 6 community colleges, the William E. Macaulay Honors College at CUNY, the Graduate School and University Center, the CUNY Graduate School of Journalism, the CUNY School of Law, the CUNY School of Professional Studies, and the CUNY School of Public Health. Article 125 of the *New York State Education Law* (Sections 6201, et. seq.) establishes The City University of New York as a separate and distinct body, corporate governed by a Board of Trustees. Prior to 1979, the members of this Board were convened as "The Board of Higher Education," which had been established in 1926.

Of the Board's 17 members, 10 are appointed by the Governor, including one from each borough; 5 are appointed by the Mayor, including one from each borough; and 2 are elected *ex officio*

members: the Chairperson of the University Faculty Senate, who does not vote; and the Chairperson of the University Student Senate, who may vote. In general, the Board sets policy and approves actions of the University; determines the Bylaws of the University, from which all units derive or adopt specific governance structures; and appoints the Chancellor of the University and the presidents of its colleges.

The Chancellor oversees the administration of policies approved by the Board, recommends to the Board policies and actions on all educational activities of the University, and coordinates college matters involving business and financial procedures and management. It is the Chancellor's responsibility as well, with the advice of the Council of Presidents, to prepare the operating and capital budgets of the University for consideration by the Board and presentation to the State and City. Administrative and staff support to these operations of the University, and to the Board, are provided through a structure of Vice Chancelleries and Deanships.

The Council of Presidents of the several colleges is established by the *Bylaws* of the University and is chaired by the Chancellor. The Council not only advises the Chancellor on the budget and on the formulation and revision of a Master Plan for public higher education in the City, but it may recommend directly to the Board in matters concerning the physical and instructional development of the University at large. The President of each college unit is specifically charged with the administration of his/her own institution and in this capacity he/she is responsible directly to the Board.

Within each institution, governance structures are established to meet unique needs and objectives; some of these structures may be at variance with plans called for in the University *Bylaws*, but are permitted by them. Under these *Bylaws*, responsibilities for policy at the college level are shared by the President, the Faculty, and students. The President has affirmative responsibility for conserving and enhancing the educational standards and general academic excellence of the college under his/her jurisdiction and is responsible to the Board as its advisor and executive agent on his/her campus. The President is also directed to consult with the Faculty, through appropriate bodies, on matters of appointments, reappointments, and promotions. One means of this consultation is provided for in the *Bylaws* through the requirement for a Committee on Faculty Personnel and Budget at each college.

The *Bylaws* reserve to the Faculty of each institution, subject to guidelines established by the Board of Trustees, responsibility for the formulation of policy relating to curriculum, admission and retention of students, credits, attendance, and the granting of degrees. Recommendations in these matters by a Faculty, Faculty Council, or other organization created under a Board-approved college governance plan to represent the Faculty, as provided for in the *Bylaws*, shall be forwarded to the Board by the President.

THE CITY UNIVERSITY OF NEW YORK

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THE GRADUATE CENTER

Dr. William P. Kelly, *President*

THE GRADUATE SCHOOL OF JOURNALISM

Stephen B. Shepard, *Dean*

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Dr. Félix V. Matos Rodríguez, *President*

HUNTER COLLEGE

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CUNY POLICY ON ACADEMIC INTEGRITY

Academic Dishonesty is prohibited in The City University of New York and is punishable by penalties, including failing grades, suspension, and expulsion, as provided herein.

I. Definitions and Examples of Academic Dishonesty

Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise.

The following are some examples of cheating, but by no means is it an exhaustive list:

- Copying from another student during an examination or allowing another to copy your work.
- Unauthorized collaboration on a take home assignment or examination.
- Using notes during a closed book examination.
- Taking an examination for another student, or asking or allowing another student to take an examination for you.
- Changing a graded exam and returning it for more credit. Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
- Preparing answers or writing notes in a blue book (exam booklet) before an examination. Allowing others to research and write assigned papers or do assigned projects, including use of commercial term paper services.
- Giving assistance to acts of academic misconduct/dishonesty.
- Fabricating data (all or in part).
- Submitting someone else's work as your own.
- Unauthorized use during an examination of any electronic devices such as cell phones, palm pilots, computers or other technologies to retrieve or send information.

Plagiarism is the act of presenting another person's ideas, research or writings as your own. The following are some examples of plagiarism, but by no means is it an exhaustive list:

- Copying another person's actual words without the use of quotation marks and footnotes attributing the words to their source.
- Presenting another person's ideas or theories in your own words without acknowledging the source.
- Using information that is not common knowledge without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments.

Internet plagiarism includes submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, and "cutting & pasting" from various sources without proper attribution.

Obtaining Unfair Advantage is any activity that intentionally or unintentionally gives a student an unfair advantage in his/her academic work over another student.

The following are some examples of obtaining an unfair advantage, but by no means it is an exhaustive list:

- Stealing, reproducing, circulating or otherwise gaining advance access to examination materials.
- Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
- Retaining, using or circulating examination materials which clearly indicate that they should be returned at the end of the exam.
- Intentionally obstructing or interfering with another student's work.

Falsification of Records and Official Documents

The following are some examples of falsification, but by no means is it an exhaustive list:

- Forging signatures of authorization.
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card or other college document.

Adapted with permission from Baruch College: A Faculty Guide to Student Academic Integrity. The Baruch College document includes excerpts from University of California's web page entitled "The Academic Dishonesty Question: A Guide to an Answer through Education, Prevention, Adjudication and Obligation" by Prof. Harry Nelson.

II. Procedures for Imposition of Sanctions for Violations of CUNY Policy on Academic Integrity

A. Introduction

As a legal matter, in disciplining students for violations of policies of academic integrity, CUNY, as a public institution, must conform to the principles of due process mandated by the Fourteenth Amendment to the United States Constitution — generally speaking, to provide notice of the charges and some opportunity to be heard. In the context of courtlitigated violations, questions as to how much and what kind of process was "due" turn on the courts' judgment whether the decision on culpability was "disciplinary" (a question of fact) or "academic" (a question of the instructor's expert judgment). This distinction has proved difficult to apply on campus. Accordingly, these procedures provide for alternative approaches depending on the severity of the sanction(s) being sought. If the instructor desires solely an "academic" sanction, that is, a grade reduction, less process is due than if a "disciplinary" sanction, such as suspension or expulsion, is sought.

A faculty member who suspects that a student has committed a violation of the CUNY or the college Academic Integrity Policy shall review with the student the facts and circumstances of the suspected violation whenever possible. The decision whether to seek an academic sanction only, rather than a disciplinary sanction or both types of sanctions, will rest with the faculty member in the first instance, but the college retains the right to bring disciplinary charges against the student. Among the factors the college should consider in determining whether to seek a disciplinary sanction are whether the student has committed one or more prior violations of the Academic Integrity Policy and mitigating circumstances if any. Although not required, it is strongly recommended that every instance of suspected violation should be reported to the Academic Integrity Official on a

form provided by the college as described in the third Recommendation for Promoting Academic Integrity, above. Among other things, this reporting will allow the college to determine whether it wishes to seek a disciplinary sanction even where the instructor may not wish to do so.

B. Procedures In Cases Where The Instructor Seeks An Academic Sanction Only

1. Student Accepts Guilt And Does Not Contest The Academic Sanction

If the faculty member wishes to seek only an academic sanction (i.e., a reduced grade¹ only), and the student does not contest either his/her guilt or the particular reduced grade the faculty member has chosen, then the student shall be given the reduced grade, unless the college decides to seek a disciplinary sanction, see Section I above and IV below. The reduced grade may apply to the particular assignment as to which the violation occurred or to the course grade, at the faculty member's discretion.

2. Student Denies Guilt And/Or Contests The Academic Sanction

If the student denies guilt or contests the particular grade awarded by the faculty member, then the matter shall be handled using the college's grade appeals process, including departmental grading committees where applicable, or the Academic Integrity Committee. In either case, the process must, at a minimum, provide the student with an opportunity to be heard and to present evidence.

C. Procedures In Cases Where A Disciplinary Sanction Is Sought

If a faculty member suspects a violation and seeks a disciplinary sanction, the faculty member shall refer the matter to the college's Academic Integrity Official using the Faculty Report form, as described in the third Recommendation for Promoting Academic Integrity above, to be adjudicated by the college's Faculty-Student

Disciplinary Committee under Article 15 of the CUNY Bylaws. As provided for therein, the Faculty-Student Disciplinary may, among other things, investigate, conciliate, or hear evidence on cases in which disciplinary charges are brought².

Under certain circumstances, college officials other than the Academic Integrity Official may seek disciplinary sanctions following the procedures outlined above. For the reasons discussed in Item IV below, if a reduced grade is also at issue, then that grade should be held in abeyance, pending the Faculty-Student Disciplinary Committee's action.

D. Procedures In Cases In Which Both A Disciplinary And An Academic Sanction Are Sought

If a faculty member seeks to have both a disciplinary and an academic sanction imposed, it is not advisable to proceed on both fronts simultaneously lest inconsistent results ensue. Thus, it is best to begin with the disciplinary proceeding seeking imposition of a disciplinary sanction and await its outcome before addressing the academic sanction. If the Faculty-Student Disciplinary Committee finds that the alleged violation occurred, then the faculty member may reflect that

finding in the student's grade. If the Faculty-Student Disciplinary Committee finds that the alleged violation did not occur, **then no sanction of any kind may be imposed.** The decision whether to pursue both types of sanctions will ordinarily rest with the faculty member.

E. Reporting Requirements

1. By The Faculty Member To The Academic Integrity Official

In cases where a violation of academic integrity has been found to have occurred (whether by admission or a fact-finding process), the faculty member who seeks a disciplinary sanction should promptly file with the Academic Integrity Official a report of the adjudication in writing on a Faculty Report form (see sample attached) provided by the college as described above. The Academic Integrity Official shall maintain a confidential file for each student about whom a suspected or adjudicated violation is reported. If either the grade appeals process or the Faculty- Student Disciplinary Committee finds that no violation occurred, the Academic Integrity Official shall remove and destroy all material relating to that incident from the student's confidential academic integrity file. Before determining what sanction(s) to seek, the faculty member or the Academic Integrity Official may consult the student's confidential academic integrity file, if any, to determine whether the student has been found to have previously committed a violation of the Academic Integrity Policy, the nature of the infraction, and the sanction imposed or action taken.

2. By the Academic Integrity Official To the Faculty Member

Where a matter proceeds to the Faculty-Student Disciplinary Committee, the Academic Integrity Official shall promptly report its resolution to the faculty member and file a record of the resolution in the student's confidential academic integrity file, unless, as indicated above, the suspected violation was held to be unfounded, in which case all reporting forms concerning that suspected violation shall be destroyed.

1 A reduced grade can be an "F," a "D-," or another grade that is lower than the grade that would have been given but for the violation.

2 Typically, disciplinary sanctions would be sought in cases of the most egregious, or repeated, violations, for example: infraction in ways similar to criminal activity (such as forging a grade form; stealing an examination from a professor or a university office; or forging a transcript); having a substitute take an examination or taking an examination for someone else; sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment; dishonesty that affects a major or essential portion of work done to meet course requirements. [These examples have been taken from a list of violations compiled by Rutgers University.]

CUNY Policies

NOTE: Copies of the policies, in their entirety, are available at the reference desk of the Kingsborough Community College Library.

I. Student Information.

- A. General Notice of Possible Program Closings or Changes.
Exhibit A: Important Notice of Possible Changes dated June 22, 2004.
- B. Nondiscrimination Statement.
Exhibit B: Statement of Non-Discrimination updated June 23, 2004.
- C. Notification Under FERPA of Student Rights Concerning Education Records & Directory Information.
Exhibit C: Non-Disclosure form for Directory Information dated October 11, 2000, and Notification Under FERPA of Student Rights Concerning Education Records and Directory Information, dated October 17, 2000.
- D. Student Immunization Requirements.
Exhibit D: Notification of Student Immunization Requirements dated August 18, 2004.
- E. Freedom of Information Law (FOIL).
Exhibit E: FOIL Notice dated August 19, 2004 and CUNY Procedures for Public Access to Public Records Pursuant to Article 6 of the Public Officers Law.
- F. Students in the Military.
Exhibit F: Statement on Special Provisions for students in the military dated August 17, 2004.
- G. Students Unable Because of Religious Beliefs to Register or Attend Classes on Certain Days.
Exhibit G: New York State Education Law Section 224-a.
- H. Withholding Student Records.
Exhibit H: Board policy last amended on November 18, 2002.

II. Student Disciplinary.

- A. Academic Integrity Policy.
Exhibit I: Board policy adopted on June 28, 2004.
- B. Computer User Responsibilities.
Exhibit J: CUNY policy last revised January 1995.
- C. Rules and Regulations for the Maintenance of Public Order Pursuant to Article 129-A of the Education Law.
Exhibit K: Board Policy last amended on June 25, 1990. (Henderson Rules)
- D. Student Organizations and Student Disciplinary Procedures.
Exhibit L: Article XV (students) of the CUNY Bylaws (pages dated 9/98).
- E. Student Activity Fees and Auxiliary Enterprises.
Exhibit M: Article XVI of the CUNY Bylaws (pages dated 9/98).

III. Campus Safety and Security.

- A. Workplace Violence Policy and Procedures.
Exhibit N: Board Policy adopted on June 28, 2004.
- B. Disclosure of Campus Security Policy, Campus Crime Statistics and Information on Registered Sex Offenders.
Exhibit O: Notice of Access to Campus Crime Statistics, The Campus Security Report and Information on Registered Sex Offenders dated August 20, 2004.
- C. Sexual Assault Prevention Information Including Policy Against Sexual Harassment.
Exhibit P: Student Advisory Memorandum dated March 5, 2004.
- D. Drug, Tobacco and Alcohol Abuse Prevention.
Exhibit Q: Student Advisory Memorandum dated March 31, 2004.
- E. Bias Related Crimes Prevention Information.
Exhibit R: Student Advisory Memorandum dated March 8, 2004.

IV. Consumer Information.

- A. Student Right-to-Know.
Exhibit S: Student Advisory Memorandum dated November 21, 2003.
- B. Athletic Program Participation Rates and Financial Support Data.
Exhibit T: Athletic Program Participation Notice dated August 20, 2004 and 20 U.S.C. § 1092(g).
- C. Disclosure to Matriculated Students in New York State.
Exhibit U: Regulations of the State commissioner of Education., part 53.
- D. Federal Disclosure Requirements.
Exhibit V: 34 C.F.R. §§ 668.41-48.

2012-2013

index and directions

INDEX**A**

Absences (Student Attendance Policy)	24
Academic	
Calendar	6
Information	18
Scheduling	26
Standards	20
Academic and Service Awards	16
Academic Departments	
Art	87
Behavioral Sciences and Human Services	91
Biological Sciences	99
Business	105
Communications & Performing Arts	114
English	120
Foreign Languages	125
Health, Physical Education and Recreation	129
History, Philosophy and the Social Sciences	136
Library	168
Mathematics and Computer Science	143
Nursing	149
Physical Sciences	158
Tourism and Hospitality	162
Academic Integrity Policy	200
Academic Scheduling, Evening Studies & Weekend College	26
Access-Ability Center (Students with Disabilities)	30
Accounting (A.A.S.)	
Degree Requirements	66
Course Descriptions	105
Accreditation	4
Administrative Officers, Kingsborough	2
Admission	
Application Procedures	7
Deadline Dates	8
Information	7
Matriculation	7
Procedures	8
Requirements	7
Tuition & Fees	8
Advanced Courses	21
Advanced Standing Credit	7
Affirmative Action	6
Aid for Part-Time Study (APTS) Awards	13
Alcoholism and Substance Abuse Counseling (Certificate)	
Degree Requirements	83
Course Descriptions	97
Alcoholism and Substance Abuse Prevention Program	29
Animation Concentration (A.S. Fine Arts)	
Certificate Requirements	58
Course Descriptions	87
<i>Antheon</i> (literary & arts journal)	30
Anthropology, Course Descriptions	91
Application Processing Dates	7

APTS (Aid for Part-Time Study) Awards	13
Arabic, Course Descriptions	125
Art Department	87
Art History Concentration (A.S., Fine Arts)	
Degree Requirements	58
Course Descriptions	87
Articulation Policy, CUNY	24
Assessment of Student Learning Outcomes	20
Athletics	37
Associate in Applied Science / A.A.S.	19
Degree Programs	65
CUNY Articulation Policy	25
Associate in Arts / A.A.	19
Degree Programs	45
CUNY Articulation Policy	24
Associate in Science / A.S.	19
Degree Programs	49
CUNY Articulation Policy	24
Attendance Policy	24
Auditing Policy	23
Awards, Academic and Service	16

B

Baruch Zicklin School of Business Transfer Option (A.A., Liberal Arts)	
Degree Requirements	46
Basic Courses	21
Basic Skills Proficiency	18
Behavioral Sciences and Human Services Department	91
Behavioral Sciences Research Methodology Project	31
Biological Sciences Department	99
Biology (A.S.)	
Degree Requirements	50
Course Descriptions	99
Biotechnology (A.S.)	
Degree Requirements	51
Course Descriptions	99
Biotechnology Concentration (A.S., Biology)	
Degree Requirements	50
Course Descriptions	99
Business Administration (A.A.S.)	
Degree Requirements	66
Course Descriptions	107
Business Department	105
Business Training and Development, Continuing Education	169

C

Campus Fest / New Student Orientation	28
Campus map	211
Career Development, Transfer/New Start	
Scholarship Opportunities and Service-Learning	27
Catalog (KCC)	5
Center for Civic Engagement	31
Ceramics Concentration (A.S., Fine Arts)	
Degree Requirements	58
Course Descriptions	89

Certificates Programs		Counseling	
Alcoholism & Substance Abuse Counseling	83	Career Services	27
Culinary Arts	83	Personal counseling	27
Entrepreneurial Studies	83	Transfer	27
Exercise Science/Personal Training	83	Course Placement, Testing	18
Marine Technology: Deck Specialty	84	Credits	
Maritime Technology: Marine Mechanic	84	Equated	21
Medical Office Assistant	84	Grade Point Index	21
Change of		Transfer to CUNY colleges	24
Curriculum	22	Criminal Justice Program	
Grades	22	Degree Requirements	45
Chemical Dependency Counseling (A.S.)		Course Descriptions	136
Degree Requirements	52	Culinary Arts (A.A.S.)	
Course Descriptions	97	Degree Requirements	68
Chemistry (A.S.)		Course Descriptions	162
Degree Requirements	52	Culinary Arts and Food Management (Certificate)	
Course Descriptions	158	Certificate Requirements	83
Child Development Center	30	Course Descriptions	162
Childhood Education K-6 Concentration (A.S., Education Studies)		CUNY (see City University of New York)	
Degree Requirements	56	CUNY Alert System	198
Course Descriptions	91	CUNY Articulation Policy	24
Children's Studies Concentration (A.A., Liberal Arts)		CUNY Baccalaureate for Unique and Interdisciplinary Studies	32
Degree Requirements	46	CUNY Policies	195
Chinese, Course Descriptions	125	CUNY Study Abroad Program	36
City University of New York (CUNY)	174	Curricula	19
Academic Integrity Policy	200	Curriculum, Change of	22
Articulation Policy	24		
Board of Trustees and Administration	199	D	
Colleges	199	Dean's List	
History	198	Eligibility	35
Policies	195	Scholarship	35
Rules and Regulations	195	Degree Programs	41
Transfer Policy	24	Associate in Applied Science (A.A.S.)	19, 65
Clubs and Organizations	30	Associate in Arts (A.A.)	19, 49
Co-Educational Activities, Course Descriptions	131	Associate in Science (A.S.)	19, 45
College Discovery	30	Department of Public Safety	197
College Now Program	31	Departments, Academic	
College Opportunity to Prepare for Employment (C.O.P.E.)	27	Art	87
Communication Studies Concentration (A.S., Speech Communication)		Behavioral Sciences and Human Services	91
Degree Requirements	62	Biological Sciences	99
Course Descriptions	116	Business	105
Communications and Performing Arts Department	114	Communications & Performing Arts	114
Community Health (A.S.)		English	120
Degree Requirements	53	Foreign Languages	125
Course Descriptions	129	Health, Physical Education and Recreation	129
Community Relations	169	History, Philosophy and the Social Sciences	136
Computer Information Systems (A.A.S.)		Library	168
Degree Requirements	67	Mathematics and Computer Science	143
Course Descriptions	143	Nursing	149
Computer Programming, Course Descriptions	144	Physical Sciences	158
Computer Science (A.S.)		Tourism and Hospitality	162
Degree Requirements	54	Developmental Courses	21
Course Descriptions	146	Developmental English, Course Descriptions	121
Continuing Education and Community Relations	169	Directions to Kingsborough Community College	214
Programs	170	Diploma, Filing for	20
C.O.P.E. Program	27	Dismissal	23

Domestic Violence Counseling Concentration (A.S., Mental Health and Human Services)		Exercise Science/Personal Training (Certificate)	
Degree Requirements	60	Certificate Requirements	83
Course Descriptions	95	Course Descriptions	130
Drawing and Painting Concentration (A.S., Fine Arts)		Exploring Transfer Summer Program at Vassar College	36
Degree Requirements	58	F	
Course Descriptions	87	Faculty & Instructional Staff	174
E		Professors Emeriti	189
Early Childhood Education/Child Care (A.S.)		Fashion Design (A.A.S.)	
Degree Requirements	54	Degree Requirements	68
Course Descriptions	91	Course Descriptions	109
Early Childhood Education Concentration (A.S. Education Studies)		Fashion Merchandising Concentration (A.S., Retail Merchandising)	
Degree Requirements	56	Degree Requirements	76
Course Descriptions	91	Course Description	110
Earth and Planetary Science (A.S.)		Federal Direct Loans	16
Degree Requirements	55	Federal Parent Loan for Undergraduate Students (PLUS)	16
Course Descriptions	159	Federal Perkins Loan Program (FPL)	14
Economics, Course Descriptions	108	Federal Supplemental Educational Opportunity Grants (FSEOG)	14
Education, Course Descriptions	91	Federal Work-Study Program (FWS)	16
Education Studies (A.S.)		Fees	
Degree Requirements	56	Penalty	9
Course Descriptions	91	Refunds	10
Emergency / Health Services	10	Required	9
Emergency Closings	198	Tuition	8
Engineering Science (A.S.)		Final Examinations	21
Degree Requirements	56	Makeup Examinations	21
Course Descriptions	159	Financial Aid	
English		Financial Aid Office	11
College Now	124	Federal Refund Policy	10
Course Descriptions	120	New York State Tuition Assistance Programs (TAP)	11
Developmental	121	Suspension of Aid	15
ESL (English as a Second Language)	122	Fine Arts (A.S.)	
Electives	122	Degree Requirements	58
Freshman	120	Course Descriptions	87
Journalism	124	Foreign Languages Department	125
Reading and Writing	121	Forgiveness Policy	23
English Concentration (A.A., Liberal Arts)		FPL (Federal Perkins Loan Program)	14
Degree Requirements	46	French, Course Descriptions	125
English as a Second Language (ESL), Course Descriptions	122	Freshman	
English Department	120	Academic Information	18
Enriched Off-Campus Programs	36	Admission Requirements	7
Entrepreneurial Studies (Certificate)		Advisement	28
Certificate Requirements	83	Application Processing Dates	7
Course Descriptions	109	Campus Fest / New Student Orientation	28
Entrepreneurial Studies Concentration (A.A.S., Business Administration)		Course Offerings	28
Degree Requirements	66	Course Placement Testing	18
Course Descriptions	109	English Program	120
Equated Credits	21	Health Regulations	10
Evening Studies and Weekend College	26	New Student Orientation / Campus Fest	28
Examinations (Mid-Term, Final, Makeup)	21	Seminar (SD10)	28
Exercise Science/Personal Training (A.S.)		Services and College Advisement	28
Degree Requirements	57	Testing	18
Course Descriptions	130	FSEOG (Federal Supplemental Educational Opportunity Grants)	14
		FWS (Federal Work-Study Program)	16

G			
General Education	40	Honors	
Gerontology Concentration (A.S., Community Health)		Dean's List & Scholarship	35
Degree Requirements	53	Program	34
Course Descriptions	129	Societies	35
Gifts and Bequests	5	Study Abroad Program	36
Global and Environmental Studies Option (A.A., Liberal Arts)		Honors Societies	
Degree Requirements	46	Mu Alpha Theta	35
Global College Summer Program in Costa Rica	36	Phi Beta Lambda	35
Leon M. Goldstein High School for the Sciences	37	Phi Theta Kappa	35
G.P.A. (Grade Point Average / Index)	21	Hospitality Concentration (A.A.S., Tourism & Hospitality)	
Grades	21	Degree Requirements	78
Academic Standards	20	Course Descriptions	163
Grade Change Appeals	22	I	
Grade Point Index	21	Identification (I.D.) Cards	197
Official Grading System	22	Independent Study	24
"R" Grade	22	Infancy / Toddler Development Concentration (A.S., Early Childhood Education / Child Care)	
Scholastic Standing	22	Degree Requirements	54
Standard Grades	21	Course Descriptions	91
Graduation		Institute of Tutorial Services	32
Filing for a diploma	20	International Students	7
Requirements	20	Intramurals	37
Grants & Loan Programs		Italian, Course Descriptions	127
Federal Direct Loans	16	J	
NYS Tuition Assistance Programs (TAP)	11	Journalism and Print Media (A.S.)	
PELL	14	Degree Requirements	59
FSEOG/Federal Supplemental Educational Opportunity Grants	14	Course Descriptions	124
FPLP/Federal Perkins Loan Program	14	K	
PLUS/Federal Parent Loan for Undergraduate Study)	16	Kingsborough Community College	
TAP (NYS Tuition Assistance Programs)	11	Academic Calendar	6
Work-Study	16	Accreditation	4
Graphic Design and Illustration (A.A.S.)		Administrative Officers	2
Degree Requirements	69	Admissions	7
Course Descriptions	87	Affirmative Action	6
H		Campus Map	211
Health Administration Concentration (A.S., Community Health)		Catalog	5
Degree Requirements	53	Curricula and Degrees	19
Course Descriptions	129	Faculty and Instructional Staff	174
Health & Nutrition Science Transfer Option (A.S., Biology)		Gifts and Bequests	5
Degree Requirements	50	Overview	4
Course Descriptions	99	Registrar's Office	11
Health Education & Lifestyle Management Center (H.E.L.M.)	29	Special Programs	31
Health Education & Promotion Concentration (A.S., Community Health)		Tobacco-Free Policy	5
Degree Requirements	53	Travel Directions	214
Course Descriptions	130	Vision	4
Health Education, Course Descriptions	130	L	
Health Regulations & Services	10	Leon M. Goldstein High School for the Sciences	32
Health Services Office	10, 28	Liberal Arts Program	
Health, Physical Education and Recreation Department	129	Degree Requirements	46
Hebrew, Course Descriptions	126	Library Department	168
HEGIS Codes	41	The Lighthouse Alcohol and Substance Abuse Program	29
H.E.L.M. (Health Education & Lifestyle Management Center)	29	Loans	14
Henderson Rules	195	Lost and Found	197
History, Philosophy and Political Sciences Department	136		
Holiday and Emergency Closings	198		



M			
Makeup Final Examinations	21	New York State Tuition Assistance Programs	11
Map		TAP / Tuition Assistance Program	11
Campus	211	APTS / Aid for Part-Time Study	13
Travel Directions	214	Part-Time Tuition Assistance Program	13
Marine Biology Concentration (A.S., Biology)		Newspaper (<i>Scepter</i>)	30
Degree Requirements	50	Non-Degree Students	7
Course Descriptions	100	Non-Stenographic Concentrations (A.A.S., Office Administration and Technology)	
Maritime Technician Option (A.A.S., Maritime Technology)		Degree Requirements	73
Degree Requirements	70	Course Descriptions	111
Course Descriptions	166	Nursing (A.A.S.)	
Maritime Technology (A.A.S.)		Degree Requirements	72
Degree Requirements	70	Course Descriptions	152
Course Descriptions	166	Nursing Department	149
Maritime Technology: Deck Specialty (Certificate)		O	
Certificate Requirements	84	Occupational Therapy Transfer Option (A.S., Biology)	
Course Descriptions	166	Degree Requirements	50
Maritime Technology: Marine Mechanic (Certificate)		Course Descriptions	99
Certificate Requirements	84	<i>Odessey</i> (Yearbook)	30
Course Descriptions	166	Off-Campus Programs	
Marketing Management Concentration (A.A.S., Retail Merchandising)		CUNY Study Abroad Program	36
Degree Requirements	76	Exploring Transfer Summer Program at Vassar College	36
Course Description	110	Global College Summer Program in Costa Rica	36
Mass Communications, Course Descriptions	114	National Model United Nations	37
Math Workshop	32	Salzburg Global Seminar	37
Mathematics and Computer Science Department	143	Office Administration and Technology (A.A.S.)	
Mathematics (A.S.)		Degree Requirements	73
Degree Requirements	59	Course Descriptions	106, 111
Course Descriptions	146	Office Technology, Course Descriptions	111
Matriculation	7	On Stage at Kingsborough	33
Media Technology and Management (A.A.S.)		Orientation, New Students/Campus Fest	28
Degree Requirements	71	P	
Course Descriptions	114	Parent Loan for Undergraduate Students (PLUS)	16
Medical Office Assistant (Certificate)		Part-Time Students	
Certificate Requirements	84	Admission Requirements	7
Course Descriptions	111	Aid for Part-Time Study (APTS)	13
Medical Records	10	Application Deadlines	8
Men's Activities, Course Descriptions	131	Advisement	28
Men's Resource Center	31	Part-Time Tuition Assistance Program (TAP)	16
Mental Health and Human Services (A.S.)		Partners in Academic Success and Support (PASS)	33
Degree Requirements	60	Partnership Endeavors, Continuing Education	170
Course Descriptions	95	PELL Grants	14
Mid-Term Examinations	21	Performance Concentration (A.S., Theatre Arts)	
Mu Alpha Theta	35	Degree Requirements	63
Music, Course Descriptions	116	Course Descriptions	118
My Turn Program		Perkins Loan Program	14
Program	32	Permit Students	9
Tuition	9	Pharmacy Transfer Option (A.S., Biology)	
N		Degree Requirements	50
National Model United Nations	37	Course Descriptions	99
New Americans Center	32	Phi Beta Lambda	35
New Start Program	27	Phi Theta Kappa	35
New Student Orientation (Campus Fest)	28	Philosophy, Course Descriptions	139
New York State Education Law	195		

Photography Concentration (A.S., Fine Arts)		Sculpture Concentration (A.S., Fine Arts)	
Degree Requirements	58	Degree Requirements	58
Course Descriptions	139	Course Descriptions	87
Physical Education, Course Descriptions	131	Secondary Education Concentration (A.S., Biology)	
Physical Education, Health and Recreation Department	129	Degree Requirements	50
Physical Education, Recreation and Recreation Therapy (A.A.S.)		Course Descriptions	99
Degree Requirements	74	Secondary Education Concentration (A.A., Liberal Arts)	
Course Descriptions	131	Degree Requirements	47
Physical Sciences Department	158	Security and Public Safety	197
Physical Therapist Assistant (A.A.S.)		Single Stop	33
Degree Requirements	75	Sociology, Course Descriptions	97
Course Descriptions	103	Spanish, Course Descriptions	127
Physician Assistant Transfer Option (A.S., Biology)		Special Awards	17
Degree Requirements	50	Special Programs	31
Course Descriptions	99	Special Service Awards	17
Physics (A.S.)		Speech Communication (A.S.)	
Degree Requirements	61	Degree Requirements	62
Course Descriptions	160	Course Descriptions	116
Pilot Courses	24	Speech Pathology Concentration (A.S., Speech Communication)	
PLUS (Federal Parent Loan for Undergraduate Students)	16	Degree Requirements	62
Policies, Rules and Regulations	195	Course Descriptions	116
Tobacco-Free Policy	5	Sports (Intramural, Recreation, Athletics)	37
Political Science, Course Descriptions	140	Sports Management Concentration (A.A.S., Tourism and Hospitality)	
Private College Transfer Policies	25	Degree Requirements	78
Professors Emeriti	189	Course Descriptions	166
Programs of Study, Evening Studies and Weekend College	26	Sports Management Transfer Option (A.A.S., Physical Education, Recreation and Recreation Therapy)	
Psychology, Course Descriptions	96	Degree Requirements	74
Public Order		Course Description	135
Rules and Regulations (Henderson Rules)	195	Statement of Non-Discrimination	197
Public Safety, Department	197	Stenographic Concentrations (A.A.S., Office Administration and Technology)	
Publications, Student	30	Degree Requirements	73
R		Course Descriptions	111
Radio Station, WKRB	33	Student Activities Resume Program	30
Readmission	23	Student Affairs, Department	27
Recreation	37	Student Ambassador Program	38
Recreation & Recreation Therapy Option (A.A.S., Physical Education, Recreation and Recreation Therapy)		Student Councils (Student Government)	29
Degree Requirements	74	Student Government (Student Councils)	29
Course Description	134	Student Handbook	30
Refunds (Tuition)	10	Student Life Office	29
Registrar	11	Student Orientation	28
Retail Merchandising (A.A.S.)		Student Publications	
Degree Requirements	76	<i>Antheon</i> (literary and arts journal)	30
Course Description	110	<i>Odyssey</i> (yearbook)	30
Robert J. Kibbee Library	168	<i>Scepter</i> (student newspaper)	30
Rules and Regulations	195	Student Service Awards	17
S		Student Support Programs (Student Affairs)	30
Salzburg Global Seminar	37	Students with Disabilities (Access-Ability Center)	30
<i>Scepter</i> (Student Newspaper)	30	Study Abroad Program	36
Scholastic Standing	22	Substance Abuse Counseling Concentration (A.S., Community Health)	
Science, Course Descriptions	160	Degree Requirements	53
Science for Forensics (A.S.)		Course Descriptions	129
Degree Requirements	61		
Course Descriptions	158		

Substance Abuse Counseling Concentration (A.S., Mental Health and Human Services)		Tuition	8
Degree Requirements	60	Matriculated New York City Residents	8
Course Descriptions	97	Matriculated Out-of-City or Out-of-State Residents or Foreign Students	8
SUNY Transfer Policy	25	My Turn Students	9
Surgical Technology (A.A.S.)		Penalty Fees	9
Degree Requirements	77	Permit Students	9
Course Descriptions	155	Refund Policy	10
T		Tuition Assistance Program (TAP)	11
TAP (Tuition Assistance Program)	11	Tutorial Services, Institute of	32
Academic Progress	12	U	
Eligibility	12	United States History, Course Descriptions	137
Part-Time Students	13	V	
Satisfactory Academic Standing	12	Vassar College Exploring Transfer/Research Program	36
Tax Accounting Concentration (A.A.S., Accounting)		Veterans Affairs Student Office (V.A.S.O.)	31
Degree Requirements	66	Village Center for Enrollment Services	33
Course Descriptions	105	W	
Teaching Physical Education K-12 Transfer Option (A.A.S., Physical Education, Recreation and Recreation Therapy)		Wave Scholarship awards	17
Degree Requirements	74	Website Development and Administration (A.A.S.)	
Course Description	129	Degree Requirements	79
Technical Production Concentration (A.S., Theatre Arts)		Course Descriptions	111
Degree Requirements	63	Weekend College Program	26
Course Descriptions	118	Withdrawals	
Technology, Office (Business), Course Descriptions	111	From the College	10, 23
Technology Services	33	From Course(s)	23
Testing		WKRFB, Radio Station	33
Basic Skills Proficiency	18	Women's Activities, Course Descriptions	132
Freshman Course Placement	18	Women's Center	31
Skills Assessment	18	Women's Studies	
Theatre Arts (A.S.)		Program	33
Degree Requirements	63	Affiliated Faculty	34
Course Descriptions	118	Women's Studies Concentration (A.A., Liberal Arts)	
Title IV		Degree Requirements	46
Refund Policies	10	Work-Study Program	16
Satisfactory Academic Standing	14	World History, Course Descriptions	138
Tobacco-Free Policy	5	Y	
Topical & Pilot Courses	24	Yiddish, Course Descriptions	129
Tourism and Hospitality (A.A.S.)			
Degree Requirements	78		
Course Descriptions	163		
Tourism Concentration (A.A.S., Tourism and Hospitality)			
Degree Requirements	78		
Course Descriptions	163		
Tourism and Hospitality Department	162		
Transfer			
Admission Application Procedure	8		
Admission Requirements	7		
Counseling	27		
Credits, Advanced Standing	7		
CUNY Articulation Policy	24		
Private Colleges Transfer Policies	25		
SUNY Transfer Policy	25		
Transfer to Senior Colleges and Universities	24		
Travel Directions to KCC	214		
TRiO Student Support Services	31		

Kingsborough Community College Campus Map

LEGEND:

-  CAMPUS ENTRANCES
-  BUILDING MAIN ENTRANCES
- A** ADMINISTRATION
- C, D, E, F** WEST ACADEMIC CLUSTER (THE CLUSTERS)
- G** PHYSICAL EDUCATION CENTER / GYM / POOL
- K** LEON M. GOLDSTEIN HIGH SCHOOL FOR THE SCIENCES
- L** ROBERT J. KIBBEE LIBRARY
- M** MARINE & ACADEMIC CENTER (MAC)
- P** CENTRAL SERVICES
- PAC** LEON M. GOLDSTEIN PERFORMING ARTS CENTER (PAC)
- R** GUARD HOUSE
- S** ARTS & SCIENCES
- T-1** UNIVERSITY APPLICATION PROCESSING CENTER (UAPC)
- T-2** KINGSBOROUGH ENGLISH LANGUAGE INSTITUTE (KELI)
- T-3** MARITIME TECHNOLOGY
- T-4** CONTINUING ED / CLASSROOMS
- T-5** GRAPHIC / CERAMICS STUDIOS
- T-6** TESTING CENTER
- T-7** CLASSROOMS
- T-8** COMMUNICATIONS / PERFORMING ARTS
- U** COLLEGE CENTER
- V** ACADEMIC VILLAGE
- Z** VEHICLE STORAGE

Key:

-  ACCESS
-  INFO
-  PHONE
-  DROP-OFF PICK-UP
-  SECURITY
-  EMS
-  PARKING LOT
-  FOOD
-  SPORT/ RECREATION



A- Administration

- President
- Vice President for Academic Administration and Program Planning and Development
- Vice President for Academic Affairs & Provost
- Vice President for Finance & Administration
- Administrator for Business Affairs
- Dean of Continuing Education
- Dean of Student Affairs
- Academic Scheduling
- Admissions Services
- Budget and Financial Planning
- Bursar
- External Relations
- Government Relations
- Health Services
- Human Resources & Labor Relations

- Payroll Distribution
- Public Relations
- Purchasing
- Registrar
- Tapestry Room

B- Beach

C/D/E/F- See W - West Academic Center (WAC)

G- Physical Education Center

- Dance Studio
- Gymnasium
- Health, Physical Education & Recreation Department
- Swimming Pool

K- The Leon M. Goldstein High School for the Sciences

L- Robert J. Kibbee Library & Media Center

College Discovery
 Holocaust Resource Center
 Information Technology Services (Client Services)
 Kingsborough Center for Advanced Technology Training (KCATT)
 Library
 Library Department
 Media Center
 Reading & Writing Center
 Security & Public Safety
 Tutorial Services

M- Marine & Academic Center (MAC)

Academic Advisement Center
 Allied Health Career Center
 Alumni Relations
 ASAP
 Assistant Vice President for Academic Affairs & Associate Provost
 Assistive Technology (Access-Ability) Center
 Associate Dean for College Advancement
 Business Department
 Coordinated Undergraduate Education (CUE) Initiative
 CUNY BA Program
 Cyber Lounge
 Honors Program / Phi Theta Kappa / Student World Assembly
 Information Technology Services (Academic Services)
 Institutional Review Board (IRB)
 Kings Brew Cafe
 Kingsborough Center for Teaching & Learning (KCTL)
 MAC Playhouse
 MAC Rotunda (Conference Center)
 Marine Aquarium
 Nursing Department
 Registration Center
 Retail Merchandising Program
 Snack Bar/Dining
 Student Publications/Scepter
 The Women's Center
 Writing Across the Curriculum Program / CUNY Writing Fellows

P- Central Services

Buildings & Grounds
 Campus Planning and Design
 Information Booth
 Mailroom & Office Services
 Property Office
 TAP Office

P- Parking: P1 — P17A

R- Guard House

S- Arts & Sciences

Art Department
 Art Gallery
 Biological Sciences Department
 Environmental Health and Safety
 Physical Sciences Department

T- The Leon M. Goldstein Performing Arts Center (PAC)

Box Office
 On Stage at Kingsborough

T-1 University Application Processing Center (UAPC)

T-2 KELLI / ESL Immersion Program (English as a Second Language)

T-3 Maritime Technology

T-4 Brooklyn Economic Development Corporation
 Continuing Education
 COPE
 Taxi Institute

T-5 Ceramics Studio
 Graphic Design Labs

T-6 Testing Center

T-7 Center for Economic and Workforce Development
 HELM

T-8 Music

U- College Center

Bookstore
 Cafeteria
 Culinary Management Center
 Dean for Institutional Research, Assessment and Planning
 Financial Aid
 International Hall of Flags
 The Lighthouse
 Men's Resource Center
 Multi-Purpose & Meeting Rooms
 Oceanview Room
 WKRB-FM Radio Station

V- Academic Village

Admissions Information Center
 Child Development Center
 Dean of Enrollment Management
 Distance Learning Lab
 Early Childhood Education
 Financial Aid Processing Center
 International Student Affairs
 New Americans Center
 One Stop Enrollment Center

Single Stop
Terrace Room
Tourism & Hospitality Department

W- WAC (West Academic Cluster) (C/D/E/F)

C- WAC

Career Development, Placement, Transfer, and
Scholarship Opportunities
Community Board 15
English Department
New Start Program
Student Life

D- WAC

Access-Ability Center
Behavioral Sciences & Human Services Department
Bilingual Studies Program
ESL Counseling
History, Philosophy & Social Sciences Department
Immersion Program
Liberty Partnership Program
Mental Health & Human Services Program
Personal Counseling
TRiO Student Support Services
Veteran Affairs Student Office

E- WAC

Communications & Performing Arts Department
Foreign Languages Department
Opening Doors Learning Communities
Speech and Hearing Center
Sports, Fitness & Therapeutic Recreation Program

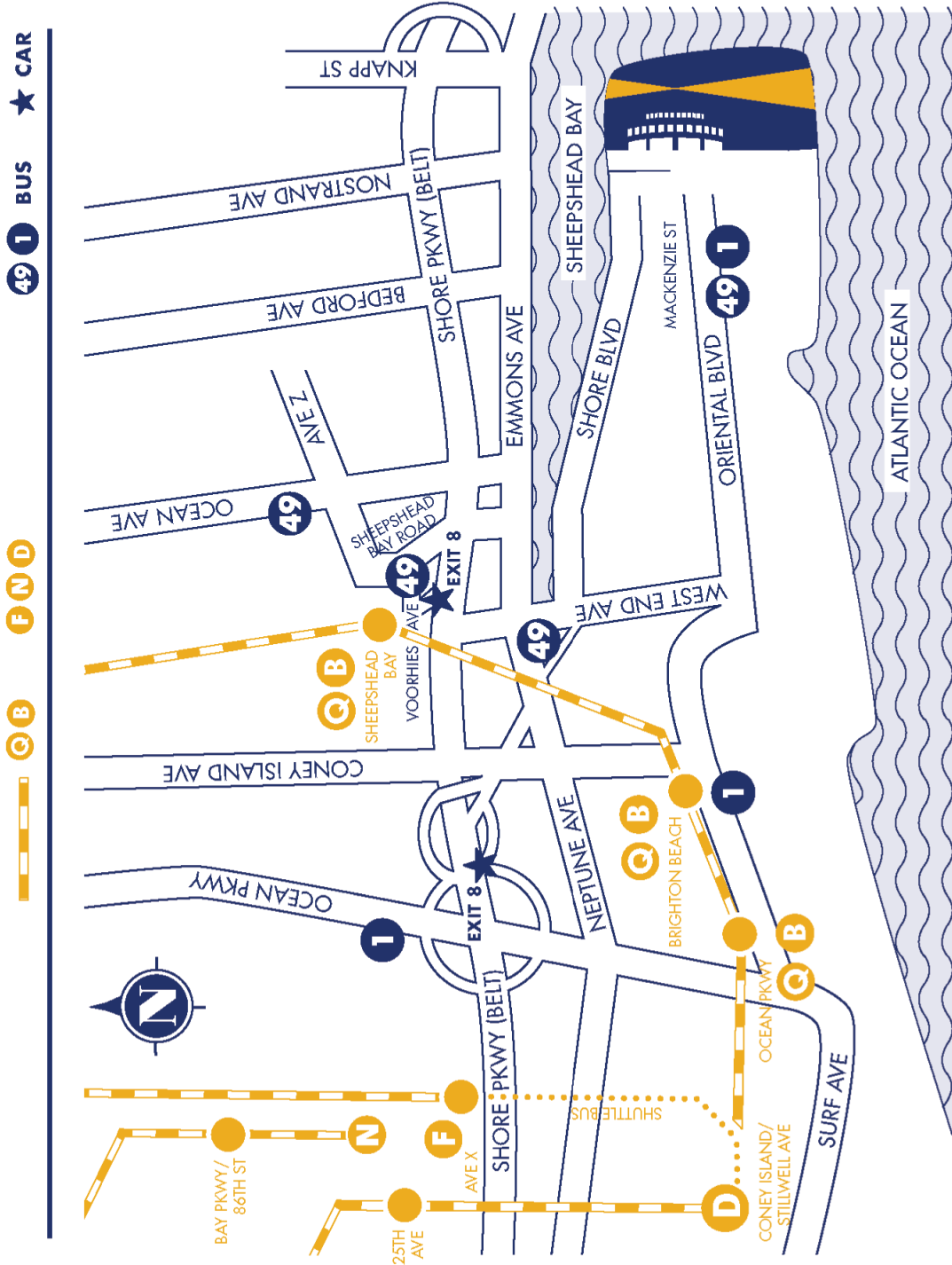
F- WAC

Collaborative Programs / College Now
Freshman Services
Liberal Arts Program
Mathematics & Computer Science Department
Math Skills Center
My Turn Program
Women's Studies Program

Z- Vehicle Storage

Gates: **NG**-North Gate (Shore Boulevard)
SG-South (Main) Gate (Oriental Boulevard)

Directions To The Campus



TRAVEL DIRECTIONS TO KINGSBOROUGH COMMUNITY COLLEGE

BY CAR:

From Manhattan and Staten Island: Belt Pkwy eastbound to Exit 8A (Coney Island Ave.). Cross Coney Island Ave. and continue along Guider Ave. to the traffic light. Turn right onto E. 12th St. for one block. Turn left onto Neptune Ave. at the traffic light. Turn right at traffic light onto Cass Pl. and proceed to the second traffic light. Turn right onto West End Ave. Turn left at second traffic light onto Oriental Blvd, which leads directly to the College.

From Queens and Nassau: Belt Pkwy westbound to Exit 8A (Coney Island Ave.). Turn right onto Voorhies Ave. Turn right at second traffic light to Sheepshead Bay Rd. At third traffic light turn right onto Emmons Ave. At second traffic light turn left onto West End Ave. Turn left at the third traffic light onto Oriental Blvd.

BY BUS:

Direct to the College: Take B1 or B49 to the last stop, Oriental Blvd. and Mackenzie St., then walk east on Oriental Blvd., which leads directly to the entrance of KCC

Connecting Buses:

From:	X-fer to:	From:	X-fer to:
B2	B49	B25	B49
B3	B49	B31	B49
B4	B49	B35	B49
B6	B1/B49	B36	B1
B7	B49	B43	B49
B8	B1/B49	B45	B49
B9	B49	B48	B49
B11	B49	B68	B1
B12	B49	B82	B1/B49
B16	B1	Q35	B3 to B49

FREE SHUTTLE BUS SERVICE:

Kingsborough provides free shuttle service between the college and the Coney Island/Stillwell Avenue and the Brighton Beach subway stations for KCC students, faculty and staff. The shuttle runs every 15 minutes and only operates weekdays during regularly-scheduled school days. There is no service available Saturday, Sunday and holidays. The campus shuttle bus stop is located at the drop-off circle. You must present a valid Kingsborough I.D. to gain access to the bus.

BY SUBWAY:

B or Q lines:

Take the Q or B train to the Brighton Beach Station, then transfer to the eastbound B1 bus and ride to the last stop or free shuttle bus to the campus or take the Q or B train to the Sheepshead Bay Station, then transfer to the B49 bus and ride to the the last stop.

F Line:

Take the F train to the Ave. X Station, then transfer to the eastbound B1 bus and ride to the last stop.

N Line:

Take the N train to the 86th St. Station, then transfer to the eastbound B1 bus and ride to the last stop.

D Line:

Take the D train to the 25th Ave. Station, then transfer to the eastbound B1 bus and ride to the last stop.

2, 3, 4 or 5 Lines:

Take the 2, 3, 4 or 5 to the Atlantic Avenue, then transfer to the Q or B train; take the Q or B train to the Brighton Beach Station, then transfer to the eastbound B1 bus and ride to the last stop or free shuttle bus to the campus or take the Q or B Line to the Sheepshead Bay Station, then transfer to the B49 bus and ride to the the last stop.

NOTES



Kingsborough Community College

The City University of New York

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