

KINGSBOROUGH

COMMUNITY COLLEGE

★ DREAMS BEGIN HERE ★



COLLEGE CATALOG

2015-2016

Kingsborough Community College 2015-2016 Catalog

MISSION STATEMENT

Kingsborough Community College of The City University of New York is a comprehensive community college providing both liberal arts and career education. It is dedicated to promoting student learning and development as well as strengthening and serving its diverse community. To these ends, we strive to fulfill the following goals:

- To offer a superior general education to all degree students
- To provide programs of study for those intending to transfer and those seeking immediate employment
- To promote critical reading, writing, and thinking
- To develop student competence in information literacy, oral communication, quantitative skills, and technological literacy
- To promote civic engagement, global awareness, civility, and respect for diversity
- To provide life-long learning opportunities in credit and non-credit programs for the non-traditional as well as the traditional student
- To provide comprehensive services that address student needs in order to support academic success
- To respond to the educational, social, cultural, and economic needs of the communities we serve

A College of the City University of New York

Kingsborough Community College
2001 Oriental Boulevard
Brooklyn, New York 11235-2398
718 - C-O-L-L-E-G-E
www.kbcc.cuny.edu

A College of The City University of New York

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KINGSBOROUGH COMMUNITY COLLEGE

Overview

Founded in 1963, Kingsborough Community College serves approximately 30,000 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 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. The college provides developmental courses and English as a Second Language (ESL) instruction to better prepare all students to successfully complete their academic programs.

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.

Academic Calendar

Kingsborough's academic calendar is divided into two major 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 exhibitions, 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. The college was recently identified as one of the top four community colleges in the nation by the Aspen Institute's Community College Excellence Program.

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 Middle States Commission on Higher Education. The Surgical Technologist program is accredited by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting, 6 W. Dry Creek Circle, Suite #110, Littleton, CO 80120. The Physical Therapist Assistant Program has probationary accreditation from the Commission on the Accreditation of Physical Therapy Education (CAPTE), an independent part of the American Physical Therapy Association (APTA), 1111 North Fairfax Street, Alexandria, VA, 22314. The Nursing program is a Candidate for Accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326. 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. Accreditation documentation is available from the Office of Academic Affairs, A-218.

SUPPORTING KINGSBOROUGH

In the current challenging 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 donations support student scholarships, grants, educational programs, and faculty development opportunities, sponsor research and publication, and promote the cultural life of the college community.

Funding to provide student scholarships, enrich their learning experience, and build the college's endowment for future generations, is 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, Brooklyn, NY, 11235-2398. To reach the College Advancement Office by phone, call 718-368-4539.

POLICIES ON EQUAL OPPORTUNITY, NON-DISCRIMINATION AND AFFIRMATIVE ACTION

The City University of New York ("University" or "CUNY"), located in a historically diverse municipality, is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of the University.

It is the policy of the University applicable to all colleges and units to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status or any other legally prohibited basis in accordance with federal, state and city laws.

It is also the University's policy to provide reasonable accommodations when appropriate to individuals with disabilities, individuals observing religious practices, employees who have pregnancy or childbirth related medical conditions, or employees who are victims of domestic violence/stalking/sex offenses.

This Policy also prohibits retaliation for reporting or opposing discrimination, or cooperating with an investigation of a discrimination complaint.

Kingsborough Community College as a constituent unit of the City University of New York, 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, 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, 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 include American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, and Women. Updated federal guidelines further expanded these protected classes to include Two or More Races.

Kingsborough's Affirmative Action/Equal Opportunity Officer is located in V-125 and can be reached at 718-368-6896. The Affirmative Action Officer also serves as Kingsborough'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 Reaffirming Principles of Nondiscrimination Policies and Affirmative Action, go to the college website, www.kbcc.cuny.edu/humanresources/Pages/affirmativeaction.aspx

CATALOG

This College Catalog contains academic policies and procedures, requirements, and other information critical to academic success. The catalog is posted on the Kingsborough website by academic year.

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 correspond to the college catalog for the term/year you entered Kingsborough OR the term/year you last changed your major.

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 the 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 for 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 located in V-103 in the Regina S. Peruggi Academic Center (V-Building).

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

September, October, November, December.....	12
Weeks	
January, February.....	6
Weeks	

12/6 Academic Calendar – Spring Term

March, April, May, June.....	12
Weeks	
June, July.....	6
Weeks	

One Tuition

Most full-time matriculated resident students in 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.)

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 and five minutes 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. 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 or 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 requirements of their prospective plan.

Effective Fall 2013, The City University of New York implemented the Pathways initiative across its undergraduate colleges. Pathways establishes a new system of general education requirements and new transfer guidelines across CUNY, and by doing so reinforces CUNY's educational excellence while easing student transfer between CUNY colleges. More information can be found at www.kbcc.cuny.edu/pathways

The Associate in Arts (A.A.)

Candidates for the Associate in Arts (A.A.) degree must satisfactorily complete required credits from a wide range of Liberal Arts subjects. The college offers two Associate in Arts degrees, one in Criminal Justice and the other in Liberal Arts (with concentrations in Children's Studies, English, Global and Environmental Studies, Philosophy, Secondary Education, and Women's and Gender Studies, and a transfer option to the Baruch Zicklin School of Business).

The Associate in Science (A.S.)

Candidates for the Associate in Science (A.S.) degree follow programs which closely parallel the A.A. program, but have a greater concentration in a single subject area. These programs include Accounting, Biology (with concentrations in Allied Health Transfer Option and Biology Transfer Option), Business Administration, Biotechnology, Chemical Dependency Counseling, Chemistry, Community Health (with concentrations in Gerontology, Health Services Administration, and Health Education and Promotion), 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, Media Arts, 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.)

Candidates for the Associate in Applied Science (A.A.S.) degree follow programs which concentrate in applied fields. The professional fields in which these programs are offered include Computer Information Systems, Culinary Arts, Fashion Design, Emergency Medical Services – Paramedic, 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, and School Word/Information Processing), Physical Therapist Assistant, Physical Education, Recreation and Recreation Therapy (with options in Recreation and Recreation Therapy and Baccalaureate Transfer Options in Sports Management and Teaching Physical Education K-12), Polysomnographic Technology; Retail Merchandising (with concentrations in Fashion Merchandising and Marketing Management), Surgical Technology, Tourism and Hospitality (with concentrations in Food and Beverage Management, Hospitality, Sports Management, and Tourism), and Website Development and Administration.

Certificate Programs

Certificate Programs are available in Alcoholism and Substance Abuse Counseling, Culinary Arts, and Marine Mechanic.

FACILITIES SUPPORTING ACADEMIC PROGRAMS

Consistent with its Mission Statement, Kingsborough Community College takes pride in providing comprehensive services that address student needs in order to support academic success. Our facilities support our varied academic programs. The Office of Information Technology Services (ITS), working in collaboration with AcademicAffairs, aims to promote the effective integration of technology into teaching and learning. ITS manages the hardware and software for all computer labs, including Smart Boards, podium systems, and wireless thin clients, as well as maintains 17 computerized classrooms containing a total of 855 thin clients and more than 20 each of multidisciplinary and specialized computer labs. These labs serve to meet a wide variety of academic needs and are as varied as a diesel lab, a fashion design lab, graphic design lab equipped with Macs, and math and computer science labs. The Language Learning Labs provide students

with specialized instruction in Arabic, Chinese, French, Italian and Spanish. In addition, the College recently opened a STEM (Science, Technology, Engineering, and Mathematics) lab as well as a Center for Academic Writing Services (CAWS) which recently underwent a major renovation to expand student facilities and capacity, adding reading lounge areas, two additional classrooms and 10 additional tutoring cubicles.

The 6,550 gallon shark tank, along with five other aquarium tanks containing a host of aquatic species, and other museum quality displays relating to marine and terrestrial biology support biology courses. There are two research labs for biology and physical sciences that support research scholars programs.

The Nursing Labs are provided with actual hospital beds and equipment simulators as well as medical mannequin simulators (including pediatric, pregnant and adult mannequins). A new state-of-the-art Simulation Center for Emergency Care and the Health Sciences uses the latest high-fidelity human mannequins and actual ambulances for instruction. Surgical technology students are provided with a mock operating room where lectures are given and they receive hands-on training on medical procedures with specialized mannequins.

The award-winning Health, Physical Education and Recreation Center building contains two large gymnasiums, a 26 meter swimming pool (with depths ranging from 3 feet to 12 feet), a racquetball court, a fitness center with state of the art cardio equipment, a separate free-weight room, yoga rooms and dance studios. The gymnasiums accommodate basketball courts, tennis courts, and volley ball courts. The exterior tennis courts have been newly refinished and there are two new baseball fields and a soccer field on artificial turf.

Art students are provided with numerous studios, a dark room, and a ceramics studio with its own kiln. The Art Gallery provides a forum for students and others to display their creations.

The Culinary Management Center and the Oceanview Room are fully equipped cooking facilities with a realistic restaurant setting for students training in the culinary arts.

Kingsborough's Radio Station, WKRB 90.3, serves as both an instructional lab and a fully functional station. The state-of-the-art facility incorporates three studios, an Audio Editing suite and a Smart Classroom that accommodates 20 students. The Television Studio functions as an instructional lab with a tapeless HD workflow, incorporating three full-HD cameras, a Grass Valley video switcher, graphics and theatrical lighting system. The Multimedia Editing Lab provides opportunities for students to practice skills in remote camera operation, lighting for remotes, and editing for both video and audio. Adjacent space will, upon completion, serve as a new distribution hub

for remote/field equipment for camera and lighting instruction and practicum.

The MAC Playhouse serves as the primary production laboratory for the theatre arts program where students practice the skills that they have learned in acting, design, technical theatre, voice, musical theatre, history and general theatre coursework. The Scene Shop is a technical theatre and theatrical design classroom and laboratory where students practice skills in lighting and scenic design, as well as electrics, carpentry, stage management and other areas of technical theatre. The Acting Studio provides a space for students to learn the crafts of acting, voice, movement and musical theatre, serving as the theatre program's main rehearsal space.

The College has two boats that are used for training and hands-on experience that are accessible from the college's dock which is located on campus.

The Robert J. Kibbee Library and Media Center contain collections of books and publications that are made available to students in support of their academic goals.

Kingsborough also offers a computerized testing facility with more than 150 stations.

Kingsborough's open computer labs are designed for multidisciplinary use by registered students and provide a comfortable study and research lounge area. Student Help Desks supports student's varying technological needs and is an ever present access point for students to use and receive assistance with technology for academic purposes. Staff members in these locations provide assistance with general information, computer and Wi-Fi access, student email access and password reset, and free on-campus printing. To facilitate access to education materials and programs online assistance is available to students for log-in to, password retrieval for, and navigation to Inside. Kingsborough, the mobil access site for all web-enabled devices, KBCC Mobile, Kingsborough's mobile app, KBAM, access management for self-services-tools, the CUNY portal, the university portal, CUNYfirst, the student information system, and Blackboard, the learning management system.

Our spaces support the infrastructure for teaching and learning, scholarship and research. Although the list above is not a totally inclusive listing, it is indicative of the range of facilities we provide to support our academic endeavors.

ADMISSION INFORMATION AND PROCEDURES

Village Center for Enrollment Services

The Village Center for Enrollment Services, Kingsborough's one-stop for all of the enrollment areas, provides assistance and direction with admission, financial aid, registrar processes, Kingsborough ID validation, directions, and more. The Village Center is located in V-100 in the Regina S. Peruggi Academic Center (V-Building).

Application Processing Dates

Applicants are urged to file an admission application as early as possible. Applicants who wish to enroll at Kingsborough Community College must apply online at www.cuny.edu and list Kingsborough as their first choice on the admission application. 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: approximately February 1
Transfer: approximately February 1

Spring Term

Freshman: September 15
Transfer: September 15

Non-degree applicants should apply directly at the Academic Village Center. Deadlines vary based on enrollment trends. Inquire at the Village Center before submitting an application.

NOTE

- A. Application deadline dates may vary slightly from year to year. Inquire at the Academic Village Center at 718-368-6700 about possible deadline changes or extensions.
- B. 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.

Degree Seeking Applicants (Matriculated)

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.

Non-Degree Seeking Applicants (Non-Matriculated)

Applicants who wish to earn college credit without working toward a degree may request a non-degree status. Non-matriculants 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 a degree. See the section below on Change of Status for details on requirements. Non-degree students are not eligible for financial aid

Direct On-the-Spot Admission

Applicants who currently hold a U.S. high school diploma, or have received a state General Equivalency Diploma (G.E.D.) or Test Assessing Secondary Completion (TASC) by virtue of satisfactory scores on the examinations, or currently attend or have previously attended an accredited U.S. college may be eligible for preliminary acceptance to Kingsborough. For further information call the Academic Village Center at 718-368-6700.

Freshman Applicants

U.S. citizens and permanent residents who **have never attended** any college, university, or other post-secondary institution such as a trade, technical, business or health profession school, should apply as a freshman. 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 Freshman applications must include the student's official high school transcript with date of graduation, General Equivalency Diploma (G.E.D.) scores, or Test Assessing Secondary Completion (TASC) scores.

CUNY does not accept high school certificates, Individual Education Plan (IEP) diplomas, online, correspondence or virtual high school diplomas/credentials, or transcripts from unaccredited high schools as proof of high school graduation. Refer to the admission application for specific details.

Transfer Applicants

U.S. citizens and permanent residents who **have attended** a college or other college-level post-secondary school must submit a Transfer Application. Applicants 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 as well; they are not eligible for transfer of credits. The application, along with an official transcript from each college or post-secondary school attended, must be included. If the applicant has earned less than 24 credits an official high school transcript with date of graduation or original, General Equivalency Diploma (G.E.D.) or Test Assessing Secondary Completion TASC scores must also be provided.

International Applicants

International 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 application 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 applicants and issue U.S. 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.

CUNY Permit Students

Students from CUNY colleges other than Kingsborough may submit a permit request online through the CUNY portal at www.cuny.edu. Applications must be filed well in advance of the deadline date established by Kingsborough since several areas must approve the permit. Students who register and subsequently cancel their permit without deleting their course(s) are subject to penalty grades from Kingsborough. These students may also be subject to tuition liability for the permit course(s). Students on permit to Kingsborough from another CUNY college will pay tuition for the permit course(s) at their home college. For more information, refer to <https://epermit.cuny.edu>

My Turn Applicants

My Turn is a tuition free college education program for New York State residents 60 years of age and older. Proof of age and New York State residency must be submitted with the admission application. Applicants are accepted on a degree or non-degree basis, subject to availability of space. My Turn students do not pay tuition. However, an admission application must be submitted and a registration fee, paid each term (Fall/Winter and Spring/Summer), is required. Contact the My Turn Office located in F-219 or call at 718-368-5079 for application deadlines and program information.

Second Degree Applicants

Students returning for a second degree must apply using the CUNY admission application. For further information call 718-368-6700, V-101.

Readmission

A former student who wishes to return to Kingsborough should complete a Readmission Form. After payment of the required readmission application fee, submit the completed Readmission Form to the Registrar's Office, A-101, after Health Services, A-108, as well as the Residency Office, V-101. United States veterans are exempt from the readmission fee. 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 should refer to the section above, Second Degree Applicants.

Readmission After Academic Dismissal

A former student who was academically dismissed from Kingsborough Community College may apply for readmission according to the guidelines provided in their dismissal letter. A letter of appeal should be addressed to the College Committee on Admission and Academic Standing. The appeal letter, along with a paid Readmission Application, should be submitted to the Registrar's Office, A-101. Consult the Registrar's home page at www.kbcc.cuny.edu for full details of the process and for deadline dates. Appeals should be submitted well before the start of any term.

Change of Status from Non-Degree to Degree

Non-degree students who request a change to matriculated status must meet the following requirements:

1. Have an official transcript certifying high school graduation or its equivalent on file in the Registrar's Office, A-101.
2. Complete the 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 session.

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

1. Meet requirements in 1, 2 and 3 listed above.
2. 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.

PROGRAMS FOR NEW STUDENTS

College Discovery

The College Discovery Program is a CUNY Higher Education Opportunity Program (HEOP) for students who demonstrate college potential, but who might otherwise be excluded because of academic or economic limitations. College Discovery students receive academic and career counseling, tutorial services and financial assistance. Prospective students must apply before entering college by completing the Special Program section of the CUNY Admission Application. In addition, they must complete the Free Application for Federal Student Aid (FAFSA), available at www.fafsa.ed.gov. Students are accepted into the program only during the Fall term. The College Discovery Office is located in L-516 or call at 718-368-5520.

CUNY Baccalaureate for Unique and Interdisciplinary Studies

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 of study not available as majors at either their home college 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" (e.g. 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, fieldwork, 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 M-386, or call at 718-368-5029, or visit www.cunyba.cuny.edu

New Start Program

The New Start Program assists students who have experienced academic difficulty at participating senior colleges. Eligible students are admitted to Kingsborough in good academic 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 policy. The New Start Office is located in C-102 or call at 718-368-5115.

FRESHMAN AND TRANSFER SERVICES

Freshman Services

Freshman Services oversees pre-enrollment activities, New Student Orientation, freshman academic advisement, freshman socials, and workshops. The program is aimed at assisting freshman students make a comfortable and successful transition to Kingsborough Community College.

Freshman Services is dedicated to students' personal, social and academic growth. Through academic and career advisement, they work closely with students in developing a mutually agreed upon plan that aids in the identification 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 is located in F-123 or call at 718-368-4806.

Transfer Services

Transfer Services advisors are available to meet with students who are transferring into Kingsborough. Services include educating students on Kingsborough degree requirements and college policies, providing course equivalency information for students transferring into Kingsborough, and completing the transfer application process. Transfer Services is located in C-102 or call at 718-368-5115. Additional information is available at

www.kbcc.cuny.edu/career/transfer/pages/In.aspx

New Student Orientation/Campus Fest

New Student Orientation, known as Campus Fest, takes place twice a year. Campus Fest assists incoming students with their transition to college. Entering a new college setting 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 providing an opportunity for students to meet other incoming students, receive information about college resources and programs, and enjoy Kingsborough's beautiful college campus.

Student Success Center

The Student Success Center's mission is to provide a supportive environment where students are empowered to take an active role in their learning through personalized and structured academic advisement, internship exploration, and Supplemental Instruction. Supplemental Instruction (S.I.) helps tackle the challenges that career and technical education students have in specific subjects by providing free tutoring. S.I. helps prospective nursing, business administration, computer science, and math developmental education students meet the academic challenges they are encountering in mandated Gateway career courses. Tutors work closely with students in a small group setting where each student is able to get the individual care they need. The Student Success Center is located in M-101 or call at 718-368-4911.

Office of Military and Veteran Affairs

The Office of Military and Veteran Affairs (OMVA) serves the needs of prospective and enrolled active military personnel, veterans, and their dependents and survivors who are eligible to receive education benefits under various Department of Veteran Affairs (DVA) programs. In this role, the OMVA team facilitates smooth transition and reintegration into the college community.

OMVA provides counseling and advisement services, academic program information, and certifies eligible students to receive DVA education benefits while maintaining productive relations with the Veterans Administration and other agencies serving veterans. The Office is located in M-101 or call at 718-368-5472.

New Americans Center

The New Americans Center, under the direction of the Director of Enrollment Services, is a one-stop citizenship center 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, renewal of alien cards, and family petitions deportations, and general legal counseling relating to maintaining and acquiring immigration status in the United States. The Office is located in V-101 or call at 718-368-5600.

TRANSFER POLICIES AND PROCEDURES

The consideration of transfer credit is determined by course equivalencies, including expected learning outcomes, with those of the College's curricula and standards. Kingsborough Community College applies the guidelines listed below in order to award academic credit for prior learning.

Transfer Policies

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.

Awarded Credit

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. Courses with a grade value of "pass" or "satisfactory" will be accepted as transfer credits when the transcript states that a "pass" or "satisfactory" is equivalent to a "C" or above. All passing grades are accepted from CUNY colleges.

Transfer courses will be awarded credit with no grade value (quality points) assigned. Transfer credits approved by Kingsborough Community College are counted towards attempted and completed credits. Transfer credits are not counted towards the grade point average (GPA).

Students may also earn academic credit through Nationally Recognized Examinations. 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 are acceptable. The college will exempt or award no more than two (2) courses based on these exams and the credit awarded will count towards the transfer credit maximum of 30 credits. CUNY has determined that the passing score for AP exams is 4 or better. Students requesting transfer credit should contact the Registrar's Office, A-101, or call at 718-368-5136.

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. Once they have evaluated foreign documents, the Registrar's Office at Kingsborough can conduct an evaluation of earned credits.

Pathways Transfer Policies for Common Core Courses

Once given, Common Core credit cannot be taken away, but a subsequent CUNY receiving college can designate additional completed courses as meeting Common Core requirements.

For within-CUNY transfers, the sending college will designate which of a student's completed courses have fulfilled Common Core requirements on their campus. Receiving colleges cannot subtract from a student's list of completed courses that fulfill the Common Core. Courses that were not included in the Common Core at the sending college but are equivalent to courses that fulfill Common Core requirements at the receiving college will be coded as fulfilling the requirement upon transfer. The receiving college may also evaluate additional courses not designated by the sending college as fulfilling Common Core requirements regardless of course equivalency based on an evaluation of whether the course meets the Pathways learning outcomes. In consultation with the student, the receiving college may change the Pathways requirement designation for a course to a different Pathways requirement designation, if doing so would be in a student's best interest, and if the receiving college finds that the course meets the learning outcomes of the other Pathways area.

For transfers from outside CUNY, receiving colleges will evaluate courses in the context of the Common Core learning outcomes. Courses evaluated as fulfilling Common Core requirements by the first CUNY receiving college will maintain that designation if the student later transfers to another CUNY college. The second (or later) CUNY receiving college must accept Common Core designations as determined by the first CUNY college, but may also evaluate any additional courses not designated by the sending college as fulfilling Common Core requirements to assess whether these courses meet the second (or later) CUNY receiving college's own requirements.

The rules above apply only to the evaluation of courses for the Common Core and not to any courses taken for the major or as electives. In the evaluation of credits for the major, each CUNY college will evaluate the courses if there are multiple transfers. Exception: Courses that have been designated as Gateway Courses into majors will be accepted for major credit and/or credit as pre-requisites for that major at all CUNY colleges that offer that major. That designation will be accepted at any CUNY college to which the student might subsequently transfer.

Military Transfers

Kingsborough can transfer in courses recommended for college credit by American Council on Education (ACE) at <http://www.acenet.edu/> This organization has faculty who review, evaluate and recommend college credit for courses and training offered at a wide range of institutions. Many courses are not recommended for college credits. The ACE website lists the participating organizations and the specific courses they recommend for college credit. To request the

application of ACE recommended credits to your degree, have the institution where you took the course(s) send an official transcript which details the ACE recommendations.

Course Age

In general, courses will be considered for transferability regardless of their age. However, the Nursing program restricts the age of Biology courses to be less than 10 years.

Change of Curriculum

When submitting a Change of Status Application form to change your Plan, you should also file an Application for Advanced Standing for the new Plan to have your credits re-evaluated to fit the requirements of your new degree. These forms must be submitted to the Registrar's Office, A-101.

Developmental Courses

Developmental courses are not accepted as transferred courses. However, Math courses equivalent to Kingsborough's M2 course are shown on the transcript, with no credits earned, to ensure proper Math Placement.

Second Degree Students

Students who have received an associate's degree from Kingsborough may apply for a second degree from the College. Second degree applicants must file a transfer application at the Admissions Office. Applicants may be required to pay the application fee. Students pursuing a second degree are required to complete a minimum of 30 credits towards the current associate's degree in residence.

Certificate Programs

Matriculated students may request transfer credits be evaluated. At least one-half of the total number of credits needed for the certificate must be taken in residence.

Transfer Procedures

Transfer of Credits

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 with date of graduation, or original General Equivalency Diploma (G.E.D.) scores or Testing Assessment Secondary Completion (TASC) scores must also be provided.

Only official transcripts or score reports sent directly to Enrollment Services from the issuing institutions/organizations or delivered in a signed, sealed envelope will be reviewed. Facsimiles and/or unsealed documents are not considered official. Official documents for credits earned prior to admission should be submitted no later than the end of the first session or module of attendance to meet subsequent course prerequisites

and provide for accurate academic planning for degree completion. External courses and exams completed while currently in attendance should be submitted as soon as possible.

Students who have transferred from Kingsborough Community College without earning an associate degree or certificate may complete program requirements by transferring back two (2) courses or eight (8) credits that have been successfully earned at other institutions and are approved as equivalent to the degree requirements of a program of study at the College, in accordance with the 30 credit maximum transfer credit policy noted above.

Appeal Procedures

It is possible that errors in the articulation of coursework or prior learning can occur. In the event a student believes that this has occurred, he or she should contact the Office of the Registrar to discuss the evaluation results with a transfer evaluator and provide any additional documentation needed to assist with the review (e.g., an updated transcript or college catalog, syllabus, or other documentation from the sending institution).

If this issue has not been resolved, then the student can appeal to the Chairperson of the individual department to which the course belongs.

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 CUNY ACT 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

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 University. 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 first registration, 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.

HEALTH REGULATIONS

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, A-108.

ADDITIONAL NOTE

- A. 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.
- B. 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.

- C. 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.

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, and 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.

All currently enrolled students who have applied for financial aid must check their "To-Do-List" in the CUNYfirst portal to complete their financial aid application process.

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 six (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 session and Winter module ("Fall Term") plus the Spring session and Summer module ("Spring Term"). For additional information regarding TAP eligibility requirements, visit www.hesc.ny.gov 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 (3) years of TAP eligibility, or six (6) full-time TAP payments.**

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 12-week session.

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 seventh day of the 12-week session.
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, earned a high school equivalency diploma through Test Assessing Secondary Completion (TASC), formally known as G.E.D., or pass a federally approved ability to benefit test (ATB). The ATB test must be taken and passed prior to the first day of classes of the 12-week session.
8. And, students in their last semester are eligible for TAP if at least three (3) of the full-time credits for which they are registered are required for their degree. In addition, students must complete a minimum of 12 credits for the term. The award will not be made until graduation has been confirmed with the Registrar's Office.

Satisfactory Academic Progress for New York State Financial Aid Programs

To receive payments under New York State Tuition Assistance Programs (TAP) students must maintain good academic standing. The good academic standing requirement for New York State financial aid programs consists of two components: **academic progress** and **pursuit of program**. This requirement applies to all students receiving payments from either TAP or the Aid for Part-Time Study (APTS) program.

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. Additional information/explanation is available from the TAP Certification Office located in U-201. To be in good academic standing for TAP students should be aware of the following:

The need to attain a minimum GPA as specified in the charts below for each payment requested.

- A student uses six (6) TAP points for every full-time TAP payment receive. Students may receive a maximum of six (6) semesters or 36 points of TAP while seeking an associate degree. For some special programs students can earn an additional year of TAP.
- Students must be enrolled full-time, that is, enrolled for at least 12 credits that meet the requirements of their curriculum/major.
- In your first TAP term, you must be taking at least three (3) degree credits as part of your full-time course load. You must take a minimum of six (6) degree credits every term after your first TAP payment.
- If you repeat a course that you previously passed, you may not count the repeated course towards full-time enrollment for TAP purposes. If you repeat a course that you previously failed, you may include that course towards full-time enrollment for TAP purposes.
- Developmental courses may be counted toward either full-time or part-time enrollment for TAP purposes. However, to qualify for TAP, you must always be registered for a certain number of credits that apply to your major; refer to the charts below.
- To receive TAP payments you must make academic progress towards a degree. The minimum academic requirements are indicated in the charts below.

IMPORTANT NOTES

- A. Students who withdraw from all courses during a term will lose eligibility for TAP in the subsequent term.
- B. Students on probation or continued probation who make satisfactory academic progress during this probationary period and continue to maintain their academic standing will regain 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) 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 if: (1) students have already received two payments for that course or (2) 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 Advisor 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, A-101. There are three types of TAP waivers: one time, medical/health (student health-related), and a “C” grade waiver based on undue hardship.

**First NYS TAP Award received
AFTER July 1, 2010**

Meeting the Academic Progress Standard requires that you:

- accumulate at least 15 degree credits by the end of your 2nd TAP-supported semester and at least 15 credits each semester thereafter, and
- attain the minimum GPA as specified in the chart below for each payment requested.

To receive TAP payment:

	1	2*	3	4	5	6***
You must have earned						
At least this # of credits	0	6	15	27	39	51
With at least this GPA:	0	1.30	1.50	1.80	2.00	2.00

**First NYS TAP Award received
BETWEEN July 1, 2006 and June 30, 2010**

Meeting the Academic Progress Standard requires that you:

- accumulate at least nine (9) degree credits by the end of your 2nd TAP-supported semester and between nine (9) and 15 credit each semester thereafter, and
- attain the minimum GPA as specified in the chart below for each payment requested.

To receive TAP payment:

	1	2*	3	4	5	6***
--	---	----	---	---	---	------

You must have earned

At least this # of credits	0	3	9	18	30	45
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With at least this GPA:	0	.50	.75	1.30	2.00	2.00
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**First NYS TAP Award received
BEFORE July 1, 2006**

Meeting the Academic Progress Standard requires that you:

- accumulate at least six (6) degree credits by the end of your 2nd TAP-supported semester and between 12 and 15 credits each semester thereafter, and
- attain the minimum GPA as specified in the chart below for each payment requested.

To receive TAP payment:

	1	2*	3	4	5	6***
--	---	----	---	---	---	------

You must have earned

At least this # of credits	0	6	18	31	45	60
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With at least this GPA:	0	1.00	1.20	2.00**	2.00	2.00
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If you are receiving APTS as a part-time student, you have two (2) terms to meet the credit accrual and GPA requirement that a full-time student must achieve in one (1) term.

- * Transfer students must register for at least six (6) degree credits to receive TAP.
- ** Students who have two (2) years of TAP or the equivalent must have a 2.00 GPA or higher to remain eligible for TAP.
- *** Each TAP Payment is equivalent to six (6) TAP points. Students are only allowed 36 points or six (6) payments at a two-year institution.

ADA Students and ADA TAP Eligibility

Based on New York State Higher Education Services Corporation (HESC) regulations Americans with Disability Act (ADA) students are required to take only courses in their major to qualify for an ADA TAP award.

**Associate Program
2015-2016 Semester and Thereafter
ADA Part-time Students**

Before being certified for this payment:

	1	2	3	4
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You must have accrued

At least this # of credits	0	3	9	18
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With at least this GPA:	0	1.30	1.50	1.80
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Before being certified for this payment:

	5	6	7	8
--	---	---	---	---

You must have accrued

At least this # of credits	30	42	51	60
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With at least this GPA:	2.00	2.00	2.00	2.00
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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.

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 11 chargeable hours),
2. Meet 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 be in default of any Title Student Loans,
8. Be enrolled in courses required for their degree, and
9. Must have a U.S. high school diploma, earned a high school equivalency diploma through Tests Assessing Secondary Completion (TASC), formally known as G.E.D., or passed a federally approved ability to benefit test (ATB). The ATB test must be taken and passed prior to the first day of classes of the 12-week session.

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.

Part-Time Tuition Assistance Program (PT-TAP)

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 six (6) and 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 2006-2007 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 GPA of 2.00 or higher,
- Register for at least six (6) credits, but less than 12 credits,
- Maintain good academic standing, and
- Meet all of the TAP eligibility requirements.

OTHER GRANTS AND LOAN PROGRAMS

The Federal Pell Grant Program

The Pell grant is a federal program to assist low-income students fund their college education. All matriculated students are eligible to apply for Federal Student Aid by visiting the following website www.fafsa.ed.gov By completing the Free Application for Federal Student Aid (FAFSA), the student may be eligible for Title IV aid such as Pell, the Supplemental Education Opportunity Grant (SEOG), the Federal Work Study Program (FWS), Federal Perkins Loans and the Federal Direct Loan Program. Before completing a FAFSA, dependent students and their parents must create an FSA ID by visiting

www.studentaid.gov/FSAid Independent students only

need to create an FSA ID for themselves.

The FAFSA must be completed for each academic year a student is enrolled in college.

The Award year at Kingsborough Community College consists of two terms, Fall and Spring. The Fall Term includes a 12-week Fall session and a 6-week Winter module. The Spring Term includes a 12-week Spring session and a 6-week Summer module. In order to receive Pell for the Winter or Summer modules, you must register for both the session and module (Fall/Winter or Spring/Summer) by the seventh day of the 12-week session.

Eligibility for Pell

Eligibility for Pell varies with financial need. The need analysis formula used is devised and mandated by Congress each year. Check the financial aid portion of the Kingsborough website (www.kbcc.cuny.edu) for more details. Students selected for verification should log into their CUNYfirst portal for additional documentation requirements.

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

IMPORTANT NOTES

- A. There is a limit to the total amount of Pell a student may receive in his or her lifetime. Students are eligible to receive a maximum six (6) years of Pell or 12 semesters. Pell will pay for a maximum of 30 equated/remedial credits, excluding English as a Second Language (ESL) courses.
- B. 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.
- C. All male students are required to register with Selective Service. A student who fails to do so is ineligible for financial aid. Additional information is available at www.sss.gov

Federal Supplemental Educational Opportunity Grants (FSEOG)

FSEOG grants are available to exceptionally needy students. These grants range from \$200 to \$1,000 annually. In order to receive FSEOG, students must be Pell grant recipients. FSEOG is an extremely limited pool of money which is generally awarded to the earliest FAFSA applicants.

Federal Perkins Loan Program (FPL)

To apply for a Perkins loan, students must complete a FAFSA application. Applicants may borrow up to \$3,000 during their first two (2) years at Kingsborough Community College, provided they remain in good academic standing. The amount students receive is determined by financial need and availability of Federal funds. Loans are provided interest-free to students who qualify. Upon completion of

study, withdrawal from the college or if the student falls below half-time (6 credits), there is a nine-month grace period before repayments begin at 5% simple interest rate for up to a 10-year repayment period. To maintain eligibility, students must be enrolled at least half-time (6 credits) and maintain satisfactory academic progress as stated under the Pell program.

Satisfactory Academic Progress for Federal Financial Aid Programs

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

- **Minimum GPA:** To be in good academic standing you must earn a minimum GPA based on attempted credits as follows:

0.5-13 credits	a minimum GPA of 1.50
14-35 credits	a minimum GPA of 1.75
over 36 credits	at least a GPA of 2.00
- **Maximum Time Frame:** The maximum allowable timeframe for receiving aid is equal to 150% of the published length of the degree program. For example, if the student is pursuing a degree that requires 60 credits for graduation, then that student would reach the maximum timeframe at 90 credits attempted.
- **Pace of Progression:** You must successfully complete a certain percentage of the total number of credits that you attempt according to the following:

Attempted Credits*	12	18	24	30	36	42	48
Earned Credits	0	2	4	6	13	19	23
Attempted Credits*	54	60	66	72	78	84	90
Earned Credits	27	33	39	44	49	55	61

*Attempted credits are courses you registered for and did not drop before the official withdrawal deadline.

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

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

Incomplete Grades (INC): Incompletes are counted as attempted credits. A student can make up the INC grade by the end of the following term. Only then will it be counted towards GPA calculation and completed credits. If a student does not complete that course by the end of the 10th week of the 12-week session, the INC will change to a failing grade (FIN) which affects the GPA.

Developmental 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 or 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 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 the 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 with supporting documentation to the Financial Aid Office.

Students should submit a letter from a third party to support their claim. The third party should not be a family member or friend.

If the appeal is approved, the student becomes eligible to receive federal student aid. However, the student is placed on financial aid probation and will have their SAP monitored at the end of each term during the academic year. If the student fails to maintain SAP, the student will not be eligible for federal aid for the following term and/or year.

The SAP appeal must be based on extenuating circumstances which affected the student's academic performance. Examples of possible extenuating circumstances are:

- serious illness
- severe injury
- death of a family member or
- other similar situations.

IMPORTANT NOTES

For detailed information on the topics below, go to U-201 or refer to the financial aid portion of the Kingsborough website at www.kbcc.cuny.edu

- A. Attempted credits usually reflect course load 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.
- E. 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.
- F. Readmitted, transfer, and second degree students may have special situations that impact their SAP calculation.

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. FWS is an extremely limited pool of money which is generally awarded to the earliest FAFSA applicants.

The Federal Direct Loan Program

Dependent students who are enrolled for at least six (6) credits may borrow up to a total of \$5,500 during their freshman year and up to a maximum of \$6,500 during their sophomore year. Independent students who are enrolled for a least six (6) credits may borrow up to \$9,500 during their freshman year and up to \$10,500 during their sophomore year. The amount of the loan will be determined by the student's remaining need (cost of attendance minus Expected Family Contribution [EFC], other aid awarded and grade level). Repayments begin six (6) months after graduation, withdrawal from the college, or if the student falls below six (6) credits.

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 while a student attends Kingsborough Community College. To be eligible for a Subsidized Federal Direct Loan, applicants must (a) be enrolled for at least half-time study, (b) be a United States citizen or permanent resident, (c) demonstrate satisfactory academic progress, (d) not be in default on previous federal loans, (e) show financial need, and (f) file a FAFSA 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. Students may choose to defer interest payments, but the interest will be added to the loan (capitalized). To be eligible for 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, (c) demonstrate satisfactory academic progress, (d) not be in default on previous federal loans, and (e) file a FAFSA.

All loan recipients who complete their degree requirements, withdraw from the college, or fall below six (6) credits must complete a loan exit interview online at www.Studentloans.gov

A student seeking loans under the Direct Loan Program should complete a FAFSA. After the FAFSA is complete on CUNYfirst, students should follow these steps to apply for a loan:

- log into CUNYfirst at <https://home.cunyfirst.cuny.edu>
- navigate to Self-Serve followed by Student Center
- under the Finances section, select:
 - Direct Loan Processing Form
- enter KCC01 for the institution and 2016 for the Aid Year
- on the Direct Loan Processing Form, enter the Subsidized and/or Unsubsidized Loan request. Be certain to round up to the nearest dollar amount.

A printable loan application along with other information about Federal Direct Loans is available on the Kingsborough website, www.kbcc.cuny.edu

IMPORTANT NOTES

- A. All loans are subject to an origination fee before they are disbursed.
- B. Beginning with the 2013-2014 academic year new borrowers are limited to three (3) years of Subsidized Loans.
- C. The 2015-2016 Interest Rate for Direct Stafford Loans first disbursed between July 1, 2015 and June 30, 2016 is 4.29%.

Federal Parent Loan for Undergraduate Students (PLUS)

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

NOTE

Financial aid is paid at the beginning of the Fall or Spring session and covers both that session and the module (Fall/Winter or Spring/Summer). If a student fails to attend the module (either Winter or Summer), he or she may have to repay a portion of their aid.

The 2015-2016 Interest Rate for Direct PLUS Loans first disbursed between July 1, 2015 and June 30, 2016 is 6.8%.

Return of Title IV Funds

Students are awarded Title IV Federal aid with the assumption that they will complete the entire period for which they were awarded. The Higher Education Act of 1965, as amended, requires students to earn Title IV funds on a pro rata basis. When a student ceases enrollment in all courses in a given session or module after the session or module begins, the U.S. Department of Education requires schools to determine if the student earned some portion of the federal aid awarded.

Based on your eligibility, financial aid awards, such as Pell grant, FSEOG, or Direct Loans, are based on whether you are enrolled full-time (12 or more equated credits), 3/4 time (9 to 11 equated credits), half-time (6 to 8 equated credits), or less than half-time (1 to 5 equated credits) as of the end of the add/drop period. The last day to add/drop courses, the seventh day of classes for the term, is the Financial Aid Certification of Enrollment Date, at which time the Office will lock in your enrollment status for the entire term (for the 12-week session and 6-week module).

For example, if you start the term as full-time, but fall to part-time by the end of add/drop your financial aid awards will be adjusted to a part-time amount based on your eligibility.

On the seventh day of the 12-week session, your enrollment status is locked for the term which means your financial aid award amounts will be based on your enrollment at the time we lock in. Courses that are dropped after the seventh day of classes, but before the official withdrawal period begins, will be assigned a grade of "WD" for financial aid purposes. Any student who receives all "W" type grades ("W," "WA," "WD," or "WU") in a given session or module will have the federally mandated Return of Title IV Aid (R2T4) calculation performed. Based on this calculation, a portion of the aid might need to be returned to the Federal Government and the student might incur a balance due to Kingsborough Community College. "WU") in a given session or module will have the federally mandated Return of Title IV Aid (R2T4) calculation performed. Based on this calculation, a portion of the aid might need to be returned to the Federal Government and the student might incur a balance due to Kingsborough Community.

Failure to Attend Registered Courses

To qualify for Federal or State financial aid, you must complete registration and begin attending your classes. If you receive a payment (made to the college or made to the student as a refund) for classes you know you have never attended a "*WN" grade is assigned and you must return the payment immediately to Kingsborough Community College.

To avoid receiving an overpayment of financial aid, it is important that you drop your courses before the first day of classes if you know well in advance that you will not be attending the college. You will be held responsible for any charges and overpayments of financial aid that you received and do not return

due to failure to start attendance at Kingsborough Community College.

Please refer to the website at www.kbcc.cuny.edu for more detailed information regarding all financial aid.

IMPORTANT NOTE

All currently enrolled students who have applied for financial aid must check their "To-Do-List" in the CUNYfirst portal to complete their financial aid application process.

TUITION AND FEES

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.

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, or money order made payable to Kingsborough Community College. Credit card payments (Visa, MasterCard, Discover, or American Express) can be made only online. Registration is not complete until all fees are paid.

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 six (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⁺⁺
- \$2,400 plus non-refundable required fee of \$200.60

PART-TIME:

- Less than 12 credits⁺ or less than 12 equated credits⁺⁺
- \$210 per credit⁺ or equated credit⁺⁺ plus non-refundable required fee of \$105.10

NON-DEGREE - NEW YORK CITY RESIDENTS:

- \$265 per credit⁺ or equated credit⁺⁺ plus non-refundable required fees

NON-DEGREE - NON-RESIDENTS:

- \$420 per credit⁺ or equated credit⁺⁺ plus non-refundable 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 and International Students (F1 Visa Status)

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).

FULL-TIME:

- 12 or more credits⁺ or 12 or more equated credits⁺⁺
- \$320 per credit or equated credit plus non-refundable required fees

PART-TIME:

- Less than 12 credits⁺ or less than 12 equated credits⁺⁺
- \$320 per credit⁺ or equated credit⁺⁺ plus non-refundable required fees

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

NOTE

*A term consists of both the Fall session and Winter module or the Spring session and 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.

Required Fees (NOT Refundable)

Consolidated Services Fee (ALL students)	\$15.00
Student Activity Fee Per Term (including University Senate Fee, Technology Fee and Consolidated Services Fee):	
Full-Time Students.....	\$200.60
Part-Time Students.....	\$105.10
Application (Freshman Students).....	\$65.00
Application (Transfer Students).....	\$70.00
Readmission to the College (Contact Registrar at 718-368-5136, A-101).....	\$20.00
Special or Make-up Examinations (College permission to take an exam at other than scheduled times):	
First Examination	\$25.00
Additional Examinations	\$5.00 each
Transcripts (to other than CUNY schools).....	\$7.00 each
Duplicate Receipt Fee	\$10.00 each
Replacement ID Card Fee	\$10.00
Senior Citizens (60 years old or over as of the first day of classes with proof of age and NYC/NYS residence) pay an administrative registration fee plus a Consolidated Services Fee (per term).....	\$80.00
New York City Department of Education Cooperating Teacher (includes Consolidated Services fee) per term.....	\$40.00

Penalty Fees

- A. Late Registration\$25.00
(to enroll after last day of regular registration)
- B. Program Change\$18.00
This fee is waived when:
 - 1. the college initiates the change
 - 2. a course is dropped without replacement
- C. Non-payment/Late Payment Service Fee\$15.00
- D. Payment Reprocessing.....\$20.00
(payment with a personal check which is not honored by the bank)
- E. Reinstatement Fee\$25.00

IMPORTANT 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.

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 schedule below.* Full-time students who decrease their credit load will be charged per credit. The Bursar’s Office is located in A-205 or call at 718-368-5416.

Date of Formal Withdrawal from Course(s) or College	Fall and Spring Sessions	Winter and Summer Modules
Before scheduled opening date	100%	100%
Within six (6) 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 scheduled opening date	NONE	NONE

***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.

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.

COURSE/COLLEGE WITHDRAWAL

Withdrawal from the College

Students who find it necessary to withdraw from the college must complete and file an official withdrawal form in the Registrar’s Office, A-101. The date that the withdrawal form is completed and submitted 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.

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 session (or the first seven [7] days of the Winter or Summer module), 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.

DEGREE REQUIREMENTS

To satisfy the requirements for the degree a variety of requirements must be satisfied. While some are applicable to all degrees others are specific to individual majors. Refer to details found later in this catalog. **Generally**, the requirements will include:

1. College Requirements

- a. Successful completion of or exemption from the CUNY Assessment Tests in Reading and Writing and the COMPASS Math Skills Test and successful completion of any required developmental courses.
- b. Writing Intensive Course - One (1) course
- c. Civic Engagement - Two (2) Civic Engagement experiences

2. CUNY Pathways Common Core

- a. Required Core - Depending on the major, credits in English Composition, Mathematical and Quantitative Reasoning, and Life and Physical Sciences
- b. Flexible Core - Courses in World Cultures and Global Issues, U.S. Experience in its Diversity, Creative Expression, Individual and Society, and Scientific World

3. Requirements of the Major and Elective Credits

Specified courses as required for the major by the department for each degree program as well as any electives.

4. Cumulative Grade Point Average (GPA)

A minimum GPA of 2.00

5. Matriculated Status

Must be matriculated during the last term of attendance at Kingsborough.

6. Residency

30 credits must be completed in residency at Kingsborough.

Note

Some degree programs such as Nursing and Education Studies may have their own grade regulations for course enrollment and/or continuation in the program. A review of degree requirements occurs during registration advisement and can be verified on Student Advisement Degree Audit.

Writing Intensive Courses

CUNY's Writing Across the Curriculum Program was established in 1999 through a Board of Trustees resolution "to ensure that writing instruction is regarded as a common responsibility and that the development of writing proficiency becomes a focus of the entire undergraduate curriculum." In Fall 2010, Kingsborough made a commitment to writing in all the disciplines: Students who entered Kingsborough or changed their major in or after Fall 2010 must complete at least one writing intensive course

before graduation. While there are a variety of options for fulfilling the writing intensive requirement, writing intensive sections are only offered in the Fall and Spring sessions.

Writing intensive courses are identified as such in the course attribute field of the Class Search section in CUNYfirst.

Civic Engagement

Kingsborough accepts as a fundamental principle that education requires social awareness, an acceptance of social responsibility and active participation in meeting the challenges of a modern society. Through civic engagement, we recognize our mutual responsibility to care for each other in the college, in our communities, and on our planet. This responsibility may be accomplished through political activity, community service, engagement in leadership roles, advocacy or becoming informed on issues that relate to social change. Therefore, civic engagement at Kingsborough seeks to foster civic awareness while providing the skills needed for our students to actively participate in their communities.

How Students Will Satisfy the Civic Engagement Requirement

Beginning Fall 2013, students are required to have a minimum of **two (2) civic engagement experiences** before graduation. No additional courses are needed to fulfill this requirement. Please see an academic advisor before registering. There are three ways to satisfy this requirement:

1. Certified Civic Engagement (CE) Course

Certain courses required for the major, and/or to fulfill the CUNY Core, include civic engagement as essential and integral to their learning outcomes. In such a course, a student must pass the course to satisfy one of their CE experiences. These courses are indicated in CUNYfirst and on the civic engagement web page at

www.kbcc.cuny.edu/center_civic_engagement

2. Component Civic Engagement (CE) Course

A portion of some courses' content—particular topics, chapters, activities, field trips—is devoted to civic engagement. Such a course offers students an opportunity to link academic concepts and a commitment to the community. This option will require approval from the Office of Academic Affairs, A-218.

3. Non-Course Related Civic Engagement (CE)

Students who wish to satisfy a civic engagement experience independent of a Kingsborough course should get approval from the Center for Civic Engagement. This option will require a follow-up assignment to be approved by the Office of Academic Affairs, A-218. Non-course-related experiences will be publicized as they become available.

ACADEMIC ADVISEMENT

Academic Advisement Center, Room M-201, Ext. 5744

Kingsborough's Academic Advisement Center supports and promotes campus-wide year round advising, for all majors, while recognizing the autonomous nature for advising within the academic departments. The Center strives to maintain a supportive environment where advising is a holistic process through which continuing students receive guidance, assistance and clarification about their academic, career and life goals. During this process, Academic Advisors serve as facilitators of communication who work to encourage students to become more knowledgeable and responsible for planning their academic careers. All students should make an appointment to obtain academic advising for their respective majors at least once each semester in M-201 throughout their academic careers.

Accelerated Study in Associate Programs (ASAP), Room M-211, Ext. 5616

CUNY's Accelerated Study in Associate Programs (ASAP) assists students in earning associate degrees by providing a range of financial, academic, and personal supports including comprehensive and personalized advisement, career counseling, tutoring, tuition waivers, MTA MetroCards, and additional financial assistance to defray the cost of textbooks. ASAP also offers special class scheduling options to ensure that ASAP students get the classes they need, are in classes with other ASAP students, and attend classes in convenient blocks of time to accommodate their work schedules so that they can earn their degrees as soon as possible. As students approach graduation, they receive special supports to help them transfer to four-year colleges or transition into the workforce, depending on their goals.

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

The Office of Career Development, Transfer/New Start, Scholarship Opportunities and Experiential 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 advisors 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 from résumé

writing and interview technique workshops. For more information on the jobs board go to

<https://kbcc-csm.symplicity.com/students/index.php>

Scholarship advisors are available to meet with students who are interested in applying for transfer out and private/organizational scholarships. The advisors review the eligibility criteria and the requirements of the scholarship application; and can request a Kingsborough transcript at no charge to the student, if it is required as part of the application. For more information on scholarships go to

<http://www.kbcc.cuny.edu/career/Pages/scholarships.aspx>

Evening Advisement, Room M-101, Ext. 4911

Evening Advisement provides academic advisement to students attending classes part-time, students who take a majority of their classes in the evening, and non-matriculated students. Academic Advisors provide continuing students with guidance, clarification about their degree requirements, and the necessary tools to become more knowledgeable and responsible for planning their academic careers. Students are encouraged to meet with an advisor at least once each semester.

ACADEMIC ASSISTANCE

Center for Academic Writing Success (CAWS), Room L-219, Ext. 5405

The Center for Academic Writing Success (CAWS) serves as a resource for all students to develop their academic writing skills. CAWS offers walk-in tutoring for essay writing, one-on-one tutoring, reading and writing workshops for students taking the CUNY ACT-R and CAT-W exams, and grammar workshops.

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

Kingsborough offers free tutoring to enrolled students in almost all subject areas. Sessions are in either one-to-one or small-group format. Tutorial Services informs faculty of the topics covered during each session and the progress made by students. This service helps faculty and students discuss efforts made to succeed in the class and identify where help may still be needed.

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. Workshops: Tutoring can be provided in small groups or individually for all Kingsborough 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.

STEM Lab, Room L-115, Ext. 6876

The Kingsborough's state of the art laboratory is designed to allow incoming students to explore career opportunities in STEM (Science, Technology, Engineering and Mathematics) education curricula. Students are given the opportunity to learn about Nursing, Medical Imaging, Biomedical Engineering, Forensics, Alternative Energy, Computer Graphics and Animation, Environmental Technology, Manufacturing Technology, Materials Science or Robotics. The STEM lab exposes students to cloud-based, hands-on innovative activities that relate to real-world applications.

ACADEMIC INFORMATION

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 (zero 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. Some basic courses require pre-requisite courses or departmental permission. This is indicated within 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.

Equated Credits

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

Math M100	4 hours 0 credits AND 4 equated credits
Math M200	4 hours 0 credits AND 4 equated credits

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 (e.g., science and physical education courses). For example:

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

Course Load

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 terms. 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 Kingsborough 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. Advisors are available for consultation.

Pre-Requisite Requirements

A course or test that one must pass, or skills set that is required, before enrolling in the more advanced course.

Co-Requisite Requirements

A course that must be taken at the same time that you enroll in a particular course.

Pre-/Co-Requisite Requirements

Courses that must be completed before enrolling in the course, or at the same time.

Student Attendance Policy

A student who has been absent 15% of the total number of instructional hours that a class meets during a session or module 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.

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.

TYPES OF COURSES

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 one (1) to three (3) hours per week and earns from one (1) to three (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 six (6) credits of Independent Study in any one area and no more than 12 credits toward the degree.

Learning Communities

Learning Communities, cohorts of 25 or fewer students take anywhere from two to five courses that are linked together. These courses are linked around a common theme and students are encouraged to think in an integrative way. Faculty teaching these courses collaborate with each other, as well as with advisors, librarians, and tutors, in order to offer students additional support.

Research has shown that students who participate in learning communities are more successful in completing courses and obtaining their degrees, and students report better connections to faculty and with each other.

Kingsborough offers a variety of learning communities, which may include a Freshman Year Seminar (SD- 1000) or an Integrative Seminar. For English as a Second Language (ESL) students, the accelerated College English program (ACE) offers students a year-long learning community experience in which students can earn eight (8) credits in the first semester.

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 as listed in CUNYfirst for the term in which they are offered.

COLLEGE CREDITS ASSIGNED FOR INSTRUCTIONAL HOURS

Kingsborough Community College complies with New York State Department of Education, Middle States Commission on Higher Education and U.S. Department of Education definitions and standards of credit hours assigned to instruction. The College assigns credits based on the hours and mode of instruction (whether instruction is delivered as a lecture, in a classroom, laboratory or studio setting, or through an out-of-classroom field or clinical experience). In all cases where the hours assigned per credit differ from the standards of practice, the hours exceed the number of credits, and are based on the practice of a particular discipline and subject matter at this college or are compliant with individual professional or accreditation standards.

The College utilizes the Carnegie Unit to define one semester credit. The Carnegie semester credit is equivalent to a minimum of one hour (defined as 50 minutes) of instructional work plus two hours (100 minutes) of individual work per week per semester. This is based on a 15-week semester. Based on its 12-week semester, Kingsborough Community College defines a credit hour as 60 minutes per week plus a session (typically two hours) for a final examination in the 13th week. In a 12-week semester out of

class time is two hours and five minutes per credit per week. Thus, for example, a three credit course would require six hours and fifteen minutes of individual work per week.

Kingsborough Community College encourages experimentation and innovation in the delivery of instruction, which may result in occasional variations in credits assigned for instructional hours of a course. Additional instructional hours may be assigned in coursework identified to be critical for academic progress. The rationale for assigning credits for instructional hours for every course offered for college credit is reviewed and approved by College Council.

College Credits Assigned by Instructional Mode

Lecture

Courses that meet to engage multiple students in various forms of direct faculty instruction. For example:

Credits Awarded	1 credit
Minimum Instructional Time (60 minutes per week):	
Per 12-Week Session	720 minutes
Per Final	120 minutes
Session Total (12 weeks + final):	840 minutes
<hr/>	
Credits Awarded	3 credits
Minimum Instructional Time (180 minutes per week):	
Per 12-Week Session	2160 minutes
Per Final	120 minutes
Session Total (12 weeks + final):	2280 minutes

Laboratory

Courses that focus primarily on experiential activities that support student learning and are under the direct supervision of a faculty member in a laboratory setting. Minimum contact time is based on two times the amount of contact time of a lecture (2:1). For example:

Credits Awarded	1 credit
Minimum Lab Instructional Time (120 minutes per week):	
Per 12-Week Session	1440 minutes
Per Final	120 minutes
Session Total (12 weeks + final):	1560 minutes
<hr/>	
Credits Awarded	4 credits
Minimum Lab Instructional Time (480 minutes per week):	
Per 12-Week Session	5760 minutes
Per Final	120 minutes
Session Total (12 weeks + final):	5880 minutes

Laboratory hours per credit in health care related disciplines are assigned according to the standards for these disciplines at this college or to comply with accreditation requirements.

Independent Study

Courses that permit a student to study under an instructor's guidance a subject or topic in depth beyond the scope of a regular course. The instructor regularly interacts with the student and directs student outcomes with periodic and final evaluation by the instructor. Minimum credit hours (corresponding to 1 to 3 credits) are determined based on faculty instructional contact minutes and student outside work. Such courses match the amount of time and work using the examples above.

Studio

Courses taught as applied study on a private or semi-private basis. In the visual arts, instructional hours in studio settings are assigned four hours of work per week for three credits in recognition of the experiential, creative, skills-building nature of the work. In performance disciplines, hours are assigned according to the demands of the specific work, such as work on theatre, video or digital productions.

Professional Field/Clinical Placement

Courses developed for job related or practical skills in a particular discipline. These courses allow for observation, participation, and field work, and are generally offered off-campus at an approved site. Components of this type of instruction include a combination of supervised time by approved experts outside the college, student assignments, and time supervised by a college instructor.

Where the work takes place in out-of-classroom professional field or clinical settings, credits are assigned to instructional hours in order to accommodate the requirements of each field. At least one classroom hour per week is assigned to out-of-classroom courses for work with the course instructor.

Hybrid

A "blended" course composed of both online learning and classroom learning. Courses may be designated "Partially Online" where up to 32% is online, or "Hybrid" where 33% to 80% is online. (Courses which are 100% face-to-face with some course content or assignments online are designated "Web-Enhanced.")

Credit hours are equivalent to courses that are delivered completely through face-to-face modality using the examples listed above.

Online (Asynchronous)

Courses offered entirely online and without any required face-to-face class meetings. Courses may be designated "Online" in which 80% but less than 100% is online, or "Fully Online" where 100% (including all exams) are online.

Courses should be consistent in terms of quality,

assessment, learning outcomes, requirements, etc. as courses offered face-to-face. Students are expected to be academically engaged through means which would include, but are not limited to, submitting an academic assignment, taking an examination, an interactive tutorial, or computer-assisted instruction, attending a virtual study group assigned by the instructor, contributing to an academic online discussion, and engaging in contact with the faculty member and class peers related to the academic subject of the course.

Credit hours are equivalent to courses that are delivered completely through face-to-face modality using the examples listed above.

Accelerated Courses

Courses offered outside a standard 12-week session in which the credit hours offered are the same as the standard session courses. The content and substantive learning outcomes are the same as those in the standard session.

Accelerated courses must meet the total amount of instructional and student work time as the examples above even if delivered in an accelerated format.

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. The final examination schedule is available on the college's website by approximately the ninth week of the session or the fourth week of the module. 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 the deadline date on the Academic Calendar. Refer to the Required Fees section under Tuition and Fees to determine applicable fees.

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 each session and module. 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 session
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
S	High-level of proficiency in MAT M200 course
W	Withdrew officially
WA	Withdrawn administratively due to immunization noncompliance
WD	Withdrew Drop, a grade assigned when a student who has attended at least one class session drops a class after the Financial Aid Certification date during the program adjustment period
*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
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)

Incomplete (INC) Grade

The grade of "INC" (Incomplete) is assigned 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 for the course.

Withdrawal (W) Grade

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.

"R" Grade

The "R" grade does not count in computing the scholastic index. It is given to a student in a developmental course who does not meet the minimum requirements at the completion of the session or module. A student who receives the "R" grade in the same developmental component three (3) times will NOT be permitted to repeat that course again.

"S" Grade

The "S" grade does not count in computing the scholastic index. It is assigned when a student has a minimum grade of 88 on the CUNY Elementary Algebra Final Exam (CEAFE). The student also has an overall class average of 85% where the CEAFE exam weights 65% of the total grade.

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 M-386.

Calculating the Grade Point Average

The Grade Point Average (GPA) 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 the Official Grading System above for grade point values.

Course	Grade	Point Value	Credits	Grade Points
English	A-	3.7	X 4	= 14.8
French	D	1.0	X 3	= 3.0
Music	C+	2.3	X 3	= 6.9
Physics	B+	3.3	X 4	= 13.2
History	F	0.0	X 3	= 0.0
TOTAL		10.3	TOTAL 17	GRADE POINT TOTAL 37.9

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

Repeating Courses

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. Appeals may be filed in M-386.

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.

The regulations above do NOT apply to students in the EMS-Paramedic, Nursing, or Surgical Technology programs. These programs have their own grade regulations.

MAINTENANCE OF ACADEMIC STANDARDS*

Scholastic Standing

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

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

Attempted Credits or Equated Credits	Minimum Cumulative GPA
12 to 23 ½	1.50
24 to 35 ½	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, 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*

Dismissal Process

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 documenting the reason for poor scholarship addressed to the College Committee on Admissions and Academic Standing, 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.

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 Spring 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.

Forgiveness Policy

Students who have been out of Kingsborough for a period of five (5) years or more and whose grade point average was below 2.00, can be readmitted in good academic standing by appealing to the Committee on Admissions and Academic Standing. Any prior failing grades, while still reflected in their record, would not be calculated in their grade point average to determine their standing. These students would be readmitted as students on academic probation. The forgiveness policy will be applied only once to a student's academic record.

ACADEMIC HONORS

Dean's List, Room M-386, Ext. 5029,

The Dean's List at Kingsborough Community College is established every term to honor matriculated students who have achieved academic excellence. To be eligible for inclusion on the Dean's List in a given term (defined as 12-week session and 6-week module), day or evening students must meet the following criteria:

1. earn 12 credits or more (not including remedial courses)
2. achieve a grade point average (GPA) of 3.50 or higher for the term
3. not have grades of "D," "F," "FIN," "INC," "R" or "WU" at the time the list is produced and
4. 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. For further information go to

www.kbcc.cuny.edu/DeansList

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. There are a limited number

of scholarship awards available. Awardees are selected from among those with the highest grade point averages.

HONOR 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 eight (8) or more credits in mathematics courses numbered 1500 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's 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 and in 2015 it was recognized as one of the Top 100 Chapters nationwide. Kingsborough's chapter has been accorded a five-star status for the past three years and is among the largest chapters nationally.

Xi Kappa is a very positive force in the lives of Kingsborough students and offers tremendous opportunities for members to enrich their education while at Kingsborough 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

To be eligible for Xi Kappa chapter membership, a student must have:

1. earned 12 or more credits (beyond developmental courses)
2. achieve a GPA of 3.50 or higher with no grades of "D," "F," "FIN," "INC," "R," or "WU" and
3. passed the CUNY Skills Assessment Test in Reading and Writing.

An invitation from the President of Kingsborough will be sent to prospective members, inviting them to join Phi Theta Kappa. Membership in Phi Theta Kappa requires a one-time \$65 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 number, 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 purchase and wear the Society's gold silk stole and tassel and be seated in a special section.

If you are eligible to join Xi Kappa, an email is sent at the beginning of each fall and spring term with details regarding the online application and payment.

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

www.kbcc.cuny.edu/PTK

Sigma Alpha Pi Office of Career Development, Transfer/New Start, and Scholarship Opportunities, Room C-102, Ext. 5115

Sigma Alpha Pi (National Society of Leadership and Success) is a lifetime membership in one of the largest college leadership honor societies in the United States. The society is by invitation only for students with a GPA of 3.00 or higher. Eligible students will receive a registration code in the invitation to register for the Fall or Spring session. If students do not receive an invitation but have a GPA of 3.00 or higher, they are encouraged to nominate themselves through the society's website at societyleadership.org To receive more information go to C-102 or email

leadershipsociety@kbcc.cuny.edu

GRADUATION

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, or exemption from, all CUNY Assessment Tests, a passing grade in a Writing Intensive course, and, effective Fall 2013, the completion of a minimum of two (2) civic engagement experiences before graduation. 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 online anytime by checking Student Advisement Degree Audit by accessing

http://www.kbcc.cuny.edu/sub-registration/office_of_registrar/Pages/degree_works.aspx

Each of the three graduation 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. Students cannot matriculate for the Winter or Summer modules.

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 4.00 shall be graduated with honors. The term "With Honors" will be inscribed on the student's diploma and noted in the commencement program.

ANNUAL 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 Commencement. 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 for Academic Affairs, also selects the valedictorian. All students who have achieved a GPA of 4.00 and have no more than 12 transfer credits accepted 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 for Academic Affairs in M-386 or call 718-368-5029.

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

Honors and Phi Theta Kappa students are urged to contact the Honor's House in M-377 or call 718-368-5365 for prestigious scholarships.

ACADEMIC AWARDS

For information about Academic Awards, contact the Department Chair that is presenting the award.

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 Certificate Award

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
- McGarvey Business and Service Award
- The Maxine McGarvey Marketing and Service Award
- Office Administration and Technology Award
- Retail Merchandising Program Award
- Murray Rothenburg Accounting Award

Mark and Laurie Seruya and Mark and Gina Levy Endowed Scholarship

Department of Communications and Performing Arts:

- Communications Award
- Media Technology and Management Award
- Speech Communications Award
- Theater Arts Award

Department of English:

- English Award
- Journalism and Print Media Program Award

Department of Foreign Language:

- Foreign Language Award
- Hebrew/Yiddish Scholastic Studies Award

Department of Health, Physical Education and Recreation:

- Community Health Program Award
- Exercise/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, and Political Science
- Philosophy Studies Award
- Political Science Award
- Lawrence Suss Memorial Award for Excellence in History, Philosophy, and 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
- Earth and Planetary Science Award
- Engineering Science Award
- Physics Program Award

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

Other:

Liberal Arts Award

Women's Studies Program Award

SPECIAL AWARDS

For information about Special Awards, contact Dr. Harewood at 718-368-4646.

Gladys Brooks Foundations Scholarship for Student Leadership and Academic Excellence

Creative Writing Scholarship Award

Israel and Julia Glasser Scholarship for Political Science

James Gotez Award

Robert Lawrence and Karen Denard Goldman Community Health Endowed Scholarship

Rachelle Goldsmith College Now Honors Program Award

Leon M. Goldstein Scholarship Award for Academic Excellence and Community Service

Patricia Hazelwood Spirit of Community Health Award

Otis Hill Scholarship Award

Honors Curriculum Strand in Nursing Achievement Certificate

Honors Program Award

Karen Karlin G.E.D. Scholarship

Dean Saul W. Katz Scholarship Fund

KCC Alumni Association Scholarship Award

Charlotte Keller Marmaros Scholarship for Promising Professionals in Gerontology

Gerry Kenney Fund for Outdoor Writers Award

Lucille Nieporent Memorial Award

Nursing Alumni Scholarship Award

Regina S. Peruggi Scholarship

President's Award for Distinguished Scholarship

Presidential Honors Scholars 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 Services 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

TRANSFER TO FOUR-YEAR COLLEGES AND UNIVERSITIES

Transfer Services advisors are available to meet with students who are transferring out of Kingsborough. Services include, providing CUNY course equivalency information, researching colleges, exploring transfer options, and assisting with transfer application processes.

Transfer Services is located in C-102 or call at 718-368-5115.

Additional information is available at

<http://www.kbcc.cuny.edu/career/transfer/Pages/Out.aspx>

CUNY TRANSFER POLICY

If you have graduated from a CUNY community college and would like to apply to a CUNY four-year college, you must complete a Transfer Admission Application. Admission to a CUNY four-year college is guaranteed, although not necessarily to the program or college of your first choice, if you have earned an A.A., A.S. or A.A.S. degree with a 2.00 or higher.

If you have graduated or will graduate as a part of the CUNY Justice Academy, you do not need to fill out a Transfer Admission Application; for more information visit

www.jjay.cuny.edu/CUNYJusticeAcademy

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 the websites, catalogs, and directories of the college they wish to attend.

ARTICULATION AGREEMENTS

A transfer articulation agreement is a written contract between Kingsborough Community College and a four-year college or university that contains agreed upon courses or programs that will transfer over to that particular four-year institution. This is an assurance that if students complete courses or academic programs at Kingsborough with satisfactory grades (as specified by the receiving institutions), apply and are accepted to the four-year institution, those completed courses or programs will be applied toward the baccalaureate degree before transferring to a four-year college.

Kingsborough maintains, and continually updates and expands, its transfer articulation agreements. The Office of the Associate Provost, M-386, maintains information about articulation agreements or go to the college website at <http://www.kbcc.cuny.edu/Projects/transartic/Pages/welcome.aspx>

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 pre-requisite 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:

- Advanced Standing Evaluation of Transfer Credit*
- Certification of enrollment to outside agencies
- Change of:
 - Address, name and/or social security number
 - Curriculum (Plan)*
 - Grades
 - Matriculation Status (Degree/Non-Degree)*
 - Session (Day to Evening/Evening to Day)*
- Final Examinations--Conflicts/Make-Ups*
- Graduation*
- Permit to attend other CUNY colleges; see CUNY Portal for filing dates
- Readmission
- Records access
- Transcripts
- Withdrawal from college and/or course(s)*

*The latest Academic Calendar, with information on filing dates and deadlines, is available on the college's website, www.kbcc.cuny.edu

Change Of Curriculum (Plan)

For any curriculum/plan change, except Emergency Medical Service/Paramedic, Nursing, Physical Therapist Assistant, Polysomnographic Technology, and Surgical Technology* which have special admission requirements, students must file the appropriate form in the Registrar's Office, 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, A-101.

*Please refer to the *Department and Course Descriptions*

section for further information.

Kingsborough Permit-Out Students

Kingsborough students may submit a permit request online through the CUNY Portal at <https://epermit.cuny.edu>. Applications must be filed well in advance of the deadline date established by the other CUNY college (host college) since several areas must approve the permit. Students who register and subsequently cancel their permits without deleting their course(s) at the CUNY host college are subject to penalty grades. These students may also be subject to tuition liability for the permit course(s). Kingsborough students on permit to another CUNY college will pay tuition for the permit course(s) at Kingsborough. For more information, go to

http://www.kbcc.cuny.edu/sub-registration/office_of_registrar/Pages/e-permit.aspx

INFORMATION TECHNOLOGY SERVICES

The Office of Information Technology Services (ITS) at Kingsborough, working in collaboration with Academic Affairs, aims to promote the effective integration of technology into teaching and learning. ITS provides students with access to their CUNYfirst and college email accounts, network accounts for access to labs, wireless resources, ePortfolio; audio/video conferencing technology for remote learning, and CUNY Portal accounts for access to Student Advisement Degree Audit and Blackboard e-learning. ITS offers faculty and student laptop loaners (for ASAP, Honors, and other special programs) and short-term student laptop loans (via the Media Center and M-100).

ITS also manages the hardware and software for all computer labs, including Smart Boards, podium systems, and wireless thin clients, and provides open lab access for the use of registered students, faculty, and staff. In addition to providing WLAN services to all staff and faculty offices, ITS manages a campus-wide Wi-Fi network that provides wireless access to guests, students, faculty, and staff.

The Office of Information Technology Services also maintains the college website, intranet, and hosting infrastructure, as well as a mobile app which includes updated course schedules, campus map and directory information.

Students, faculty and staff can get technical assistance by phoning the helpdesk at 718-368-6679 or visiting offices located in L-117, L-106, M-107, or M-224.

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/its

ACADEMIC SCHEDULING AND EVENING STUDIES

Room A-113, Ext. 5686

The Office of Academic Scheduling and Evening Studies is responsible for the preparation of the *Schedule of Classes* and allocation of all academic rooming assignments. Other responsibilities include oversight of the Registration Help Center, and Evening. For more information, visit

www.kbcc.cuny.edu

or email Academic_Scheduling@kbcc.cuny.edu

THE ROBERT J. KIBBEE LIBRARY

Room L-200, Ext. 5637

The Robert J. Kibbee Library serves the College by providing materials and services to support the curricula, assist students and instructional staff with study and research, and stimulate cultural development. The Library is also a catalyst in ensuring that Kingsborough students graduate as information-literate members of our information-age society. The Library ensures, through its instructional and reference activities, that students are capable of determining the nature and extent of their information needs, are able to effectively and efficiently access needed information, are equipped to critically evaluate information and its sources, and are aware of the economic, legal, and social issues that facilitate ethical and legal access/use of information.

Additional information regarding the Robert J. Kibbee Library is available under the listing for the Library Department.

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 technicians (EMT), trained to respond to health emergencies on campus.

Anyone concerned about a student and his or her

behavior should make an Assessment and Care Team (ACT) referral. These referrals were 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. The ACT will assess the situation and make recommendations for action. For more information go to the college website, www.kbcc.cuny.edu/act

Public Safety escorts are available daily, 24-hours a day, seven (7) days a week to all students, faculty, and staff on campus. If you are working late on campus call Extension 5069 for an escort to the parking lot or bus stop 15 minutes before you need to leave.

In case of emergency, call 7777 from any campus phone or use one of the many emergency pull-box stations located throughout the campus.

All incidents of criminal or non-criminal nature should be immediately reported to the Public Safety department. The department will expeditiously respond to the condition reported, investigate and make necessary notifications to campus administrators or if necessary, off-campus resources.

For more information about Kingsborough's Department of Public Safety visit Kingsborough's website, www.kbcc.cuny.edu

HOLIDAYS AND EMERGENCY COLLEGE CLOSING

CUNY Alert System

Students, faculty and staff can receive text or voice alerts of campus emergencies or weather related closings via cell phone, home phone, and/or e-mail by enrolling in the free CUNY Alert System. To enroll, visit

www.cuny.edu/alert

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 television or radio stations, or by viewing their corresponding websites for instructions, or go to the Kingsborough Community College website at www.kbcc.cuny.edu

Radio Stations and Websites

WCBS 880	www.newyork.cbslocal.com
1010 WINS	www.1010wins.com
WKRB 90.3	www.wkrb.org

Television Channels and Websites

NY1	www.ny1.com
WNBC 4	www.nbcnewyork.com

Holiday Closings

The Academic Calendar lists holidays when the college is closed and when classes are not in session. Go to the Kingsborough website, www.kbcc.cuny.edu

IDENTIFICATION CARDS

The Department of Public Safety will issue a photo identification (I.D.) card upon first registering as a student. I.D. cards are updated electronically each session and module thereafter once tuition and 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 at the main gate and on campus throughout the year. Students who lose or misplace their Kingsborough identification card must first pay a replacement fee at the Bursar's Office, A-205, and then proceed to the Department of Public Safety, 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.

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.

HONORS PROGRAM

The Honors Program Room M-377, Ext. 5365,

The Kingsborough Honors Program provides students who have a 3.20 or higher GPA with the opportunity to challenge themselves academically in Honors classes that emphasize critical thinking, independent research, analytical writing, oral debate, and public speaking.

Students can select from a variety of Honors coursework: they can enroll in All-Honors courses, which are smaller in size than regular classes and where all participants have a 3.20 or higher GPA, or add an Honors Enrichment Component (HEC) to one of their regular courses. Highly motivated students may also work with a professor to do a substantial research project called an Honors Contract, which usually involves writing a ten-page paper using documentation appropriate to the discipline to earn Honors credit.

The Honors Program celebrates student success. *Distinctions: The Honors Student Journal*, founded in 2005, is the bi-annual publication of the Kingsborough Honors Program. Honors students are urged and assisted to publish their papers in *Distinctions*. Students who do outstanding work on a paper or project in an Honors or non-Honors course are encouraged to share it with the college community by taking part in an Honors Symposium held each term.

An "Honors" designation is entered on the student's transcript for every Honors course taken. Honors academic participation is also noted in the commencement program for students who have successfully completed a minimum of nine (9) or more Honors credits.

The Honor Program also seeks to enrich students' lives outside of the classroom. Through participation in a number of special programs, such as the Presidential Scholars Honors Program, the Honors Representatives Program, the Resources for Educational and Employment Opportunities (REEO) Program, and Honors-sponsored student groups, such as the Honors Club, Phi Theta Kappa Two-Year College Honor Society and StudentWorld Assembly, Honors students are encouraged to "act locally and think globally."

The ultimate aim of the Honors Program is to enable students to become "Citizen-Scholars" who have a strong academic and co-curricular résumé that enables them to successfully transfer to top public and private four-year colleges and universities. As a result of their involvement in the Honors Program, many students are competitive candidates for scholarships.

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

1. Day or Evening, full-time or part-time students who

have completed 12 credits or more in residence at Kingsborough and have passed CUNY Assessment Tests in Reading and Writing, earned a grade of "B" or higher in ENG 1200 or ENG 2400, and have maintained a cumulative GPA of 3.20 or higher are eligible to participate in the Honors Program.

2. Kingsborough students who have accumulated less than 12 credits locally with a GPA of at least 3.20, but have additional transfer credits, may participate in the Honors Program if they can produce transcripts of their transferred credits showing a GPA of 3.20 or higher.
3. 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.
4. Entering freshmen who have a high school average of 85 or higher, and/or a combined SAT score of 950, and/or who have passed all parts of the CUNY Assessment Tests in Reading, Writing and Mathematics, are eligible to participate in the Honors Program. They must present a one to two page essay expressing their interest in the Honors Program to the Honors Program Director.
5. High school students entering Kingsborough with College Now credits who received a "B+" or higher in every College Now course they have taken and have maintained a high school average of 80 are eligible to participate in the Honors Program.

The Honors House in M-377 and Honors Lounge in M-378 serve 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 numerous co-curricular opportunities available both on- and off-campus to Honors students. For more information go to

www.kbcc.cuny.edu/honors

ENRICHED OFF-CAMPUS OPPORTUNITIES

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 and scholarships.

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

1. have an overall GPA of 3.00 or higher
2. have completed at least 24 credits (beyond

developmental courses)

3. have finished all basic skills requirements
4. go through the selection process and
5. be able to cover the cost of the program for which they are responsible.

Exploring Transfer Summer Program at Vassar College, Room M-377, Ext. 5365

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 options while experiencing education at a four-year residential college. Students enroll in two interdisciplinary courses team-taught by community college and Vassar faculty, earning six (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 impossible. Applications for this program become available in the spring

National Model United Nations (NMUN), Room M-377, Ext. 5365

With over 5,000 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 of registration, room and board are covered by the college. The program runs every spring.

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 the three (3) credit political science course entitled "International Organizations," which will prepare them for effective participation in the NMUN. Applications become available each fall for this competitive program.

Salzburg Global Seminar, Room M-377, Ext. 5365

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" philosophy course. All expenses to travel to Salzburg and stay in Salzburg are covered by a college scholarship. Applications become available each fall for this competitive program.

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.

Additional areas under the Department of Student Affairs include Academic Advisement Center, Access – Ability Services, Career Development, Transfer/New Start, Scholarship Opportunities and Service – Learning, Child Development Center, Evening Advisement, Freshman Services, Men’s Resource Center, New Student Orientation/Campus Fest, New Start, Office of Military and Veteran Affairs, Student Success Center, TRiO Student Support Services, Wellness Center and Women’s Center. Information regarding these areas can be found throughout this catalog.

STUDENT DEVELOPMENT COURSE OFFERINGS

Student Development course SD-1000 supports Learning Community sections

SD-1000 - Freshman Seminar (1 cr. 1 hr.)

This freshman seminar 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.

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 program and who receive public assistance through the Human Resources Administration (HRA) 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 Food Stamp recipients. Services include the opportunity to qualify for the Graduation Success Initiative Program, 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 childcare and carfare supplements. There is also job preparation and placement assistance, including workshops in the application process, interview preparation, job searches, and computer tutorials.

Counseling Services, Room D-102, Ext. 5975

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 Kingsborough community regarding mental health issues, and offers consultation and assessment in crisis situations to the Kingsborough community.

Through counseling you can gain assistance in developing positive coping strategies to help you balance the challenging demands of school and personal life such as 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 Women's Center, and Access-Ability Services.

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. First aid, emergency treatment, educational, preventative and advisory services are provided through the Health Services Office. 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.

Wellness Center, Room A-108, Ext. 5996

The Student Wellness Center provides health and mental health education, and supportive services in an integrative and holistic way. Its main objective is to provide a safe place on campus that takes into account the diverse needs and backgrounds of Kingsborough's students promotes multidimensional self-care. The Student Wellness Center has integrated what was formally known as H.E.L.M. into its services.

STUDENT LIFE OFFICE

Room C-123, Ext. 5597

The Department of Student Affairs' 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 and leadership training. Opportunities are available for students to participate on the College Council, the Kingsborough Community College Association, 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.

Student Government Councils, Room C-123, Ext. 5597

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

Many events, open to all students, are scheduled throughout the term. They include lectures, films, art exhibits, socials, music and videos. Dates and campus locations of events are published in *This Week in Student Life*, the weekly newsletter, and in *Scepter*, the college student newspaper, as well as posted on easels, the college website, and on Facebook.

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, and 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, and 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, and 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 Studies, Exercise Science/Personal Training, Mental Health and Human Services, Nursing, Physical Education, Recreation, and Recreation Therapy, and 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. Students can only be a member of the constituency they are assigned to and therefore are only eligible to be an officer of that constituency. Campus-wide elections are held each May.

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

From academic and social to ethnic and special concerns the more than 100 clubs and organizations at Kingsborough Community College reflect the diverse interests and activities of our students both day and evening. 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 in C-123. Student Life staff will guide them through the process.

Radio Station WKRБ, Room U-227, Ext. 5817

The college's student-operated FM station, WKRБ-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, WKRБ 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.

Student Activities Résumé, Room C-123, Ext. 5597

The Student Activities Résumé Program provides students with official documentation of their involvement in campus activities that would be of value when applying to a four-year college or for a professional position.

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

The Student Ambassador Program prepares students to play a significant role 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 provide service to the college community in general. Students interested in becoming a Student Ambassador can pick up an application in C-123.

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. Published in PDF format, *The Student Handbook* is available for download on the Kingsborough website.

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 Kingsborough 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 Kingsborough students with a faculty advisor. They are supported by the KCC Association and have been cited for excellence.

ATHLETIC ACTIVITIES*

Room G-110, Ext. 5737

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

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 aerobics 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, and 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 the opportunity to participate in a wide range of sports. Emphasis is placed upon promoting enjoyment, fitness, skill development, athletic and scholastic knowledge, and sportsman like competition.

For women, the growing program includes varsity basketball, cross country, soccer, tennis, track (indoor and 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 and 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 National Junior College Athletic Association (NJCAA). There are 24 regions and 10 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 four-year colleges in their sports.

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

FOR THE COMMUNITY

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

On Stage at Kingsborough's mission is to bring artistically and culturally diverse, multi-disciplinary performances from masters of the form to the varied communities in and around the college. They strive to create an environment where the arts are an accessible and integral part of life, and a community gathering place for inspiration, conversation, and breathtaking performances. World-class dance, music, theatre, and family performances are presented in the Leon M. Goldstein Performing Arts Center from September to May and the Hot Summer Nights! free outdoor concert series takes place at Kingsborough's Lighthouse Bandshell every July. The Art Smart school-time program attracts more than 7,000 New York City public school children for weekday performances of professional children's shows.

Discounted tickets to the mainstage performances are available for Kingsborough students and alumni, CUNY faculty/staff, and groups. For information about upcoming performances, or to purchase tickets, call 718-368-5596 or stop by the box office at the Leon M. Goldstein Performing Arts Center, Monday through Friday, between 10:00 am and 5:00 pm. For more information visit

www.OnStageAtKingsborough.org

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 Kingsborough students with disabilities receive equal access to all Kingsborough programs and services. AAS makes every reasonable effort to provide appropriate accommodations and assistance to students with disabilities including disability-related accommodations, assistive technology, individual counseling, and tutoring. AAS also serves as a liaison and resource for Kingsborough students, faculty and staff regarding disability issues. In addition, AAS counselors 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 are asked to contact AAS to complete an Application for Academic Accommodations and submit supporting documentation.

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

As a service for students who are parents, Kingsborough's Child Development Center accepts a limited number of children, ages 18 months through nine years, each term. The children receive low-cost professional care and education, including meals, at this licensed facility. The Center is open Monday through Thursday from 7:00 am to 9:30 pm and Friday from 7:00 am to 5:30 pm, September through July, and from 8:00 am to 4:00 pm on Saturdays during the Fall and Spring terms. All Kingsborough students are eligible to apply for a slot for their child, according to their class schedule. Priority is given to full-time matriculated students. Fees are based on the number of hours children are enrolled; when possible, subsidized rates available through public funding are offered to parents who qualify. To apply, parents are encouraged to place their name on the Center's waiting list.

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 and educationally-focused trips and activities.

Single Stop, Room V-231, Ext. 5411

Single Stop connects Kingsborough students to the benefits and resources for which they may qualify. A free 10-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

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. The program provides advisement, counseling, tutorials, technology and academic workshops, transfer assistance, and other initiatives for success and retention. Intakes are available throughout the calendar year.

Urban Farm, Between T8 and T2, Ext. 6578

Established in 2011, the mission of KCC Urban Farm is to catalyze thought, dialogue, and action around food system issues. Managed by students, faculty, and staff, the quarter-acre site includes approximately 7,000 square feet for cultivation and learning experiences for the entire Kingsborough community. The Farm produces approximately 4,000 pounds of fresh vegetables each year most of which are distributed to students for free in partnership with Single Stop. KCC Urban Farm is an outdoor laboratory for examining how a wide range of issues intersect with our food system. KCC Urban Farm has become *the* place for Kingsborough students to explore sustainability issues in an engaging, hand-on environment.

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.

HIGH SCHOOL PROGRAMS

Behavioral Sciences Research Methodology Project, Room F-102, Ext. 5170

This program offers high school 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. Individual projects will be submitted to the Intel Science Talent Search in the Behavioral and Social Sciences category and other scholarship competitions.

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 350 public high schools throughout New York City and at all CUNY colleges.

Kingsborough Community College currently offers College Now programs at 39 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 100), Social Sciences (BSS 100), Communications (COM 110), Humanities (HUM 100), Science (SCI 100) and Student Development (SD 1000 and SD 1100). Developmental offerings include courses in English (ENG BW00, ENG W100, ENG W200, ESL BW100, and ESL BW200) and Mathematics (MAT 1CN and MAT 3CN). The courses are offered before or after the regular school day. Students may earn up to 12 college credits, tuition free, while in the program.

College Focus Summer Program @ Kingsborough Community College, Room F-102, Ext. 5170

This free summer program is designed to exempt students from developmental courses at CUNY and qualify students for college credit courses in either math or an English Language Arts (ELA) course in their senior year of high school. Students will have access to tutoring, recreation, and a college success workshop. Participants will receive a Student Metrocard, breakfast and lunch, and an application scholarship for CUNY's online admission application.

Applications will be accepted on a rolling basis until classes are full.

Early College Initiative (ECI), Room M-392, Ext. 6678

The Early College Initiative (ECI) at CUNY supports 14 public schools in New York City that blend a rigorous college-prep curriculum with the opportunity to earn up to two years of college credit while in high school at no cost to students and their family. ECI provides guidance, project management, and financial resources in creating and maintaining early college schools in New York City.

Partners in Academic Success and Support (PASS), Room D-124, Ext. 5767

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 enrolled in the Mental Health and Human Services program. 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.

Leon M. Goldstein High School for the Sciences

Goldstein High School is an empowered New York City public high school located on the campus of Kingsborough Community College. Opened in 1993, it has an enrollment of over 1000 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. Direct all inquiries about the high school to 718-368-8500.

CONTINUING EDUCATION

Room A-214, Ext. 5051

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 Office of Continuing Education, 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.

PUBLICATIONS

Continuing Education publishes a catalog four times each year, which is its major promotional vehicle. Program flyers are also produced quarterly for the College for Kids programs and the SAT programs. Additional flyers representing Regents Review programs, Corporate Training, Grant programs and English as a Second Language (ESL) flyers and newspaper advertisements are produced in five languages and distributed in language-appropriate neighborhoods.

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 Kingsborough 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 New York City's growing demand for qualified customer-oriented skilled people in the tourism industry, training programs were designed for careers in hotels, restaurants convention centers, and 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 and 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 Pharmacy Technician Certification Board (PTCB), Certified Nurse Aide leading to certification by the National Healthcareer Association (NHA), in addition to Culinary Arts certifications and Urban Farming Technologies.

Lutheran Medical Center

The Office of Continuing Education has provided Certified Nurse Aide and Pharmacy Technician training leading to NHA certification for members of the Lutheran Medical Family Center.

New York City Housing Authority (NYCHA)

The Office of Continuing Education through a contractual arrangement has provided TASC test-preparation and Introduction to Computers training programs for residents of NYCHA's Howard Houses.

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 businesses and industry and municipal agencies.

MOST POPULAR PROGRAMS

English as a Second Language

Diagnostic testing and counseling precede placement in appropriate-level instruction classes 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 healthcare or business, who wish to refine their English language skills.

High School Equivalency (TASC)

Preparation for the Test Assessing Secondary Completion (TASC) 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

Certificate programs with carefully designed sequences of courses, are 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 requiring skills in disciplines such as, bookkeeping, business administration, accounting, medical billing and coding, paralegal, alcohol and substance abuse counseling, event and meeting planning, make-up artistry, word processing, pre-licensure, and continuing education requirements for insurance and real estate.

Healthcare Institute Programs

Healthcare is the largest single employer in Brooklyn. With that in mind, Continuing Education has partnered with the applicable certifying bodies to deliver the best possible training for those interested in entering or advancing in the healthcare field. Certification programs are offered in EMT, Certified Patient Care Technician, Certified Billing and Coding Specialist Certified Medical Administrative Assistant, Certified Pharmacy Technician, Certified EKG Technician, Certified Nurse Aide, Certified Phlebotomy Technician, Certified Medical Assistant, and a host of other allied healthcare certifications and recertification courses.

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. After completion, it is expected that the student 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-preparation training for the New York City Taxi & Limousine operators (Hack) License, and the four-hour class designed for those wishing to satisfactorily complete their probationary period. All testing is done on-site at Kingsborough.

College for Kids (CFK)

Children, ages 6 through 13, 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 Monday through Thursday during the summer, for four or six weeks. The College for Kids program is designed so parents can enroll in a TASC 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, cricket 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 for fourth and fifth graders.

SAT Preparation Program

This Saturday or Sunday morning program for high school students offers instruction drill, and simulated testing in verbal, math, and test-taking 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 Preparation Program

The Continuing Education Regents preparation program gives students a final chance to gain an intensive overview of the subject's right before taking the exams. This program gives students a 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.

2015-2016

**program
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 is 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.

CUNY PATHWAYS INITIATIVE

Approved by the CUNY Board of Trustees in June 2011, the Pathways Initiative, which goes into effect September 2013, will assure that all three parts of an undergraduate curriculum – general education, major, and elective courses – will count toward graduation requirements among all CUNY colleges. This new initiative allows students to experience a broad range of liberal arts courses while assuring the many students who transfer from one CUNY college to another that their credits will transfer, therefore helping them graduate on time.

Pathways will apply to:

- new freshmen
- transfer students starting in September 2013

Students changing majors should meet with their advisors to see how liberal arts credits already earned apply to the new CUNY Common Core.

Current students who continue in the same major can choose to stay with the requirements in place when they entered CUNY, as listed in the college catalog for their start date, or to opt in to the new Pathways curriculum.

All CUNY undergraduates will be required to complete the 30-credit CUNY Common Core except students in Associate in Applied Science Programs.

Pathways Components

CUNY's Pathways initiative offers a new framework for general education. It consists of two parts: (1) the Common Core for all CUNY colleges, requiring 30 general education credits and (2) the College Option, requiring students who transfer to a four-year CUNY college to take 6 to 12 additional credits at the four-year college, as specified by the student's status when they enter the four-year CUNY college.

CUNY Common Core at Kingsborough

The new CUNY Common Core consists of two parts: a "**Required Core**" portion and a "**Flexible Core**" portion. Courses that have been approved for the CUNY Common Core at the time of publication of this catalog are identified in the Course Descriptions Section of this catalog.

Required Core

In the Required Core, depending on the major, students must take:

- Six (6) credits in English Composition (ENG 1200 and ENG 2400)
- Three (3) credits in Life and Physical Sciences
- Three (3) credits in Mathematical and Quantitative Reasoning

Flexible Core

Depending on the major, students take between three (3) and six (6) three-credit liberal arts and sciences courses from the following five (5) areas, with no more than two (2) courses in any discipline or interdisciplinary field (e.g., no more than two psychology courses).

- A. World Cultures and Global Issues
- B. U.S. Experience in its Diversity
- C. Creative Expression
- D. Individual and Society
- E. Scientific World

Pathways Approved Courses

REQUIRED CORE

Life and Physical Sciences

BIO 100, BIO 1100, BIO 1200, BIO 1300, BIO 1400, BIO 3300, CHM 1100, CHM 1200, EPS 3100, EPS 3200, EPS 3300, EPS 3500, EPS 3600, EPS 3800, PHY 1300, PHY 1400

Mathematical and Quantitative Reasoning

MAT 4A0, MAT 900, MAT 1400, MAT 1500, MAT 1600, MAT 2000, BA/MAT 2200, BIO/MAT 9100

FLEXIBLE CORE

Group A: World Cultures and Global Issues

ANT 3700, ANT 3800, ARB 100, ARB 200, ART 3300, ART 3400, ART 3700, ART 5000, ENG 3200, FR 100, FR 200, FR 5700, HEB 100, HEB 200, HEB 300, HIS 3100, HIS 3600, HIS 4400, HIS 5100, HIS 5300, HIS 7000, IT 100, IT 200, MUS 2700, PHI 7000, PHI 7700, PHI 7800, PHI 7900, POL 5200, POL 7500, POL 9300, SOC 3900, SPA 100, SPA 200, SPA 300, SPA 400, SPA 1800, SPA 3400, SPE 2600, THA 6800

Group B: U.S. Experience in Its Diversity

ART 4700, ENG 4800, HIS 100, HIS 1100, HIS 1200, HIS 1700, HIS 1800, HIS 2000, HIS 2100, HIS 5000, HIS 5900, HIS 6200, HIS 6800, POL 5100, POL 5400, POL 5500, SOC 3200, SOC 3600, THA 6700

Group C: Creative Expression

ART 3100, ART 3500, ART 3600, ART 3800, ART 3900, ART 9500, ART 9800, ENG 3000, ENG 4000, ENG 4200, ENG 4300, ENG 6500, HEB 3000, HEB 3100, HUM 100, MCF 4000, MCF 4300, MUS 2100, MUS 2200, MUS 2400, MUS 3000, MUS 3100, PHI 7500, SPA 3100, SPA 5500, SPE 1000, SPE 1100, SPE 2100, SPE 2700, THA 5000, THA 5100, YD 3000

Group D: Individual and Society

ANT 3900, ECO 1200, ECO 1300, MCM 3000, MCF 4400, PHI 7100, PHI 7200, PHI 7400, POL 5000, PSY 3200, PSY 3000, PSY 3600, PSY 3700, SOC 3100, SOC 3300, SOC 3500, SOC 3800, SPE 1200, SPE 2500

Group E: Scientific World

BA/MAT 2200, BIO 1100, BIO 1200, BIO 1300, BIO 1400, BIO 2800, BIO 3700, BIO 3900, BIO 4900, BIO 7000, BIO/MAT 9100, CP 1000, CP 1100, CS 1200, CS 13A0, CHM 1100, CHM 1200, EPS 3100, EPS 3200, EPS 3300, EPS 3500, EPS 3600, EPS 3800, MAT 900, MAT 1400, MAT 1500, MAT 1600, PHI 7300, PSY 1100, PHY 1300, PHY 1400, SCI 100

DEGREE & CERTIFICATE PROGRAMS*

	Program Requirements	HEGIS CODE	Program Requirements	HEGIS CODE	
Associate in Arts (A.A.)					
HISTORY, PHILOSOPHY AND POLITICAL SCIENCE					
Criminal Justice	Page 59	2105.00			
LIBERAL ARTS					
Liberal Arts	Page 60	5649.00			
Baruch Zicklin School of Business Transfer Option					
Children's Studies Concentration					
English Concentration					
Global and Environmental Studies Option					
Philosophy Concentration					
Secondary Education Concentration					
Women's and Gender Studies Concentration					
Associate in Science (A.S.)					
ART					
Fine Arts	Page 76	5610.00			
Art History Concentration					
Ceramics Concentration					
Drawing and Painting Concentration					
Photography Concentration					
Sculpture Concentration					
BEHAVIORAL SCIENCES AND HUMAN SERVICES					
Chemical Dependency Counseling	Page 67	5506.00			
Early Childhood Education/Child Care	Page 71	5503.00			
Infancy/Toddler Development Concentration					
Education Studies	Page 73	5503.00			
Childhood Education Concentration					
Early Childhood Concentration					
Mental Health and Human Services	Page 80	5216.00			
Domestic Violence Counseling Concentration					
Substance Abuse Counseling Concentration					
BIOLOGICAL SCIENCES					
Biology	Page 64	5604.00			
Allied Health Concentration					
General Biology Concentration					
Biotechnology	Page 65	5407.00			
BUSINESS					
Accounting	Page 63	5002.00			
Business Administration	Page 66	5004.00			
COMMUNICATIONS AND PERFORMING ARTS					
Media Arts	Page 79	5008.00			
Concentrations: Advertising, Engineering, Management, News, Performance and Production.					
			Speech Communication	Page 83	5606.00
			Communication Studies Concentration		
			Speech Pathology Concentration		
			Theatre Arts	Page 84	5610.00
			Performance Concentration		
			Technical Production Concentration		
			ENGLISH		
			Journalism and Print Media	Page 77	5008.00
			HEALTH, PHYSICAL EDUCATION & RECREATION		
			Community Health	Page 69	5299.00
			Gerontology Concentration		
			Health Services Administration Concentration		
			Health Education & Promotion Concentration		
			Exercise Science/Personal Training	Page 75	5299.30
			MATHEMATICS AND COMPUTER SCIENCES		
			Computer Science	Page 70	5103.00
			Mathematics	Page 78	5617.00
			PHYSICAL SCIENCES		
			Chemistry	Page 68	5619.00
			Earth & Planetary Sciences	Page 72	5499.00
			Engineering Science	Page 74	5609.00
			Physics	Page 81	5619.00
			Science for Forensics	Page 82	5619.00
			Associate in Applied Science (A.A.S.)		
			ART		
			Graphic Design and Illustration	Page 90	5012.00
			Animation Concentration		
			Graphic Design Concentration		
			BIOLOGICAL SCIENCES		
			Physical Therapist Assistant	Page 95	5219.00
			BUSINESS		
			Fashion Design	Page 89	5012.00
			Office Administration & Technology	Page 93	5005.00
			Non-stenographic Concentrations		
			Word/Information Processing or		
			Medical Word/Information Processing Concentration		
			Stenographic Concentrations		
			Executive, Legal, or School Concentration		
			Retail Merchandising	Page 97	5004.00
			Fashion Merchandising Concentration		
			Marketing Management Concentration		
			Website Development & Administration	Page 100	5104.00

*NOTE: Enrollment in other than registered (or otherwise approved) programs may jeopardize a student's eligibility for certain student aid awards.

	Program Requirements	Page	HEGIS CODE
HEALTH, PHYSICAL EDUCATION & RECREATION			
Physical Education, Recreation & Recreation Therapy			
	Page 94		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 86		5101.00
NURSING			
Emergency Medical Service/Paramedic	Page 88		5299.00
Nursing	Page 92		5208.10
Polysomnographic Technology	Page 96		5299.10
Surgical Technology	Page 98		5211.00
TOURISM AND HOSPITALITY			
Culinary Arts	Page 87		5404.00
Maritime Technology	Page 91		5403.00
Marine Technician Option			
Tourism & Hospitality	Page 99		5011.10
Food & Beverage Management			
Hospitality Concentration			
Sports Management			
Tourism Concentration			

Certificate Programs:

BEHAVIORAL SCIENCES AND HUMAN SERVICES

Alcoholism & Substance Abuse			
Counseling	Page 102		5506.00

TOURISM AND HOSPITALITY

Culinary Arts	Page 102		5010.00
Maritime Technology: Marine Mechanic	Page 103		5406.00

COURSE DESCRIPTIONS BY DEPARTMENT

Art.....	page 105
Behavioral Sciences & Human Services.....	page 109
Biological Sciences.....	page 116
Business.....	page 121
Communications & Performing Arts.....	page 130
English.....	page 135
Foreign Languages.....	page 140
Health, Physical Education & Recreation.....	page 145
History, Philosophy & Political Science.....	page 152
Mathematics & Computer Science.....	page 158
Nursing.....	page 164
Physical Sciences.....	page 179
Tourism & Hospitality.....	page 183



2015-2016

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 Associate in Arts degree serves as a solid foundation for transfer to a four-year or professional college. Provisions for smooth transfer between Kingsborough 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" average (2.00 index) and have fulfilled all degree requirements to be certified for the degree.

A.A. CRIMINAL JUSTICE •

DEPARTMENT: History, Philosophy & Political Science

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the *General Education: CUNY Pathways* section of this catalog. When possible it is recommended you fulfill your Required and/or Flexible Core requirements with courses also required for the major.

REQUIRED CORE

ENG 1200.....	3 credits
ENG 2400.....	3
√ Mathematical & Quantitative Reasoning.....	3
√ Life and Physical Sciences	3

FLEXIBLE CORE

One course from each Group A – E plus an additional course from any Group. **No more than two courses in the same discipline.**

- A. World Cultures and Global Issues
- B. U.S. Experience in its Diversity
- C. Creative Expression
- D. Individual and Society
- √ E. Scientific World
- √ **Plus** another course selected from any Group A - E

- √ **Note:** You may elect to take a math or science course that is 4 credits or more. TAP counts 3 credits towards the requirement and the 4th credit as elective.

DEGREE REQUIREMENTS §

American Government and Politics (POL 5100)	3 credits
Introduction to Criminal Justice (POL 6300)	3
Introduction to Sociology (SOC 3100)	3
Minorities and the Criminal Justice System (POL 7200).....	3
Crime and Punishment (POL 6400)	3
Constitutional Law (POL 6600)	3
The American Legal System: The Courts (POL 6700)	3
Policing (CRJ 6900)	3
Corrections and Sentencing (CRJ 7000)	3

ELECTIVES: 3–9 credits sufficient to meet required total of 60 credits.

If elective credit is available, a computer applications course is recommended.

§ Consultation with the Program Advisor is required.



A.A. LIBERAL ARTS •

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the Degree *Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the General Education: CUNY Pathways section of this catalog. Where applicable, no more than four (4) courses required for the Liberal Arts major can also satisfy Flexible Core requirements.

REQUIRED CORE

ENG 1200.....	3 credits
ENG 2400.....	3
√ Mathematical & Quantitative Reasoning	3
√ Life and Physical Sciences	3

FLEXIBLE CORE

One course from each Group A – E plus an additional course from any Group. **No more than two courses in the same discipline.**

- A. World Cultures and Global Issues
- B. U.S. Experience in its Diversity
- C. Creative Expression
- D. Individual and Society

√ E. Scientific World

√ **Plus** another course selected from any Group A - E

- √ **Note:** You may elect to take a math or science course that is 4 credits or more. TAP counts 3 credits towards the requirement and the 4th credit as elective.

DEGREE REQUIREMENTS §

Unless specified by your concentration, no more than four (4) of the following nine (9) courses may also satisfy a CUNY CORE requirement:

Art, Media and Film Studies, Music or Theatre	3 credits
Speech	3
Literature	3
Philosophy	3
American Politics.....	3
American History	3
World History or Anthropology	3
Psychology	3
Sociology	3

ELECTIVES: 3–15 credits sufficient to meet required total 60 credits for this degree.

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

BARUCH ZICKLIN SCHOOL OF BUSINESS TRANSFER OPTION

This concentration does not limit the number of Core courses that may be also fulfill the requirements for the major.

- Accounting I (ACC 1100)
- Business Law (BA 1200)
- Management Information Systems (BA 6200)
- Macroeconomics (ECO 1200)*
- Microeconomics (ECO 1300)*
- Speech 1100 or 1200 or 2100*
- Calculus (MAT 1500)⁺ *
- Business Statistics (BA/MAT 2200)⁺ *

*These required courses also satisfy CUNY Core requirements.

+ Refer to course descriptions for pre-requisite, co-requisite, and/or pre-/co-requisite

CHILDREN'S STUDIES CONCENTRATION

This concentration articulates with the B.A. in Children and Youth Studies at Brooklyn College. *Any or all courses completed for this concentration may be applied to satisfy a CUNY Flexible Core requirement:*

- **One (1)** course selected from each:
 - Speech
 - English Literature
 - Philosophy
 - Art, Media and Film Studies, Music or Theatre,
- **Two (2)** courses selected from the following:
 - Art, Foreign Language, Literature, Media and Film Studies, Music, Speech or Theatre,
- **Two (2)** courses from History
- SOC 3100
- SOC 3500
- PSY 1100
- PSY 3200 or 2400
- In addition to CUNY Required Core math and science, select **one (1)** elective from the following:
 - Mathematics, Computer Science, Biology or Physical Science

ENGLISH CONCENTRATION

Majors electing this concentration must take **three (3)** courses from the following literature and creative writing courses: ENG 3000 – 7800, excluding ENG 5500. Certain courses also satisfy Flexible Core Groups A, B, or C. Such courses are ENG 3000, ENG 3200, ENG 4000, ENG 4200, ENG 4300, ENG 4800, or ENG 6500.

GLOBAL & ENVIRONMENTAL STUDIES OPTION

In order to achieve this in 60 credits, students must take a minimum of five (5) courses that not only satisfy major or option requirements, but also satisfy Flexible Core requirements.

- Modern Architecture and the Environment (ART 9500) **or** American Environmental Literature (ENG 4800)
- Global Ethics (PHI 7900) or Environmental Politics (POL 5800)
- International Organizations (POL 7100) **or** Global Politics (POL 9300)
- Developments in the Physical Sciences and the Environment (SCI 3700) **or** Chemistry and the Environment (SCI 5100) **or** People and the Environment (BIO 4900)

PHILOSOPHY CONCENTRATION

Majors electing this concentration must take **three (3)** courses in Philosophy (PHI 7000 -7900).

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 they are interested in teaching.

WOMEN'S & GENDER STUDIES CONCENTRATION

As part of the general requirements for the A.A. in Liberal Arts, students completing this concentration take HIS 6600 **and** at least 9 credits of Women's Studies course such as the following: ANT 3900, ART 3900, BIO 2800, ENG 6700, HIS 6800, PSY 3700, SOC 3800, THA 4800 or Women's Studies Sections of MCF 4400, MCM 3000, MUS 3100, PSY 1100 or SOC 3100. *Any or all courses completed for this concentration may be applied to satisfy a CUNY Flexible Core requirement.*

Women's & Gender Studies Affiliated Faculty:

Susan Aranoff	Business
Maria Bartolomeo.....	Behavioral Sciences
Alison Better.....	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
Suzanne LaFont	Behavioral Sciences
Janice Mehlman	Art
Lisa Paler	Behavioral Sciences
Hope Parisi	English
Caterina Pierre.....	Art
Anna Procyk.....	History
Cecilia Salber	Library
Jacqueline Scerbinski	Business
Michael Sokolow.....	History
Tracy Steffy.....	History
Loretta Taras.....	Biological Sciences
Elizabeth Tompkins.....	Library
Grace Trotman.....	History
Barbara Walters.....	Behavioral Sciences
Red Washburn.....	English
Juann Watson.....	Behavioral Sciences
Sheri Weinstein.....	English
Tara Weiss.....	English
Eben Wood.....	English
Tara Weiss.....	English
Gordon Young	Communications & Performing Arts

2015-2016

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 Associate in Science degree will serve as a foundation for transfer to a four-year professional college or for accepting a position in the chosen field.

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

A.S. ACCOUNTING

DEPARTMENT: Business

TOTAL CREDITS: 60

Requirements for Matriculates

COLLEGE REQUIREMENTS

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the *General Education: CUNY Pathways* section of this catalog. When possible it is recommended you fulfill your Required and/or Flexible Core requirements with courses also required for the major.

REQUIRED CORE

ENG 1200.....	3 credits
ENG 2400.....	3
∨ Mathematical & Quantitative Reasoning	3
∨ Life and Physical Sciences	3

FLEXIBLE CORE18 credits

One course from each Group A – E plus an additional course any Group. **No more than two courses in the same discipline.** ECO 1200 is strongly recommended for Group D.

- A. World Cultures and Global Issues
- B. U.S. Experience in its Diversity
- C. Creative Expression
- D. Individual and Society
- ∨ E. Scientific World
- ∨ **Plus** another course selected from any Group A - E

- ∨ **Note:** You may elect to take a math or science course that is 4 credits or more. TAP counts 3 credits towards the requirement and the 4th credit as elective.

DEGREE REQUIREMENTS §

Fundamentals of Accounting I <u>and</u> II (ACC 1100 and ACC 1200).....	8 credits
Intermediate Accounting I <u>and</u> II (ACC 2100 and ACC 2200)	6
Cost Accounting (ACC 3100)	4
Fundamentals of Business (BA 1100)	3
Business Law (BA 1200).....	3
Introduction to Computer Concepts (BA 6000)	3
Money and Banking (ECO 1400)	3

ELECTIVES: 0 credits sufficient to meet required total of 60 credits.

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

A.S. BIOLOGY

DEPARTMENT: Biological Sciences

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the General Education: CUNY Pathways section of this catalog. **When Required or Flexible Core courses are specified for a category, they are required for the major.**

REQUIRED CORE

ENG 1200.....	3 credits
ENG 2400	3
Mathematical & Quantitative Reasoning.....	4
<i>MAT 1400+</i>	
Life and Physical Sciences.....	4
<i>BIO 1300 or BIO 1400 or CHM 1100 or CHM 1200</i>	

FLEXIBLE CORE*

One course from each Group A – E plus an additional course from Group E. **No more than two courses in the same discipline.**

- A. World Cultures and Global Issues
- B. U.S. Experience in its Diversity
- C. Creative Expression
- D. Individual and Society
- E. Scientific World:
MAT 1400+ or BIO 1300 or BIO 1400 or CHM 1100 or CHM 1200 (if not taken for Required Core)

Plus another course selected from Group E list above (if not taken for Required or Flexible Core)

DEGREE REQUIREMENTS §

If not taken for the CUNY Required Core or Flexible Core, the following are required:

Analytic Geometry and Pre-Calculus Math (MAT 1400) + ...	4
General Biology I <u>and</u> II (BIO 1300 and BIO 1400)	8
General Chemistry I <u>and</u> II (CHM 1100 and CHM 1200)	8
Introduction to Computer and Computer Applications (CP 1100) or Applications in Bioinformatics (BIO/CIS 6000)	3-4

Plus, choose ONE of the following options:

BIOLOGY TRANSFER OPTION

Plus any two (2) of the following Biology Laboratory courses:
BIO 2100, 2200, 5000, 5200, 5300, 5800, 5900, or 65008

ALLIED HEALTH TRANSFER OPTION

Human Anatomy and Physiology I and II (BIO 1100 **and** BIO 1200).....8 credits

ELECTIVES: 10–11 credits sufficient to meet required total of 60 credits.

Suggested elective for Allied Health Transfer

Option: Biostatistics (BIO/MAT 9100)4 credits

Suggested elective for transfer to a Physician

Assistant Program: Microbiology in Health and Disease (BIO 5100).....4 credits

§ Consultation with the Department Advisor is required.

+ Refer to course descriptions for pre-requisite, co-requisite, and/or pre-/co-requisite

* This program has a waiver to require particular courses in the Common Core; otherwise more than the minimum credits for the degree may be necessary.



A.S. BIOTECHNOLOGY

DEPARTMENT: Biological Sciences

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the General Education: CUNY Pathways section of this catalog. **When Required or Flexible Core courses are specified for a category, they are required for the major.**

REQUIRED CORE

ENG 1200.....	3 credits
ENG 2400.....	3
Mathematical & Quantitative Reasoning	3
MAT 900+ or BIO/MAT 9100+	
Life and Physical Sciences.....	4
<i>BIO 1300 or BIO 1400 or CHM 1100 or CHM 1200</i>	

FLEXIBLE CORE*

One course from each Group A – E plus one additional course from Group E. **No more than two courses in the same discipline.**

- A. World Cultures and Global Issues
- B. U.S. Experience in its Diversity
- C. Creative Expression
- D. Individual and Society
- E. Scientific World:
 - MAT 900+ or BIO/MAT 9100+ or BIO 1300 or BIO 1400 or CHM 1100 or CHM 1200*
 - (if not taken for Required Core)*

Plus another course selected from Group E list above
(if not taken for Required or Flexible Core)

DEGREE REQUIREMENTS §

If not taken for the CUNY Required Core or Flexible Core, the following are required:

College Algebra (MAT 900) ⁺	3 credits
General Biology I <u>and</u> II (BIO 1300 and BIO 1400)	8
Biostatistics (BIO/MAT 9100) ⁺	4
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 <u>and</u> II (CHM 1100 and CHM 1200)	8
Applications in Bioinformatics (BIO/CIS 6000) ⁺	3

ELECTIVES: 4 credits sufficient to meet required total of 60 credits.

+ Refer to course descriptions for pre-requisite, co-requisite, and/or pre-/co-requisite

* This program has a waiver to require particular courses in the Common Core; otherwise more than the minimum credits for the degree may be necessary.

§ **Consultation** with the Department Advisor is required.



A.S. BUSINESS ADMINISTRATION

DEPARTMENT: Business

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the *General Education: CUNY Pathways* section of this catalog. When possible it is recommended you fulfill your Required and/or Flexible Core requirements with courses also required for the major.

REQUIRED CORE

ENG 1200.....	3 credits
ENG 2400.....	3
∨ Mathematical & Quantitative Reasoning.....	3
∨ Life and Physical Sciences.....	3

FLEXIBLE CORE.....18 credits

One course from each Group A – E plus an additional course from any Group. **No more than two courses in the same discipline.** ECO 1200 is strongly recommended for Group D.

- A. World Cultures and Global Issues
- B. U.S. Experience in its Diversity
- C. Creative Expression
- D. Individual and Society
- ∨ E. Scientific World
- ∨ **Plus** another course selected from any Group A - E

- ∨ **Note:** You may elect to take a math or science course that is 4 credits or more. TAP counts 3 credits towards the requirement and the 4th credit as elective.

DEGREE REQUIREMENTS §

Fundamentals of Accounting I (ACC 1100)	4 credits
Fundamentals of Accounting II (ACC 1200)	4
Organizational Behavior and Management (BA 3100)	3
Introduction to Computer Concepts (BA 6000).....	3
Money and Banking (ECO 1400).....	3
Fundamentals of Business (BA 1100).....	3
Business Communications (BA 3300)	3
Business Law (BA 1200).....	3
Principles of Marketing (BA 1400)	3

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

§ Consultation with the Department Advisor is required.

A.S. CHEMICAL DEPENDENCY COUNSELING

DEPARTMENT: Behavioral Sciences & Human Services

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the *General Education: CUNY Pathways* section of this catalog. When possible it is recommended you fulfill your Required and/or Flexible Core requirements with courses also required for the major.

REQUIRED CORE

- ENG 1200.....3 credits
- ENG 24003
- ∨ Mathematical & Quantitative Reasoning.....3
- ∨ Life and Physical Sciences3

FLEXIBLE CORE.....18 credits

One course from each Group A – E plus an additional course from any Group. **No more than two courses in the same discipline.**

- A. World Cultures and Global Issues
- B. U.S. Experience in its Diversity
- C. Creative Expression
- D. Individual and Society
- ∨ E. Scientific World
- ∨ Plus another course selected from any Group A-E

∨ **Note:** You may elect to take a math or science course that is 4 credits or more. TAP counts 3 credits towards the requirement and the 4th credit as elective.

DEGREE REQUIREMENTS §

- Abnormal Psychology (PSY 3600).....3 credits
- Introduction to Substance Abuse Counseling (SAC 2000)...3
- 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
- Compulsive Gambling: Treatment and Prevention (SAC 3000) or Addiction and the Family (SAC 3200) ...3-4
- Supervised Instructional Experience in Substance Abuse Counseling I (SAC 091A).....4
- Supervised Instructional Experience in Substance Abuse Counseling II (SAC 091B)3
- Critical Issues in Personal Health (HE 1400).....1

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

§ Consultation with the Department Advisor is required.



A.S. CHEMISTRY

DEPARTMENT: Physical Sciences

TOTAL CREDITS: 60—64

Requirements for Matriculants

COLLEGE REQUIREMENTS

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the General Education: CUNY Pathways section of this catalog. **When Required or Flexible Core courses are specified for a category, they are required for the major.**

REQUIRED CORE

ENG 1200.....	3 credits
ENG 2400	3
Mathematical & Quantitative Reasoning	4
<i>MAT 1500⁺ or MAT 1600⁺</i>	
Life and Physical Sciences.....	4
<i>CHM 1100 or CHM 1200 or PHY 1300 or PHY 1400</i>	

FLEXIBLE CORE*

One course from each Group A – E plus an additional course from Group E. **No more than two courses in the same discipline.**

- A. World Cultures and Global Issues
 - B. U.S. Experience in its Diversity
 - C. Creative Expression
 - D. Individual and Society
 - E. Scientific World: *MAT 1500⁺ or MAT 1600⁺ or
CHM 1100 or CHM 1200 or PHY 1300 or
PHY 1400 (if not taken for the Required Core)*
- Plus** another course selected from Group E list above
(if not taken for Required or Flexible Core)

DEGREE REQUIREMENTS §

If not taken for the CUNY Required Core or Flexible Core, the following are required:

Calculus I <u>and</u> II (MAT 1500 and MAT 1600) ⁺	8 credits
General Chemistry I <u>and</u> II (CHM 1100 and CHM1200)	8
Organic Chemistry I <u>and</u> II (CHM 3100 and CHM 3200).....	10
Advanced General Physics I <u>and</u> II (PHY 1300 and PHY 1400)	8

ELECTIVES: 8 credits sufficient to meet required total of 60 credits.

+ Refer to course descriptions for pre-requisite, co-requisite, and/or pre-/co-requisite

* This program has a waiver to require particular courses in the Common Core; otherwise more than the minimum credits for the degree may be necessary.

§ **Consultation** with the Department Advisor is required.



A.S. COMMUNITY HEALTH

DEPARTMENT: Health, Physical Education & Recreation

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the *General Education: CUNY Pathways* section of this catalog. When possible it is recommended you fulfill your Required and/or Flexible Core requirements with courses also required for the major.

REQUIRED CORE

ENG 1200.....	3 credits
ENG 2400.....	3
∨ Mathematical & Quantitative Reasoning	3
∨ Life and Physical Sciences	3

FLEXIBLE CORE.....18 credits

One course from each Group A – E plus an additional course from any Group. **No more than two courses in the same discipline.**

- A. World Cultures and Global Issues
- B. U.S. Experience in its Diversity
- C. Creative Expression
- D. Individual and Society
- ∨ E. Scientific World
- ∨ **Plus** another course selected from any Group A - E

- ∨ **Note:** You may elect to take a math or science course that is 4 credits or more. TAP counts 3 credits towards the requirement and the 4th credit as elective.

DEGREE 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
Field Experience in Community Health (COH 91E1).....	3

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 SERVICES 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

Three of the following courses:9 credits

- Women’s Health Issues (HE 3800)
- Drugs: The Individual and Society (HS 4000) ^
- Nutrition and Health (HE 4200)
- Human Sexuality (HS 5200) ^
- Men’s Health Issues (HE 5400)

ELECTIVES: 3–6 sufficient to meet required total of 60 credits.

^ Students who have taken HE 4000 will receive credit for HS 4000; Students who have taken HE 5200 will receive credit for HS 5200

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

§ Consultation with the Department Advisor is required.

A.S. COMPUTER SCIENCE

DEPARTMENT: Mathematics & Computer Sciences

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the General Education: CUNY Pathways section of this catalog. **When Required or Flexible Core courses are specified for a category, they are required for the major.**

REQUIRED CORE

ENG 1200.....	3 credits
ENG 2400.....	3
Mathematical & Quantitative Reasoning:	4
<i>MAT 1500⁺ or MAT 1600⁺ or MAT/BIO 9100⁺ or BA/MAT 2200⁺</i>	
Life and Physical Sciences.....	3

FLEXIBLE CORE*

One course from each Group A – E plus an additional course from Group E. **No more than two courses in the same discipline.**

- A. World Cultures and Global Issues
- B. U.S. Experience in its Diversity
- C. Creative Expression
- D. Individual and Society
- E. Scientific World:

MAT 1500⁺ or MAT 1600⁺ or MAT/BIO 9100⁺ or BA/MAT 2200⁺ or CS 1200⁺ or CS 13A0⁺
(if not taken for Required Core)

Plus another course selected from Group E list above
(if not taken for Required or Flexible Core)

DEGREE REQUIREMENTS §

If not taken for the CUNY Required Core or Flexible Core, the following are required:

Introduction to Computing (CS 1200) +	4 credits
Advanced Programming Techniques (CS 13A0) +	4
Computer and Assembly Language Programming (CS 1400) ⁺	4
Discreet Structures (CS 3500) +	4
Calculus I <u>and</u> II <u>and</u> III (MAT 1500 and MAT 1600 and MAT 2100) +	12
Linear Algebra (MAT 5600) +	3
Biostatistics (MAT/BIO 9100) + <u>or</u> Business Statistics (BA/MAT 2200) +	4
Differential Equations (MAT 5500) +	3
Critical Issues in Personal Health (HE 1400).....	1

+ Refer to course descriptions for pre-requisite, co-requisite, and/or pre-/co-requisite

* This program has a waiver to require particular courses in the Common Core; otherwise more than the minimum credits for the degree may be necessary.

§ Consultation with the Department Advisor is required.

A.S. EARLY CHILDHOOD EDUCATION/CHILD CARE

DEPARTMENT: Behavioral Sciences & Human Services

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the *General Education: CUNY Pathways* section of this catalog. When possible it is recommended you fulfill your Required and/or Flexible Core requirements with courses also required for the major.

REQUIRED CORE

- ENG 1200.....3 credits
- ENG 2400.....3
- ∨ Mathematical & Quantitative Reasoning 3
- ∨ Life and Physical Sciences 3

FLEXIBLE CORE.....18 credits

One course from each Group A – E plus an additional course from any Group. **No more than two courses in the same discipline.** ANT 3700 (Core Group A) or SOC 3100 (Core Group D), History or Political Science (Core Group A or B), and PSY 1100 (Core Group E) are recommended.

- A. World Cultures and Global Issues
- B. U.S. Experience in its Diversity
- C. Creative Expression
- D. Individual and Society
- ∨ E. Scientific World
- ∨ **Plus** another course selected from any Group A - E
- ∨ **Note:** You may elect to take a math or science course that is 4 credits or more. TAP counts 3 credits towards the requirement and the 4th credit as elective.

DEGREE REQUIREMENTS §

ALL Majors must take:

- Social Foundations of Education (EDC 200)3 credits
- Child and Adolescent Development (PSY 3000) 3
- Psychological Disorders in Young Children (PSY 2400) **OR**
FOR TRANSFER TO THE COLLEGE OF STATEN ISLAND:
 Historical Geography (HIS 7000) 3
- Social Science in Education (EDC 2100) 3
- Art Workshop in Education (EDC 2200) 3
- 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 9307) 3
- Early Literacy and Children’s Literature (HUM 200) 2

Choose one of the following options:

PLUS, FOR EARLY CHILDHOOD EDUCATION/CHILDCARE MAJORS

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

PLUS, FOR INFANCY/TODDLER DEVELOPMENT MAJORS

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

ELECTIVES: 0-3 credits sufficient to meet total requirement of 60credits.

§ Consultation with the Department Advisor is required.



A.S. EARTH AND PLANETARY SCIENCES

DEPARTMENT: Physical Sciences

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the General Education: CUNY Pathways section of this catalog. **When Required or Flexible Core courses are specified for a category, they are required for the major.**

REQUIRED CORE

ENG 1200.....	3 credits
ENG 2400	3
Mathematical & Quantitative Reasoning	4
<i>MAT 1500⁺ or MAT 1600⁺</i>	
Life and Physical Sciences.....	4
<i>CHM 1100 or PHY 1100 or EPS 3100 or EPS 3200</i>	
<i>or EPS 3300 or EPS 3500 or EPS 3600 or EPS 3800</i>	

FLEXIBLE CORE *

One course from each Group A – E plus an additional course from Group E. **No more than two courses in the same discipline.**

- World Cultures and Global Issues
- U.S. Experience in its Diversity
- Creative Expression
- Individual and Society
- Scientific World: *MAT 1500⁺ or MAT 1600⁺ or CHM 1100 or PHY 1100 or EPS 3100 or EPS 3200 or EPS 3300 or EPS3500 or EPS 3600 or EPS 3800 (if not taken for Required Core)*

Plus another course selected from Group E list above (if not taken for Required or Flexible Core)

DEGREE REQUIREMENTS §

If not taken for the CUNY Required Core or Flexible Core, the following are required:

Calculus I and II (MAT 1500 and MAT 1600) ⁺	8 credits
General Chemistry I (CHM 1100).....	4
General Physics I (PHY 1100).....	4
Physical Geology (EPS 3300).....	4
Meteorology (EPS 3100).....	4
Oceanography (EPS 3200).....	4
Astronomy (EPS 3500).....	4
Planetology (EPS 3600).....	4
Introduction to Earth Science (EPS 3800).....	4

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

+ Refer to course descriptions for pre-requisite, co-requisite, and/or pre-/co-requisite

* This program has a waiver to require particular courses in the Common Core; otherwise more than the minimum credits for the degree may be necessary.

§ Consultation with the Department Advisor is required.



A.S. EDUCATION STUDIES

DEPARTMENT: Behavioral Sciences & Human Services

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the *General Education: CUNY Pathways* section of this catalog. When possible it is recommended you fulfill your Required and/or Flexible Core requirements with courses also required for the major.

REQUIRED CORE

- ENG 1200.....3 credits
- ENG 2400.....3
- ∨ Mathematical & Quantitative Reasoning 3
- ∨ Life and Physical Sciences3

FLEXIBLE CORE.....18 credits

One course from each Group A – E plus an additional course from any Group. **No more than two courses in the same discipline.** Included among these courses are PSY 3000 and SOC 3100 (Core Group D), SOC 3200 (Core Group B), and a Liberal Arts Elective (Core Group A or C) are recommended.

- A. World Cultures and Global Issues
- B. U.S. Experience in its Diversity
- C. Creative Expression
- D. Individual and Society

∨ E. Scientific World

∨ **Plus** another course selected from any Group A - E

∨ **Note:** You may elect to take a math or science course that is 4 credits or more. TAP counts 3 credits towards the requirement and the 4th credit as elective.

DEGREE REQUIREMENTS §

ALL Majors must take:

- Critical Issues in Personal Health (HE 1400).....1 credit
- Introduction to Sociology (SOC 3100) 3
- Social Foundations of Education (EDC 200)..... 3
- Child and Adolescent Development (PSY 3000) 3
- Psychological Disorders in Young Children (PSY 2400)..... 3
- Art Workshop in Education (EDC 2200) 3
- Music & Movement Workshop in Education (EDC 2300)... 2
- Practicum in Teacher Development I (EDC 90A4) * 3
- Development of Literacy in Children (HUM 8181) 1

Choose one of the following options:

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

- Social Sciences in Education (EDC 2100)..... 3
- Liberal Arts (Groups A-E) Elective..... 3

PLUS, FOR CONCENTRATION IN CHILDHOOD EDUCATION (KINDERGARTEN – 6TH GRADE)

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

ELECTIVES: 2-11 credits sufficient to meet required total of 60 credits.

NOTE: This program is jointly registered with Brooklyn College’s B.A. in Early Childhood Education. Electives should be chosen based on transferability to Brooklyn College and in consultation with a program advisor.

§ 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

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE:

Approved Required and Flexible Core courses are listed in the General Education: CUNY Pathways section of this catalog. **When Required or Flexible Core courses are specified for a category, they are required for the major.**

REQUIRED CORE

ENG 1200.....	3 credits
ENG 2400.....	3
Mathematical & Quantitative Reasoning	4
<i>MAT 1500⁺ or MAT 1600⁺</i>	
Life and Physical Sciences	4
<i>CHM 1100 or CHM 1200 or PHY 1300 or PHY 1400</i>	

FLEXIBLE CORE*

One course from each Group A – E plus an additional course from Group E. **No more than two courses in the same discipline.**

- A. World Cultures and Global Issues
- B. U.S. Experience in its Diversity
- C. Creative Expression
- D. Individual and Society
- E. Scientific World

MAT 1500⁺ or MAT 1600⁺ or CS 1200⁺ or CHM 1100 or CHM 1200 or PHY 1300 or PHY 1400
(if not taken for Required Core)

Plus another course selected from Group E list above
(if not taken for Required or Flexible Core)

DEGREE REQUIREMENTS §

If not taken for the CUNY Required Core or Flexible Core, the following are required:

Calculus I <u>and</u> II <u>and</u> III (MAT 1500 and MAT 1600 and MAT 2100) ⁺	12 credits
Differential Equations (MAT 5500) ⁺	3
Linear Algebra (MAT 5600) ⁺	4
Introduction to Computing (CS 1200) ⁺	4
General Chemistry I <u>and</u> II (CHM 1100 and CHM 1200)	8
Advanced General Physics I <u>and</u> 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

+ Refer to course descriptions for pre-requisite, co-requisite, and/or pre-/co-requisite

* This program has a waiver to require particular courses in the Common Core; otherwise more than the minimum credits for the degree may be necessary.

§ Consultation with the Department Advisor is required.

A.S. EXERCISE SCIENCE / PERSONAL TRAINING

DEPARTMENT: Health, Physical Education & Recreation

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the General Education: CUNY Pathways section of this catalog. **When Required or Flexible Core courses are specified for a category, they are required for the major.**

REQUIRED CORE

ENG 1200.....	3 credits
ENG 2400.....	3
∇ Mathematical & Quantitative Reasoning	3
Life and Physical Sciences.....	4
<i>BIO 1100 or BIO 1200</i>	

FLEXIBLE CORE*

One course selected from each of the following groups, A – E, plus an additional course from Group E. **No more than two courses in the same discipline.**

- World Cultures and Global Issues
- U.S. Experience in its Diversity
- Creative Expression
- Individual and Society
- Scientific World

*BIO 1100 or BIO 1200 or BIO 7000
(if not taken for Required Core)*

Plus another course selected from Group E list above
(if not taken for Required or Flexible Core)

- ∇ **Note:** You may elect to take a math course that is 4 credits or more. TAP counts 3 credits towards the requirement and the 4th credit as elective.

DEGREE REQUIREMENTS §

If not taken for the CUNY Required Core or Flexible Core, the following are required:

Human Anatomy and Physiology I <u>and</u> II (BIO 1100 and BIO 1200).....	8 credits
Science of Nutrition (BIO 7000)	3
Introduction to Personal Training (EXS 900).....	3
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
Critical Issues in Personal Health (HE 1400)	1
Choose <u>one from each of the following groups</u> for 3 credits	3

Group I

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

Group II

- Advanced Swimming (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)

- * This program has a waiver to require particular courses in the Common Core; otherwise more than the minimum credits for the degree may be necessary.

§ Consultation with the Department Advisor is required.



A.S. FINE ARTS

DEPARTMENT: Art

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the *General Education: CUNY Pathways* section of this catalog. When possible it is recommended you fulfill your Required and/or Flexible Core requirements with courses also required for the major.

REQUIRED CORE

ENG 1200.....	3 credits
ENG 2400.....	3
√ Mathematical & Quantitative Reasoning.....	3
√ Life and Physical Sciences.....	3

FLEXIBLE CORE.....18 credits

One course from each Group A – E plus an additional course from any Group. **No more than two courses in the same discipline.**

A. World Cultures and Global Issues

B. U.S. Experience in its Diversity

C. Creative Expression

D. Individual and Society

√ E. Scientific World

√ **Plus** another course selected from any Group A - E

- √ **Note:** You may elect to take a math or science course that is 4 credits or more. TAP counts 3 credits towards the requirement and the 4th credit as elective.

DEGREE REQUIREMENTS §

ALL majors must take:

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

PLUS ONE OF THE FOLLOWING CONCENTRATIONS:

ART HISTORY

Modern Art I <u>and</u> II (ART 3500 and ART 3600).....	6 credits
African, Oceanic and Native American Art (ART 3700)	3
Renaissance Art (ART 3800)	3
Recommended Electives.....	3

CERAMICS

Ceramics I <u>and</u> II (ART 6300 and ART 6400).....	6 credits
Ceramics Sculpture (ART 8000)	3
Recommended Electives.....	6-7

DRAWING AND PAINTING

Drawing II (ART 5800).....	3 credits
Painting I <u>and</u> II (ART 5900 and ART 6000)	7
Recommended Electives.....	6-7

PHOTOGRAPHY

Photography I <u>and</u> II (ART 5100 and ART 5200).....	6 credits
The Art of Digital Photography (ART 9400)	3
Recommended Electives.....	6

SCULPTURE

Sculpture I <u>and</u> II (ART 6100 and ART 6200)	7
Figure Modeling (ART 8300)	3
Recommended Electives.....	6-7

ELECTIVES: 1–9 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

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the *General Education: CUNY Pathways* section of this catalog. When possible it is recommended you fulfill your Required and/or Flexible Core requirements with courses also required for the major.

REQUIRED CORE

ENG 1200.....	3 credits
ENG 2400	3
∨ Mathematical & Quantitative Reasoning.....	3
∨ Life and Physical Sciences	3

FLEXIBLE CORE.....18 credits

One course from each Group A – E plus an additional course from any Group. **No more than two courses in the same discipline.**

- A. World Cultures and Global Issues
- B. U.S. Experience in its Diversity
- C. Creative Expression
- D. Individual and Society

∨ E. Scientific World

∨ **Plus** another course selected from any Group A - E

- ∨ **Note:** You may elect to take a math or science course that is 4 credits or more. TAP counts 3 credits towards the requirement and the 4th credit as elective.

DEGREE REQUIREMENTS §

ART 7300 or ART 7400 or SPE 2100.....	3 credits
Foreign Lang. I and/or II or Philosophy elective if exempt from Foreign Language **	3–6
Two (2) courses in English Literature, (ENG 3000 and 4000 recommended).....	6
HIS 1100 or HIS 3100 and POL 5100	6
PSY 1100 or SOC 3100	3
Journalism: Basic and Advanced (JRL 3100-3200)	6
Feature and Magazine Writing (JRL 4400)	3
Critical Issues in Personal Health (HE 1400)	1

ELECTIVES: 0–17 credits sufficient to meet required total of 60 credits.

§ 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 & Computer Sciences

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the General Education: CUNY Pathways section of this catalog. **When Required or Flexible Core courses are specified for a category, they are required for the major.**

REQUIRED CORE

ENG 1200.....	3 credits
ENG 2400.....	3
Mathematical & Quantitative Reasoning	4
<i>MAT 1500⁺ or MAT 1600⁺ or MAT/BIO 9100⁺</i>	
<i>or BA/MAT 2200⁺</i>	
Life and Physical Sciences.....	3

FLEXIBLE CORE*

One course from each group, A – E, plus an additional course from group E. **No more than two courses in the same discipline.**

- A. World Cultures and Global Issues
- B. U.S. Experience in its Diversity
- C. Creative Expression
- D. Individual and Society
- E. Scientific World

*MAT 1500⁺ or MAT 1600⁺ or MAT/BIO 9100⁺ or
BA/MAT 2200⁺ or CS 1200⁺ or CS 13A0
(if not taken for Required Core)*

Plus another course selected from Group E list above
(if not taken for Required or Flexible Core)

DEGREE REQUIREMENTS §

If not taken for the CUNY Required Core or Flexible Core, the following are required:

Calculus I and II and III (MAT 1500 and MAT 1600 and MAT 2100) ⁺	12 credits
Differential Equations (MAT 5500) ⁺	3
Linear Algebra (MAT 5600) ⁺	3
Biostatistics (MAT/BIO 9100) ⁺ or Business Statistics (BA/MAT 2200) ⁺	4
Introduction to Computing (CS 1200) ⁺	4
Discrete Structures (CS 3500) ⁺	4
Choose two courses from: CS 13A0 or CS 1400 MAT 1100 ⁺ or MAT 3200 ⁺	8
Critical Issues in Personal Health (HE 1400)	1 credit

+ Refer to course descriptions for pre-requisite, co-requisite, and/or pre-/co-requisite

* This program has a waiver to require particular courses in the Common Core; otherwise more than the minimum credits for the degree may be necessary.

§ Consultation with the Department Advisor is required.

A.S. MEDIA ARTS

DEPARTMENT: Communications & Performing Arts

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the *General Education: CUNY Pathways* section of this catalog. When possible it is recommended you fulfill your Required and/or Flexible Core requirements with courses also required for the major.

REQUIRED CORE

ENG 1200.....	3 credits
ENG 2400.....	3
√ Mathematical & Quantitative Reasoning	3
√ Life and Physical Sciences	3

FLEXIBLE CORE.....18 credits

One course from each Group A – E plus an additional course from any Group. **No more than two courses in the same discipline.**

- A. World Cultures and Global Issues
- B. U.S. Experience in its Diversity
- C. Creative Expression
- D. Individual and Society

√ E. Scientific World

√ **Plus** another course selected from any Group A - E

- √ **Note:** You may elect to take a math or science course that is 4 credits or more. TAP counts 3 credits towards the requirement and the 4th credit as elective.

DEGREE 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 3600, 4000, 4800, 5100, 81xx, 82xx, 92xx,	
MCF 4000, 4300, 4400,	
THA 5500, 5600, 6000, 6300	
JRL 3100	

ELECTIVES: 1–13 credits sufficient to meet total requirement of 60 credits.

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

§ Consultation with the Department Advisor is required.



A.S. MENTAL HEALTH AND HUMAN SERVICES

DEPARTMENT: Behavioral Sciences & Human Services

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the *General Education: CUNY Pathways* section of this catalog. When possible it is recommended you fulfill your Required and/or Flexible Core requirements with courses also required for the major.

REQUIRED CORE

ENG 1200.....	3 credits
ENG 2400.....	3
∨ Mathematical & Quantitative Reasoning.....	3
∨ Life and Physical Sciences.....	3

FLEXIBLE CORE.....18 credits

One course from each Group A – E plus an additional course from any Group. **No more than two courses in the same discipline.**

- A. World Cultures and Global Issues
- B. U.S. Experience in its Diversity
- C. Creative Expression
- D. Individual and Society
- ∨ E. Scientific World
- ∨ **Plus** another course selected from any Group A - E

- ∨ **Note:** You may elect to take a math or science course that is 4 credits or more. TAP counts 3 credits towards the requirement and the 4th credit as elective.

DEGREE REQUIREMENTS §

ALL Majors must take:

Introduction to Human Services (MH 1100).....	3
Human Growth and Development (PSY 3200).....	3
Abnormal Psychology (PSY 3600).....	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 WITH CONCENTRATION IN GENERAL

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

ELECTIVES: 0–6 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

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the General Education: CUNY Pathways section of this catalog. **When Required or Flexible Core courses are specified for a category, they are required for the major.**

REQUIRED CORE

ENG 1200.....	3 credits
ENG 2400.....	3
Mathematical & Quantitative Reasoning	4
<i>MAT 1500⁺ or MAT 1600⁺</i>	
Life and Physical Sciences.....	4
<i>CHM 1100 or CHM 1200 or PHY 1300 or PHY 1400 or EPS 3300 or EPS 3500 or EPS 3600</i>	

FLEXIBLE CORE*

One course from each group, A – E, plus an additional course from Group E. **No more than two courses in the same discipline.**

- A. World Cultures and Global Issues
 - B. U.S. Experience in its Diversity
 - C. Creative Expression
 - D. Individual and Society
 - E. Scientific World
- MAT 1500⁺ or MAT 1600⁺ or CHM 1100 or
CHM 1200 or PHY 1300 or PHY 1400 or
EPS 3300 or EPS 3500 or EPS 3600
(if not taken for Required Core)*

Plus another course selected from Group E list above
(if not taken for Required or Flexible Core)

DEGREE REQUIREMENTS §

If not taken for the CUNY Required Core or Flexible Core, the following are required:

Calculus I <u>and</u> II (MAT 1500 and MAT 1600) ⁺	8
creditsGeneral Chemistry I <u>and</u> II (CHM 1100 and CHM 1200)	8
Advanced General Physics I <u>and</u> II (PHY 1300 and PHY 1400)	8
Advanced Electives, choose:	8 – 11
<i>Either MAT 5500 <u>or</u> MAT 5600 (choose only <u>one</u>) ⁺ or Either EGR 2200 <u>or</u> EGR 2300 (choose only <u>one</u>) or Either EPS 3300 <u>or</u> EPS 3500 or EPS 3600 (choose only <u>one</u>) or PHY 81xx</i>	

ELECTIVES: 7–10 credits sufficient to meet required total of 60 credits.

+ Refer to course descriptions for pre-requisite, co-requisite, and/or pre-/co-requisite

* This program has a waiver to require particular courses in the Common Core; otherwise more than the minimum credits for the degree may be necessary.

§ Consultation with the Department Advisor is required.

A.S. SCIENCE FOR FORENSICS

DEPARTMENT: Physical Sciences

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the General Education: CUNY Pathways section of this catalog. **When Required or Flexible Core courses are specified for a category, they are required for the major.**

REQUIRED CORE

ENG 1200.....	3 credits
ENG 2400.....	3
Mathematical & Quantitative Reasoning	4
<i>MAT 1500⁺ or MAT 1600⁺</i>	
Life and Physical Sciences.....	4
<i>BIO 1300 or BIO 1400 or CHM 1100 or CHM 1200 or PHY 1300 or PHY 1400</i>	

FLEXIBLE CORE*

One course from each Group A – E plus an additional course from Group. E **No more than two courses in the same discipline.**

- A. World Cultures and Global Issues
- B. U.S. Experience in its Diversity
- C. Creative Expression
- D. Individual and Society
- E. Scientific World:

*MAT 1500⁺ or MAT 1600⁺ or BIO 1300 or BIO 1400
or CHM 1100 or CHM 1200 or PHY 1300 or PHY 1400
(if not taken for Required Core)*

Plus another course selected from Group E list above
(if not taken for Required or Flexible Core)

DEGREE REQUIREMENTS §

If not taken for the CUNY Required Core or Flexible Core, the following are required:

Calculus I and II (MAT 1500 **and** MAT 1600) +8 credits
A cumulative grade point average of 2.5 or above is required in the following 34 credits of science:

General Biology I <u>and</u> II (BIO 1300 and BIO 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

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

+ Refer to course descriptions for pre-requisite, co-requisite, and/or pre-/co-requisite

* This program has a waiver to require particular courses in the Common Core; otherwise more than the minimum credits for the degree may be necessary.

§ **Consultation** with the Department Advisor is required.

A.S. SPEECH COMMUNICATION

DEPARTMENT: Communications & Performing Arts

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the *General Education: CUNY Pathways* section of this catalog. When possible it is recommended you fulfill your Required and/or Flexible Core requirements with courses also required for the major.

REQUIRED CORE

- ENG 1200.....3 credits
- ENG 2400.....3
- ∨ Mathematical & Quantitative Reasoning 3
- ∨ Life and Physical Sciences 3

FLEXIBLE CORE.....18 credits

One course from each Group A – E plus an additional course from any Group. **No more than two courses in the same discipline.**

- A. World Cultures and Global Issues
- B. U.S. Experience in its Diversity
- C. Creative Expression
- D. Individual and Society
- ∨ E. Scientific World
- ∨ **Plus** another course selected from any Group A - E

- ∨ **Note:** You may elect to take a math or science course that is 4 credits or more. TAP counts 3 credits towards the requirement and the 4th credit as elective.

DEGREE 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

PLUS, select one of the following concentrations:

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**
Intercultural Communication (SPE 2600).....3
- Language Development (SPE 4100)..... 4

ELECTIVES:

COMMUNICATION STUDIES CONCENTRATION:

9–15 credits sufficient to meet required total of 60 credits.

SPEECH PATHOLOGY CONCENTRATION:

8–14 credits sufficient to meet required total of 60 credits.

§ **Consultation** with Department Advisor is required.



A.S. THEATRE ARTS

DEPARTMENT: Communications & Performing Arts

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the *General Education: CUNY Pathways* section of this catalog. When possible it is recommended you fulfill your Required and/or Flexible Core requirements with courses also required for the major.

REQUIRED CORE

ENG 1200.....	3 credits
ENG 2400.....	3
√ Mathematical & Quantitative Reasoning.....	3
√ Life and Physical Sciences.....	3

FLEXIBLE CORE.....18 credits

One course from each Group A – E plus an additional course from any Group. **No more than two courses in the same discipline.**

A. World Cultures and Global Issues

B. U.S. Experience in its Diversity

C. Creative Expression

D. Individual and Society

√ E. Scientific World

√ **Plus** another course selected from any Group A - E

- √ **Note:** You may elect to take a math or science course that is 4 credits or more. TAP counts 3 credits towards the requirement and the 4th credit as elective.

DEGREE 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
History of Theatre (THA 6800).....	3
Stage Craft (THA 5500).....	3

Choose **two** courses from the following:6 credits

THA 4300, 4400, 4600, 4700, 5300, 5600, 5800, 6000, 6300, 6500, 6700, 81xx, 82xx, 92xx,
FD 1100, 1400,
MUS 3000, 3100, 9121,
SPE 2700, 2900,
PEC 2000, 3800, 3900,
ART 3300

PLUS, select one of the following concentrations....9 credits

PERFORMANCE CONCENTRATION:

Performance Practicum (THA 4000) or Production Practicum (THA 4100) for 3 credits. **At least 1 credit must be THA 4100**1 credit x 3 for a total of 3 credits

And, select two courses from the following6 credits

Voice and Diction for the Actor (THA 4400)
Training the Performing Voice (THA 4600)
Acting II: Scene Study (THA 5300)
Musical Theatre Performance (THA 5800)

TECHNICAL PRODUCTION CONCENTRATION:

Production Practicum (THA 4100) must be **repeated for a total of 3 credits**—1 credit x 3 for a total of 3 credits **And**, select **two** courses from the following6 credits

Stage Management (THA 4700)
Basic Lighting (THA 5600)
Costume Design (THA 6000)
Basic Sound Technology (THA 6300)
Scenic Design (THA 6500)
Garment Construction (FD1400)

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

§ Consultation with the Department Advisor is required.



2014-2015

associate in applied science

THE ASSOCIATE IN APPLIED SCIENCE (A.A.S.) DEGREE

The Kingsborough Associate in Applied Science 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 allowing for the option to continue for further education.

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

A.A.S. COMPUTER INFORMATION SYSTEMS

DEPARTMENT: Mathematics & Computer Sciences

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the General Education: CUNY Pathways section of this catalog. **When Required or Flexible Core courses are specified for a category, they are required for the major.**

REQUIRED CORE

ENG 1200.....	3 credits
ENG 2400.....	3
Mathematical & Quantitative Reasoning	4
Choose <u>one</u> of the following: <i>Analytic Geometry</i> and Pre-Calculus Math (MAT 1400) + or Business Statistics (BA/MAT 2200) +	
Life and Physical Sciences.....	3

FLEXIBLE CORE*

Nine (9) credits with one (1) course from three (3) groups A-E. **Each course must be in a different discipline.**

- World Cultures and Global Issues
- U.S. Experience in its Diversity
- Creative Expression
- Individual and Society
- Scientific World

DEGREE REQUIREMENTS §

If not taken for the CUNY Required Core or Flexible Core, the following are required:

Analytic Geometry and Pre-Calculus Math (MAT 1400) +	
or Business Statistics (BA/MAT 2200) +	4 credits
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)	3
Introduction to Database (CIS 3100)	3
Fundamentals of Accounting I (ACC 1100) or	
Fundamentals of Business (BA 1100) or	
Business Law I (BA 1200).....	3-4
Critical Issues in Personal Health (HE 1400)	1

Choose three of the following.....12-13 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 Database Programming (CIS 3200)

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

+ Refer to course descriptions for pre-requisite, co-requisite, and/or pre-/co-requisite

* This program has a waiver to require particular courses in the Common Core; otherwise more than the minimum credits for the degree may be necessary.

§ Consultation with the Department Advisor is required.

A.A.S. CULINARY ARTS

DEPARTMENT: Tourism & Hospitality

TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the *General Education: CUNY Pathways* section of this catalog. When possible it is recommended you fulfill your Required and/or Flexible Core requirements with courses also required for the major.

REQUIRED CORE

- ENG 1200.....3 credits
- ENG 2400.....3
- √ Mathematical & Quantitative Reasoning..... 3
- √ Life and Physical Sciences3

FLEXIBLE CORE9

Nine (9) credits with one (1) course from three (3) groups A-E. **Each course must be in a different discipline.**

- A. World Cultures and Global Issues
- B. U.S. Experience in its Diversity
- C. Creative Expression
- D. Individual and Society
- √ E. Scientific World

- √ **Note:** You may elect to take a math or science course that is 4 credits or more. TAP counts 3 credits towards the requirement and the 4th credit as elective.

DEGREE REQUIREMENTS §

Introduction to Professional Food Service (TAH 7100).....	3 credits
Culinary Arts I: Skills (CA 100)	3
Culinary Arts II: Major Techniques (CA 200).....	3
Baking and Pastry (CA 1100)	3
Food Safety and Sanitation Certification (CA 2100).....	1
Garde Manger and Charcuterie (CA 300) or Patisserie (CA 1200).....	3
Beverage Management (CA 6000) or Event Catering Management (TAH 4300)	3
Restaurant and Food Service Operations (CA 7200)	3
Menu and Dining Room Management (CA 7400)	3
Global Culinary Improvisation Capstone (CA 9000)	3
Internship in Culinary Arts (CA 9200).....	3
Introduction to Business (BA 1100) or Labor Relations & Customer Service Practices (TAH 500)	3
Food and Beverage Cost Control (CA 5000)	3
Critical Issues in Personal Health (HE 1400).....	1

ELECTIVES: 1 sufficient to meet required total of 60 credits.

§ Consultation with the Department Advisor is required.



A.A.S. EMERGENCY MEDICAL SERVICES—PARAMEDIC (EMS-P)

DEPARTMENT: Nursing

TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the *General Education: CUNY Pathways* section of this catalog. **When Required or Flexible Core courses are specified for a category, they are required for the major.**

REQUIRED CORE

ENG 1200.....	3 credits
ENG 2400	3
Mathematical & Quantitative Reasoning.....	3
Life and Physical Sciences.....	4
<i>BIO 1100</i>	

FLEXIBLE CORE

The following two courses are required in the major and also satisfy CUNY Flexible Core: Scientific World (Group E):

E. Scientific World: :.....	7
<i>BIO 1200 and PSY 1100</i>	

DEGREE REQUIREMENTS § H

If not taken for the CUNY Required Core or Flexible Core, the following are required:

Human Anatomy & Physiology I <u>and</u> II (BIO 1100 and BIO 1200)	8 credits
General Psychology (PSY 1100)	3
Emergency Medical Technician-Basic (EMS 100)	5
EMT-Basic Clinical I (EMS 101).....	1
Paramedic I (EMS 210).....	7
Paramedic Clinical I (EMS 211)	2
Paramedic II (EMS 220).....	5
Paramedic Clinical II (EMS 221)	3
Paramedic III (EMS 230)	7
Paramedic Clinical III (EMS 231)	2
Paramedic IV (EMS 240)	5
Paramedic Clinical IV (EMS 241)	3

§ Consultation with the Department Advisor is required.

H Interview with Program Director is required.



A.A.S. FASHION DESIGN

DEPARTMENT: Business

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the *General Education: CUNY Pathways* section of this catalog. When possible it is recommended you fulfill your Required and/or Flexible Core requirements with courses also required for the major.

REQUIRED CORE

- ENG 1200.....3 credits
- ENG 2400.....3
- √ Mathematical & Quantitative Reasoning..... 3
- √ Life and Physical Sciences 3

FLEXIBLE CORE9

Nine (9) credits with one (1) course from three (3) groups A-E. **Each course must be in a different discipline.**

- A. World Cultures and Global Issues
- B. U.S. Experience in its Diversity
- C. Creative Expression
- D. Individual and Society
- √ E. Scientific World

- √ **Note:** You may elect to take a math or science course that is 4 credits or more. TAP counts 3 credits towards the requirement and the 4th credit as elective.

DEGREE REQUIREMENTS §

- Critical Issues in Personal Health (HE 1400)1 credit
- Fashion Sketching I (FD 1100) 3
- Fashion Sketching II (FD 1200)3
- Computerized Fashion Design (FD 1300).....3
- Garment Construction (FD 1400)3
- Flat Patternmaking (FD 2000).....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)*
 - or Independent Study in Fashion Design (FD 8100)*3
- Textile and Non-textile Analysis (FM 3500)3
- Advanced CAD for Fashion Design (FD 2500).....3
- Introduction to Computer Concepts (BA 6000).....3

ELECTIVES: 2 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

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the *General Education: CUNY Pathways* section of this catalog. When possible it is recommended you fulfill your Required and/or Flexible Core requirements with courses also required for the major.

REQUIRED CORE

- ENG 1200.....3 credits
- ENG 2400.....3
- ∨ Mathematical & Quantitative Reasoning3
- ∨ Life and Physical Sciences3

FLEXIBLE CORE9

Nine (9) credits with one (1) course from three (3) groups A-E. **Each course must be in a different discipline.**

- A. World Cultures and Global Issues
- B. U.S. Experience in its Diversity
- C. Creative Expression
- D. Individual and Society
- ∨ E. Scientific World

- ∨ **Note:** You may elect to take a math or science course that is 4 credits or more. TAP counts 3 credits towards the requirement and the 4th credit as elective.

DEGREE REQUIREMENTS §

Choose **one** from 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
Digital Publication Design (ART 7300).....	3
Experimental Typography (ART 7400).....	3
Digital Illustration (ART 4300).....	3
Photoshop as a Design Tool (ART 4600).....	3
Introduction to Graphic Design & Advertising (ART 7500).....	3
Critical Issues in Personal Health (HE 1400).....	1

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

ELECTIVES: 2–5 credits sufficient to meet required total of 60credits.

§ Consultation with the Department Advisor is required.



A.A.S. MARITIME TECHNOLOGY

DEPARTMENT: Tourism & Hospitality

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the *General Education: CUNY Pathways* section of this catalog. **When Required or Flexible Core courses are specified for a category, they are required for the major.**

REQUIRED CORE

ENG 1200.....	3 credits
ENG 2400	3
√ Mathematical & Quantitative Reasoning	3
For Marine Technician Option: MAT 2000⁺	
Life and Physical Sciences.....	4
<i>EPS 3200</i>	

FLEXIBLE CORE9

Nine (9) credits with one (1) course from three (3) groups A-E. **Each course must be in a different discipline.**

- A. World Cultures and Global Issues
- B. U.S. Experience in its Diversity
- C. Creative Expression
- D. Individual and Society
- E. Scientific World

EPS 3200 (if not taken for Required Core) or For Marine Technician Option: MAT 900⁺

- √ **Note:** You may elect to take a math course that is 4 credits or more. TAP counts 3 credits towards the requirement and the 4th credit as elective.

DEGREE REQUIREMENTS §

If not taken for the CUNY Required Core or Flexible Core, the following are required:

First Aid and Personal Safety (HE 3500)	2 credits
Vessel Technology I and II (MT 3300 and MT 3400)	6
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

PLUS, FOR MARINE TECHNICIAN OPTION:

Introduction to Computer Programming (CP 500).....	4 credits
College Algebra (MAT 900 ⁺)	3
Elements of Statistics (MAT 2000 ⁺).....	3

ELECTIVES: 4-8 credits to meet required total of 60 credits.

+ Refer to course descriptions for pre-requisite, co-requisite, and/or pre-/co-requisite

§ **Consultation** with the Department Advisor is required.

A.A.S. NURSING

DEPARTMENT: Nursing

TOTAL CREDITS: 66

Requirements for Matriculants

COLLEGE REQUIREMENTS

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

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

CUNY CORE

The following Required or Flexible Core courses are required for the major.

REQUIRED CORE

ENG 1200.....	3 credits
ENG 2400	3
Life and Physical Sciences.....	4
<i>BIO 1100 or BIO 1200</i>	

FLEXIBLE CORE

The following courses are required in the major and also satisfy these Core categories.

D. Individual and Society.....	3
<i>SOC 3100 and PSY 3200</i>	
E. Scientific World	3-4
<i>PSY 1100 or BIO 1100 or BIO 1200</i>	
<i>(if not taken for Required Core)</i>	

DEGREE REQUIREMENTS §

If not taken for the CUNY Required Core or Flexible Core, the following are required:

General Psychology (PSY 1100).....	3 credits
Human Growth and Development (PSY 3200)	3
Introduction to Sociology (SOC 3100).....	3
Applied Physical Sciences for Allied Health Careers (SCI 2500)	3
Human Anatomy and Physiology I <u>and</u> II (BIO 1100 and BIO 1200)	8
Drug Calculations in Nursing (NUR 1700).....	1
Fundamentals of Nursing (NUR 1800)	7
Microbiology in Health and Disease (BIO 5100)	4
Nursing the Ill Adult I (NUR 2100).....	9
Nursing the Emotionally Ill (NUR 2000).....	4
Nursing the Ill Adult II (NUR 2200).....	5
Family-Centered Maternity Nursing (NUR 1900).....	4
Nursing of Children (NUR 2300).....	5
Issues in Nursing (NUR 2400)	1

Students will be enrolled as a Liberal Arts major their first semester as they complete the following required prerequisites:

General Psychology (PSY 1100)	3
Human Anatomy and Physiology I (BIO 1100).....	3
Freshman English I (ENG 1200).....	3

Students must meet specified grades for the above prerequisite course and **must apply** for Pre-Clinical

Once **accepted**, Pre-Clinical students are eligible to take Applied Physical Sciences for Allied Health Careers

(SCI 2500)	3
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Pre-Clinical students will then take the Test of Essential Academic Skills (TEAS), which will play a role in determining whether they will be accepted into the Clinical Nursing Program

FIRST 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

SECOND SEMESTER

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

THIRD SEMESTER

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

FOURTH 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

§ Consultation with the Department Advisor is required.

A.A.S. OFFICE ADMINISTRATION AND TECHNOLOGY

DEPARTMENT: Business

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the *General Education: CUNY Pathways* section of this catalog. When possible it is recommended you fulfill your Required and/or Flexible Core requirements with courses also required for the major.

REQUIRED CORE

ENG 1200.....	3 credits
ENG 2400.....	3
√ Mathematical & Quantitative Reasoning.....	3
√ Life and Physical Sciences.....	3

FLEXIBLE CORE9

Nine (9) credits with one (1) course from three (3) groups A-E. **Each course must be in a different discipline.**

- World Cultures and Global Issues
- U.S. Experience in its Diversity
- Creative Expression
- Individual and Society

√ E. Scientific World

- √ **Note:** You may elect to take a math or science course that is 4 credits or more. TAP counts 3 credits towards the requirement and the 4th credit as elective.

DEGREE REQUIREMENTS §

Students with typing skills may be exempt from elementary and/or intermediate courses upon consultation with the Department Advisor.

Depending on their keyboarding skills, students must take one of these three keyboarding course sequences:

- Students with no (or minimal) keyboarding skills must take TEC 1100, 1200 and 1300 (6 credits)
- Students with moderate keyboarding skills, with department approval, must take TEC 4100 and 1300 (6 credits)
- Students with advanced keyboarding skills, with department approval, must take TEC 4200 (4 credits)

ALL majors must take:

Keyboarding (as listed above)	4–6 credits
Organizing the Electronic Office (TEC 2400).....	3
Office Administration (TEC 3400).....	3
Business Communications (ADM 3700).....	3
Computer Applications I (TEC 2500) or Introduction to Computer Concepts (BA 6000)	3
Field Experience (ADM 9200).....	3
Critical Issues in Personal Health (HE 1400).....	1

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

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

SCHOOL

Elementary Shorthand (ADM 1500).....	3
Intermediate Shorthand (ADM 1700).....	3
Advanced Shorthand and Transcription (ADM 3000).....	4
School Secretary I (ADM 5300).....	2
School Secretary II (ADM 5400).....	2
School Records and Accounts (ADM 5500).....	2

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 II (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
Terminology and Electronic Transcription (TEC 6100).....	4
Computer Applications for Medical Office (TEC 6200).....	3

ELECTIVES: 1–9 sufficient to meet required total of 60 credits.

§ Consultation with the Department Advisor is required.

A.A.S. PHYSICAL EDUCATION, RECREATION AND RECREATION THERAPY

DEPARTMENT: Health, Physical Education & Recreation

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the *General Education: CUNY Pathways* section of this catalog. When possible it is recommended you fulfill your Required and/or Flexible Core requirements with courses also required for the major.

REQUIRED CORE

ENG 1200.....	3 credits
ENG 2400	3
∨ Mathematical & Quantitative Reasoning.....	3
∨ Life and Physical Sciences	3

FLEXIBLE CORE 9

Nine (9) credits with one (1) course from three (3) groups A-E. **Each course must be in a different discipline.**

- A. World Cultures and Global Issues
- B. U.S. Experience in its Diversity
- C. Creative Expression
- D. Individual and Society
- ∨ E. Scientific World

- ∨ **Note:** You may elect to take a math or science course that is 4 credits or more. TAP counts 3 credits towards the requirement and the 4th credit as elective.

DEGREE 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 (RPE9152)	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 1600).....	2
Therapeutic Recreation for Individuals with Disabilities I (RPE3100)	3
Methods and Materials in Arts and Crafts (RPE 3400).....	3
Therapeutic Recreation for Individuals with Disabilities II (RPE3500)	3
The Assessment Process in Therapeutic Recreation (RPE3600)...	3
+Field Experience in Recreation and Recreation Therapy (RPE9253)	3
First Aid and Personal Safety (HE 3500).....	2

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

Fitness Assessment and Prescription (HPE 1500).....	2 credits
Methods and Materials for Teaching Folk and Square Dance (RPE 1600).....	2
Therapeutic Recreation for Individuals with Disabilities I (RPE3100)	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

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

§ 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

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the *General Education: CUNY Pathways* section of this catalog. **When Required or Flexible Core courses are specified for a category, they are required for the major.**

REQUIRED CORE

ENG 1200.....	3 credits
ENG 2400.....	3
Mathematical & Quantitative Reasoning	3
<i>MAT 2000⁺</i>	
Life and Physical Sciences.....	4
<i>BIO 1100 or BIO 1200</i>	

FLEXIBLE CORE 10

The following courses are required in the major and also satisfy these Core categories:

C. Creative Expression:.....	3
<i>SPE 2100</i>	
E. Scientific World:	7
<i>PSY 1100 and</i>	
<i>BIO 1100 or BIO 1200</i>	
<i>(if not taken for Required Core)</i>	

DEGREE REQUIREMENTS §

If not taken for the CUNY Required Core or Flexible Core, the following are required:

Elements of Statistics (MAT 2000 ⁺)	3
General Psychology (PSY 1100).....	3
Public Speaking (SPE 2100)	3
Human Anatomy and Physiology I and II (BIO 1100 and BIO 1200).....	8
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

ELECTIVES: 1 credit sufficient to meet required total of 68 credits.

+ Refer to course descriptions for pre-requisite, co-requisite, and/or pre-/co-requisite

§ Consultation with the Department Advisor is required.

A.A.S. POLYSOMNOGRAPHIC TECHNOLOGY

DEPARTMENT: Nursing

TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the *General Education: CUNY Pathways* section of this catalog. **When Required or Flexible Core courses are specified for a category, they are required for the major.**

REQUIRED CORE

ENG 1200.....	3 credits
ENG 2400.....	3
Mathematical & Quantitative Reasoning.....	3
<i>MAT 2000</i> ⁺	
Life and Physical Sciences.....	4
<i>BIO 1100</i>	

FLEXIBLE CORE

The following two courses are required in the major and also satisfy CUNY Flexible Core: Scientific World (Group E):

E. Scientific World:.....	10
<i>BIO 1200, PSY 1100 and MAT 900</i> ⁺	

DEGREE REQUIREMENTS § H

If not taken for the CUNY Required Core or Flexible Core, the following are required:

Human Anatomy & Physiology I <u>and</u> II (BIO 1100 and BIO 1200)	8 credits
General Psychology (PSY 1100)	3
Ethics and Morality in the Health Profession (PHI7600).....	3
College Algebra (MAT 900) ⁺	3
Elements of Statistics (MAT 2000) ⁺	3
The Science of Sleep Circadian Rhythms (PSG 100)	3
Neuroscience and Pharmacology in Sleep (PSG 101)	4
Foundations of Polysomnography I (PSG 102)	3
Clinical Practicum in Sleep Medicine I (PSG 103)	6
Foundations of Polysomnography II (PSG 104)	3
Clinical Polysomnographic Scoring (PSG 105)	3
Classification of Sleep Disorders (PSG 106)	3
Cardiopulmonary Physiology in Sleep (PSG 107)	3
Clinical Practicum in Sleep Medicine II (PSG 108)	6

+ Refer to course descriptions for pre-requisite, co-requisite, and/or pre-/co-requisite

§ Consultation with the Department Advisor is required.

H Interview with Program Director is required.

A.A.S. RETAILMERCHANDISING

DEPARTMENT: Business

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the *General Education: CUNY Pathways* section of this catalog. When possible it is recommended you fulfill your Required and/or Flexible Core requirements with courses also required for the major.

REQUIRED CORE

ENG 1200.....	3 credits
ENG 2400	3
∨ Mathematical & Quantitative Reasoning.....	3
∨ Life and Physical Sciences	3

FLEXIBLE CORE 9

Nine (9) credits with one (1) course from three (3) groups A-E. **Each course must be in a different discipline.**

- A. World Cultures and Global Issues
- B. U.S. Experience in its Diversity
- C. Creative Expression
- D. Individual and Society
- ∨ E. Scientific World

- ∨ **Note:** You may elect to take a math or science course that is 4 credits or more. TAP counts 3 credits towards the requirement and the 4th credit as elective.

DEGREE 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
Critical Issues in Personal Health (HE 1400).....	1

PLUS, SELECT ONE OF THE FOLLOWING CONCENTRATIONS:

FASHION MERCHANDISING:

Textile & Non-Textile Analysis (FM 3500).....	3
Product Development (FM 3200).....	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

ELECTIVES: 2–4 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

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the *General Education: CUNY Pathways* section of this catalog. **When Required or Flexible Core courses are specified for a category, they are required for the major.**

REQUIRED CORE

ENG 1200.....	3 credits
ENG 2400	3
∨ Mathematical & Quantitative Reasoning	3
Life and Physical Sciences.....	4
<i>BIO 1100 or BIO 1200</i>	

FLEXIBLE CORE 10

Two (2) courses, for a total of six (6) credits, selected from Groups A-D from these disciplines: Anthropology, Economics, History, Political Science, Psychology or Sociology. (One course per discipline.) **Plus**, one (1) of the specified 4-credit courses for Group E.

- A. World Cultures and Global Issues
- B. U.S. Experience in its Diversity
- C. Creative Expression
- D. Individual and Society
- E. Scientific World

BIO 1100 or BIO 1200

(if not taken for Required Core)

- ∨ **Note:** You may elect to take a math course that is 4 credits or more. TAP counts 3 credits towards the requirement and the 4th credit as elective.

DEGREE REQUIREMENTS §

If not taken for the CUNY Required Core or Flexible Core, the following are required:

Human Anatomy and Physiology I <u>and</u> II (BIO 1100 and BIO 1200)	8 credits
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
Microbiology of Health and Disease (BIO 5100)	4
Ethics and Morality in the Health Professions (PHI 7600)...	3

ELECTIVE: 2 credits 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

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the *General Education: CUNY Pathways* section of this catalog. When possible it is recommended you fulfill your Required and/or Flexible Core requirements with courses also required for the major.

REQUIRED CORE

ENG 1200.....	3 credits
ENG 2400.....	3
∨ Mathematical & Quantitative Reasoning	3
∨ Life and Physical Sciences	3

FLEXIBLE CORE9

Nine (9) credits with one (1) course from three (3) groups A-E. **Each course must be in a different discipline.**

- A. World Cultures and Global Issues
- B. U.S. Experience in its Diversity
- C. Creative Expression
- D. Individual and Society
- ∨ E. Scientific World

- ∨ **Note:** You may elect to take a math or science course that is 4 credits or more. TAP counts 3 credits towards the requirement and the 4th credit as elective.

DEGREE REQUIREMENTS §

ALL Majors must take:

Introduction to Travel and Tourism (TAH 100).....	3 credits
Labor Relations & Customer Service (TAH 500)	3
Introduction to Computer Concepts (BA 6000).....	3
Tourism & Hospitality Entrepreneurship (TAH 1200)	3
Principles of Marketing (BA 1400) or	
Tourism & Hospitality Marketing (TAH 2500)	3
TAH Financial Decision Making (TAH 3000)	3
Field Experience in Travel and Hospitality (TAH 9250).....	3
Case Studies in Tourism and Hospitality (TAH 1800).....	3
The Virtual Enterprise (TAH 9000).....	3
The Business of Tourism and Hospitality (TAH 1900).....	3

PLUS, FOR MAJORS WITH CONCENTRATION IN:

TOURISM

Required:

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

In addition, select **two** of the following courses..... 6

- Destination Geography (TAH 200)
- Cruises and Specialty Travel Markets (TAH 1500)
- Airport and Aviation Management (TAH 6500)
- Aviation and Airport Security (TAH 6900)

HOSPITALITY

Required:

Hospitality Technology (TAH 5200).....3 credits

In addition, select **two** of the following courses..... 6

- Front Office Operations (TAH 2200)
- Introduction to Meeting Planning (TAH 4100)
- Event Catering Management (TAH 4300)
- Introduction to Professional Food Service (TAH 7100)

SPORTS MANAGEMENT

Introduction to Sports Management (TAH 700)3 credits

Facilities Planning in Sports (TAH 4400) 3

FOOD AND BEVERAGE MANAGEMENT

Introduction to Professional Food Service
(TAH 7100).....3 credits

Food and Beverage Cost Control (CA 5000).....3

Beverage Management (CA 6000).....3

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

- Successful completion of CUNY Tests in Reading and Writing and the COMPASS Math Skills Test with passing examination scores, unless otherwise exempt, or developmental courses may be required.
- One (1) Writing Intensive course in any discipline from any category below is required. Participation in a Learning Community that includes ENG 1200 or 2400 also satisfies this requirement.
- Two (2) Civic Engagement experiences—satisfied by CE-Certified or CE-Component courses or approved outside activity. Refer to the *Degree Requirements* section in this catalog.

CUNY CORE

Approved Required and Flexible Core courses are listed in the *General Education: CUNY Pathways* section of this catalog. When possible it is recommended you fulfill your Required and/or Flexible Core requirements with courses also required for the major.

REQUIRED CORE

ENG 1200.....	3 credits
ENG 2400.....	3
Mathematical & Quantitative Reasoning	3
Life and Physical Sciences.....	3

FLEXIBLE CORE9

Nine (9) credits with one (1) course from three (3) groups A-E. **Each course must be in a different discipline.**

- A. World Cultures and Global Issues
- B. U.S. Experience in its Diversity
- C. Creative Expression
- D. Individual and Society
- E. Scientific World

DEGREE REQUIREMENTS §

ALL Majors must take:

Office Communication Skills (ADM 3700) or	
Business Communication (BA 3300).....	3
Business Law (BA 1200).....	3
The Computer as a Design Tool (TEC 5700)	3
Office Computer Applications I (TEC 2500)	3
Photodigital Illustration (TEC 5900)	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
Adobe Flash for Web Development (TEC 5100).....	3
E-Business Technologies (ADM 2500)	3
Critical Issues in Personal Health (HE 1400).....	1

§ Consultation with the Department Advisor is required.

2015-2016

certificate programs

CERTIFICATE IN ALCOHOLISM AND SUBSTANCE ABUSE COUNSELING

DEPARTMENT: Behavioral Sciences & Human Services

TOTAL CREDITS: 29

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY-wide in reading, writing, and Part 1 (Arithmetic) of the COMPASS math skills tests or developmental courses may be required.

ENG 1200.....3 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 Alcoholism & Substance Abuse Modalities Internship (SAC2800) 3
 Compulsive Gambling: Treatment and Prevention (SAC 3000).....4
 Substance Abuse Counseling Field Internships I and II (SAC 091A **and** SAC 091B) 7

§Consultation with the Department Advisor is required.

CERTIFICATE IN CULINARY ARTS

DEPARTMENT: Tourism & 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 MARINE MECHANIC

DEPARTMENT: Tourism & 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.



2015-2016

departments and course descriptions

ART DEPARTMENT

Room S-155 • ext. 5718

ART 3000 – ART AND ACTIVISM (3 crs. 3 hrs.)

Introduction to the role of art in society, and how modern and contemporary artists have employed art to challenge the status quo and stimulate social activism, change, and protest. The course will cover nine main topics: the Anti-War and Peace Movements, the Labor Movement, Art of the Cold War Era, Anti-Government Movements and Post Colonialism, the Civil Rights Movement, the Feminist Movement, Environmental Activism, Gay Identity and Queer Art, and Contemporary Protest Art. Although emphasis will be given to art and artists since 1945, the history of social activist and protest art will be traced through the modern era.

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.

Flexible Core: Creative Expression (Group C)

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.

Flexible Core: World Cultures and Global Issues (Group A)

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.

Flexible Core: World Cultures and Global Issues (Group A)

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.

Flexible Core: Creative Expression (Group C)

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.

Flexible Core: Creative Expression (Group C)

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.

Flexible Core: World Cultures and Global Issues (Group A)

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.

Flexible Core: Creative Expression (Group C)

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.

Flexible Core: Creative Expression (Group C)

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 ILLUSTRATIONS (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, ART 5700

ART 4300 – DIGITAL 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 – PHOTOSHOP AS A DESIGN TOOL (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.

Prerequisite: ART 5500

ART 4700 – HISTORY OF 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.

Flexible Core: U.S. Experience in Its Diversity (Group B)

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

Introduction to features and functions of computer assisted 3-dimensional image and animation. Basic 3-dimensional animation concepts utilizing industry software are covered, as well as the workflow involved in modeling, animation and rendering techniques in a 3-dimensional environment.

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.

ART 5000 – LATIN AMERICAN ART (3 crs. 3 hrs.)

Introduction to the arts of Latin America, including Meso, Central, and South America, and the Caribbean. In chronological order, the course will begin by examining the artistic production of the pre-Columbian era, establishing the iconography, styles, traditions, and techniques of each region. The art of colonial Latin America will be explored in regards to the cultural complexity and artistic convergence that characterized Spanish colonialism. Following independence, and in response to the influence of international artists, movements, and ideas, the development of Modern art in Latin America will be discussed. Although emphasis will be placed on the Spanish-speaking countries of Latin America, the art of Brazil and Haiti will also be discussed.

Flexible Core: World Cultures and Global Issues (Group A)

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.)

Students will learn documentary storytelling and develop technical skills and visual literacy through digital photography. Skills will be acquired through weekly assignments that simulate being on assignment for a publication, research, group critiques, editing and layout, photo-history lectures and readings. Skills can be applied in fine arts, editorial and commercial photography.

Prerequisite: ART 9400

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 hand building.

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 II (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 6900 – 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 – DIGITAL 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. **Flexible Core: Creative Expression (Group C)**

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 (stop-motion and hand drawn) through digital production techniques.

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.

Flexible Core: Creative Expression (Group C)

BEHAVIORAL SCIENCES AND HUMAN SERVICES DEPARTMENT
Room D-309 • ext. 5630

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.

Flexible Core: World Cultures and Global Issues (Group A)

ANT 3800 – HUMAN RIGHTS (3 crs. 3 hrs.)

Overview of anthropological, political, legal, economical, and philosophical perspectives on human rights. The history of human rights, examination of the basic treaties on human rights and exploration of the ways in which culture, religion, race, gender, indigenouness, human trafficking, genocide, and forced migration relate to human rights. Analysis of the global and local response to contemporary human rights abuses on a variety of issues in various countries.

Prerequisite: One of the following: ANT 3700, SOC 3100, POL 5000, POL 5900, POL 6300, POL 6500, or PHI 7900

Flexible Core: World Cultures and Global Issues (Group A)

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 cybersex.

Prerequisites: ANT 3700 or SOC 3100 or PSY 1100

Flexible Core: Individual and Society (Group D)

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 200 or EDC 2000, with a minimum grade of C or better

Pre/Corequisites: HUM 8181 or HUM 200

EDC 2200 – ART WORKSHOP IN EDUCATION (3 crs. 3 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. Theory and history of art education as it relates to curriculum and diverse cultures. 10 hours per semester working with children in art activities.

Prerequisites: EDC 2100, EDC 3100, or EDC 3200 with a Minimum grade of C or better

Corequisite: 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 200 or EDC 2000, with a minimum grade of C

EDC 2800 – TECHNIQUES IN MATH, SCIENCE AND TECHNOLOGY TEACHING FOR EARLY CHILDHOODEDUCATION (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 200 or EDC 2000, with a minimum grade of C

Pre/Corequisite: EDC 2100 (If as a prerequisite, with a minimum grade of C)

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 200 or EDC 2000, with a grade of C or better

Pre/Corequisites: HUM 8181 or HUM 200

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: ENG 1200; a passing score on the CUNY COMPASS or completion of developmental mathematics; EDC 2100 or EDC 3100, or EDC 3200 with a grade of C or better; **and** a minimum GPA of 2.80

Pre/Corequisites: PSY 3000 or PSY 3200

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 or EDC 3200 with a grade of C **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, with a minimum grade of C and passing scores on the CUNY COMPASS or completion of developmental mathematics

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 and EDC 2100, both 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 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 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 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 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.

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.

Flexible Core: Scientific World (Group E)

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 3000 or 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 – 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. **Not open to students who have completed PSY 3200.**

Prerequisite: PSY 1100

Flexible Core: Individual and Society (Group D)

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. **Not open to students who have completed PSY 3000.**

Prerequisite: PSY 1100

Flexible Core: Individual and Society (Group D)

**PSY 3300 – SOCIAL PSYCHOLOGY
(3 crs. 3 hrs.)**

Social psychology is the study of the effect of others (real, imagined, and perceived) on individuals' thoughts, feelings, and behaviors. Topics will include the science of social psychology, social cognition, self and identity, social perception, attitudes, persuasion, social influence, group dynamics, stereotypes, prejudice, discrimination, aggression, prosocial behaviors, attraction and close relationships, and applications of social psychology to health, law, and business. All learning outcomes for a traditional social psychology course will be satisfied.

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

Flexible Core: Individual and Society (Group D)

**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

Flexible Core: Individual and Society (Group D)

**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.

Flexible Core: Individual and Society (Group D)

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

Flexible Core: U.S. Experience in Its Diversity (Group B)

**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

Flexible Core: Individual and Society (Group D)

**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

Flexible Core: Individual and Society (Group D)

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

Flexible Core: U.S. Experience in Its Diversity (Group B)

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

Flexible Core: Individual and Society (Group D)

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

Flexible Core: World Cultures and Global Issues (Group A)

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/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/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: SAC2200

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.

Prerequisite: SAC 2000

Pre/Corequisite: SAC 2200

Qualification for NYS OASAS as a gambling counselor certification.

SAC 3200 – ADDICTION AND THE FAMILY (3 crs. 3 hrs.)

This course explores the variety of familial issues that arise in families faced with a member who is struggling with a substance use disorder. Basic family functions/roles and how these are impacted by addiction are discussed.

Theories on the family/how these can be applied to understanding family addiction (including systems, addicted family model, psychodynamic, functionalist, feminist) are included. Stages of family use and how these impact communication patterns and the adaptive family roles and their relationship with development of an ACOA syndrome are covered. **This course is approved by the NYS OASAS credential.**

Corequisite: SAC2000

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/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/Corequisite: SAC 2400, SAC 2800

* Required for Mental Health Majors

BIOLOGICAL SCIENCES DEPARTMENT

Room S-244 • ext. 5502

BIO 100 – TOPICS IN BIOLOGY (3 crs. 3 hrs.)

For non-science majors and those who plan to transfer to senior colleges within CUNY. Through lecture and discussion, selected biological topics, such as evolution, ecology, genetics, and human biology are explored. For each topic, interactive computerized lab experiences involving formulating hypotheses and the process of scientific inquiry are conducted. In addition, current ethical issues in science are studied.

Required Core: Life and Physical Sciences

BIO 1100, 1200 – HUMAN ANATOMY AND PHYSIOLOGY I and II (4 crs. 7 hrs. each semester)

Not recommended for non-science majors 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 exam; a passing score on the COMPASS parts 1 and 2 or a passing grade in MAT M200; or BIO1300

Prerequisite for BIO 1200: BIO 1100

Required Core: Life and Physical Sciences;

Flexible Core: Scientific World (Group E)

BIO 1300, 1400 – GENERAL BIOLOGY I AND II (4 crs. 6 hrs. each semester)

Not recommended for non-science majors 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; a passing score on the COMPASS parts 1 and 2 or a passing grade in MAT M200

Prerequisite for BIO 1400: BIO 1300

Required Core: Life and Physical Sciences;

Flexible Core: Scientific World (Group E)

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/Corequisite: CHM 1100

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.***

Flexible Core: Scientific World (Group E)

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.***

Required Core: Life and Physical Sciences

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.***

Flexible Core: Scientific World (Group E)

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.***

Flexible Core: Scientific World (Group E)

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.***

Flexible Core: Scientific World (Group E)

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 and 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 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 DAN 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. **This course satisfies the elective credit requirement for Biology majors.**

Prerequisites: BIO 1400 and 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 and 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 and 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; a passing score on the COMPASS parts 1 and 2 or a passing grade in MAT M200; 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; a passing score on the COMPASS parts 1 and 2 or a passing grade in MAT M200; and department permission

Corequisite: BIO 6100

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. **This course satisfies the elective credit requirement for Biology majors.**

Prerequisites: BIO 1400 and 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.**

Flexible Core: Scientific World (Group E)

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 achievements.

Prerequisite: A passing score on the COMPASS parts 1 and 2 or a passing grade in MAT M200; and BIO 1300 or BIO 3300 or department permission

Required Core: Mathematical and Quantitative Reasoning

Flexible Core: Scientific World (Group E)

SCI 100 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

Flexible Core: Scientific World (Group E)

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, 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/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/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 800

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/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.

Prerequisite: PTA 600

Corequisites: PTA 700, PTA 800

BUSINESS DEPARTMENT

Room M-355 • ext. 5555

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/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.

Prerequisite: 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.

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 1000.

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

BA/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. **Students who have completed MAT 19A0 or MAT 2000 or MAT/BIO 9100 will not receive credit for this course.**

Prerequisites: Successful completion of Pre-Algebra and a grade of 45 or higher on the Elementary Algebra portion of the CUNY Mathematics Skills Test (COMPASS); or successful completion of Pre-Algebra and a grade of 88 or higher on the CEAFE exam; or MAT R300.

Required Core: Mathematical and Quantitative Reasoning Flexible Core: Scientific World (Group E)

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

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 6200 – MANAGEMENT INFORMATION SYSTEMS (3 crs. 3 hrs.)

Introduction to the use of information systems, including management information systems (MIS), organization of information, and systems analysis and design. Advanced applications of spreadsheets, database management software, and ethical and globalization issues are also introduced.

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

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 microeconomic 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

Flexible Core: Individual and Society (Group D)

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

Flexible Core: Individual and Society (Group D)

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.

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, Retail Merchandising, and Theatre Arts 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 Retail 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 Retail Merchandising majors.**

Prerequisites for Fashion Design majors: FD 01100, FD 02100, and BA 6000

Prerequisite for Fashion Merchandising majors: BA 6000

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. **Only open to Fashion Design, Retail Merchandising, and Theatre Arts majors.**

FD 2000 – FLAT PATTERNMAKING (3 crs. 3 hrs.)

Mastering the skills of flat pattern drafting and manipulation for both menswear and womenswear. Basic pattern manipulation techniques including dart manipulation, contoured seaming, and the slash and spread method are covered. Students must use flat pattern drafting to create, cut, and sew one garment.

Pre/Corequisite: FM 2100

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.

Pre/Corequisite: 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.

Pre/Corequisites: 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 2500 – ADVANCED CAD FOR FASHION DESIGN (3 crs. 3 hrs.)

Second course in the CAD series for Fashion Design. The three-dimensional capabilities of the Optitex software package will be covered. Students produce high-resolution still color images and video of design concepts, including the use of Runway to create three-dimensional visualizations of designs. Advanced work in the Adobe suite is also covered.

Prerequisite: BA 6000, FD 2100 and FD 1300

Pre/Corequisite: FD 2200

FD 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.

FD 9200 – FIELD EXPERIENCE IN FASHION DESIGN (3 crs. 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 graduating Fashion Design majors with no developmental core requirements.**

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.

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.

FM 3200 – PRODUCT DEVELOPMENT (3 crs. 3 hrs.)

Introduction to the concepts and methods by which retailers create special, store-branded merchandise for targeted customer segments. The process from product research through development and distribution is studied.

Prerequisite: FM 3700

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.

**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 includespecialized 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 5100 – 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/Corequisite: TEC 5700

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/Corequisite: 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 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

COMMUNICATIONS AND PERFORMING ARTS DEPARTMENT

Room E-309 • ext. 5591

MASS COMMUNICATIONS

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 3900 – RADIO STUDIO OPERATIONS (3 crs. 3 hrs.)

Introduction to operational and technical aspects of broadcast audio equipment, and of the media. Various uses of all studio equipment.

MCB 4000 – INTRODUCTION TO PRO TOOLS (3 crs. 3 hrs.)

The essential Pro Tools principles from initial setup to final mix in both music and post scenarios offering hands-on practical experience on the most widely used audio production software in the industry. The course examines recording, editing, and mixing, covering a multitude of new functions and feature enhancements including introduction to Clip Gain, AudioSuite functionality, Real Time plugins, and MIDI, providing students with the foundation to explore career tracks in music, television, and motion picture sound editing and mixing.

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, synchronization, 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 and educational programs.

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 on camera reporter and a second with voice over narration.

Prerequisite: 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.

Flexible Core: Creative Expression (Group C)

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 4000

Flexible Core: Creative Expression (Group C)

MCF 4400 – FILM AND SOCIETY (3 crs. 3 hrs.)

A view of the motion picture industry's depiction of and/or commentary upon various social issues. Topics may include women, politics, war and minorities.

Flexible Core: Individual and Society (Group D)

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.

Flexible Core: Individual and Society (Group D)

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****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.

Flexible Core: Creative Expression (Group C)

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 3000 or MUS 3100

Flexible Core: Creative Expression (Group C)

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.

Flexible Core: Creative Expression (Group C)

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.

Flexible Core: World Cultures and Global Issues (Group A)

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. **Flexible Core: Creative Expression (Group C)**

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.

Flexible Core: Creative Expression (Group C)

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

Flexible Core: Creative Expression (Group C)

SPEECH**SPE 1000 – INTRODUCTION TO COMMUNICATION (3 crs. 3 hrs.)**

A survey of communication, history and models, including the listening process, family and gender communication, public communication, mass media, and health, intercultural and nonverbal communication. Communication research and research methods are introduced.

Flexible Core: Creative Expression (Group C)

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.

Flexible Core: Creative Expression (Group C)

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.

Flexible Core: Individual and Society (Group D)

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.

Flexible Core: Creative Expression (Group C)

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.

Flexible Core: Individual and Society (Group D)

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, an societal norms and meanings. Acquiring competence in intercultural communication settings are emphasized.

Flexible Core: World Cultures and Global Issues (Group A)

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.

Flexible Core: Creative Expression (Group C)

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

THA 4000 – PERFORMANCE PRACTICUM (1 crs. 6 hrs.)

Practical experience performing in theatre productions. Students cast in roles rehearse throughout the semester culminating in a live performance. This course may be repeated twice for a total of two (2) credits. **Open to Theatre Arts majors only.**

THA 4100 – PRODUCTION PRACTICUM (1 crs. 6 hrs.)

Practical experience working on theatre productions. Students are assigned to work on scenic construction, lighting, costumes, and other production tasks. This course may be repeated three times for a total of three (3) credits. **Open to Theatre Arts majors only.**

THA 4300 – PLAYWRITING (3 crs. 3 hrs.)

An exploration of the craft of playwriting, including story structure, outlining, first drafts, revisions, and readings. Short plays will be explored, created, revised, and read in a theater setting.

Pre/Corequisite: ENG 2400

THA 4400 – VOICE AND DICTION FOR THE ACTOR (3 crs. 3 hrs.)

Exploration of the full range, flexibility, variety and techniques behind vocal production for the purpose of maximizing acting choices. Vocal techniques are applied, developed and practiced through acting work based in the pre-20th century theatrical canon.

Prerequisite: THA 5200

Pre/Corequisite: THA 5300

THA 4600 – TRAINING THE MUSICAL THEATRE VOICE (3 crs. 3 hrs.)

Introduction to basics of vocal and singing technique for the musical theatre. The fundamentals of breathing, posture, resonance, vocal placement and navigating through vocal registers. The application of vocal techniques to works from the musical theatre canon culminating in the performance of selected repertoire.

THA 4700 – STAGE MANAGEMENT VOICE (3 crs. 3 hrs.)

An exploration of the basic functions and responsibilities of the stage manager in the theatre forum, from pre-production to managing the rehearsal process, to tech and dress, to maintaining performances, and ending with post production archival materials.

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.

Flexible Core: Creative Expression (Group C)

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.

Prerequisite: A passing score on the CUNY Reading and Writing exams.

Flexible Core: Creative Expression (Group C)

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 – INTRODUCTION TO TECHNICAL THEATRE (3 crs. 3 hrs.)

Introduction to scenery for live entertainment with special emphasis on the practice of scenic construction.

Additionally, students will learn the basic skills that will allow them to function as productive members of the various crews that constitute a theatrical production. Backstage and Shop safety will be emphasized throughout.

THA 5600 – BASIC LIGHTING (3 crs. 3 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.

Prerequisite: THA 5200

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.

Flexible Core: U.S. Experience in Its Diversity (Group B)

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.

Flexible Core: World Cultures and Global Issues (Group A)

THA 81XX – 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.

ENGLISH DEPARTMENT

Room C-309 • ext. 5849

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 (3 credits) followed by ENG 02400 (3 credits). ENG 1200 is a pre/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.

Required Core: English Composition.

Prerequisites: Passing scores on the CUNY Reading and Writing exams.

ENG 2400 – FRESHMAN ENGLISH II (3 crs. 4 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

Required Core: English Composition

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 88A6 – INTENSIVE READING (0 crs. 4 hrs. – 4 equated crs.)

A pre-freshman course offered in the summer and winter modules for students who have not succeeded in any English Department and CUNY measure at the conclusion of the fall and/or spring English 92A6 course. Offered during summer and winter, this six-week course focuses on the development of critical reading and thinking abilities through instruction and intensive practice in vocabulary and comprehension. Students read and analyze interdisciplinary materials in preparation for required readings in typical college courses. At the end of this course, students will retake the English Department and CUNY reading measures.

Prerequisites: Open to students who complete ENG 92A6 in the fall or spring and do not pass.

~ 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. 6 hrs. – 6 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 and 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 92A6 or ENG 88A6 or ENG 400

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 93A9, 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 **and** 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 93A9

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

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

Flexible Core: Creative Expression (Group C)

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

Flexible Core: World Cultures and Global Issues (Group A)

ENG 3300 – INTRODUCTION TO LITERARY STUDIES (3 crs. 3 hrs.)

Teaches students methods for analyzing, interpreting and writing about literature, including schools of thought such as psychoanalytic, new historic, and race, class, and gender perspectives. Students demonstrate proficiency in interpretation and critique, employing terms, tools and concepts of literary critic, and identifying assumptions informing analysis of poetry, drama, fiction, film, etc. The course looks at critical history reviews foundations from the 19th and 20th centuries, and surveys the critical approaches important today. Students enrich their skills as scholastic writers by applying learned methodologies to close reading of literary texts.

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

Flexible Core: Creative Expression (Group C)

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

Flexible Core: Creative Expression (Group C)

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

Flexible Core: Creative Expression (Group C)

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

Flexible Core: U.S. Experience in Its Diversity (Group B)

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.

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.

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 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

Flexible Core: Creative Expression (Group C)

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 IN LITERATURE (3 crs. 3 hrs.)

An exploration of selected themes in writings by women drawn from worldwide literature, and including a range of genres, as well as different forms such as fiction, drama, poetry and creative non-fiction.

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 late 19th century to the present, examining works that depict urbanization, immigration, class conflict, and social change.

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.

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/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



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 OW100. 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.

Studies are supplemented each week by required small group instruction in the Reading and Writing Center.

~ Developmental Course

FOREIGN LANGUAGES DEPARTMENT

Room E-309A • ext. . 5403

ARABIC

ARB 100 – ELEMENTARY ARABIC I (3 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.

NOTE: This course was previously called ARB 8201.

Flexible Core: World Cultures and Global Issues (Group A)

ARB 200 – ELEMENTARY ARABIC II (3 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.

NOTE: This course was previously called ARB08202.

Prerequisite: ARB 100 or department permission

Flexible Core: World Cultures and Global Issues (Group A)

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.

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.

Prerequisite: ARB 300 or department permission

CHINESE

CHI 100 – ELEMENTARY CHINESE I (3 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 (3 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 – (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.

FRENCH

FR 100 – ELEMENTARY FRENCH I (3 crs. 3 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.**

Flexible Core: World Cultures and Global Issues (Group A)

FR 200 – ELEMENTARY FRENCH II (3 crs. 3 hrs.)

Further development of language skills, comprehension, speaking, reading and writing.

Prerequisite: FR 100 or acceptable Language Placement Examination score

Flexible Core: World Cultures and Global Issues (Group A)

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.

Flexible Core: World Cultures and Global Issues (Group A)

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 (3 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.

Flexible Core: World Cultures and Global Issues (Group A)

HEB 200 – ELEMENTARY HEBREW II (3 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

Flexible Core: World Cultures and Global Issues (Group A)

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

Flexible Core: World Cultures and Global Issues (Group A)

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.

Flexible Core: Creative Expression (Group C)

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.

Flexible Core: Creative Expression (Group C)

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 (3 crs. 3 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.**

Flexible Core: World Cultures and Global Issues (Group A)

IT 200 – ELEMENTARY ITALIAN II (3 crs. 3 hrs.)

Further development of language skills, comprehension, speaking, reading and writing.

Prerequisite: IT 100 or acceptable Language Placement Examination score

Flexible Core: World Cultures and Global Issues (Group A)

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.

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 (3 crs. 3 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.**

Flexible Core: World Cultures and Global Issues (Group A)

SPA 200 – ELEMENTARY SPANISH II (3 crs. 3 hrs.)

Further development language skills, comprehension, speaking, reading and writing.

Prerequisite: SPA 100 or acceptable Language Placement Examination score

Flexible Core: World Cultures and Global Issues (Group A)

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

Flexible Core: World Cultures and Global Issues (Group A)

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

Flexible Core: World Cultures and Global Issues (Group A)

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

Flexible Core: World Cultures and Global Issues (Group A)

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/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.*

Flexible Core: Creative Expression (Group C)

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, SPA 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 SPA 1800 or department permission.

Flexible Core: World Cultures and Global Issues (Group A)

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.**

Flexible Core: Creative Expression (Group C)

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.

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.

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.

Prerequisite: ENG 1200

Flexible Core: Creative Expression (Group C)

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.

HEALTH, PHYSICAL EDUCATION AND RECREATION DEPARTMENT

Room G-201 • ext. . 5696

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: A passing score on the COMPASS parts 1 and 2 or a passing grade in MATM200.

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, and COH 2000

Pre/Corequisite: COH 1300

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.

Prerequisites: 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.

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.

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 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.

HS 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.

HS 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 lifetime 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/Corequisites: Swimming skills equivalent to American Red Cross Swimmer Course, Standard First Aid 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 – ADVANCED SWIMMING (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 – MODIFIED PHYSICAL ACTIVITIES FOR ALL AGES AND ABILITIES (1 cr. 2 hrs.)

To develop and maintain physical fitness for people of all ages and abilities who require modifications. Students will engage in a variety of activities such as fitness exercises, yoga (on a chair and/or mat), dancing and modified sports. Aspects of fitness, posture, rhythms, movement, breathing, concentration and relaxation are emphasized.

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.

MEN'S ACTIVITIES

PEM 200 – BASEBALL (Spring) (1 cr. 2hrs.)

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 (1 cr. 2hrs.)

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) (1 cr. 2hrs.)

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 (1 cr. 2hrs.)

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 (1 cr. 2hrs.)

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 (1 cr. 2hrs.)

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/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/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 videotaped 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/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/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/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/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.

HISTORY, PHILOSOPHY AND POLITICAL SCIENCE DEPARTMENT

Room D-309A • ext. 5417

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.

Prerequisite: 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.

Prerequisite: 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.

Flexible Core: U.S. Experience in Its Diversity (Group B)

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.

Flexible Core: U.S. Experience in Its Diversity (Group B)

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.

Flexible Core: U.S. Experience in Its Diversity (Group B)

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.

Flexible Core: U.S. Experience in Its Diversity (Group B)

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.

Flexible Core: U.S. Experience in Its Diversity (Group B)

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).

Flexible Core: U.S. Experience in Its Diversity (Group B)

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.

Flexible Core: U.S. Experience in Its Diversity (Group B)

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.

Flexible Core: U.S. Experience in Its Diversity (Group B)

**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.

Flexible Core: U.S. Experience in Its Diversity (Group B)

**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.

Flexible Core: U.S. Experience in Its Diversity (Group B)

**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.

Flexible Core: U.S. Experience in Its Diversity (Group B)

**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.

Flexible Core: World Cultures and Global Issues (Group A)

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.

Flexible Core: World Cultures and Global Issues (Group A)

**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.

Flexible Core: World Cultures and Global Issues (Group A)

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.

Flexible Core: World Cultures and Global Issues (Group A)

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.

Flexible Core: World Cultures and Global Issues (Group A)

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.

Flexible Core: Individual and Society (Group D)

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 6900 – ENVIRONMENTAL ETHICS (3 crs. 3 hrs.)

This course examines the ethics of human behavior as it impacts other species and the natural environment. Topics include the earth's energy/resource carry capacity (land use, industrial agriculture, seed patents, soil depletion, deforestation, population expansion), ecological conservation (biodiversity, global pollution, globalization of disease, endangered species, genetically modified organisms), and the ethical treatment of animals (factory farming, hunting, circuses, zoos, pets, leather and fur, scientific/medical and cosmetics research on animals). Leading theories of environmental ethics, their moral and conceptual foundations, and their expression in policy and practice will be examined critically.

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.

Flexible Core: World Cultures and Global Issues (Group A)

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.

Flexible Core: Individual and Society (Group D)

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.

Flexible Core: Individual and Society (Group D)

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.

Flexible Core: Scientific World (Group E)

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.

Flexible Core: Individual and Society (Group D)

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.

Flexible Core: Creative Expression (Group C)

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.

Flexible Core: World Cultures and Global Issues (Group A)

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.

Flexible Core: World Cultures and Global Issues (Group A)

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.

Flexible Core: World Cultures and Global Issues (Group A)

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.

AMERICAN POLITICS**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.

Flexible Core: U.S. Experience in Its Diversity (Group B)

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.

Flexible Core: U.S. Experience in Its Diversity (Group B)

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.

Flexible Core: U.S. Experience in Its Diversity (Group B)

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 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 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 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.

Prerequisites: POL 6300 and SOC 3100

GLOBAL POLITICS (NON-AMERICAN)

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?
Flexible Core: Individual and Society (Group D)

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.

Flexible Core: World Cultures and Global Issues (Group A)

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 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 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.

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.

Flexible Core: World Cultures and Global Issues (Group A)

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

Flexible Core: World Cultures and Global Issues (Group A)

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.

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

**MATHEMATICS AND COMPUTER
SCIENCE DEPARTMENT**
Room F-309B • ext. 5931

COMPUTER INFORMATION SYSTEMS

**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.

Prerequisite: CP 500

CIS 1500 – APPLIED COMPUTER ARCHITECTURE
3 crs., 3 hrs.

Preparation for CompTIA's A+ Exam for both the hardware and software portions of the test.

Pre/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.

Prerequisite: CP 500

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.

Prerequisite: CIS 2100 or TEC 5300

CIS 3100 – INTRODUCTION TO DATABASE
(3 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

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 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.

Prerequisite: CIS 1200

**CIS/BIO 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 and BIO 1300

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: CP 2100 or CIS 3100

CIS 81XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of computer information systems 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.

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.

Prerequisite: A passing score on the CUNY Mathematics Skills Test (COMPASS) or successful completion of CUNY Mathematics remediation

CP 1000 – COMPUTER SCIENCE CONCEPTS, TOOLS AND METHODS (3 crs. 3 hrs.)

Overview of computer science, including a general introduction to the concept of computers and computer systems, applications, programming and networking. These topics are introduced to the student with a broad outlook approach to the fundamental knowledge of the discipline and connects these concepts to practical applications of the role of computers in society, including areas such as security, privacy, ethics, and social networking. The interdisciplinary nature of computer science is stressed, by examples of its application to multiple fields (including life and physical sciences, linguistics, logic, mathematics, psychology, statistics, technology related studies, general scientific discovery) are presented. **Students who have completed BA 6000 or CIS 1100 or CP 500 or CP 1100 or TEC 2500**

will not receive credit for this course.

Prerequisite: A passing score on the CUNY Mathematics Skills Test (COMPASS) or successful completion of CUNY Mathematics remediation.

Flexible Core: Scientific World (Group E)

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.

Students who have completed BA 6000 or CIS 1100 or CP 500 or CP 1000 or TEC

2500 will not receive credit for this course.

Prerequisite: A passing score on the CUNY Mathematics Skills Test (COMPASS) or successful completion of CUNY Mathematics remediation.

Flexible Core: Scientific World (Group E)

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 1200 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 13A0 will not receive credit for this course.**

Prerequisite: CP 2100

CP 3100 – VISUAL BASIC 1 (4 crs. 4 hrs.)

Computer programming using the language VISUALBASIC. 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 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.

Prerequisites: 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 6100 or CP 500

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

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 **and** CIS 3100

COMPUTER SCIENCE

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/Corequisite: MAT 1400

Flexible Core: Scientific World (Group E)

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 with grade of C+ or higher

Flexible Core: Scientific World (Group E)

CS 1400 – COMPUTERS AND ASSEMBLY LANGUAGE PROGRAMMING (4 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 (4 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.

MATHEMATICS

~ MAT M100 – PRE-ALGEBRA (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 pre-algebra portion of the COMPASS Math Skills Test.

Prerequisite: Demonstration of CUNY reading proficiency and proficiency in subject matter via exit exam is required for successful course completion

~ MAT M200 – ELEMENTARY ALGEBRA (0 crs. 4 hrs. – 4 equated crs.)

Coverage of fundamental topics in elementary algebra for students who fail the elementary algebra portion of the CUNY Mathematics Skills Test (COMPASS).

Demonstration of proficiency in subject matter via exit exam is required for successful course completion.

Students may not repeat M200 after receiving two (2) R grades.

Prerequisite: Successful completion of Kingsborough Pre-Algebra proficiency exam

~ MAT R300 – ELEMENTARY ALGEBRA II (0 crs. 4 hrs. – 4 equated cr.)

Topics in elementary algebra. This course is designed for students who have not achieved the elementary algebra proficiency level required for MAT 0900, MAT 1300, MAT 2000, MAT 19A0, MAT/BA 2200. *Demonstration of proficiency in subject matter via Department final exam is required for successful course completion.*

Prerequisite: A passing score on the CUNY Mathematics Skills Test (COMPASS) or successful completion of CUNY Mathematics remediation

~ MAT X100 – PRE-ALGEBRA (0 crs. 10 hrs. – 1 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: (1) Passing score on the CUNY Reading exam.
(2) Specific non-passing score on the Pre-Algebra final exam.

**~ MAT X200 – ELEMENTARY ALGEBRA
(0 crs. 10 hrs. – 1 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 or successful completion of Kingsborough Pre-Algebra proficiency exam; **and** specific non-passing score on the Elementary Algebra final exam

**MAT 1CN – INTRODUCTION TO 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.

Prerequisites: 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 **and** enrollment in the “College Now” Program

**MAT 3CN – 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.

Prerequisites: 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 **and** enrollment in the “College Now” Program

**MAT 4A0 – MATHEMATICAL AND
QUANTITATIVE REASONING (3 crs. 3 hrs.)**

This course enhances students' quantitative reasoning and mathematical skills useful in solving problems in mathematics and in other fields of study. Students learn to communicate solutions to mathematical problems in written and oral form. Topics include mathematical modeling, financial mathematics, units, percentages and statistical reasoning.

Prerequisite: A passing score on the CUNY Mathematics Skills Test (COMPASS) or successful completion of CUNY Mathematics remediation

Required Core: Mathematical and Quantitative Reasoning

**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.

Prerequisite: A passing score on the CUNY Mathematics Skills Test (COMPASS) or successful completion of CUNY Mathematics remediation

**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: A passing score on the CUNY Mathematics Skills Test (COMPASS) or successful completion of CUNY Mathematics remediation.

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.

Prerequisites: Successful completion of Pre-Algebra **and** a grade of 45 or higher on the Elementary Algebra portion of the CUNY Mathematics Skills Test (COMPASS) or successful completion of Pre-Algebra **and** a grade of 88 or higher on the CEAFE exam or (3) MAT R300

Required Core: Mathematical and Quantitative Reasoning
Flexible Core: Scientific World (Group E)

**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.

Prerequisite: MAT 900

**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

**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. **Prerequisite:** MAT 900

**MAT 1300 – SURVEY OF MATHEMATICS AND
COMPUTER CONCEPTS (4 crs. 4 hrs.)**

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.

Prerequisites: Successful completion of Pre-Algebra **and** a grade of 45 or higher on the Elementary Algebra portion of the CUNY Mathematics Skills Test (COMPASS) or successful completion of Pre-Algebra **and** a grade of 88 or higher on the CEAFE exam or MAT R300

**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

Required Core: Mathematical and Quantitative Reasoning
Flexible Core: Scientific World (Group E)

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: Grade of C or better in MAT 1400

Pre/Corequisite: MAT 1000

Required Core: Mathematical and Quantitative Reasoning

Flexible Core: Scientific World (Group E)

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

Required Core: Mathematical and Quantitative Reasoning

Flexible Core: Scientific World (Group E)

**MAT 19A0 – STATISTICS AND PROBABILITY IN
TODAY'S WORLD (3 crs. 3 hrs.)**

Concepts of statistics and probability, their application to today's world and the ethical use of data to analyze problems and questions. Topics include tabulation and graphing of distributions, central and dispersal tendencies, comparison techniques, correlations and predictive techniques. Instruction and practice in the use of statistical calculators. **Students who have completed MAT 2000 or BA/MAT 2200 or MAT/BIO 9100 will not receive credit for this course.**

Prerequisites: Successful completion of Pre-Algebra **and** a grade of 45 or higher on the Elementary Algebra portion of the CUNY Mathematics Skills Test (COMPASS) or successful completion of Pre-Algebra **and** a grade of 88 or higher on the CEAFE exam or (3) MAT R300

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. **Students who have completed MAT 19A0 or MAT/BA 2200 or MAT/BIO 9100 will not receive credit for this course.**

Prerequisites: Successful completion of Pre-Algebra **and** a grade of 45 or higher on the Elementary Algebra portion of the CUNY Mathematics Skills Test (COMPASS) or successful completion of Pre-Algebra **and** a grade of 88 or higher on the CEAFE exam or MAT R300

Required Core: Mathematical and Quantitative Reasoning

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

MAT/BA 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. **Students who have completed MAT 19A0 or MAT 2000 or MAT/BIO 9100 will not receive credit for this course.**

Prerequisites: Successful completion of Pre-Algebra **and** a grade of 45 or higher on the Elementary Algebra portion of the CUNY Mathematics Skills Test (COMPASS) **or** successful completion of Pre-Algebra **and** a grade of 88 or higher on the CEAFE exam **or** MAT R300

Required Core: Mathematical and Quantitative Reasoning

Flexible Core: Scientific World (Group E)

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 3200 INTRODUCTION TO SET THEORY (4 crs. 4 hrs.)

The course covers the discovery of basic properties of infinite sets and the historical development of Set Theory as the foundation of mathematics. Topics will include the foundational role of sets in mathematics, well-orderings, ordinals, cardinals, powersets and Cantor's theorem, Continuum Hypothesis, early set theoretic paradoxes, the Zermelo-Fraenkel axioms, Axiom of Choice, Von-Neumann's cumulative hierarchy of sets, and Gödel's first Incompleteness Theorem.

Prerequisite: Grade of C or better in MAT 1400

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.)

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. **Students who have completed MAT 19A0 or MAT 2000 or MAT/BA 2200 will not receive credit for this course.**

Prerequisite: MAT 900

Required Core: Mathematical and Quantitative Reasoning

Flexible Core: Scientific World (Group E)

~ Developmental Course

NURSING DEPARTMENT

Room M-401 • ext. 5522

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 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. Students must complete an application for Pre-Clinical Nursing during the period noted on the Academic Calendar. This application is obtained in the Registrar's Office. The student must see a nursing counselor to discuss their academic performance and obtain a counselor's signature on the application. The application is submitted to the Nursing Department.
2. pass the CUNY Reading and Writing exams and parts 1 and 2 of the COMPASS Math Skills Test and/or complete any required developmental courses before completion of the four (4) courses in the Pre-Clinical Sequence;
3. complete the four (4) courses in the Pre-Clinical Sequence: ENG 1200, 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 Test of Essential Academic Skills (TEAS).and;
9. transfer students from other colleges must be in good academic 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 (1–8) **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 Test of Essential Academic Skills (TEAS) 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 counselor in Room M-101 to discuss further options.

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 score of level two or better on the ATI Proctored RN Fundamentals Exam. Credit for NUR 1700 (Calculations for Medication Administration), may be earned by passing the Nursing Department examination with a grade of B 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

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) Earn a minimum of a C grade in every required Nursing and co-requisite course inclusive of BIO 1200, BIO 5100, ENG 2400, and PSY 3200.
- 2) Students who achieve a C- grade in a required clinical nursing course may apply to repeat the course one time only in the semester immediately following, subject to space availability. The minimum grade for clinical courses that are repeated is a B. The "Intent to Return to Nursing Course" form is available on the KCC Nursing Department website under "Forms". This must be completed with a plan of success that demonstrates significant changes in how the course material will be mastered when repeated. Only one required nursing course may be repeated.
- 3) Students who enter NUR 1700 and NUR 1800 **must** complete the Nursing program within four years from the date of entry into these 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 the required nursing courses previously completed successfully. Qualifying examinations may be repeated only once.
- 4) Students must achieve a grade of B in order to pass NUR 1700. Students in NUR 1700 who achieve a failing grade of no less than "C-" may repeat the course one time only after submitting an intent to return form.
- 5) Students in the clinical component can only appeal the retention criteria one time.
- 6) Students in the clinical component can only withdraw once and must be passing to do so.

Nursing students who enter NUR 1700 and NUR 1800 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/corequisite for NUR 1800 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 ATI RN Comprehensive Predictor 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 CPR is available in the Nursing Department Office (M-40I); information on health requirements, from the Health Services Office (A-108). CUNY is now providing nursing students with malpractice insurance thus it is no longer necessary to purchase individual policies.

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. 2 hrs.)

The course introduces beginning level students to acquire knowledge and develop proficiency for accurately computing medication dosages for various methods of administration to patients across the lifespan. Topics include systems of measurement, equivalents and conversions, selected abbreviations and computation of medication dosages. Content will be reinforced and tested in subsequent nursing courses. It is essential for students to engage in additional practice in order to develop proficiency. Provisions are available for additional time and tutorial assistance in the college laboratory. Classroom instruction will be held weekly throughout the semester.

Prerequisite: Passing grade on the COMPASS Math Skills Test or Math M200

Pre/Corequisite: NUR 1800 or the equivalent

NUR 1800 – FUNDAMENTALS OF NURSING (7 crs. 13 hrs.)

Beginning level clinical nursing students are introduced to basic nursing knowledge and skills including dependent, independent and interdependent functions of the nurse. This course is designed to introduce the beginning student to the following concepts: Quality and Safety for Nurses (QSEN) Initiative incorporating patient centered care, teamwork and collaboration, evidenced based practice, safety, quality improvement and informatics; the nursing process; and the Categories of Client Needs.

Classroom instruction and laboratory sessions, at the college and in selected health agencies, are held weekly throughout the semester. During the college laboratory, concepts and principles discussed in previous classes are used as the basis for performing therapeutic nursing interventions. The health agency experiences are utilized to extend learning. Each clinical experience is preceded and followed by a conference where the expected student learning outcomes 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 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/Corequisites: NUR 1700 and BIO 1200

NUR 1900 – FAMILY CENTERED MATERNITY NURSING (4 crs. 14 hrs. One-half semester)

This course presents facts, principles and concepts relevant to the care of individuals and families during the reproductive years of the life cycle and introduces the student to family centered maternity nursing. Recognizing the impact of pregnancy on the individual and family, the student develops an awareness of the physiological and psychosocial needs of the patient that may occur during the childbearing years. This is addressed through Quality and Safety for Nurses (QSEN) Initiative incorporating the concepts of patient centered care, teamwork and collaboration, evidence based practice, safety, quality improvement and informatics; the nursing process; and the Categories of Client Needs.

Classroom instruction and laboratory sessions, at the college and in selected health agencies, are held weekly throughout the semester. Classwork for the typical week will consist of: five (5) hours of classroom instruction, one (1) hour college laboratory/simulation, eight (8) hours health agency experience. It is essential for students to engage in additional practice for the maintenance of skills. Provisions are available for additional time in the college laboratory for practice.

Prerequisites: NUR 2000 and NUR 2200

Pre/Corequisites: SOC 3100 and ENG 2400

NUR 2000 – NURSING THE EMOTIONALLY ILL (4 crs. 14 hrs. One-half semester)

This course focuses on Nursing care of emotionally ill patients who are experiencing difficulty meeting psychosocial needs. It also focuses on how emotional illness affects the needs of the individual and family in their efforts to adapt to stressors. The physiological and psychological needs of the patient are addressed through Quality and Safety for Nurses (QSEN) Initiative incorporating the concepts of patient centered care, teamwork and collaboration, evidence based practice, safety, quality improvement and informatics; the nursing process; and the Categories of Client Needs. Students are also introduced to the principles of management of patient groups.

Class work for a typical week consists of: five (5) hours classroom instruction, one (1) hour weekly college laboratory/ simulation, and eight (8) hours of health agency experiences. It is essential for students to engage in additional practice for further development of skills. Provisions are available for additional time in the college laboratory for practice.

Prerequisite: NUR 2100

Pre/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. This course introduces the students to the nursing care of the adult patient who has common recurring health problems. The physiological and psychological needs of the adult patient are addressed through Quality and Safety for Nurses (QSEN) Initiative incorporating the concepts of patient centered care, teamwork and collaboration, evidence based practice, safety, quality improvement and informatics; the nursing process; and the Categories of Client Needs.

Classroom instruction and laboratory sessions, at the college and in selected health agencies, are held weekly throughout the semester. Learning is enhanced through simulations performed weekly in the college laboratory. Class work for typical week consists of: five (5) hours of classroom instruction, three (3) hours of college laboratory/simulation, and eight (8) hours of health agency experiences. Laboratory sessions are on campus and in hospitals or other health agencies. It is essential for students to engage in additional practice for further development of skills. Provisions are available for additional time in the college laboratory for practice.

Prerequisites: NUR 1700, NUR 1800

Pre/Corequisite: BIO 5100 (Students can not continue in NUR 2100 if they withdraw from BIO 5100)

NUR 2200 – NURSING THE ILL ADULT II (5 crs. 17 hrs. One-half semester)

Nursing of the adult patient with common recurring health alterations includes advanced nursing interventions based on physiological and psychological needs of adult patients. This course builds on concepts of commonly recurring health alterations presented in Nursing the Ill Adult I (NUR 21). The physiological and psychological needs of the adult patient are addressed through Quality and Safety for Nurses (QSEN) Initiative incorporating the concepts of patient centered care, teamwork and collaboration, evidence based practice, safety, quality improvement and informatics; the nursing process; and the Categories of Client Needs. The principles of priority setting, leadership and delegation are incorporated throughout the course.

Class work for typical week consists of: six (6) hours of classroom instruction, three (3) hours of college laboratory/ simulation, and eight (8) hours of health agency experiences. Laboratory sessions are on campus and in hospitals or other health agencies. It is essential for students to engage in additional practice for further development of skills. Provisions are available for additional time in the college laboratory for practice.

Prerequisite: NUR 2100

Pre/Corequisite: PSY 3200

Recommended: SOC 3100 and ENG 2400

NUR 2300 – NURSING OF CHILDREN (5 crs. 17 hrs. One-half semester)

This course introduces the students to nursing care of children, from infancy through adolescence, and their families. The students will develop an awareness of the physiological and psychosocial needs of children. The needs of the children are addressed through Quality and Safety for Nurses (QSEN) Initiative incorporating the concepts of patient centered care, teamwork and collaboration, evidence based practice, safety, quality improvement and informatics; the nursing process; and the Categories of Client Needs.

Learning experiences will include health care maintenance of children as well as concepts relevant to hospitalized children. Class work for typical week consists of: six (6) hours of classroom instruction, three (3) hours of college laboratory/simulation, and eight (8) hours of health agency experiences. Laboratory sessions are on campus and in hospitals or other health agencies. It is essential for students to engage in additional practice for further development of skills. Provisions are available for additional time in the college laboratory for practice.

Prerequisites: NUR 2000, NUR 2200

Pre/Corequisites: SOC 3100, ENG 2400



NUR 2400 – ISSUES IN NURSING (1 cr. 1 hr.)

This course is a survey of issues/transitions faced by the beginning Associate Degree Nurse as an individual and as a member of the nursing profession. The history of nursing, the role and responsibilities of the nurse, legal aspects of practice and issues and current trends in nursing are discussed. Instruction may be in the classroom, online, or both (hybrid).

Prerequisites: NUR 2000, NUR 2200

Pre/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.

Minimum Entrance Requirements

To be considered for the Surgical Technology Program, students must pass the CUNY Reading and Writing exams **and** the COMPASS Math Skills Test satisfy all requirements for existing developmental coursework.

The student must achieve a minimum grade of "C" in BIO 1100 and ENG 1200 for consideration for the program. Courses from other colleges to be applied toward program requirements must have grades submitted for them.

In order to apply for the Surgical Technology program, the student must obtain a Change of Curriculum form at the Office of the Registrar, meet with a counselor to discuss your academic performance and obtain the counselor's signature. After obtaining your counselor's signature, you must obtain the signature of the chairperson or designee of the department of your current curriculum. Finally, the completed form must be submitted to the Nursing Department Office, M-401, where you will be instructed to meet with the Program Director during office hours.

After final grades have been recorded for the semester in which you submit a change of curriculum form, your request is reviewed by the Nursing Department. Despite submission of the change of curriculum form to the Nursing Department, the Registrar will not be informed of any change in curriculum status until the end of the fall semester, after prospective applicants have completed all entrance requirements and have met with the Program Director. The Registrar will notify students of the effected change, and the Program Director will send a letter of acceptance or denial in January before the start of the spring semester. Due to limited clinical site availability, enrollment in the Program is limited. Therefore, completion of the pre-requisite courses with a minimum grade of "C" is not a guarantee of admission into the Surgical Technology program.

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 corequisite courses with the exclusion of ENG 1200 and BIO 1100 which must be a minimum grade of "C".
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.

Any student who has not attended surgical technology 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 extracurricular activities with this in mind.

SURGICAL TECHNOLOGY

ST 100 - SURGICAL TECHNOLOGY I (3 credits, 3 hours)

This introductory course intends to introduce the student to the broad field of Surgical Technology. The Basic, General information section introduces the student to the Perioperative environment and professional roles of the surgical team members. The Patient Care section is a comprehensive overview of the historical development of surgery and the practice of Surgical Technology. Professional conduct is discussed in conjunction with communication skills and surgical ethics.

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. This course will be taught as lecture in conjunction with an active hands-on practice laboratory component. Principles will be integrated with practice at all times.

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. This course will be taught as lecture in conjunction with an active hands-on component in the practice lab.

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. This course intends to introduce the student to each body system with a focused systems review of pathology in conjunction with those specific procedures performed. The instrumentation and surgical modalities of each Surgical Specialty will be taught as it relates to the practice of Surgical Technology. This course is taught as lecture with a hands-on component as it relates to specialized equipment..

Pre/Corequisites: ST 300, ST3P00

Corequisite: ST 4P00

Pre/Corequisite: BIO 1200

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. **Offered only in fall and open only to Surgical Technology majors.**

Prerequisite: ST 100 or departmental permission

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, Orthopedic, 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

Pre/Corequisite: BIO 1200

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

Pre/Corequisite: BIO 5100

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

Pre/Corequisite: ST 4500

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.

A.A.S. IN EMERGENCY MEDICAL SERVICES – PARAMEDIC (EMS-P)

The A.A.S. in Emergency Medical Services has a limited number of seats available for admission. Once students satisfactorily complete a sequence of courses, they will be considered for entrance into the EMS major.

The Paramedic Program provides the professional skills and knowledge for a health care career as an entry-level Paramedic. The Paramedic is the highest level of the health care provider outside of the hospital setting. The program introduces the theory and practice of Emergency Medical Services and the role of the Paramedic in the area of pre-hospital care via the classroom, laboratory and actual clinical settings such as hospitals and ambulances. After successful completion of the program, students will be eligible to sit for the Paramedic-level examination in New York City, New York State and the National Registry.

The Paramedic Program consists of two components: Pre-Clinical and Clinical.

Admission Requirements

To be considered for the Paramedic Program, students must pass the CUNY Reading and Writing exams **and** parts 1 and 2 of the COMPASS Math Skills Test or satisfy all requirements for existing developmental coursework.

Students must complete BIO 11, ENG 12, EMS 100, and EMS 101 with a minimum grade of “C” as well as two of the following courses: BIO 12, ENG 24, PSY 11, and any 3-credit Math and Quantitative Reasoning course with a minimum grade of “C” prior to placement in the first paramedic-level course (EMS 210).

Students must also have a minimum of 200 patient contact hours as an Emergency Medical Technician (EMT) prior to registration EMS 210.

Students must meet with the Program Director.

Certification Requirements

According to New York State Department of Health Bureau of Emergency Medical Services (NYS DOH BEMS) policy, the requirements for all EMTs/Paramedics are:

- Complete the Application for Emergency Medical Services Certification (DOH-65), including affirmation regarding criminal convictions
- Successfully complete an approved New York State EMT-B or AEMT course
- Achieve a passing score on the practical and written certification examinations

- Must be at least 18 years of age by the end of the month in which they are scheduled to take the written certification examination
- Knowledge and skills required show need for high school or equivalent education
- Ability to communicate effectively via telephone and radio equipment
- Ability to lift, carry and balance up to 125 pounds (250 pounds with assistance)
- Ability to interpret oral, written and diagnostic form instructions
- Ability to use good judgment and remain calm in high stress situations
- Ability to be unaffected by loud noises and flashing lights
- Ability to function efficiently without interruption throughout an entire work shift
- Ability to calculate weight and volume ratios
- Ability to read English language, manuals and road maps
- Ability to accurately discern street signs and addresses
- Ability to interview patients, patient family members and bystanders
- Ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such
- Ability to converse, in English, with coworkers and hospital staff with regard to the status of the patient
- Possesses good manual dexterity with ability to perform all tasks related to the highest quality patient care
- Ability to bend, stoop and crawl on uneven terrain
- Ability to withstand varied environmental conditions such as extreme heat, cold and moisture
- Ability to work in low light situations and confined spaces
- Ability to work with other providers to make appropriate patient care decisions

For more information regarding this policy, you can refer to www.health.ny.gov/professionals/ems/policy/00-10.htm

New York State DOH BEMS policy on criminal conviction:

In accordance with the provisions of the State Emergency Medical Services (EMS) Code - 10 NYCRR Part 800, applicants for EMS certification or recertification must not have been convicted of certain misdemeanors or felonies. The department will review all criminal convictions from any federal, military, state and/or local jurisdiction to determine if such convictions fall within the scope of those specified in Part 800, or to determine if the applicant for certification represents a potential risk or danger to patients or the public at large.

The regulation does not prevent an applicant with a criminal conviction from attending and completing all of the requirements of an EMS course. However, it may prevent the applicant from becoming certified in New York State until the department has conducted a review and investigation of the circumstances of the conviction(s) and made a determination that the applicant does not demonstrate a risk or danger to patients. For more information about this NYS DOH BEMS policy, please refer to www.health.ny.gov/professionals/ems/policy/09-05.htm.

Retention criteria

Criteria for retention in the Paramedic Program mandates that students:

1. Earn a minimum of a “C” grade in the following general education courses: ENG 24, BIO 12, PSY 11, and any 3-credit Math and Quantitative Reasoning course. Students who earn less than a grade of “C” may repeat the course ONE TIME and must earn at least a grade of “C” in the repeated course. Students may not repeat more than two general education courses.
2. Earn a minimum grade of “C” in all EMS courses.
3. Earning less than a “C” grade in an EMS course may repeat the course ONE TIME (subject to space and availability). The minimum grade for EMS courses that are repeated is a “C.”
4. Who earn a second grade of less than a “C” in any EMS course will be dismissed from the Paramedic Program.

Any student who has not attended EMS courses for two or more consecutive semesters cannot be readmitted into the Paramedic Program unless qualifying examinations have been passed in sequential order of the courses previously completed. These qualifying examinations can be repeated only once. In addition, the student must demonstrate clinical competency by passing a clinical practical examination prior to returning to any of the clinical courses.

In order to receive an A.A.S. in Emergency Medical Services- Paramedic, a student must complete the final 24 credits toward that degree while enrolled at Kingsborough.

Paramedic Clinical Courses

Following the successful completion of the EMT component of the program, students will enroll in paramedic-level clinical courses and will participate in actual patient care on ambulances and in various departments at different hospitals.

Health Clearance, Malpractice Insurance and CPR certification

Prior to the registration for the practicum, students in the Paramedic Program are required to obtain health clearance from the Kingsborough Community College Office of Health Services (Room A-108). Students can obtain information regarding annual physical examination, immunizations, and tuberculosis testing from the Office of Health Services.

Prior to registration of their first practicum, students must also obtain CPR certification and provide documentation of malpractice insurance valid for the entire semester to the Paramedic Program office (Room V-101). Information on obtaining CPR certification and malpractice insurance is available in the Paramedic Program office.

Students are required to purchase uniforms as per the policy and procedures of the Paramedic Program. They may opt to purchase individual protective goggles.

This program’s academic requirements are demanding, and students are cautioned to plan their work schedules and extracurricular activities with this in mind. In addition to the classroom and laboratory hour requirements, students are required to, at a minimum, participate in one eight-hour clinical rotation at a hospital and two eight-hour rotations on an ambulance per week.

Both the New York State Department of Health Bureau of Emergency Medical Services and the New York State Education Department have approved Kingsborough Community College to offer the Paramedic Program.

Disability Services

It is college policy to provide reasonable accommodations to students with disabilities. Any student with a documented disability who may need accommodations is requested to speak directly to Access-Ability Services, D-205, (718) 368-5175. All discussions will remain confidential.

EMERGENCY MEDICAL SERVICES

EMS 100 – Emergency Medical Technician - Basic (5 crs. 12 hrs.)

This course covers the New York State Department of Health Bureau of Emergency Medical Services curriculum for preparation as an emergency medical technician (EMT). It reviews material including but not limited to: overview of emergency medical services (EMS); EMS systems; roles of EMTs and paramedics; basic anatomy and physiology; preparatory and basic airway management; cardiopulmonary resuscitation (CPR); patient assessment; medical/behavioral/obstetrical/ gynecological, traumatic, medical emergencies for neonate, pediatric, adult and geriatric patients. Lab work includes bleeding control, CPR, patient assessment and management, splinting, patient immobilization, moving techniques, and ambulance operations. Skills are subsequently demonstrated and evaluated in the laboratory, hospital and/or field setting. Students must satisfactorily perform all practical skills in order to successfully complete the course.

Prerequisites: Passing score on the CUNY Reading and Writing Exams and the COMPASS Math Skills Test, successful completion of all developmental courses, or department permission

EMS 101 – EMT - Basic Clinical I (1 cr. 6 hrs. for six weeks)

This course covers the New York State Department of Health Bureau of Emergency Medical Services curriculum for preparation as an emergency medical technician (EMT). It reviews material including but not limited to: infants and children; other special populations; ambulance operations; and working as part of a pre-hospital care team including paramedics. Lab work includes: bleeding control; CPR; patient assessment and management; splinting; patient immobilization; moving techniques; and weapons of mass destruction (WMD) awareness. Skills are subsequently demonstrated and evaluated in the laboratory, hospital and/or field setting. Students will participate in a series of clinical/field observations of 8-hour shifts either in an emergency department (clinical) or on an ambulance (field). Students must satisfactorily perform all practical skills in order to successfully complete the course. The number of minimum patient experiences is delineated. Some students, however, may be required to schedule additional shifts to acquire an acceptable minimum of competencies and experiences.

Pre/Corequisite: EMS 100

EMS 210 – PARAMEDIC I (7 crs. 16 hrs.)

This course covers the New York State Department of Health Bureau of Emergency Medical Services curriculum for preparation as a paramedic. It will review material including but not limited to: overview of emergency medical services (EMS); EMS systems; the role of the paramedic; introduction to National Standards Curriculum; preparatory, advanced anatomy and physiology and advanced airway management; and patient assessment and management. Lab work includes: patient assessment and management; bleeding control; fracture management; intravenous (IV) access techniques; endotracheal intubation; calculating dosages; preparing medications for administration; and practice in all administration techniques. Skills are subsequently demonstrated and evaluated in the laboratory, hospital and/or field setting. Students must satisfactorily perform all practical skills in order to successfully complete the course.

Prerequisites: EMS 101, BIO 1100, and ENG 1200

Corequisite: EMS 211

EMS 211 – PARAMEDIC CLINICAL I (2 crs. 15 hrs.)

This clinical course covers the New York State Department of Health Bureau of Emergency Medical Services curriculum for preparation as a paramedic. It is designed to introduce the student to the clinical aspect in the field of emergency medical services in specific areas of preparatory and advanced airway in the setting of a hospital department (clinical) and/or ambulance (field). Students will participate in a series of clinical/field rotations of 8-hour shifts either in a hospital department or on an ambulance. Clinical/ field rotations include areas such as adult and pediatric emergency departments, critical care units, morgue, operating room, psychiatric units, labor and delivery, other hospital departments (as needed) and basic and advanced life support ambulances. Lab work includes: patient assessment and management; bleeding control; fracture management; intravenous (IV) access techniques; endotracheal intubation; calculating dosages; preparing medications for administration; and practice in all administration techniques. Skills are subsequently demonstrated and evaluated in the laboratory, hospital and/or field setting. The number of minimum patient experiences is delineated. Some students, however, may be required to schedule additional shifts to acquire an acceptable minimum of competencies and experiences. Students must satisfactorily perform all practical skills in order to successfully complete the course. This course is the first of a four-course clinical sequence. **NOTE:** Since paramedic students are already NYS-certified EMTs, they are expected to participate in patient care (under direct supervision of a preceptor) up to their level of training.

Prerequisites: EMS 101, BIO 1100, and ENG 1200

Corequisite: EMS 210

EMS 220 – PARAMEDIC II (5 crs. 16 hrs.)

This course covers the New York State Department of Health Bureau of Emergency Medical Services curriculum for preparation as a paramedic. It reviews material including but not limited to: assessment and management of the medical and trauma patient; selecting and implementing an appropriate treatment plan for a wide range of complaints including respiratory, cardiovascular, neurological, environmental and obstetrical emergencies; introduction to pre-hospital pharmacology; and introduction to electrocardiogram monitoring. Lab work involves: patient assessment and management; bleeding control; advanced fracture management; intravenous (IV) access techniques; endotracheal intubation; calculating dosages; preparing medications for administration and practice in all administration techniques. Skills are subsequently demonstrated and evaluated in the laboratory, hospital and/or field setting. Students must satisfactorily perform all practical skills in order to successfully complete the course. **Offered only during winter or summer module.**

Prerequisites: EMS 210 and EMS 211

Corequisite: EMS 221

EMS 221 – PARAMEDIC CLINICAL II (3 crs. 15 hrs.)

This clinical course covers the New York State Department of Health Bureau of Emergency Medical Services curriculum for preparation as a paramedic. It is designed to continue the student experience in the clinical aspect in the field of emergency medical services in specific areas of preparatory, advanced airway management, trauma and medical in the setting of a hospital department (clinical) and/or ambulance (field). Students will participate in a series of clinical/field rotations of 8-hour shifts either in a hospital department or an ambulance. Clinical/field rotations include areas such as adult and pediatric emergency departments, critical care units, morgue, operating room, psychiatric units, labor and delivery, other hospital departments (as needed) and basic and advanced life support ambulances. Lab work includes: patient assessment and management; intravenous (IV) access techniques; endotracheal intubation; calculating dosages; preparing medications for administration and practice in all administration techniques. Skills are subsequently demonstrated and evaluated in the laboratory, hospital and/or field setting. The number of minimum patient experiences is delineated. Some students, however, may be required to schedule additional shifts to acquire an acceptable minimum of competencies and experiences. Students must satisfactorily perform all practical skills in order to successfully complete the course. This course is the second of a four-course clinical sequence. **NOTE:** Since paramedic students are already NYS-certified EMTs, they are expected to participate in patient care (under direct supervision of a preceptor) up

to their level of training. **Offered only during winter or summer module.**

Prerequisites: EMS 210 and EMS 211

Corequisite: EMS 220

EMS 230 – PARAMEDIC III (7 crs. 16 hrs.)

This course covers the New York State Department of Health Bureau of Emergency Medical Services curriculum for preparation as a paramedic. It reviews material including but not limited to: special considerations; environmental emergencies; assessment-based management; selecting and implementing an appropriate treatment plan for a wide range of complaints including respiratory, cardiovascular, neurological, environmental and obstetrical emergencies; detailed pre-hospital pharmacology; and detailed electrocardiogram monitoring. Lab work includes: patient assessment and management; bleeding control; advanced fracture management; intravenous (IV) access techniques; endotracheal intubation; calculating dosages; preparing medications for administration and practice in all administration techniques. Skills are subsequently demonstrated and evaluated in the laboratory, hospital and/or field setting. Students must satisfactorily perform all practical skills in order to successfully complete the course.

Prerequisites: EMS 220 and EMS 221

Corequisite: EMS 231



EMS 231 – PARAMEDIC CLINICAL III (2 crs. 15 hrs.)

This clinical course covers the New York State Department of Health Bureau of Emergency Medical Services curriculum for preparation as a paramedic. It is designed to continue the student experience in the clinical aspect in the field of emergency medical services in specific areas of preparatory, advanced airway management, trauma and medical, and pharmacology in the setting of a hospital department (clinical) and/or ambulance (field). Students will participate in a series of clinical rotations of 8-hour shifts either in a hospital department or on an ambulance. Clinical rotations include areas such as adult and pediatric emergency departments, critical care units, morgue, operating room, psychiatric units, labor and delivery, other hospital departments (as needed) and basic and advanced life support ambulances. Lab work includes: patient assessment and management; intravenous (IV) access techniques; endotracheal intubation; calculating dosages; preparing medications for administration; and practice in all administration techniques. Skills are subsequently demonstrated and evaluated in the laboratory, hospital and/or field setting. The number of minimum patient experiences is delineated. Some students, however, may be required to schedule additional shifts to acquire an acceptable minimum of competencies and experiences. Students must satisfactorily perform all practical skills in order to successfully complete the course. This course is the third of a four-course clinical sequence. **NOTE:** Since paramedic students are already NYS-certified EMTs, they are expected to participate in patient care (under direct supervision of a preceptor) up to their level of training.

Prerequisites: EMS 220 and EMS 221

Corequisites: EMS 230

EMS 240 – PARAMEDIC IV (5 crs. 16 hrs.)

This course covers the New York State Department of Health Bureau of Emergency Medical Services curriculum for preparation as a paramedic. It reviews material including but not limited to: EMS operations; public health; hazardous materials awareness and weapons of mass destruction (WMD) awareness; NYC EMS protocols; selecting and implementing an appropriate treatment plan for neonatal, pediatric, adult and geriatric patients with a variety of complaints including respiratory, cardiovascular, neurological, environmental, trauma, psychiatric, altered mental status, abdominal and obstetrical emergencies. Lab work includes: patient assessment and management; advanced fracture management; intravenous (IV) access techniques; endotracheal intubation; calculating dosages; preparing medications for administration and practice in all administration techniques. Skills are subsequently demonstrated and evaluated in the laboratory, hospital

and/or field setting. Students must satisfactorily perform all practical skills in order to successfully complete the course.

Prerequisites: EMS 230 and EMS 231

Corequisite: EMS 241

EMS 241 – PARAMEDIC CLINICAL IV (3 crs. 15 hrs.)

This clinical course covers the New York State Department of Health Bureau of Emergency Medical Services curriculum for preparation as a paramedic. It is designed to continue the student experience in the clinical aspect in the field of emergency medical services in specific areas of advanced airway management, medical, trauma, pharmacology, special considerations and operations in the setting of a hospital department (clinical) and/or ambulance (field). Students will participate in a series of clinical rotations of 8-hour shifts either in a hospital department or on an ambulance. Clinical rotations include areas such as adult and pediatric emergency departments, critical care units, morgue, operating room, psychiatric units, labor and delivery, other hospital departments (as needed) and basic and advanced life support ambulances. Lab work includes: patient assessment and management; bleeding control; fracture management; intravenous (IV) access techniques; endotracheal intubation; calculating dosages; preparing medications for administration; and practice in all administration techniques. Skills are subsequently demonstrated and evaluated in the laboratory, hospital and/or field setting. The number of minimum patient experiences is delineated. Some students, however, may be required to schedule additional shifts to acquire an acceptable minimum of competencies and experiences. Students must satisfactorily perform all practical skills in order to successfully complete the course. This course is the fourth of a four-course clinical sequence. As the final clinical course and as part of the FIELD INTERNSHIP PHASE, students must demonstrate the ability to serve as team leader in a variety of pre-hospital emergency situations.

NOTE: Since paramedic students are already NYS-certified EMTs, they are expected to participate in patient care (under direct supervision of a preceptor) up to their level of training. **Offered only during winter or summer module.**

Prerequisites: EMS 230 and EMS 231

Corequisite: EMS 240

EMS 81XX INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of emergency medical services is developed individually between student and faculty member and must be approved by the department.

A.A.S. IN POLYSOMNOGRAPHIC TECHNOLOGY

Retention criteria

Criteria for retention in the Polysomnographic Technology Program mandates that students:

1. Receive no more than two grades below “C” in any of the general education pre-requisite courses.
2. Earn a minimum of “C” in all Polysomnographic Technology (PSG) courses.
3. Earning less than a “C” grade in a PSG course may repeat the course ONE TIME (subject to space availability) and must earn at least a grade of “C” in the repeated course.
4. Earning a grade of less than “C” in any repeated PSG course will be dismissed from the Polysomnographic Technology Program.

Any student who has not attended PSG courses for two or more consecutive semesters cannot be readmitted into the Polysomnographic Technology Program unless qualifying examinations have been passed in sequential order of the course previously completed. These qualifying examinations can be repeated only once. In addition, the student must demonstrate clinical competency by passing a clinical practical examination prior to returning to any of the clinical courses.

POLYSOMNOGRAPHIC TECHNOLOGY

PSG 100 THE SCIENCE OF SLEEP AND CIRCADIAN RHYTHMS (3 crs. 3 hrs.)

This course is designed to provide students with the biological basis for clinical sleep and circadian rhythms disorders. Students will be introduced to the history of sleep research, and current theories regarding how and why we sleep. Daily biological rhythms and their relationship to sleep and wake states will also be investigated in this course.

Pre/Corequisite: ENG 1200 and BIO 1100

PSG 101 NEUROSCIENCE AND PHARMACOLOGY IN SLEEP (4 crs. 4 hrs.)

This course will inform students of the neurological basis of sleep. The anatomical brain regions responsible for sleep and waking, as well as endogenous neurochemicals modulating sleep and wake will be discussed. In the second half of this course, the effects of pharmacological compounds on sleep architecture are described.

Prerequisite: PSG 100

Corequisite: PSG 102 and PSG 106

PSG 102 FOUNDATIONS OF POLYSOMNOGRAPHY I (3 crs. 4 hrs.)

In this course students will be taught the basic skills required to perform a clinical sleep study, including electrode placement using the international 10-20 system and how to use respiratory belts, pressure transducers, thermistors, pulse-oximetry, end tidal capnography, and electromyography during a sleep recording. Use of polysomnographic equipment, including amplifier settings, inputting patient data, and setting up basic recording montages, is also covered.

Prerequisite: PSG 100

Corequisite: PSG 101 and PSG 106

PSG 103 CLINICAL PRACTICUM IN SLEEP MEDICINE I (6 crs. 24 hrs.)

Students will be placed in an active clinical sleep laboratory for the entire semester. One night per week the student will observe a registered polysomnographic technician at work. As the student becomes familiar with the workings of the laboratory, they will begin preparing patients for nighttime sleep studies, and will learn how to monitor patients during the night.

Prerequisite: PSG 101, PSG 102, PSG 106, MAT 900, MAT 2000, BLS certification, and medical clearance from the internship site

Corequisite: PSG 104 and PSG 105

PSG 104 – FOUNDATIONS OF POLYSOMNOGRAPHY II (3 crs. 4 hrs.)

Advanced topics for clinical sleep recordings will be covered in this course, including how to perform Multiple Sleep Latency (MSLT) and Maintenance of Wakefulness (MWT) testing and montages for special patient populations such as for seizure, REM behavior disorder, bruxism, and pediatrics. Identification of both physiological and non-physiological electrical artifact commonly seen while performing polysomnography, as well as advanced troubleshooting of technical equipment will also be covered.

Prerequisite: PSG 101, PSG 102 and PSG 106

Corequisite: PSG 103 and PSG 105

PSG 105 – CLINICAL POLYSOMNOGRAPHIC SCORING (3 crs. 4 hrs.)

Students will learn to define sleep stages, respiratory events, periodic limb movements, seizures, bruxism, and EKG arrhythmias from electrophysiological data obtain during a polysomnographic recording. At the end of this course, students should be able to properly score a polysomnographic based on the criteria described in the American Academy of Sleep Medicine Manual for the Scoring of Sleep and Associated Events.

Prerequisite: PSG 101, PSG 102 and PSG 106

Corequisite: PSG 103 and PSG 104

PSG 106 – CLASSIFICATION OF SLEEP DISORDERS (3 crs. 3 hrs.)

The focus of this course is to give students a complete understanding of the nosology of clinical sleep and circadian rhythms disorders from the perspective of the International Classification of Sleep Disorders Diagnostic & Coding Manual. Upon completion of this course, students should know the diagnostic criteria of all major sleep and circadian rhythm disorders.

Prerequisite: PSG 100

Corequisite: PSG 101 and PSG 102

PSG 107 CARDIOPULMONARY PHYSIOLOGY IN SLEEP (3 crs. 3 hrs.)

The physiology of normal respiratory function during sleep, as well as our current understanding of the pathophysiology of obstructive and central apneas during sleep is described. Acute and long-term consequences of sleep apnea, as well as cardiac function and dysfunction with a specific focus on arrhythmias commonly associated with sleep-disordered breathing is investigated.

Prerequisite: PSG 103, PSG 104 and PSG 105

Corequisite: PSG 108

PSG 108 CLINICAL PRACTICUM IN SLEEP MEDICINE II (6 crs. 24 hrs.)

As in the Clinical Practicum in Sleep Medicine I, students in this course will spend a semester observing and working in a clinical sleep laboratory. During this semester students will focus on learning to titrate patients with positive airway pressure machines including CPAP, BiPAP and ASV. Titration of supplemental oxygen will also be taught. Real time obstructive and central sleep apnea and hypopnea, and EKG arrhythmia detection will be an area of particular focus. Students will also gain experience performing MSLT and MWT testing.

Prerequisite: PSG 103, PSG 104, PSG 105, and medical clearance from internship site

Corequisite: PSG 107

PHYSICAL SCIENCES DEPARTMENT

Room S-243A • ext. 5746

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/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; passing scores on CUNY Reading and Writing exams; a passing score on the COMPASS parts 1 and 2 or a passing grade in MAT M200.

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 a passing score on the COMPASS parts 1 and 2 or a passing grade in MAT M200; **and** either CHM 100 or passing exemption exam for CHM 100. Contact department for exemption exam information.

Required Core: Life and Physical Sciences; **Flexible Core:** Scientific World (Group E)

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

Required Core: Life and Physical Sciences

Flexible Core: Scientific World (Group E)

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.

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: CS1200

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; a passing score on the COMPASS parts 1 and 2 or a passing grade in MAT M200; or department permission

Required Core: Life and Physical Sciences

Flexible Core: Scientific World (Group E)

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; a passing score on the COMPASS parts 1 and 2 or a passing grade in MAT M200; or department permission

Required Core: Life and Physical Sciences

Flexible Core: Scientific World (Group E)

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; a passing score on the COMPASS

parts 1 and 2 or a passing grade in MAT M200; or department permission

Required Core: Life and Physical Sciences Flexible

Core: Scientific World (Group E)

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; a passing score on the COMPASS parts 1 and 2 or a passing grade in MAT M200; or department permission

Required Core: Life and Physical Sciences Flexible

Core: Scientific World (Group E)

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; a passing score on the COMPASS parts 1 and 2 or a passing grade in MAT M200; or department permission

Required Core: Life and Physical Sciences Flexible

Core: Scientific World (Group E)

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; a passing score on the COMPASS parts 1 and 2 or a passing grade in MAT M200; or department permission

Required Core: Life and Physical Sciences

Flexible Core: Scientific World (Group E)

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. **Recommended for students in liberal arts, pre-medical, pre-dental, pre-pharmacy, pre-optometry and allied health.**

Prerequisite: MAT 1400.

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. **Recommended for science, engineering, pre-medical and allied health students who desire a more comprehensive treatment than given in PHY 1100.**

Pre/Corequisite: MAT 1500

Required Core: Life and Physical Sciences

Flexible Core: Scientific World (Group E)

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/Corequisite: MAT 1600

Required Core: Life and Physical Sciences

Flexible Core: Scientific World (Group E)

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 a passing score on the COMPASS parts 1 and 2 or a passing grade in MAT M200.

PHY 81XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of physics is developed individually between student and faculty member and must be approved by the department.

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 a passing score on the COMPASS parts 1 and 2 or a passing grade in MAT M200.

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 advanced 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 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.

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

Prerequisites: Passing scores on the CUNY Reading and Writing exams.

TOURISM AND HOSPITALITY DEPARTMENT

Room V-226 • ext. 5143

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.

Prerequisite: Passing score on Part 1 of the COMPASS Exam (Arithmetic) or passing MAT M100

Pre/Corequisite: TAH 7100

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 and CA 200

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.

Prerequisite: TAH 7100 and passing score on Part I of the COMPASS Exam (Arithmetic) or passing MAT M100

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 CUNY Mathematics Skills Test (COMPASS)

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 7100

CA 7200 – RESTAURANT AND FOOD SERVICE OPERATIONS (3 crs. 5 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. **NOTE: Not open to students who have completed TAH 7200.**

Prerequisite: CA 100 and CA 200

Corequisite: CA2100

CA 7400 – MENU AND DINING ROOM MANAGEMENT (3 crs. 5 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. **NOTE: Not open to students who have completed TAH 7400.**

Pre/Corequisite: 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/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/Corequisite: TAH 100

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.

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/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/Corequisite: TAH 100

TAH 1700 – TOURISM TECHNOLOGY (3 crs. 4 hrs.)

Survey of critical technology components in tourism and aviation. Global Distribution Systems (GDS) and their application to each Industry through workplace simulations and online activities.

Prerequisite: 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/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/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/Corequisite: TAH 100

TAH 2500 – TOURISM AND HOSPITALITY MARKETING (3 crs. 3 hrs.)

Application of practical marketing techniques relating to the tourism and hospitality industries. Marketing mix, communications mix, customer relationship marketing and online marketing will be studied and a marketing plan typically found within small to mid-size businesses will be created.

Prerequisite: TAH 100

TAH 3000 – TAH FINANCIAL DECISION MAKING (3 crs. 3 hrs.)

This course provides students with a basic knowledge of tourism and hospitality industry financial decision making skills. Students learn, and create, various business reports commonly found in the tourism and hospitality industries including: income statements, and balance sheets. Quantitative reasoning skills are gained through learning ratio analysis pricing, and forecasting within the context of running a tourism and hospitality related business.

Prerequisite: TAH 100 and TAH 1900

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/Corequisite: TAH 100

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.

Prerequisite: TAH 7100

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 5200 – HOSPITALITY TECHNOLOGY (3 crs. 3 hrs.)

Survey of critical technology components in hospitality and food services. 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.

Prerequisite: TAH 100

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 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, food service management tools, customer service and basic quantitative reasoning as it relates to food services.

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 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/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/Corequisite: TAH 100

MARITIME TECHNOLOGY

NOTE: Candidates for United States Coast Guard-approved Standards of Training, Certification, and Watchkeeping (STCW) certificates must successfully complete STCW training and will only be awarded the certificates upon graduation.

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.

Prerequisite: 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 properradio protocol and procedures and how to send a distresssignal.

Prerequisite: MT 4600

MT 5600 – ADVANCED OUTBOARDS (3 crs. 4 hrs.)

Builds upon the theory and practical knowledge learned in *Introduction to Outboards*, as it applies to current outboard technology. Ignition 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.

Prerequisite: 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 systems, 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.

Prerequisite: MT 5300 and 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.

Prerequisite: MT 5200

LIBRARY DEPARTMENT

Room L-200, Ext. 5637

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 487,000 carefully selected reference and circulating books in print and electronic formats; over 75,900 online periodicals, more than 25,000 bound periodicals, and over 10,400 micro-films. Additional resources include a Reserve Collection of over 4,000 textbooks. 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 (L-115, ext. 5044) there 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, numerous music and language recordings, and a laptop loan program. Media reference service is available throughout the academic year. The "LearningLab," 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.

2015-2016

faculty and instructional staff

FACULTY & INSTRUCTIONAL STAFF

John L. 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 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, *Associate Professor, Communications & Performing Arts*
B.A., Hunter College, M.F.A., Brooklyn College

James Ahern, *Assistant Professor, Nursing*
B.S., M.S., Wagner College

Gregory Aizin, *Professor, Physical Sciences*
M.S. Belarussian State University, Ph.D., Russian Academy of Sciences

Victoria Ajibade, *Higher Education Officer, Chief Diversity Officer*
B.A., Stony Brook University, J.D., Touro College

Stephanie Akunvabey, *Substitute Higher Education Officer, Academic Affairs Manager/Associate Director, Academic Affairs*
B.A., Agnes Scott College, M.A., New York University

Mariya Albert, *Assistant to Higher Education Officer, Finance Coordinator, Bursar*
B.B.A., Baruch College

Anthony C. Alessandrini, *Professor, English*
B.A., Fairleigh Dickinson University, M.A., Columbia University, Ph.D., Rutgers University

Karl Alexandre, *Higher Education Assistant, Academic College Discovery Student Support Specialist, Student Affairs*
B.A., Nedgar Evers, M.A. Queens College

Janice Allen, *Higher Education Officer Assistant, Administrative Specialist, Academic Scheduling/Evening Studies*
A.A.S., B.B.A., Pace University

Marcia Allen, *College Laboratory Technician, Physical Sciences*
A.A.S., Kingsborough Community College, B.A., Mount Holyoke College

Gina Sophia Altieri, *Higher Education Assistant, History, Philosophy & Political Science*
A.A., B.A., New York University

Irene Altreche, *Assistant to Higher Education Officer, Enrollment Registrar Coordinator*
A.S., Touro College

Steven Amarnick, *Professor, English*
B.A., Brown University, M.A., Ph.D., Rutgers University

Deborah Anderson, *Lecturer, English*
B.A., M.F.A., University of North Carolina – Wilmington

Anthony Andrews, *Instructor, History, Philosophy & Political Science*
B.A., American University, School of Public Affairs, M.A., University of Westminster, United Kingdom

Susan Aranoff, *Professor, Business*
B.A., Barnard College, Ph.D., Columbia University

Leslie Arberman, *Assistant Professor, Behavioral Sciences & Human Services*
B.A., Brooklyn College, M.S., The City College of New York, Certificate in Psychoanalysis, National Psychological Association for Psychoanalysis, M.S.W., Wurzweiler School of Social Work, Yeshiva University

Jose Arenas, *Associate Professor and Chairperson, Art*
B.F.A., San Francisco Art Institute, M.F.A., University of California, Davis

Carlos Arguelles, *Assistant Professor, Library*
B.A., La Salle University, M.L.S., Long Island University, M.B.A., New York Institute of Technology

Laura Armour, *College Laboratory Technician, Access-Ability Center*

Stephen Armstrong, *Associate Professor, English*
B.A., University of California, Berkeley, M.A., SUNY Stony Brook, Ph.D., CUNY Graduate Center

Santaro Ashizawa, *Assistant Professor, Nursing*
B.Economics., Aoyama Gakuin University, M.A., City College

Anne Babette Audant, *Assistant Professor, Tourism & Hospitality, Director, Center for Economic and Workforce Development*
A.O.S., Culinary Institute of America, B.A., Wesleyan University, M.P.A., Baruch College, Ph.D., CUNY Graduate Center

Grace Axler-Diperte, *Assistant Professor, Biological Sciences*
B.S., Rensselaer Polytechnic Institute, Ph.D., New York University

Igor Balsim, *Professor, Mathematics & Computer Science*
B.A., Yeshiva University, M.S., New York University, Ph.D., CUNY Graduate Center

Homar Barcena, *Associate Professor, Physical Sciences*
B.S., College of New Jersey, M.S., Ph.D., New York University

Carlene Barnaby, *Instructor, History, Philosophy & Political Sciences*
A.A.S., Kingsborough Community College, B.A., M.A., John Jay College of Criminal Justice

Michael G. Barnhart, *Professor and Chairperson, History, Philosophy & Political Sciences*
B.A., Haverford College, Ph.D., Temple University

Elizabeth Barreras, *Higher Education Assistant, Facilities Coordinator, Campus Facilities*
B.A., Brooklyn College

Maria Bartolomeo, *Assistant Professor, Behavioral Sciences & Human Services*
B.A., SUNY Stony Brook, M.S., Fordham University

- Velma Barton**, Higher Education Assistant, Admissions Specialist
A.A., Borough of Manhattan Community College, B.A., The City College of New York
- Elizabeth Basile**, Assistant Vice President for College Advancement
A.A., B.A., M.S., The College of Staten Island, M.S., St. John's University, Ed.D., Rutgers's University
- Gordon Bassen**, Professor, Mathematics & Computer Science
B.S., M.A., Brooklyn College, Ph.D., CUNY Graduate Center
- Sylviane Baumflek**, Lecturer, English
B.A., Brooklyn College, M.A., Columbia University
- Stanley Bazile**, Associate Dean, Academic Affairs
B.A., M.S.W., SUNY Stony Brook, Ph.D., Pennsylvania State University
- Avri Beard**, Lecturer, Behavioral Sciences
B.A., Rutgers University, M.A., University of Texas, Austin
- Anna Becker**, Higher Education Officer, Performing Arts Center Director
- Christine-Beckner**, Dean, Dean of Continuing Education
A.A.S., Kingsborough Community College, B.A., Brooklyn College
- Ana Belenki**, College Laboratory Technician, Art
B.F.A., NYSCC, Alfred University, M.F.A., Louisiana State University
- Margaret Belizaire**, Higher Education Associate, Administrative Manager, Academic Affairs
A.A.S., Kingsborough Community College, B.A., York College
- Marilyn Bellantuono**, Higher Education Assistant, Administrative Assistant, Bursar's Office
B.S., St. John's University
- Tamara Bellomo**, Associate Professor, Nursing
B.S., M.S., Wagner College
- Gabriel Bennett**, Assistant Professor, Art
B.F.A., University of Central Arkansas, M.F.A., Virginia Commonwealth University
- Tsubasa Berg**, Assistant to Higher Education Officer, IT Academic Applications Coordinator, KCATT, Academic Programs
B.A., California State University
- Deborah Berhanu**, Assistant Professor, Physical Sciences
DEUG Life Sciences, Universite Jean Monnet, Saint-Etienne, France, B.S., University Claude Bernard, France, Ph.D., University of Manchester, UK
- Jay Bernstein**, Associate Professor, Library
B.A., SUNY Purchase, M.A., Ph.D., University of California at Berkeley, M.L.S., St. John's University
- Anna Betancourt**, Higher Education Associate, Assistant Director of Collaborative Programs
A.A.S., Kingsborough Community College, B.A., College of Staten Island
- Alison Better**, Assistant Professor, Behavioral Sciences & Human Services
B.A., Skidmore College, M.A., Ph.D., Brandeis University
- Linda Biancorosso**, Higher Education Officer, Director, Institutional Research
A.A.S., Kingsborough Community College, B.S., Brooklyn College
- Michelle Billies**, Assistant Professor, Behavioral Sciences & Human Services
B.A., University of Michigan at Ann Arbor, M.S.W., Columbia University School of Social Work
- Diane Bilyk**, Assistant to Higher Education Officer, Tutoring Coordinator
A.A.S., Kingsborough Community College, B.S., Brooklyn College
- Robert Blaisdell**, Professor, English
B.A., M.A., Ph.D., University of California, Santa Barbara
- Julie Block-Rosen**, Higher Education Officer, Legal Counsel and Labor Relations Director, Office of the President
B.A., SUNY Stony Brook, J.D., St. John's University School of Law
- Natasha Boatswain**, Assistant to Higher Education Officer, Enrollment Registrar Coordinator, Registrar's Office
A.A.S., Kingsborough Community College, B.S., The City College of New York
- Beric Boran**, Instructor, History, Philosophy & Political Science
B.A., University of Split, Croatia, M.A., University of Ljubljana, Slovenia, M. Phil., CUNY Graduate Center
- Anthony Borgese**, Professor and Chairperson, Tourism & Hospitality
A.A.S., Kingsborough Community College, B.A., Brooklyn College, M.B.A., Baruch College, D.S.M., United States Sports Academy
- Kirt Bowen**, Assistant Professor, Nursing
A.A.S., LaGuardia Community College, B.S., Touro College, M.P.A., Metropolitan College of New York
- Heather Bowles**, Assistant to Higher Education Officer, Administrative Coordinator, Academic Affairs
B.S., Brooklyn College
- Michele Bracco**, Lecturer, Health, Physical Education & Recreation,
B.A., St. Joseph's College, M.A., New York University
- Sara Bradwisch**, Assistant Professor, Nursing
B.S.N., Mount Saint Vincent Mary College, M.S.N., Long Island University, C.W. Post Campus
- Jaqueline Brady**, Associate Professor, English
B.A., M.A., Catholic University, M.A., Ph.D., New York University
- Loretta Brancaccio-Taras**, Professor and Chairperson, Biological Sciences
B.S., M.S., M. Phil., Ph.D., St. John's University
- Shawna Brandle**, Assistant Professor, History, Philosophy & Political Sciences
B.S.F.S., Georgetown University, M.A., Brooklyn College, M. Phil., CUNY Graduate Center
- Megan Brandow-Faller**, Associate Professor, History, Philosophy and Political Sciences
B.A., College of William and Mary, M.A., Ph.D., Georgetown University

- Natalia Bredikhina**, Higher Education Associate, Academic ESL Program Manager, ESL Programs, Continuing Education
A.A.S., Kingsborough Community College, B.A., M.A., Sverdlovsk Institute of National Economics, M.A., Brooklyn College
- Lesley Broder**, Associate Professor, English
B.A., Long Island University, C.W. Post Campus, M.A., Teachers College, Columbia University, Ph.D., SUNY Stony Brook
- Victor Broder**, College Laboratory Technician, Biological Sciences
A.A.S., New York University, A.S., Kingsborough Community College, B.A., Brooklyn College
- Evrick Brown**, Assistant Professor, Behavioral Sciences & Human Services
B.A., M.A., Brooklyn College, Ph.D., SUNY Albany
- Heather Brown**, Higher Education Associate, Director, Childcare Center
A.S., B.S., M.S.Ed., St John's University
- Domenick Brucculeri**, Higher Education Assistant, Collaborative Programs
B.S., M.P.A., John Jay College
- Rosemary Bufano**, Lecturer, Tourism & Hospitality
B.A., Queens College
- Pearine Butler**, Assistant to Higher Education Officer, Academic Advisor, Student Affairs
B.S., Syracuse University
- Tian Cai**, Lecturer, Mathematics & Computer Science
B.A., Pace University, M.S., New York University
- Scott Cally**, Associate Professor, Communications & Performing Arts
B.A., Lafayette College, M.F.A., University of Florida
- Eulalee Cambridge**, College Laboratory Technician, Biological Sciences
A.A.S., Bronx Community College, B.S., New York University
- Devin Camenares**, Assistant Professor, Biological Sciences
B.S., Rutgers University, Ph.D., SUNY Stony Brook
- Susan Carpenter**, Assistant Professor, Behavioral Sciences and Human Services
B.A., University of New Castle upon Tyne, U.K., M.F.A., University of New Castle upon Tyne, U.K., Post Graduate Certificate, University of London, Goldsmiths College, U.K., M.S., Lehman College, Ph.D., Australian National University, Canberra, Australia
- Madalena Carrozzo**, Higher Education Associate, Enrollment Registrar Manager, Registrar
B.A., Brooklyn College
- Seanna Carter**, Assistant to Higher Education Officer, Enrollment Registrar Coordinator, Academic Scheduling
B.A., CUNY Baccalaureate Program
- Cesar Castope**, Lecturer, Business
B.A., B.S., M.A., Hunter College
- Marie Caty**, Higher Education Officer, Academic ASAP Program Director
B.A., M.A., Brooklyn College
- Lenel J. Caze**, Assistant Professor, Nursing B.A.,
Universite d'Etat d'Haiti, B.S., SUNY Empire State College
- Tony Ceselka**, College Laboratory Technician, Academic Computing
A.A.S., Kingsborough Community College
- Kar Chan**, Assistant to Higher Education Officer, HRIS Coordinator, Human Resources
B.A., CUNY School of Professional Studies
- Christopher Chapman**, Associate Professor, History, Philosophy & Political Science
A.A., Union County College, B.S., New Jersey City University, M.S., Boston University, Ph.D., North Central University
- Kathryn Chapman**, Lecturer Doctoral Schedule, Physical Sciences
B.A., University of Pennsylvania, M.S., Ph.D., New York University
- Claudius Christopher**, Higher Education Assistant, Financial Aid Specialist, Default Manager
B.A., Lehman College
- Wendy Chu**, Assistant Professor, Library
B.A., Barnard College, M.B.A., Baruch College, M.L.S., Queens College
- Valeriya Chulskaya**, Senior College Laboratory Technician, Communications and Performing Arts
A.A.S., Kingsborough Community College, B.A., Brooklyn College
- Lucille Cichminski**, Associate Professor, Nursing A.A.S., B.S.N., College of Staten Island, M.S.N., Hunter College
- Robert Cincinnati**, Assistant to Higher Education Officer, ASAP Program Coordinator, Academic Affairs
A.A.S., Kingsborough Community College, B.A., New York City College of Technology
- Jessica Cinelli**, Assistant to Higher Education Officer, Administrative Coordinator, Center for Economic and Workforce Development
B.A., University of Vermont
- Jennifer Clapp**, Assistant to Higher Education Officer, Student Development
B.S., Brooklyn College, M.A., Touro
- Regina Clarke**, Assistant to Higher Education Officer, Enrollment Registrar Coordinator, Registrar
B.A., John Jay College of Criminal Justice
- Zuleika Clarke**, Higher Education Officer, Director STEM & Math Development Initiatives
B.A., M.A., Brooklyn College
- Audrey Cohen**, Professor, Business
B.A., Radcliffe College, M.B.A., DBA, Harvard Business School
- Peter Cohen**, Vice President for Student Affairs B.A., M.S.W., New York University
- Gerard Cole**, Higher Education Assistant, Student Advisor, ASAP
B.A., SUNY Binghamton
- Daniel Collins**, Lecturer, Mathematics and Computer Science
B.A., M.A., University of Maine

Christina Paulette Colon, Assistant Professor, Biological Sciences
B.A., Drew University, M.A., New York University,
Ph.D., Fordham University

Maryann Conlon, Higher Education Assistant, Academic Resource Center Specialist, Nursing
B.S.N., Hunter College

Harold C. Connolly, Jr., Professor, Physical Sciences B.A., M.S., Ph.D., Rutgers University

Joseph Consolo, Lecturer, Business
A.A., Kingsborough Community College, B.A., New York University, M.A., New School for Social Research

Donna Contreras, Assistant to Higher Education Officer, Enrollment Coordinator, Enrollment Management
A.A., Kingsborough Community College, B.A., Brooklyn College

George Contreras, Associate Professor, Nursing B.A., New York University, M.S., Iona College, M.P.H., Hunter College

David Cooper, Higher Education Associate, Enrollment Registrar Manager, Enrollment Management
B.A., Brooklyn College

Anthony Corazza, Associate Administrator/
Campus Facilities Officer
B.S., St. John's University

William Correnti, Administrator/Executive Director of Finance
A.A.S., Kingsborough Community College,
B.S., St. John's University

David Costello, Lecturer, Communications & Performing Arts
B.A., McGill University

Kaleeba Coulter-Moore, Higher Education Assistant, Early College School Liaison
B.A., M.A., Queens College

Robert Cowan, Professor, English
B.A., University of Massachusetts, Amherst,
M.A., Ph.D., CUNY Graduate Center

Nareida Crandall, Higher Education Assistant, Academic Advisor, College Discovery Program
A.A.S., Medgar Evers College, B.A., Empire State College,
M.S., Long Island University

Celeste Creegan, Higher Education Officer, Environmental Health and Safety Director
A.A.S., Brookdale Community College, B.A., New York University, M.P.H., CUNY School of Public Health at Hunter College

Jeanette Cruz, Higher Education Associate,
Student Psychological Counselor, Counseling Center
B.A., The City College of New York

Martha Clark Cummings, Associate Professor, English
B.A., New York University,
M.A., Ed.M., Ed.D., Columbia University, Teachers College

Victor Cubero, Jr., Assistant to Higher Education Officer,
Academic Advisor, Freshman Services, Student Affairs
B.A., SUNY Albany, M.S., New York University

Jacek Czarnecki, Assistant Professor, History, Philosophy & Political Science
B.A., Hunter College, M.A., Brooklyn College,
D.A., St. John's University

Patricia D'Agosta, Higher Education Associate, Continuing Education Manager
A.A., Kingsborough Community College, B.A., CUNY Baccalaureate Program at Brooklyn College

Maureen Daly, Higher Education Associate,
Administrative Events Manager
A.A.S., Kingsborough Community College,
B.B.A., Hofstra University, M.S.Ed., Baruch College

Michelle Davidowitz, Assistant Professor, Business
B.A., Queens College, M.B.A., Baruch College

Aleksandr Davydov, Assistant Professor, Mathematics & Computer Science
M.S., Samarkand State University, Russia,
Ph.D., Ural State University, Russia

Mary Dawson, Professor, Biological Sciences
B.S., Brooklyn College, Ph.D., SUNY Health Science Center at Brooklyn

Jennifer DeGuzman, Distinguished Lecturer, Nursing
A.A.S., Kingsborough Community College, B.S.N.,
University of Phoenix

Ann M. Del Principe, Assistant Professor, English
B.A., Marquette University, M.A., University of Wisconsin at Madison, Ph.D., New York University

Erika Delacruz-Cabrera, Higher Education Officer, Academic Program Director, Collaborative Programs
A.S., B.S., John Jay College of Criminal Justice

Jodie Delsol, Assistant to Higher Education Officer, Office of the Vice President for Student Affairs /STEM
B.S., Hunter, M.A., Brooklyn College

Kristin Derimanova, Assistant Professor, Art
A.A.S., Mohawk Valley Community College, B.F.A., M.F.A.,
University of Saints Cyril and Methodius, Veliko, Turnovo,
Bulgaria

John Descarfino, Associate Professor, Art
B.F.A., St. Thomas Aquinas College School of Visual Arts,
M.F.A., Hunter College

Emral Devany, Assistant Professor, Biological Sciences
B.S., Middle East Technical University, M.A., CUNY Graduate Center Ph.D., CUNY Graduate Center and at Hunter College

Christian Calienes Deza, Higher Education Associate,
Institutional Research Manager
B.A., Fairfield University, M.A., Pennsylvania State University

Anthony DiLernia, Professor, Director, Maritime Program,
Tourism & Hospitality
B.S., M.S., Professional Diploma, St. John's University

Elizabeth Dill, Associate Professor, English
B.A., Wells College, M.A., Ph.D., SUNY Buffalo

Sarah Dillon, Assistant Professor, Art
B.A., DePaul University, M.A., Syracuse University,
Ph.D., CUNY Graduate Center

- Vickie DiMartino**, Higher Education Associate,
Associate Director, Continuing Education & CEWD
B.A., M.A., College of Staten Island
- Renata Dimitrova**, Higher Education Assistant,
Enrollment Bursar Coordinator, Bursar
B.S., Touro College
- Alfred Dolich**, Assistant Professor, Mathematics & Computer
Science
B.A., University of Pennsylvania, M.A., Columbia University,
Ph.D., University of Maryland
- Naxielly Dominguez**, Lecturer, Tourism &
Hospitality B.A., Universidad Regional del Sureste,
Mexico
- Maureen Dorgan Crowley**, Senior College Laboratory
Technician, Nursing
B.A., Queens College
- Suzette Nicole Dove**, Higher Education Assistant,
Assistant to Budget Director
A.A., Kingsborough Community College, B.S., Brooklyn College
- Mickie Driscoll**, Assistant Administrator, Executive
Director, Human Resources
A.A.S., Kingsborough Community College,
B.S., Regents College, The State University of New York
- Damali Dublin**, Higher Education Associate, Student Life
Manager for Student Conduct
B.B.A., M.S.Ed., Baruch College
- Mark Eaton**, Assistant Professor, Library
B.A., McGill University, M.I.S., University of Toronto, M.A.,
Queen's University, Canada
- Thomas Eaton**, Assistant Professor, Art
B.A., Pennsylvania State University, M.F.A.,
Lehman College
- Kevincha Echols**, Assistant Professor, Health, Physical
Education & Recreation
B.S., Tennessee State University, M.A.,
Clark Atlanta University
- Abraham Edelheit**, Assistant Professor, History, Philosophy &
Political Sciences
B.A., M.A., Yeshiva University, M.A., Brandeis University,
Ph.D., CUNY Graduate Center
- MaryAnn Edelman**, Professor, Nursing
A.A.S., B.A., M.S., College of Staten Island
- Shranda Edmeade**, Higher Education Assistant, Academic
Counselor
B.S., Brooklyn College, M.S., Ed.D., Hunter College
- Susan Ednie**, Lecturer, Behavioral Sciences & Human Services
B.A., University of Rhode Island, M.A., Boston University,
M.S.W., Fordham University
- Hanane Elabid**, Higher Education Assistant, Senior Academic
Advisor, Freshman Services
A.A.S., Kingsborough Community College, B.B.A., Baruch
College, M.S.Ed., Brooklyn College
- Hattie Elmore**, Higher Education Associate, Student
Support Manager, Single Stop, Enrollment Management
A.A.S., LaGuardia Community College, B.A., John Jay
College of Criminal Justice
- Elroy Esdaille**, Lecturer, English
B.A., M.A., Brooklyn College
- Andrea Lynn Evola**, Assistant Professor, Nursing
B.S.N., St. Joseph's University, M.S.N., Liberty University
- Maureen Fadem**, Assistant Professor, English
B.A., Arcadia University, M.A., Queens College,
Ph.D., CUNY Graduate Center
- Barbara Fairweather**, Higher Education Associate,
Administrative Manager, Academic Affairs
B.B.A., Adelphi University
- M. Reza Fakhari**, Assistant Vice President for
Academic Affairs/ Associate Provost, Professor,
History, Philosophy & Political Sciences
B.A., Winona State University, M.A., Ph.D., New
School University
- Janice Farley**, Professor, Art
B.A., Marymount College, M.F.A., Pratt Institute
- Susan Farrell**, Professor and Chairperson, Behavioral Sciences &
Human Services
B.A., Queens College, M.A., St. John's University, Ph.D., CUNY
Graduate Center
- Azure N. Faucette**, Assistant Professor, Biological Sciences
B.A., M.S., Tuskegee University, Ph.D., Texas A&M
- Rosalie Fayad Pichardo**, Higher Education Officer, Director,
Enrollment Services
B.A., College of Staten Island, M.S., Central Michigan
University
- Elie Feder**, Professor, Mathematics & Computer Science
B.A., M.A., Queens College, Ph.D., CUNY Graduate
Center
- Joseph Felser**, Associate Professor, History, Philosophy &
Political Sciences
B.A., Boston University, M.A., Ph.D., University of Chicago
- Dorothy Ferrante**, Senior College Laboratory Technician,
Tourism & Hospitality
- Eileen Ferretti**, Associate Professor and Chairperson, English
B.A., Brooklyn College, M.A., Queens College, M. Philosophy,
Ph.D., CUNY Graduate Center
- Christine Fey**, Lecturer, Director of Exercise Science/Personal
Training Health, Physical Education & Recreation
B.S., M.S., California State University
- Carmel Ficorelli**, Professor, Nursing
B.S., M.S./F.N.P., SUNY Downstate
- Monica Filimon**, Assistant Professor, English
B.A., University of Craiova, Craiova, Romania,
M.A., University of Bucharest, Bucharest, Romania,
M.A., CUNY Graduate Center, Ph.D., Rutgers University
- Amy Finkelstein**, Assistant to Higher Education Officer, Payroll
Coordinator, Human Resources
A.A., Kingsborough Community College, B.A., College of Staten
Island
- Peter Fiume**, Associate Professor, Behavioral Sciences & Human
Services
A.A.S., Kingsborough Community College, B.A., Columbia
University, M. Div., Union Theological Seminary, Ed.D.,
Columbia University, Teachers College
- Gregory Fletcher**, Associate Professor, Communications and
Performing Arts
B.A., California State University at Northridge,
M.F.A., Columbia University, M.A. Boston University

- Quincy Flowers**, Assistant Professor, English
B.A., Kennesaw State University, M.A., New York University,
Ph.D., University of Houston
- Lourdes Follins**, Associate Professor, Behavioral Sciences &
Human Services
B.A., University of Rochester, M.S.W., Ph.D., New York
University
- Tyrone Forte**, Director, Public Safety
B.A., York College
- Richard Fox**, Interim Vice President for Academic Affairs and
Provost, Vice President for Institutional Effectiveness
B.A., Hunter College, M.A., University of Nebraska,
Ph.D., State University of New York at Buffalo
- Juan Franquiz**, Lecturer, Health, Physical Education and
Recreation
B.S., Long Island University, M.A., New York University
- Lea Fridman**, Professor, English
B.A., M. Philosophy, Yeshiva University,
Ph.D., CUNY Graduate Center
- Ilona Fridson**, Higher Education Associate, Counselor,
Student Development
B.S., Moscow State Pedagogical University, M.S.W., Adelphi
University
- Thomas Friebe**, Vice President for Enrollment Management
B.A., Hofstra University
- Shoshana Friedman**, Assistant Professor, Mathematics &
Computer Science
B.A., Brooklyn College, Ph.D., CUNY Graduate Center
- Richard Fruscione**, Associate Professor, Nursing
B.A., Wagner College
- Julia Furay**, Assistant Professor, Library
B.J., University of Missouri, M.A., University College Dublin,
M.L.S., Queens College
- Esther Gabay**, Lecturer, English
B.A., College of Staten Island
- Samuel Gale**, Professor, Mathematics & Computer Science
B.A., Queens College, M.F.A., Princeton University,
M.S. Ph.D., New York University
- Roberto Garcia**, Higher Education Assistant, ASAP Student
Advisor, Academic Affairs/ASAP
B.S., Touro College
- Libby Garland**, Associate Professor, History
B.A., Yale University, M.A., Ph.D., University of Michigan
- Kate Garretson**, Professor, English
B.A., Vassar College, M.A., M. Phil., Yale University,
Ph.D., New York University
- Matthew Gartner**, Associate Professor, English
B.A., Williams College, Ph.D., CUNY Graduate
Center
- Barbara Ann Gattullo**, Professor and Deputy Chairperson
for Clinical Affiliations, Nursing
A.A.S., College of Staten Island, B.S.N., M.S.N., Hunter College
- Kevin Gayle**, Higher Education Assistant, Academic Student
Support Counselor, College Discovery
B.S., SUNY Stony Brook, M.S.W., Long Island University
- Jay Gelbein**, Professor, Business
B.S., Brooklyn College, M.S., Long Island University, C.P.A.,
State of New York and State of New Jersey
- Anna Geller-Koplan**, Lecturer, Business
B.S., Brooklyn College, M.B.A., Pace University
- Joel George**, Assistant to Higher Education Officer, Financial Aid
Advisor, Financial Aid
B.B.A., Baruch College
- Susan George**, Assistant to Higher Education Officer, Finance
Coordinator, Bursar
B.B.A., Queens College
- Ronald Gerwin**, Professor, Health, Physical Education &
Recreation
B.S., Brooklyn College, M.Ed., Temple University, Ed.D.,
Columbia University, Teachers College
- Robert Gevertzman**, Higher Education Associate,
Financial Aid Manager
A.A.S., Kingsborough Community College, A.A.S., New York
City Technical College, B.S., SUNY Empire State College
- Kathryn Giaimo**, Higher Education Assistant,
Development Corporate & Foundation Relations
Manager, College Advancement
B.A., University of Minnesota, M.A., New York University
- Nicolas Giampetruzzi**, Higher Education Assistant,
Student LEADS Support Specialist, Student Affairs
B.A., M.S., Long Island University
- Valerie Gill**, Associate Professor, Nursing
A.A.S., B.S., Medgar Evers College, M.S., M.Ed.,
Teachers College, Columbia University
- Sherrye Glaser**, Assistant Professor, Biological Sciences
A.S., Kingsborough Community College,
B.S., M.A., M.S., The City College of New York
- Gail Glass-Malley**, Higher Education Associate, Student
Psychological Counselor, Access-Ability Services
B.A., SUNY Stony Brook, M.S.Ed., Brooklyn College
- Laura Glazier-Smith**, Higher Education Officer, Alumni
Relations Director, College Advancement
A.S., Kingsborough Community College, B.A., M.B.A.,
Baruch College
- David Goldberg**, Assistant Professor, Tourism & Hospitality
B.A., M.A., The City College of New York
- Michael Goldstein**, Higher Education Officer,
Administrative Officer, Communications and
Government Relations
B.A., Bennington College, J.D., CUNY School of Law
- Harry Good, III**, Higher Education Assistant,
Enrollment Management, Assistant Director Recruitment
Programs
B.A., Central State University, M.A., SUNY Binghamton,
Ph.D., Union Institute
- Karlene Gooding**, Lecturer, English,
A.A., Borough of Manhattan Community College,
B.A., Brooklyn College
- Rosemarie Goodridge**, Assistant to Higher Education
Officer, Human Resources Coordinator, Human
Resources
M.A., Brooklyn College
- Darya Gorinshteyn**, Higher Education Officer, Director of
Counseling and Health Services
A.S., Kingsborough Community College, B.S., Adelphi
University, M.S.W., Columbia University

- Donna Grancio**, Assistant to Higher Education Officer, Maintenance
A.A.S., Kingsborough Community College, B.A., College of Staten Island
- Elba Grau**, Higher Education Associate, Enrollment Registrar Manager, Register
A.A., Kingsborough Community College, B.A., College of Staten Island
- Janine Graziano-King**, Professor, English
B.A., M.A., Hunter College, Ph.D., CUNY Graduate Center
- Martha Greasley**, Higher Education Assistant, Senior Academic Advisor, ASAP
B.A., M.A., Brooklyn College
- Jacqueline Green**, Assistant to Higher Education Officer, Academic Testing Coordinator, Testing Office
A.A., Kingsborough Community College, B.A., CUNY School of Professional Studies
- Cindy Greenberg**, Professor, Communications & Performing Arts
B.A., Queens College, M.A., Ph.D., CUNY Graduate Center
- Alexis Greene**, Higher Education Assistant, Continuing Education Specialist, Continuing Education
A.A., Kingsborough Community College, B.S., York College, M.P.A., The City College of New York
- Nataniel Greene**, Professor, Mathematics & Computer Science
B.A., Yeshiva University, M.S., Courant Institute, Ph.D., SUNY Stony Brook
- Carolyn Gribben**, Assistant Professor, Student Development
B.S., Brooklyn College, M.A., Teachers College, Columbia University, Ph.D., Fordham University
- Daniel Grimaldi**, Assistant Professor, Mathematics & Computer Science
B.A., Fordham University, M.S., New York University
- Aleksander Gorbenko**, College Laboratory Technician,
B.S., M.S., John Jay College of Criminal Justice
- Charles Guigno**, Professor, Director, Mental Health & Human Services Program, Behavioral Sciences & Human Services
B.A., Pace University, M.S., The City College of New York, M.S., Ed.D., Columbia University
- Bruno Gulli**, Assistant Professor, History, Philosophy & Political Science
B.A., Venice University, M.A., San Francisco State University, Ph.D., CUNY Graduate Center
- Jonelle Gulston**, Higher Education Assistant, ASAP Student Advisor, ASAP
B.A., M.S., Brooklyn College
- Yuliya Gutkovskaya**, Higher Education Assistant, Academic Programs Specialist, Liberal Arts, Academic Affairs/Liberal Arts
A.S., Kingsborough Community College, B.A., Hunter College, M.S., Long Island University
- Amy Haas**, Professor, Business
B.S., SUNY Binghamton, M.B.A., Hofstra University, C.P.A., State of New York
- Brian Hack**, Senior College Laboratory Technician, Art
B.A., Juniata College, M.Phil., Ph.D., CUNY Graduate Center
- Maureen Haggerty**, Lecturer, English A.A.S.,
B.S., M.A., College of Staten Island
- Walter Hanula**, College Laboratory Technician, Health, Physical Education & Recreation
A.A., Kingsborough Community College, B.A., Brooklyn College
- Wayne Harewood**, Higher Education Officer, Director, Financial Aid
B.S., Houghton College, M.S., Long Island University, M.S., Baruch College, D.M., University of Maryland
- Helaine Harris**, Associate Professor, Director, Mental Health and Human Services Program, Behavioral Sciences & Human Services
B.S., SUNY at Buffalo, M.S.Ed., Pace University, Ph.D., Pace University, Certificate, Manhattan Institute for Psychoanalysis
- Hope Harris**, Assistant to Higher Education Officer, Financial Aid Advisor, Financial Aid
B.A., Fordham University, M.S. Ed., Long Island University, C.W. Post Campus
- Brian Haughney**, Senior College Laboratory Technician, Nursing
- Jennifer Hecker**, Assistant to Higher Education Officer, Academic Advisor STEM, Biological Sciences
B.A., Stony Brook
- Jameelah Hegazy**, Assistant Professor, Nursing
B.S.N., The City College of New York, M.A., Pace University
- Robert Herklotz**, Chief College Laboratory Technician, Communications & Performing Arts
A.A., Kingsborough Community College, B.A., M.S., Brooklyn College
- Delia Hernandez**, Lecturer, Behavioral Sciences and Human Services
B.A., St. Francis College, M.S., Bank Street College of Education
- Maria Hernández**, Associate Professor, Foreign Language
B.A., University of Alicante, M.A., University of Rhode Island, Ph.D., Boston University
- Keith Heron**, Higher Education Assistant, Student Athletics Program Specialist
A.A., Nassau Community College, B.S., Queens College, M.S.Ed., Long Island University
- Christine Herrera**, Higher Education Assistant, Student Life Child Center Assistant Teacher
B.A., M.S., Lehman College
- Farley Herzek**, President
B.S., The City College of New York, M.A., California State University
- Patrick Hickey, Jr.**, Lecturer, English
A.S., Kingsborough Community College, B.A., Brooklyn College
- Rommel Hidalgo**, Higher Education Associate, Communications Publications Editorial Manager
A.A.S., Kingsborough Community College, B.A., Brooklyn College
- George Hill**, Assistant to Higher Education Officer, Academic Advisor, Opening Doors, Student Affairs
B.A., College of Mt. St. Vincent, M.S., Columbia University, Teachers College

- Maya Hinds**, Assistant to Higher Education Officer,
Academic Advisor, Freshman Services
B.A., SUNY Buffalo, M.P.A., John Jay College of Criminal
Justice
- Craig Hinkley**, Assistant Professor, Biological Sciences
B.A., William Penn College, M.S., North Texas State
University, Ph.D., University of Texas Health Science
Center at Houston
- Orit Hirsh**, Senior College Laboratory Technician, Instructional
Computing
A.S., Kingsborough Community College, B.S., M.S., Brooklyn
College, Ph.D., Walden University
- Ivan Shun Ho**, Assistant Professor, Biological Sciences
B.S., Long Island University, Ph.D., SUNY Stony Brook
- Linda Holman**, Assistant Professor, English
B.A., State University of New York at Albany,
M.A., Ph.D., State University of New York at Buffalo
- Susan Hom**, Higher Education Officer, Director,
Institute of Tutorial Services,
B.A., Fordham University, M.A., State University of New
York at Stony Brook, Ph.D., CUNY Graduate Center
- Nicole Hope**, Assistant to Higher Education Officer,
Registrar Coordinator, Enrollment Management
A.A.S., B.B.A., Monroe College
- Kieren Torres Howard**, Assistant Professor, Physical
Sciences B.S., University of Tasmania, Ph.D., University of
Tasmania
- Vonetta Hoyte**, Higher Education Assistant, Senior Financial
Aid Advisor, Financial Aid
B.A., SUNY Albany
- Donald Hume**, Associate Professor and Chairperson,
Co-Director, Physical Education, Recreation and Recreation
Therapy, Health, Physical Education & Recreation
B.A., M.A., New York University, Ed.D., Teachers College,
Columbia University
- Asif Hussain**, Associate Administrator/Chief Officer,
Information Technology
B.S., NED University of Engineering & Technology, Pakistan,
M.S., The City College of New York
- Rachel Ihara**, Associate Professor, English
B.A., Humboldt State University, M.A., Queens College,
M.Phil., Ph.D., CUNY Graduate Center
- Gavin Ireland**, Higher Education Assistant, Student
Life, International Student Specialist, Enrollment
Management
A.A.S., Kingsborough Community College, B.B.A., Monroe
College, M.B.A., Baruch College
- Natasha Iovovich**, Professor, English,
B.A., M.A., Moscow Linguistic University, Ph.D., Union
Graduate School
- Ana Cris Izaguirre**, Senior College Laboratory Technician,
B.A., Hunter College
- Z.M.G. Sarwar Jahangir**, Assistant Professor, Biological
Sciences
B.S., Bangladesh Agricultural University, M.S., University of
Cochin, India, Ph.D., CUNY Graduate Center
- Steven Janowsky**, Lecturer, English
B.A., Brooklyn College
- Maya Jimenez**, Assistant Professor, Art
B.A., George Washington University, M.Phil., Ph.D., CUNY
Graduate Center
- Keisha Johnson**, Higher Education Associate,
Assistant to Director, Financial Aid
B.A., SUNY Old Westbury, M.S., Iona College
- Lindsey Johnson**, Higher Education Assistant,
Academic Student Support Specialist, CUNY
Start/Continuing Education
B.A., Brooklyn College
- Tanya Johnson**, Lecturer, Tourism & Hospitality
B.S., University of Phoenix, M.S., Argosy University
- Tyrone Johnson**, Assistant Professor, Nursing
B.A., Ashford University
- Kwatei Jones-Quartey**, Senior College Laboratory Technician,
Instructional Computing
B.A., University of Ghana, B.S., The City University of New
York, M.F.A., The City College of New York
- Marisa Joseph**, Higher Education Associate, Student Career
Program Manager
B.A., M.A., Brooklyn College
- Monica Joseph**, Assistant Professor, Behavioral
Sciences & Human Services
B.S., York College, M.S., M.Phil., Ph.D., Columbia University
- Phillip Joseph**, College Laboratory Technician, Biological
Sciences
B.S., Concordia University
- Yogesh Joshi**, Assistant Professor, Mathematics and
Computer Science
B.S., University of Delhi, India, M.S., Indian Institute of
Technology, Delhi, India, M.S., New Jersey Institute of
Technology, Ph.D., New Jersey Institute of Technology
- Gabrielle Kahn**, Associate Professor, English
B.A., Wesleyan University, M.A., Ed.M., Columbia
University, Teachers College, Ed.D., Columbia University,
Teachers College
- Diana Kalechman**, Lecturer, Mathematics & Computer
Science
B.A., Universidad Simon Rodriguez, M.A., New York University
- Amanda Kalin**, Higher Education Officer, Academic Affairs
Director/Director of Curriculum Development and Program
Planning
B.A., M.A., John Jay College of Criminal Justice
- Magda Kamel**, Higher Education Assistant,
Financial Aid Counselor & College Work Study Coordinator
B.A., Alexandria University, Egypt
- Laxman Kanduri**, Lecturer, Tourism & Hospitality
B.S., Andhra Pradesh Agricultural University, India,
M.S., University of Mysore, India, M.S., University of Maine
- George Kapetanakis**, Lecturer, Behavioral Sciences & Human
Services
B.S., Brooklyn College, M.S.W., New York University
- Maria Karfitsas**, Assistant to Higher Education Officer,
Tutoring Coordinator
A.S., Kingsborough Community College, B.S., Brooklyn
College

- Amy Karp**, Assistant Professor, English
B.A., SUNY Binghamton, M.F.A., Brooklyn College,
M.A., Ph.D., University of Maryland, College Park
- Anna Karpathakis**, Associate Professor, Behavioral
Sciences & Human Services
B.A., Queens College, M.A., M.Ph., Ph.D., Columbia University
- Kamini Karran**, College Laboratory Technician, Library
A.A.S., Kingsborough Community College
- Laura Kates**, Associate Professor, Assistant Director, Education
Program, Behavioral Sciences & Human Services
B.A., New York University, M.S., Bank Street College of
Education, Ed.D., Columbia University, Teachers College
- Brian Katz**, Lecturer, English
B.A., Bennington College, M.F.A., Columbia University
- Christopher Keane**, Distinguished Lecturer, Nursing
A.A.S., College of Staten Island, B.A., Bucknell University,
M.S.N., Wagner College
- Charles Kee**, Professor, Business
A.A.S., Kingsborough Community College,
B.B.A., Baruch College, M.B.A., St. John's University,
C.P.A., New York and New Jersey
- Renata Kheyson**, Lecturer, Business
A.A.S., Kingsborough Community College,
B.A., Hunter College
- Beth King**, Assistant Professor, Behavioral Sciences & Human
Services
B.A., University of Colorado, M.A., Ph.D., University of
Massachusetts
- Reabeka King**, Assistant Professor, Library
B.A., M.A., The City College of New York, MLS, Queens College
- Michael Klein**, Higher Education Officer, Registrar Director
B.A., York College
- Enrika Kohavi**, Higher Education Officer, Bursar Director,
Bursar
B.S., Touro College
- Kevin Kolkmeier**, Lecturer, English
B.A., SUNY Binghamton, M.A., California State University,
Long Beach
- Miriam Korfine**, Assistant to Higher Education Officer,
Assistant to the Coordinator, Math Workshop
B.A., Brooklyn College
- Conrad Kreuter**, Lecturer, Tourism & Hospitality
B.S., M.B.A., New York Institute of Technology
- Ayalur Krishnan**, Associate Professor, Mathematics &
Computer Science
B.S., St. Xavier's College, Calcutta India, Ph.D., Wesleyan
University
- Susan Lachman**, Lecturer, Behavioral Sciences & Human
Services
B.A., M.A., Brooklyn College, Ph.D., New York University
- Suzanne LaFont**, Professor, Behavioral Sciences & Human
Services,
B.A., University of Michigan, M.Phil., Ph.D., Yale University
- Paule LaFortune**, Assistant to Higher Education Officer,
Administrative Coordinator, Academic Affairs
B.F.A., Brooklyn College
- Mohamed Lakrim**, Professor, Biological Sciences
B.A., Institute of Agricultural Technology in Algeria,
M.S. Ed., Universite Libre de Bruxelles,
M.A., Ph.D., The Catholic University of Louvain, Belgium
- Daniel La Noue**, Higher Education Assistant, Communication
Publications Writer-Editor, College Advancement
B.A., Kenyon College, M.S., New York University
- Gail Larkin**, Assistant Professor, Nursing
B.S., Empire State College
- Marjorie LaRoche**, Assistant to Higher Education Officer,
Administrative Coordinator, Academic Affairs
B.A., John Jay College of Criminal Justice
- Melissa Larrea**, Higher Education Assistant, Financial Aid
Specialist, Financial Aid
B.B.A., Briarcliffe College
- Natasha Lauriston**, Assistant to Higher Education Officer,
Student Career Advisor/Career Counselor, Student Affairs
A.S., Kingsborough Community College, B.A., M.A.,
Brooklyn College
- Thomas Lavazzi**, Professor, English
B.A., Washington University, M.A., University of Missouri,
M.F.A., University of Iowa, Ph.D., CUNY Graduate Center
- David Lawson**, College Laboratory Technician, Health,
Physical Education & Recreation
A.A.S., Kingsborough Community College
- Jeffrey Lax**, Professor and Chairperson, Business
B.S., Brooklyn College, J.D., Benjamin Cardozo School of Law,
M.B.A., Zicklin School of Business, Baruch College
- Frantz A. Leconte**, Professor, Foreign Languages
B.A., M.A., Brooklyn College, Ph.D., M.Ph., CUNY Graduate
Center
- Jason Leggett**, Assistant Professor, History, Philosophy &
Political Science
A.A., Highline Community College, B.A., University of
Washington, J.D., Seattle University School of Law
- Richard Legum**, Assistant Professor, History, Philosophy &
Political Science
B.A., Franklin and Marshall College, Ph.D., University of
Rochester
- Jose Lenis**, Chief College Laboratory Technician, Physical
Sciences
B.A., Santiago De Cali University
- Lauren Levesque**, Higher Education Associate,
Institutional Research Manager, Institutional
Research
B.S., Central Connecticut State University, M.P.A., Baruch
College
- Alissa Levine**, Higher Education Associate, Community
Outreach Programs Manager, Center for Economic and
Workforce Development
B.A., SUNY Stony Brook, M.S.W., New York University
- Susan Levinshtein**, Assistant to Higher Education Officer,
Administrative Coordinator, Nursing
A.A.S., Kingsborough Community College, B.A., Excelsior
College
- Dawn Levy**, Assistant Professor, Business
B.A., Brooklyn College, J.D., Brooklyn Law School

- Ronna Levy**, Assistant Professor, English
B.A., University of Massachusetts, M.F.A., Brooklyn College,
Ph.D., Union Institute and University
- Sun Cheung Feon Li**, Higher Education Assistant, Enrollment
Bursar Specialist, Bursar
B.A., Pace University
- Eileen Lichtenthal**, Lecturer, Mathematics & Computer Science
B.A., Queens College, M.S., Rutgers University
- Juanita Linares**, Higher Education Officer, Deputy Director,
Human Resources
B.S., Brooklyn College
- Philip Listowsky**, Assistant Professor, Mathematics &
Computer Science
B.A., Yeshiva University, M.S., Polytechnic Institute of New
York University, Ph.D., CUNY Graduate Center
- Martin Litwack**, Lecturer, Mathematics & Computer
Science
B.A., SUNY Binghamton
- Shing Liu**, Higher Education Associate, Finance Manager,
Revenue and Banking
B.B.A., Baruch College
- Manel Lledos**, Professor, Art
B.A., Mila I. Fontanals, Spain, M.F.A., University of
Barcelona, Spain
- Patrick M. Lloyd**, Assistant Professor, Physical Sciences
B.S., Ph.D., University of California
- Maria Logothetis**, Higher Education Assistant, CUNY Start
Academic Program Support Specialist
B.A., Ithaca College, M.S.W., Hunter College
- Eduardo Lolo**, Professor, Foreign Languages
B.A., Central University, Matanzas, Cuba, M.A., The City
College of New York, Ph.D., CUNY Graduate Center
- John Lopez**, Lecturer, Biological Sciences
A.S., Kingsborough Community College, B.A., Columbia
University, M.D., Fatima College of Medicine, Philippines
- Gardy Louis**, Higher Education Assistant, Academic Testing
Specialist
B.A., Northwestern University
- Cindy Lui**, Higher Education Officer, Academic Program
Director
B.S., SUNY Oneonta, M.A., New York University
- Sandra Lujan**, Higher Education Associate, Enrollment
Registrar Manager, Registrar
A.A., Kingsborough Community College, B.S., York College
- Catherine Ma**, Assistant Professor, Behavioral Sciences &
Human Services,
B.A., SUNY Albany, M.A., Hunter College, M.Phil., Ph.D.,
CUNY Graduate Center
- Stephen Majewicz**, Professor, Mathematics & Computer
Science
B.S., M.A., SUNY Stony Brook, Ph.D., CUNY Graduate Center
- Jay Mancini**, Professor, Physical Sciences
B.S., Stevens Tech., M.S., Ph.D., Virginia Tech
- David Mandelbaum**, Lecturer, Business
B.S., Touro College
- Carey Manifold**, Higher Education Associate, Academic
ASAP Program Manager, Academic Affairs
B.A., John Jay College of Criminal Justice, M.A., Teachers
College, Columbia University
- Shoshana Marcus**, Assistant Professor, Mathematics &
Computer Science
B.S., Touro, M.A., Queens College, Ph.D., CUNY Graduate
Center
- Samantha Marina**, Higher Education Assistant, Academic
Student Support Specialist, CUNY Start/Continuing
Education
B.A., Hunter College, M.S.Ed., Brooklyn College
- John Martin**, Assistant Professor, Nursing
B.S., Tulane University
- Christopher Martinez**, Lecturer, History, Philosophy &
Political Sciences
B.S., Embry Riddle Aeronautical University, M.A., St. Leo
University
- Julio Martinez**, Higher Education Associate, Administrative
Manager for Fixed Assets, Budget
B.B.A., Baruch College, M.A., Iona College
- Theresa Mastrianni**, Associate Professor, Business
B.S., State University of New York at Oneonta,
M.B.Ed., New York University
- Bobin Mathew, Jr.**, Assistant to Higher Education Officer,
Enrollment Bursar Coordinator
A.A.S., Kingsborough Community College, B.S., College of
Staten Island
- Martin Matthew**, Lecturer, History, Philosophy & Political
Sciences
A.S., Nassau Community College, B.A., M.A., Queens College
- Maudelyne Maxineau**, Assistant to Higher Education
Officer, Coordinator Reading and Writing Center
B.A., City College
- Harper Mazock**, Assistant Professor, Biological Sciences
B.A., Ball State University, Ph.D., University of Illinois, Chicago
- Diane McDevitt**, Assistant Professor, Nursing
B.S.N., Dominican College, M.S., College of Staten Island
- Alexandra McDonald**, Higher Education Assistant, Student
Life Specialist, Veterans Program
B.S., East Stroudsburg University, M.S., SUNY New Paltz
- Majorie McDonough**, Professor, Nursing
B.S., State University of New York at Downstate Medical
Center, M.A., New York University, Ed.D., Columbia University,
Teachers College
- Kyla McHale**, Higher Education Assistant, Performing Arts
Theatre Specialist for Community Outreach, Communications
and Government Relations
B.A., Muhlenberg College, M.A., New York University
- Marie McGovern**, Assistant Professor, Biological Sciences
B.S., M.S., Adelphi University, M.Phil., Ph.D., CUNY Graduate
Center
- Ryan McKinney**, Associate Professor, Communications &
Performing Arts
B.A., Fairfield University, M.F.A., San Diego State University

Lavita McMath Turner, *Higher Education Officer, Director, Government Relations, Communications and Government Relations*
B.S., University of California, Berkeley, M.S., New School for Social Research

Michael McMorris, *Assistant Professor, History, Philosophy & Political Science*
B. A., M.A., Sainaw State University, Ph.D., Capella University

Detrice McPhatter, *Higher Education Assistant, Human Resources, Benefits Specialist*
B.B.A., Metropolitan College of New York

Gene McQuillan, *Professor, English*
B.A., Queens College, Ph.D., CUNY Graduate Center

Christina McVey, *Assistant Professor, Biological Sciences*
B.S., Quinnipiac College, M. A., Hofstra University

Janice Mehlman, *Professor, Art*
B.A., M.F.A., Brooklyn College

Igor Melamed, *Lecturer, Mathematics & Computer Science*
A.S., Kingsborough Community College, B.S., Kiev Electrical Engineering Institute of Communication, Kiev, M.S., Touro College

Melissa Merced, *Higher Education Associate, Transfer Services Coordinator, Admissions Manager*
B.A., The City College of New York, M.S. Ed., Baruch College

Maria Mejias, *Higher Education Assistant, Administrative Executive Assistant, Continuing Education Program*
A.A.S., Kingsborough Community College, B.A., Brooklyn College

Antoinette Meringolo, *Higher Education Assistant, Admissions Specialist, CUNYFirst*
A.A.S., Kingsborough Community College, B.S., CUNY School of Professional Studies

Roy Merme, *Assistant to Higher Education Officer, Computer Center*
A.A.S., Kingsborough Community College

Jacob Louis Mey, IV, *Associate Professor, Physical Sciences*
B.S., University of Aarhus, Denmark, M.S., University of Aarhus, Ph.D., CUNY Graduate Center

JoAnne Meyers, *Higher Education Associate, Director, External Relations, Communications and Government Relations*
B.S., Brooklyn College

John Mikalopas, *Assistant Professor and Chairperson, Physical Sciences*
B.S., Brooklyn College, M.S., Ph.D., University of California, Davis

Frank Milano, *Higher Education Officer, Director, ESL Immersion Program*
B.A., Montclair State College, M.A., Columbia University, Teachers College

Norma Miles, *Assistant Professor, English*
B.A., M.A., University of California at Los Angeles, Ph.D., University of California at Santa Barbara

Sarah Minall, *Assistant to Higher Education Officer, Administrative Program Coordinator, Allied Health*
B.S., Pace University

Maureen Minielli, *Associate Professor, Communications & Performing Arts*
A.A., Harrisburg Area Community College, B.A., University of Pittsburgh, M.A., Ph.D., Pennsylvania State University

Michael Miranda, *Associate Professor, Behavioral Sciences & Human Services*
B.B.A., Baruch College, M.S., Nova University, Ph.D., New York University

Jennifer Mitchell, *Lecturer, Behavioral Sciences & Human Services*
B.A., Millsaps College, M.S., Delta State University

Brian Mitra, *Associate Dean of Students*
B.S., SUNY Stony Brook, M.A., Brooklyn College

Max Mlynarski, *Professor, Mathematics & Computer Science*
B.S., M.A., Brooklyn College, Ph.D., Polytechnic Institute of New York

Robert Monaco, *Senior College Laboratory Technician, Communications & Performing Arts*
A.S., Suffolk County Community College, B.F.A., Rutgers University, M.F.A., New York University

Levy Moore, *Higher Education Assistant, Student Life Specialist for Student Publications*
B.A., Brooklyn College

Wanda Morales, *Higher Education Officer, Development Grants Director*
A.A., Kingsborough Community College, B.S., York College

Juan Morales-Flores, *Assistant Professor, Behavioral Sciences & Human Services*
B.S., University of Puerto Rico, M.S. Ed., Ph.D., Pennsylvania State University

Alvaro Javier Morgades, *Higher Education Associate, Admissions Manager, Admission Information Center*
B.S., Marymount Manhattan College

Patrice Morgan, *Instructor, Behavioral Sciences & Human Services*
A.A.S., Kingsborough Community College, B.S., Brooklyn College, M.Ed., Adelphi University

Valentina Morgan, *Higher Education Associate, Financial Aid Manager*
B.S., York College

Marilyn Moskowitz, *Higher Education Associate, Director, Accounts Payable Special Assistant to Administrator for Business Affairs*
A.A.S., Kingsborough Community College, B.A., Queens College

Elizabeth Mulligan, *Assistant Professor, Biological Sciences*
B.S., Rochester Institute of Technology, Ph.D., SUNY Stony Brook

Avery Mullin, *Higher Education Associate, Academic Affairs Manager/Associate Director of Academic Scheduling*
B.S., Farmingdale State, M.B.A., Phoenix University

Alfredo Munoz Alarcon, *Lecturer, Foreign Languages*
B.A., National University of Nicaragua, M.A., The City College of New York

Josephine Murphy, *Associate Professor and Chief Librarian, Library*
B.A., M.A., Brooklyn College, M.S., Pratt University

- Erin Murphy-Smith**, Assistant Professor, Nursing
A.A.S., B.A., B.S., The College of Staten Island, M.S.N.,
Hunter College
- Kenneth Naanep**, Assistant to Higher Education Officer,
Administrative Events Coordinator, On Stage at
Kingsborough
B.A., Long Island University, C.W. Post Campus
- Ari Nagel**, Lecturer, Mathematics & Computer Science
B.S., M.B.A., St. John's University
- Richard Najjar**, Higher Education Assistant, Assistant
Director, Media Center
B.B.A., Baruch College
- Jose Nanin**, Professor, Health, Co-Director, Community Health
Programs, Physical Education & Recreation
B.A., M.A., New York University, M.S., Ed.D., Columbia
University, Teachers College
- Ganesh Nankoo**, Higher Education Officer,
Instructional Networks Manager
A.S., Kingsborough Community College, B.S., The City
College of New York, M.S., Polytechnic Institute of New York
- John Nappo**, Lecturer, Tourism & Hospitality
B.A., Saint Francis College, M.A., Saint John's University
- Katherine Nareski**, Lecturer, Business
B.F.A., Parsons School of Design
- Helen-Margaret Nasser**, Higher Education Associate,
Administrative Executive Associate, Academic Affairs
B.A., McGill University
- Mary Lynn Navarro**, Associate Professor, English
B.A., M.A., Ph.D., New York University
- Dung Kim Nguyen**, Lecturer, Mathematics and Computer
Science
B.S., M.S., Polytechnic Institute of New York University
- George Nicolaidis**, Assistant to Higher Education Officer,
Admissions Coordinator, Enrollment Management
A.S., Kingsborough Community College, B.S., York College
- Gloria Nicosia**, Professor and Chairperson,
Communications & Performing Arts
B.A., Hunter College, M.S., Brooklyn College, Ph.D., New
York University
- Elissa Nieves**, Senior College Laboratory Technician,
Communications & Performing Arts
A.A.S., Kingsborough Community College
- Karen Niles**, Lecturer, English
B.A., The College of Staten Island, M.A., New York
University
- Devon Nixon**, Higher Education Associate, Administrative
Manager ASAP, Academic Affairs
A.S., Kingsborough Community College, B.S., M.A.,
Brooklyn College
- Jennifer Noe**, Assistant Professor, Library
B.A., SUNY New Paltz, M.S., Columbia University School of
Journalism, M.L.S., Queens College
- Maria Norako**, College Laboratory Technician, Biological
Sciences
A.S., Kingsborough Community College, B.S., San Marcos
University
- Kwame Nyanin**, Lecturer, Mathematics & Computer Science
B.S., Cornell University, M.A., New York University
- Janet Olivella**, College Laboratory Technician, Nursing
A.O.S., Mandl School, The College of Allied Health
- Maximillian Oliver**, Higher Education Associate,
Admissions Manager, Enrollment/Admission Services
B.A., SUNY Albany
- Jennifer Oliveri**, Lecturer, English
A. A., Kingsborough Community College, B.A., Hunter
College, M.A., CUNY Graduate Center
- Catherine Olubummo**, Associate Professor, Nursing
A.A.S, Bergen Community College, B.S.N., William
Patterson State College, M.S.N., Long Island University
- Joachim Oppenheim**, Instructor, Foreign Languages
B.A., Cornell University, M.A., New York University
- Mary Theresaa Ortiz**, Professor, Biological Sciences,
B.S., Wagner College, M.S., Ph.D., Rutgers University
- Christina Ortiz-Harvey**, Higher Education Associate,
Financial Aid Manager, Financial Aid
B.A., Hunter College, M.S.Ed., Baruch College
- Mary O'Shea**, Higher Education Associate, Lead Academic
Advisor, Student Affairs
B.A., Brooklyn College, M.A., Queens College
- Janette O'Sullivan**, Assistant Professor, Nursing
A.A.S., Queensborough Community College,
B.S.N., Hunter College, M.S., Columbia University
- Alfonso Garcia Osuna**, Professor and Chairperson, Foreign
Languages
A.A., Nassau Community College, B.A., M.A., Queens College,
Ph.D., Graduate School, The City University of New York
- Anthony Padovano**, Professor, Art
B.F.A., Columbia University, M.A., Hunter College
- Lisa Paler**, Assistant Professor, Behavioral Sciences & Human
Services
B.A., Vassar College, M.A., Ph.D., University of Maryland
- Janine Palludan**, Higher Education Associate,
Administrative Executive Associate, Academic Affairs
B.A., University of Delaware
- Joanne Palmieri**, Higher Education Officer, Executive
Officer
A.A., Kingsborough Community College, B.A., M.A., College of
Staten Island
- Matthew Papier**, Higher Education Officer, Director of Testing
B.A., SUNY Albany
- Hope A. Parisi**, Professor, English
B.A., Fordham University, M.A., Columbia University, Ph.D.,
CUNY Graduate Center
- Stuart Parker**, Assistant Professor, Behavioral Sciences &
Human Services
B.A., New York University, M.A. Boston University,
M.A., Tufts University, Ed.D, Fielding Graduate Institute
- Navneet Parmar**, Lecturer, Biological Sciences
B.S., M.S., Guru Nanak Dev University
- Maria Patestas**, Higher Education Associate, Student Life
Manager
B.A., M.P.S., SUNY Stony Brook

- Hallory Paul**, Assistant to Higher Education Officer,
Communications Publications Design Coordinator,
Enrollment Management
B.A., St. John's University
- Susan Paul**, Higher Education Assistant, Executive Secretary to
the President, Office of the President
A.A.S., Kingsborough Community College
- Katia Perea**, Assistant Professor, Behavioral Sciences
B.A., Loyola University Louisiana, M.A., Ph.D., New
School for Social Research
- Frank Percaccio**, Assistant Professor, English
B.A., Brooklyn College, Ph.D., Union Institute and University
- Robert Pero**, Higher Education Officer,
Director, Collaborative Programs
B.A., Brooklyn College, J.D., Brooklyn Law School
- Marie Petion**, Higher Education Assistant,
Financial Aid Specialist, Financial Aid
B.A., City College
- Mariya Petrova**, Lecturer, Mathematics & Computer Science
M.A., Saratov University, Russia
- Katheryne Petryssyn**, Assistant to Higher Education Officer,
Enrollment Coordinator, Transfer Services
B.A., SUNY Oswego, M.S. Ed., Brooklyn College
- Audrey Phillips**, Higher Education Assistant, Administrative
Specialist, English
B.A., CUNY Baccalaureate for Unique and Interdisciplinary
Studies
- Linda C. Pierce**, Higher Education Officer,
Academic Program Director
B.S., Northwestern University, M.A., Atlanta University,
M.F.A., New York University
- Caterina Pierre**, Professor, Art
B.A., Brooklyn College, M.A., Hunter College, Ph.D.,
CUNY Graduate Center
- Nympha Pierre**, Assistant to Higher Education Officer,
Academic ASAP Employment Specialist
B.S., Medgar Evers College, M.A., Brooklyn College
- Roberta E. Pike**, Assistant Professor, Library
A.B., Hunter College, M.A., New York University,
M.L.S., Pratt Institute
- Tricia Plummer**, Assistant to Higher Education Officer,
Biological Sciences
B.P.S., Medgar Evers College, M.S. Ed., Brooklyn College
- Peter Pobat**, Administrator, Executive Chief of Staff, Office
of the President
B.A., University of Hartford, M.A., Northwestern
University
- Kristin P. Polizzotto**, Associate Professor, Biological
Sciences
B.S., Brigham Young University, Ph.D., Cornell University
- Gloria Pollack**, Professor, Foreign Languages
B.R.E., B.A., Stern College, M.A., New York University,
M. Phil., Ph.D., Columbia University
- Reina Prestia**, Higher Education Assistant, Academic
Advisor to College Discovery Program
A.A., Kingsborough Community College, B.A., College of
Staten Island, M.S.W., Hunter College
- David Prevost**, Higher Education Assistant, Student Life
Specialist for Student Activities
B.A., University of Massachusetts, M.A., Hofstra University
- Sharon Prince**, Lecturer, Behavioral Sciences & Human Services
B.A., Lehman College, M.S., The City College of New York
- Jennifer Pringle**, Higher Education Assistant, Finance Specialist,
Bursar
B.S., College of Staten Island
- Anna Procyk**, Associate Professor, History, Philosophy &
Political Sciences
B.A., Hunter College, M.A., Ph.D., Columbia University
- Ella Puccio**, Assistant, Professor, Behavioral Sciences &
Human Services
B.A., Boston University, M.S.W., Hunter College, D.S.W.,
Adelphi University
- Ishrat Rahman**, Assistant to Higher Education Officer,
Administrative Coordinator, Dean of Instructional Services
A.S., Kingsborough Community College, B.A., Brooklyn College
- Karolina Rasa**, Higher Education Associate, Director of
Continuing Education Programs
B.S., St. John's University, M.A., Adelphi University
- Varattur Reddy**, Professor, Physical Sciences
B.S., M.S., S.V. University, Ph.D., Indian Institute of
Technology, Bombay
- Ricardo Repetti**, Associate Professor, History, Philosophy &
Political Sciences
B.A., Brooklyn College, M.Phil., CUNY Graduate Center
- Paul Ricciardi**, Assistant Professor, Communications &
Performing Arts
B.A., Bridgewater State University, M.F.A., Rhode Island
College
- Susan Richards**, Higher Education Assistant, Academic
Advisor, Advisement Center
B.S., Medgar Evers College
- Sheila Ridge**, Higher Education Assistant, Human Resources
Specialist, Human Resources
B.A., Hunter College
- Eduardo Rios**, Vice President for Finance and Administration,
A.A.S., New York City College of Technology B.A., College of
New Rochelle
- Paul Risi**, Senior College Laboratory Technician, Tourism and
Hospitality
- Paula Risolo**, Assistant to Higher Education Officer,
Academic Advisor, Opening Doors, Student Affairs
B.S., M.S., St. John's University, Ed.D, Creighton
University
- Angel Rivera**, Substitute Higher Education Officer, Confidential
Executive Officer, Office of the President
B.A., Fordham University

Frances Robinson, Higher Education Associate, Program Manager, Women's Center
B.A., Fashion Institute of Technology, M.A., New York University

Carmen Rodriguez, Higher Education Officer, Director, Academic Programs
B.S., University of Wisconsin at Madison, M.A., Teachers College, Columbia University, M.S., The City College of New York, Ed.D., Teachers College, Columbia University

Michael Rodriguez, Higher Education Associate, Academic Program Manager, Men's Resource Center
B.A., College of New Rochelle, M.A., Long Island University

Oneika Rodriguez, Higher Education Assistant, Senior Academic Advisor
A.S., Kingsborough Community College, B.S., York College

Christopher Rodriguez-Hernandez, Higher Education Assistant, Academic ASAP Admissions Senior Advisor, Academic Affairs
B.S., SUNY New Paltz

Crystal Rodwell, Higher Education Associate, Administrative Manager, Computer Center
A.A.S., Kingsborough Community College, B.A., Baruch College, M.A., The City College of New York

Tracey Rogovin, Instructor, Behavioral Sciences & Human Services
B.A., The New School University, Eugene Lang College, M.A., The New School for Social Research

Gila Rohr, Higher Education Officer, Administrative Officer, Human Resources
A.A.S., Kingsborough Community College, B.A., College of Staten Island

Edward Rohrllich, Higher Education Assistant, Performing Arts Theatre Specialist
A.A., Kingsborough Community College, B.S., M.A., Brooklyn College

Trina Roldan, Assistant to Higher Education Officer, Academic Advisor
A.A.S., Kingsborough Community College, B.A., Hunter College

Darry Romano, Lecturer, Business
B.A., The City College of New York

Michael Rosson, Professor, Library
B.A., M.S., Ithaca College, M.S.L.S., Syracuse University

Eric Rothenburg, Professor, Business
B.B.A., Baruch College, M.A., Brooklyn College, CPA, State of New York

Nancy Rouse, College Laboratory Technician, Art
A.A., Kingsborough Community College, B.F.A., Brooklyn College

Anna Rozenboym, Assistant Professor, Biological Sciences,
B.A., Pace University, M.A., Columbia University, Teachers College, Ph.D., SUNY Down State

Christine Rudisel, Associate Professor, English
B.A., SUNY Purchase, M.A., Long Island University, M.Phil., Ph.D., CUNY Graduate Center

Sara Rutkowski, Assistant Professor, English
B.A., McGill University, M.A., CUNY Graduate Center

David Salb, Associate Professor, Mathematics & Computer Science
B.A., Yeshiva University, M.A., Brooklyn College, Ph.D., CUNY Graduate Center

Celcila Salber, Associate Professor, Library
B.A., York College, M.S., Pratt Institute, M.A., College of Staten Island

Janice Salvatore, Assistant to Higher Education Officer, Academic Resource Center Coordinator, Tutorial Services, Academic Affairs
B.A., M.A., Queens College

Kwesi Samuels, Higher Education Assistant, ASAP Student Advisor, ASAP
B.A., SUNY Buffalo, M.S.W., Adelphi University

Kim Sanches, Higher Education Assistant, Administrative Executive Assistant/Treasurer
A.A.S., Kingsborough Community College, B.S., Brooklyn College

Chana Sandberg, Higher Education Associate, Academic Advising Manager for Mathematics & Computer Science
B.S., Brooklyn College

Peter Santiago, Higher Education Associate, Student Psychological Counselor, Access-Ability Services
B.A., M.S.Ed., Brooklyn College

Hector Santos, Higher Education Associate, Associate Director, Financial Aid A.S., Bronx Community College, B.A., Lehman College

Tara Scannell, Assistant to Higher Education Officer, Academic Advisor STEM, Biological Sciences
B.A., M.A., Brooklyn College

Jacqueline Scerbinski, Associate Professor, Business
A.A., Packer Junior College, B.A., Hunter College, M.B.A., St. John's University

Robert Schacter, Higher Education Assistant, Academic Program Specialist, Academic Affairs, Associate Provost's Office
B.A., Concordia University, M.A., New York University, M.S. Ed., Brooklyn College

Robert Schenck, College Laboratory Technician, Physical Sciences
B.S., SUNY Albany, M.S., Adelphi University

Ryan Schiavone, Lecturer, Nursing
B.A., Union College

Emily Schnee, Associate Professor, English
B.A., Tufts University, M.A., Columbia University, Teachers College, Ph.D., CUNY Graduate Center

Florence Schneider, Associate Professor, Director, Education Program, Behavioral Science & Human Services
B.A., Brooklyn College, M.A., New York University, Ph.D., Capella University

Debra Schultz, Assistant Professor, History, Philosophy & Political Sciences
B.A., New York University, M.A., CUNY Graduate Center, Ph.D., Union Institute

Harry Schwartz, Lecturer Doctoral Schedule, History, Philosophy & Political Sciences
B.A., Brooklyn College, M.A., Columbia University, M.Phil., Ph.D., CUNY Graduate Center

Maria Scordaras, Assistant Professor, English
B.A., New York University, M.A., University of California, Berkeley, Ph.D., New York University

Sasha Gay Scott, Assistant to Higher Education Officer, Administrative Coordinator, CUNY Start
B.A., Pace University, M.A., Baruch College

Karen Seales, Higher Education Associate, Student Psychological Counselor
B.A., The City College of New York, M.S.W., New York University

Shavone Sease, Assistant to Higher Education Officer, Enrollment Registration Coordinator
A.A., Kingsborough Community College, B.S., SUNY Empire State College

Toni Ann Seddio, Instructor, Behavioral Sciences & Human Services
B.A., SUNY New Paltz, M.S., Touro College

Jacob Segal, Associate Professor, History, Philosophy & Political Sciences
B.A., Washington University, M.A., University of Chicago, Ph.D., Columbia University

Elizabeth Sergile, Higher Education Associate, Administrative Manager, Academic Affairs
B.A., Hunter College, M.A., Brooklyn College

Lili Shi, Assistant Professor, Communications & Performing Arts
B.A., Ningbo University, M.A., Arizona State University, Ph.D., Howard University

Louis Shor, Assistant Professor, Health, Physical Education & Recreation
B.S., Long Island University, M.S., Brooklyn College

Anatoly Shvartsman, Higher Education Officer, Associate Director of Computer Services
A.A.S., Kingsborough Community College, B.S., Brooklyn College

Dale Siegel, Associate Professor, Mathematics & Computer Science
B.S., M.S., Ph.D., Polytechnic University

Samantha Sierra, Higher Education Officer, Academic Program Director, Learning Communities
A.A., Kingsborough Community College, B.A., M.S., College of Staten Island

Robert Singer, Professor, English
B.A., M.A., M.Phil., Ph.D., New York University

Steven Skinner, Associate Professor, Biological Sciences Director, Physical Therapist Assistant Program
B.S., University of Pennsylvania, M.S., Queens College, Ed.D., Nova Southeastern University

Nicholas Skirka, Professor, Co-Director Physical Education, Recreation and Recreation Therapy, Health, Physical Education & Recreation
B.S., M.A., University of Maryland, Ph.D., New York University

Cheryl Smith, Associate Professor, English
B.A., University of Texas at San Antonio, M.A., California State University, Bakersfield, Ph.D., University of California, Santa Barbara

Curtis Smith, Higher Education Officer, Director of Administration, Finance and Administration
B.A., SUNY Buffalo, M.P.A., Columbia University

Mary Smith, Higher Education Assistant, Enrollment Specialist
A.A., A.A.S., Kingsborough Community College, B.A., M.A., John Jay College of Criminal Justice

Michael Smith, Lecturer, Nursing
B.S., Howard University, M.J., University of California at Berkeley

Natalie Smith, Assistant to Higher Education Officer, Admissions Coordinator, Enrollment Management
A.S., Medgar Evers, B.S., CUNY Graduate Center/CUNY Baccalaureate Program

Thomas Smyth, Assistant Professor, Director, Culinary Arts Program, Tourism & Hospitality
B.A., St. John's University, M.S., Rochester Institute of Technology

Valerie Sokolova, Associate Professor, Art
B.A., Ukrainian Polygraphic Institute, M.A., State Institute of Theatre & Art, Minsk

Michael Sokolow, Associate Professor, History, Philosophy and Political Sciences
B.A., Brooklyn College, M.A., Ph.D., Boston University

Bailin Song, Professor, English
B.A., Anhui University, M.A., Ph.D., The University of Mississippi

Eva Liza Songcuan, College Laboratory Technician, Physical Sciences
B.E., Stony Brook University

Jennifer Spada, Assistant to Higher Education Officer, Administrative Coordinator, Continuing Education
B.A., Brooklyn College

Nichole Spates, Higher Education Associate, Development Manager, College Advancement
B.S., University of Georgia, M.S., University of Oregon

Michael Spear, Assistant Professor, History, Philosophy & Political Sciences
B.A., Davidson College, Ph.D., CUNY Graduate Center

Susan Spivak, Associate Professor, Art
A.A.S., Fashion Institute of Technology, B.F.A., School of Visual Arts, M.A., Pratt Institute

Joan Standora, Associate Professor, Director, Alcoholism and Substance Abuse Counseling Program, Behavioral Sciences & Human Services
B.A., M.A., New Jersey State University

Tracy Steffy, Assistant Professor, History, Philosophy & Political Sciences
B.A., Queens College, M.Phil., Ph.D., CUNY Graduate Center

- Joanna Stein**, Lecturer, English
B.F.A., SUNY Fredonia, M.A., SUNY Brockport,
M.F.A., Pacific Lutheran University
- Tziporah Stern**, Assistant Professor, Mathematics & Computer
Science
B.S., Touro College, M.B.A., Baruch College
- Benjamin Stewart**, Higher Education Assistant, Senior
Academic Advisor for Science & Mathematics
B.A., Truman State University, M.B.A., Keller Graduate
School of Management
- Robert Stiglitz**, Chief College Laboratory Technician, Tourism &
Hospitality
B.A., Queens College
- Enid Stubin**, Associate Professor, English
B.A., Brooklyn College, M.A., M.Phil., Ph.D., New York
University
- Rachel Sturm-Beiss**, Professor, Mathematics & Computer
Science
B.S., Brooklyn College, Ph.D., New York University
- Stuart Suss**, Professor, History, Philosophy & Political
Sciences
B.A., The City College of New York, M.A., Ph.D., New York
University
- Christie Sutherland**, Higher Education Assistant, Financial
Aid Specialist
A.S., Kingsborough Community College, B.S., Empire State
College
- Tasheka Sutton-Young**, Higher Education Officer, Student
Life Director
B.A., M.A., Iona College
- Charles Swift**, Assistant Professor, Behavioral Sciences &
Human Services
B.A., Delaware State University, M.S.W., Fordham
University, M.Phil., Ph.D., New School
- Petra Symister**, Assistant Professor, Behavioral Sciences &
Human Services
B.A., B.S., Duke University, M.A., Ph.D., SUNY Stony Brook
- Samuel A. Taitt**, Associate Professor, Communications &
Performing Arts
B.A., M.F.A., Brooklyn College
- Farshad Tamari**, Assistant Professor, Biological Sciences
B.S., M.S., Ph.D., York University, Toronto
- Damani Thomas**, Higher Education Associate, Student
Athletics Program Specialist
B.A., Hunter College, M.S., Capella University
- Silvea Thomas**, Professor, Co-Director, Community Health
Programs, Health, Physical Education & Recreation
B.A., Open University, England, M.P.H., Ed.D., Columbia
University
- Ashanti Thompson**, Assistant to Higher Education Officer,
Administrative Coordinator, Single Stop
B.A., City College
- Keisha Thompson**, Assistant Professor, Behavioral Sciences
& Human Services
B.A., Baruch College, M.S. Ed., Hunter College, Ph.D., Texas
& M University
- Tara Thompson**, Instructor, English
B.A., M.A., George Mason University
- Dorina Tila**, Assistant Professor, Business
University of La Verne, M.A., George Mason University,
Ph.D., George Mason University
- Elizabeth Tompkins**, Associate Professor, Library
B.S., Syracuse University, M.S., Pace University,
M.L.S., Pratt Institute
- Julie Tarrant**, Assistant Professor, English
B.S., Cornell University, M.A., Syracuse University,
Ph.D., SUNY Albany
- Johanna Torres**, Higher Education Assistant, Academic ASAP
Student Advisor
B.A., SUNY Binghamton University, M.A., Stony Brook
- Angela Toscano**, Lecturer, Foreign Languages
B.S., College of Staten Island
- Max Tran**, Associate Professor, Mathematics & Computer
Science
B.S., Ohio State University, M.S., Ph.D., Syracuse University
- Christen Trapani**, Higher Education Assistant, Senior
Academic Advisor
B.A., College of Staten Island, M.A., Brooklyn College
- Grace Trotman**, Lecturer Doctoral Schedule, History,
Philosophy & Political Sciences
B.A., M.A., John Jay College of Criminal Justice, J.D.,
Boston University
- Edgar Troudt**, Assistant Professor, Tourism & Hospitality
B.A., Queens College, M.S., Brooklyn College, Ph.D., CUNY
Graduate Center
- David Troy**, Assistant Professor, Behavioral Sciences & Human
Services
B.A., Queens College, M.A., Ph.D., Ferkauf Graduate
School of Psychology, Yeshiva University
- Alicia Trust**, Senior College Laboratory Technician, Biological
Sciences
A.A., Kingsborough Community College
- Corey Turner**, Assistant Professor, Business
B.A., Baruch College, M.S.W., University of Maryland
School of Social Work, J.D., University of Maryland Law
School
- Tisha Ulmer**, Assistant Professor, English
B.A., Lincoln University, M. Phil, Ph.D., CUNY Graduate
Center
- Janet Unegbu**, Higher Education Associate, Director, Math
Learning Center
B.S., M.S., SUNY Stony Brook
- Margaret Vanderbeek**, Assistant Professor, Nursing
B.S., Hunter College, M.S., Wagner College
- Tiffany Vann Sprecher**, Assistant Professor, History,
Philosophy & Political Sciences
B.A., University of Oregon, B.A., University of Puget
Sound, M.T.S., Harvard University School of Divinity, Ph.D.,
University of Minnesota

Jason VanOra, Associate Professor, Behavioral Sciences & Human Services

B.A., SUNY Purchase, M.A., Hunter College,
M.Phil., Ph.D., CUNY Graduate Center

Brenda Vargas, Higher Education Officer, Academic College Discovery Director

B.A., M.A., City College

Andrea Velasco, Higher Education Assistant, Development Manager, College Advancement

B.A., University of California, San Diego, M.P.A., Baruch College

Joseph Verdino, Assistant Professor, Behavioral Sciences & Human Services

B.A., Queens College, M.S.Ed., Ph.D., Fordham University

Concetta Vinciguerra-Orsini, Assistant Professor, English B.A., Brooklyn College, M.A., Long Island University, Ed.D., Teachers College, Columbia University

Nina Vitucci, Assistant to Higher Education Officer, Administrative Coordinator, Nursing

B.A., College of New Rochelle

Morton Wagman, Professor, History, Philosophy & Political Sciences

B.A., Brooklyn College, M.A., Ph.D., Columbia University

Dawn Walker, Assistant Vice President for Communications and Government Relations

B.A., Old Westbury

Tony Walker, Higher Education Associate, Finance Budget Manager

B.A., Brooklyn College, M.S.Ed., Baruch College

Barbara R. Walters, Professor, Behavioral Sciences & Human Services

B.A., Vanderbilt University, M.A., Ph.D., SUNY Stony Brook

Red Washburn, Assistant Professor, English

B.A., Mount Saint Mary College, M.A., SUNY New Paltz, M.A., Ph.D., University of Maryland

Juann Watson, Assistant Professor, Behavioral Sciences & Human Services

B.A., Long Island University, M.S.W., Ph.D., Yeshiva University

Kathryn Waylor, Higher Education Associate, Administrative Events Manager

A.A.S., New York City College of Technology, B.S., Empire State College, M.A., New York University

Bridget Weeks, Professor and Chairperson, Nursing B.S., Hunter College, M.S., Lehman College, Post Master's Certificate, Hunter College

Sheri Weinstein, Associate Professor, English

B.A., Brandeis University, M.A., McGill University, Ph.D., SUNY Buffalo

Michael K. Weisberg, Professor, Physical Sciences

B.S., M.A., Brooklyn College, Ph.D., CUNY Graduate Center

Michael Weisenfeld, Higher Education Associate, Academic Advising Manager, Student Affairs

B.A., M.A., Brooklyn College

Barbara Weiserbs, Associate Professor, Behavioral Sciences & Human Services

B.A., M.S., Brooklyn College, Ph.D., New York University

Jane Weiss, Assistant Professor, English

B.A., Brown University, Ph.D., CUNY Graduate Center

S. Tara Weiss, Associate Professor, English

B.A., Brooklyn College, M.A., Ph.D., CUNY Graduate Center

Dominic Wetzel, Assistant Professor, Behavioral Sciences & Human Services

B.A., Carleton College, Ph.D., CUNY Graduate Center

Ajana Wilkinson, Higher Education Assistant, Financial Aid Specialist, Financial Aid

B.S., Vaughn College, M.B.A., Molloy College

Sheryl Williams, Lecturer, English

A.A.S., Kingsborough Community College, B.A., M.A., Brooklyn College

Juliane Willis, Higher Education Associate, Academic Student Support Program Manager, CUNYStart

A.A., Kingsborough Community College, B.A., Marymount Manhattan College

Karimah Ellis Wilson, Higher Education Associate, Lead Academic Advisor

B.S., Northeastern University

Paul Winnick, Higher Education Officer, Director for Operations, Performing Arts

B.A., Brooklyn College

William Winter, Associate Professor, Behavioral Sciences & Human Services

B.A., M.A., Brooklyn College, Ph.D., CUNY Graduate Center

Donovan Withers, Senior College Laboratory Technician, Tourism & Hospitality

B.A., Hunter College

Elaine Wong, Assistant to Higher Education Officer, Enrollment Registrar Coordinator, Academic Scheduling

B.S., SUNY Buffalo

Eben Wood, Associate Professor, English

B.A., Colgate University, M.F.A., Ph.D., University of Michigan, Ann Arbor

Stella Woodroffe, Higher Education Officer, Student Disability Services Director, Access-Ability Services

B.A., University of West Indies, M.Ed., SUNY Buffalo, Ph.D., Capella University

Xiaoting Wu, Higher Education Assistant, Communications Publications Design Specialist, Community Relations

A.A., Kingsborough Community College, B.F.A., School of Visual Arts

Mei Xing, Assistant Professor, Mathematics & Computer Science

B.S., Liaoning Normal University, China, M.S., Fudan University, China, Ph.D., Oklahoma State University

Hanying Xu, Professor, Physical Sciences

B.S., Peking University, Ph.D., Mississippi State University

Hong Tu Yan, Lecturer, Mathematics & Computer Science

B.B.A., Pace University, M.A., Hunter College

Tara Yarczower, Higher Education Associate, Lead Academic Advisor
A.A.S. Kingsborough Community College, B.A., M.A.,
College of Staten Island

Rina J. Yarmish, Professor and Chairperson, Mathematics & Computer Science
B.A., Queens College, B.H.L., Yeshiva University,
M.S., Ph.D., New York University

William C. Yenna, Associate Professor, Business
B.A., Brooklyn College, M.A., New York University

Gordon Young, Professor, Communications & Performing Arts
B.A., University College of Cape Breton, M.A., University of Maine, Ph.D., Southern Illinois University

Christine Zagari, Higher Education Associate, Administrative Manager, Tourism & Hospitality
A.A.S., Kingsborough Community College,
B.F.S., M.A., New York Institute of Technology

Jorge Zamudio, Assistant Professor, Nursing
B.S., Bloomfield College, M.S., Nyack College

PROFESSORS EMERITI

Frieda Aaron, Associate Professor, English
B.A., Brooklyn College,
M.A., M.Phil., Ph.D., The City University of New York

Patrick J. Abbazia, Professor, History, Philosophy & Social Sciences
B.A. Brooklyn College, M.A., University of California, Ph.D.,
Columbia University

Richard Adelson, Associate Professor, Business
B.S., M.A., New York University

Elio Alba, Professor, Foreign Languages
B.A., Havana Institute, Cuba, M.A., Rutgers University, LL.D.,
University of Havana, Cuba, Ph.D., New York University

Louis Altschul, Professor, Behavioral Sciences & Human Services
A.B., New York University, Ph.D., Adelphi University

Sheldon I. Aptekar, Professor, Communications & Performing Arts
B.A., Brooklyn College, M.A., Trinity University

Isidor Apterbach, Assistant Professor, English
B.A., Yeshiva University, M.A., M. Phil., Columbia University

Jack Arnow, Assistant Professor, Mathematics & Computer Science
B.S., Brooklyn College, M.A., Queens College

Marcia Babbitt, Professor, English
B.A., Temple University, M.A., State University of Iowa,
Ph.D., CUNY Graduate Center

Yvette Bader, Professor, Music
B.A., Brooklyn College, B. Music, M. Music, Manhattan
School of Music, M.A., New York University, Ed.D.,
Columbia University

Bobby I. Baldwin, Professor, Office Administration & Technology
B.S., M.S., Prairie View A&M College

Elinor Barr, Associate Professor, Behavioral Sciences & Human Services
B.A., Brooklyn College, M.S., Bank Street College of Education, Ph.D., Union Graduate School

Halice K. Beckett, Associate Professor, Nursing
B.S., M.A., New York University, R.N. Bellevue Hospital, School of Nursing

Dorothy A. Beckmann, Associate Professor, Communications & Performing Arts
B.A., M.A., Queens College, Ph.D., Columbia University, Teachers College

Carla Beeber, Associate Professor, Biological Sciences
B.A., University of Bologna, B.S., College of Staten Island, M.S., Queens College, Ed.D., Rutgers University

Renato Bellu, Professor, Business, Director Entrepreneurial Studies Program
A.A.S., Kingsborough Community College, B.S., Brooklyn College, M.B.A., Pace University, Ph.D., Union Graduate School

Joseph H. Berliner, Associate Professor, Business
B.S., Brooklyn College, J.D., New York University, M.B.A., Long Island University, C.P.A., State of New York

Carol Biermann, Professor, Biological Sciences
B.A., M.A., Brooklyn College, Ed.D., Rutgers University

John Blunt, Associate Professor, Physical Sciences
B.A., B.S., University of Michigan, M.S., Michigan State University, M.A., Ph.D., New York University

Jack L. Bolen, Professor, Art
B.F.A., M.F.A., Kansas City Art Institute

Alfred Borrello, Professor, English
B.A., St. John's University, M.A., New York University, Ph.D., St. John's University

Uda Bradford, Associate Professor, Assistant Dean for Student Affairs, Student Development
B.A., New York University, M.S.W., Hunter College, Ph.D., Fordham University

Rosa M. Bradley, Professor, Coordinator, Occupational Therapy Transfer Option and Pharmacy Transfer Option Programs, Biological Sciences
B.A., Dunbarton College, M.S., Howard University, Ph.D., New York University

Myron I. Brender, Professor, Behavioral Sciences & Human Services
A.B., Ph.D., New York University

Judith Brilliant, Associate Professor, Student Development
B.A., M.S., Queens College, Ph.D., Fordham University

George Buchman, Assistant Professor, Business
B.A., Brooklyn College, M.B.A., New York University, C.P.A., State of New York

William Burger, Professor, Behavioral Sciences & Human Services
A.A.S., Nassau Community College, B.A., Richmond College, Ed.M., Harvard University, Ph.D., Union Graduate School

Jocelyn A. Camp, Professor, English
B.A., Southwestern at Memphis, M.A., Ph.D., University of Michigan

- Betty Caroli**, Professor, History, Philosophy & Political Sciences B.A., Oberlin College, M.A., University of Pennsylvania, Ph.D., New York University
- Catherine Carr**, Associate Professor, Nursing M.S., B.S., Hunter College, R.N., Jewish Hospital of Brooklyn, School of Nursing
- Harvey F. Carroll**, Professor, Physical Sciences Director, Engineering Science Program A.B., Hunter College, Ph.D., Cornell University
- Domenic Caruso**, Professor, English B.A., M.A., Ph.D., New York University
- Isabella Caruso**, Professor, English B.S., New York University, M.A. Brooklyn College, M.Philosophy, Ph.D., New York University
- Geraldine Chapey**, Professor, Behavioral Sciences & Human Services B.S., St. John's University, M.A., Columbia University, Teachers College, Ed.D., Rutgers University
- Norah Chase**, Professor, English B.A., Hofstra University, M.A., University of Minnesota, Ph.D., The Union Institute
- Henry Chupack**, Professor, English B.A., Brooklyn College, Ph.D., New York University
- Anthony Colarossi**, Professor, Student Development B.A., M.S., Brooklyn College, Ph.D., Fordham University
- Diego L. Colon**, Professor, Student Development, Director, Bilingual Studies Program B.A., University of Puerto Rico, M.S., The City College of New York, Ph.D., New York University
- Edwin Cooperman**, Associate Professor, Behavioral Sciences & Human Services B.A., M.S., Brooklyn College, Ph.D., St. John's University
- Eleanor Cory**, Professor, Communications & Performing Arts B.A., Sarah Lawrence College, M.A.T., Harvard Graduate School of Education, M.M., New England Conservatory, D.M.A., Columbia University
- Mary V. Crowley**, Professor, Communications & Performing Arts B.A., Barry College, M.A., Adelphi University
- Martin E. Danzig**, Professor, Behavioral Sciences & Human Services B.A., St. John's University, M.A., Ph.D., New York University
- Rosaline M. Depas**, Professor, English B.A., University of London, England, M.A., Ph.D., University of the Saar, Germany
- Alline C. DeVore**, Professor, Behavioral Sciences & Human Services B.A., New York University, M.S., The City College of New York, Ed.D., Fordham University
- Voorhees Dunn**, Associate Professor, History, Philosophy & Political Sciences B.A., M.A., Ph.D., Rutgers University
- John Dydo**, Associate Professor, Business A.B., Columbia University, B.S., Ph.D., University of California at Berkeley
- Ralph Edwards**, Professor, Health, Physical Education & Recreation B.S., The City College of New York, M.S., University of Illinois, Ed.D., Teachers College, Columbia University
- Harold S. Engelsohn**, Professor, Mathematics & Computer Science B.S., Brooklyn College, M.A., Courant Institute, New York University
- Jeptha A. Evans**, Assistant Professor, English B.A., Arkansas Polytechnic College, M.F.A., University of Iowa
- Joseph Feit**, Professor, Mathematics & Computer Science B.A., M.A., Brooklyn College
- Ellen Fine**, Professor, Foreign Languages B.A., Smith College, M.A., University of California, Berkeley, Ph.D., New York University
- Ronald Forman**, Assistant Professor, Mathematics & Computer Science B.S., M.A., Brooklyn College
- David Frankel**, Associate Professor, Communications & Performing Arts B.F.A., New York Institute of Technology, M.S., St. John's University
- Clara J. Freeman**, Assistant Professor, English B.A., M.A., University of Tulsa, Ph.D., New York University
- Sheldon Friedland**, Professor, Tourism & Hospitality B.S., M.S., Brooklyn College
- Delores Friedman**, Professor, Behavioral Sciences & Human Services B.A., M.S., Hunter College, Advanced Certificate in Administration and Supervision, Brooklyn College, Ed.D., Teachers College, Columbia University
- Morton L. Fuhr**, Professor, English A.B., A.M., Brooklyn College, Ed.D., New York University
- Arnold Gallub**, Associate Professor, Physical Sciences B.S., The City College of New York, M.S., Ph.D., New York University
- Helen P. Gerardi**, Professor, Health, Physical Education & Recreation B.A., M.S., Hunter College, Ed.D., Teachers College, Columbia University
- Irving Gersh**, Professor, Foreign Languages B.A., Brooklyn College, B.H.I., M.H.I., Jewish Theological Seminary, M.A., Columbia University, Ph.D., Brandeis University
- Barbara Ginsberg**, Professor, Health, Physical Education & Recreation, Director, My Turn Program B.S., Brooklyn College, M.S., University of Wisconsin, Ed.D., Teachers College, Columbia University
- Ilsa M. Glazer**, Associate Professor, Behavioral Sciences & Human Services B.A., Brooklyn College, M.A., Brandeis University, Ph.D., University of Sussex
- Connie Goldfarb**, Professor, Behavioral Sciences & Human Services, Director, Early Childhood Education Program, Educational Studies B.A., Brooklyn College, M.S., Bank Street College of Education, M.A., Ph.D., Ferkauf Graduate School, Yeshiva University

- Rachelle Goldsmith**, Professor, Health, Physical Education & Recreation, Director, Collaborative Programs
B.S., Brooklyn College, M.A., Ed.D., Teachers College, Columbia University
- Gene Goldstein**, Professor, Business
B.B.A., Baruch College, M.S., The City College of New York, Ph.D., New York University, C.P.A., State of New York
- David Gómez**, Professor, Behavioral Sciences & Human Services
B.A., SUNY at Albany, M.A., Ed.D., Columbia University, Teachers College
- Miles Goodman**, Associate Professor, Physical Sciences
B.S., Brooklyn College, M.A., Yale University
- Richard M. Graf**, Professor, Behavioral Sciences & Human Services
B.A., M.A., New York University, Ed.D., Columbia University
- Richard Graziano**, Professor, Tourism & Hospitality
B.A., M.A., St. John's University, Professional Diploma, Queens College, Ed.D., Hofstra University
- Leonard Green**, Associate Professor, English
B.A., Hamilton College, Ph.D., Cornell University
- Philip J. Greenberg**, Professor, Mathematics & Computer Science
B.E.E., The City College of New York, M.S. (E.E.), M.S., Polytechnic Institute of Brooklyn, Ph.D., New York University
- Louise Grinstein**, Professor, Mathematics & Computer Science
B.A., M.A., State University of New York at Buffalo, Ph.D., Columbia University
- Joseph Guardino**, Professor, Business
B.B.A., M.B.A., The City College of New York, J.D., New York Law School, C.P.A., State of New York and State of Florida
- Barbara Gurski**, Professor, Nursing
B.S., Boston College, M.A., Teachers College, Columbia University, R.N., St. Frances Hospital, School of Nursing
- Norman Hanover**, Assistant Professor, History, Philosophy & Political Sciences
A.B., New York University, M.A., Harvard University
- Sherry H. Harris**, Assistant Professor, Health, Physical Education & Recreation
B.A., M.S., Herbert H. Lehman College, M.Ed., Columbia University, Teachers College
- Gloria P. Hartman**, Associate Professor, Nursing
B.S., Philippine Women's University, M.A., University of Santo Tomas, Philippines, R.N., St. Paul School of Nursing, Philippines
- Patricia Hazlewood**, Associate Professor, Co-Director Community Health Programs, Health, Physical Education & Recreation
B.S., Howard University, M.S., Hunter College, Ed.D., Teachers College, Columbia University
- David C. Henry**, Professor, Secretarial/Office Administration
B.S., Maryland State College, M.A., New York University
- Julio Hernández-Miyares**, Professor, Foreign Languages
B.A., Colegio de Belen, Cuba, LL.D., University of Havana, Cuba, M.A., Ph.D., New York University
- Cliff Hesse**, Professor, Communications & Performing Arts
B.A., M.A., Brooklyn College, Ph.D., New York University
- Morton Hirsch**, Associate Professor, Business
B.B.A., M.B.A., The City College of New York
- Alphonse Homeha**, Assistant Professor, History, Philosophy & Political Sciences
B.A., Lane College, M.A., New York University
- Florence Houser**, Professor, Library
B.A., Brooklyn College, B.S., Columbia University, M.A., Hebrew College
- Despoina Ikaris**, Professor, English
B.A., M.A., University of Pittsburgh, Ph.D., University of London, England
- Louise Jaffe**, Professor, English
B.A., Queens College, M.A., Hunter College, Ph.D., University of Nebraska, M.F.A., Brooklyn College
- Samuel Jaffe**, Associate Professor, Physical Sciences
B.S., Long Island University, M.S., Ph.D., New York University
- Richard Kamen**, Assistant Professor, Health, Physical Education & Recreation
B.S., M.S., Brooklyn College, Ph.D., Ohio State University
- Michel Kanter**, Professor, Art
Diploma/Advertising, Diploma/Tapestry, National School of Fine Arts, France, Diploma/Superior, Plastic Art, National Superior School of Fine Arts, France
- Bella Kanturek**, Associate Professor, Nursing
B.S., M.A., New York University, R.N., Mount Sinai Hospital, School of Nursing
- Joseph Karasyk**, Associate Professor, Business
B.B.A., M.B.A., Baruch College, C.P.A., State of New York
- Moses Karman**, Assistant Professor, Mathematics & Computer Science
B.S., M.A., Brooklyn College
- Loretta Kasper**, Professor, English
B.A., M.A., Brooklyn College, B.A., College of Staten Island, M.S., Ph.D., Rutgers University
- Ernece B. Kelly**, Associate Professor, English
B.A., M.A., University of Chicago, Ph.D., Northwestern University
- Margaret R. Kibbee**, Professor, Foreign Languages
B.S., College of Mount St. Vincent, M.A., Middlebury College, Ed.D., Nova University
- Irene R. Kiernan**, Professor, Behavioral Sciences & Human Services
B.A., College of Mount St. Vincent, M.A., Fordham University, Ph.D., New York University
- Helen Kirshblum**, Assistant Professor, Communications & Performing Arts
B.S., M.A., New York University
- Miriam Kittrell**, Professor, Biological Sciences
B.S., Brooklyn College, M.S., New York University, Ed.D., Teachers College, Columbia University
- Oliver Klapper**, Professor, Behavioral Sciences & Human Services
B.A., Brooklyn College, M.A., Ed.D., Teachers College, Columbia University

- Frances Kraljic-Curran**, Professor, History, Philosophy & Political Sciences, Director, Liberal Arts Program
B.A., Georgian Court College, M.A., Ph.D., New York University
- Isabelle A. Krey**, Professor, Office Administration/Technology
B.A., Hunter College, M.A., New York University
- Yvonne G. Laurenty**, Associate Professor, English
B.A., M.A., Columbia University, Ed.D., Temple University
- Melvin L. Levine**, Professor, Business
B.B.A., The City College of New York, J.D., Brooklyn Law School, M.B.A., Long Island University, C.P.A., State of New York
- Milton A. Levy**, Assistant Professor, English
B.A., Upsala College, M.A., University of Wisconsin
- H. Desmond Lewis**, Associate Professor, Student Development
B.S., M. A., New York University, Ed.D, Teachers College, Columbia University
- Rachel B. Lieff**, Assistant Professor, Mathematics & Computer Science
B.A., B.E., University of Cincinnati, M.A., Columbia University
- Vincent Liguori**, Professor, Biological Sciences
B.S., St Francis College, M.S., Long Island University
Ph.D., New York University
- Georgia Lind**, Associate Professor, Biological Sciences
A.B., Ph.D., University of Chicago
- Rose Litvack**, Professor, Business
B.S., M.A., Brooklyn College, C.P.A., State of New York
- Simeon P. Loring**, Professor, Music
B.A., M.A., Brooklyn College
- Consolacion Magdangal**, Assistant Professor, Business
B.S.C., M.A., Far Eastern University, Philippines,
M.B.A., New York University
- Fred B. Malamet**, Professor, Behavioral Sciences & Human Services
B.A., Brooklyn College, M.A., Teachers College, Columbia University, Ed.D., Rutgers University
- Thelma L. Malle**, Professor, Mathematics & Computer Science
B.S., Columbia University, M.A., Ph.D., New York University
- Florence Maloney**, Professor, Office Administration/Technology
B.B.A., Pace College, M.S., Hunter College, Ed.D., St. John's University
- John B. Manbeck**, Professor, English
A.B., Bucknell University, M.A., New York University
- Theodore C. Markus**, Professor, Biological Sciences
B.S., Brooklyn College, M.S., University of Michigan,
Ed.D., Columbia University, Teachers College
- Laurel Marshall**, Assistant Professor, Tourism & Hospitality
B.S., Emerson College, M.P.S., New School for Social Research
- Anthony Martin**, Professor, Art
B.S., Hunter College, M.F.A., The City College of New York
- Edward Martin**, Professor, Business
B.A., Queens College, M.S., P.D., Ed.D., St. John's University
- Sylvia F. Martin**, Professor, Nursing
B.S., Hunter College, M.A., New York University,
R.N., State of New York
- Inez A. Martinez**, Professor, English
B.S., M.A., St. Louis University, Ph.D., University of Wisconsin at Madison
- Fredric Mayerson**, Professor, Business
B.A., New York University, M.S., P.D., M.B.A., Ph.D., St. John's University
- Betsy McCully**, Associate Professor, English
B.A., Ph.D., George Washington University
- Gloria McDonnell**, Professor, Office Administration Technology
B.B.A., St. John's University, M.A., College of St. Rose, Ph.D., New York University
- William B. McKinney**, Professor, Communications & Performing Arts
A.B., Princeton University, M.A., Columbia University,
Diploma, Julliard School of Music, D.M.A., University of Cincinnati
- Charles H. Metz**, Professor, Mathematics & Computer Science
B.B.A., St. John's University, M.S., University of Notre Dame
- Joyce Miller**, Associate Professor, Foreign Languages
B.A., Brown University, M.A., New York University,
Ph.D., University of Pennsylvania
- Rebecca K. Mlynarczyk**, Professor, English
B.A., Purdue University, M.A., Northwestern University,
Ph.D., New York University
- Andre Montero**, Professor, Business
A.A.S., Staten Island Community College, B.B.A., M.B.A.,
Pace University, C.P.A., State of New York
- Joseph N. Muzio**, Professor, Biological Sciences
Director, Marine Education Program
B.A., Queens College, M.A., Ed.D., Teachers College,
Columbia University
- Kenneth R. Neuberger**, Associate Professor, Physical Sciences
B.A., University of Connecticut, Ph.D., University of California at Berkeley
- Edward Nober**, Assistant Professor, Health, Physical Education & Recreation
B.S., Brooklyn College, Certificate of Proficiency in Physical Therapy, University of Pennsylvania, M.A., Columbia University
- Thomas I. Nonn**, Professor, Art
B.S., Manhattan College, M.A., Ph.D., New York University
- Mitchell Okun**, Professor, History, Philosophy & Political Sciences
B.A., Brooklyn College, M.A., University of Minnesota,
Ph.M., Ph.D., Graduate School, The City University of New York
- G. Curtis Olsen**, Associate Professor, English
B.A., Augustana College, M. A., University of Wisconsin,
Ph.D., University of Kentucky
- Susan O'Malley**, Professor, English
A.B., Smith College, M.A., Ph.D., Tulane University
- Dianna Oratz**, Associate Professor, Mathematics & Computer Science
B.A., Brooklyn College, M.A., New York University

- Coleridge Orr**, Associate Professor, Library
B.A., Queens's College, Canada, M.A., Carleton University, Canada, M.L.S., Pratt Institute, Ed.D., Teachers College, Columbia University
- Benjamin Pacheco**, Associate Professor, Behavioral Sciences & Human Services
B.A., Inter-American University, Puerto Rico, M.S.W., New York University
- Evelio Penton**, Associate Professor, Foreign Languages
Bachiller, Instituto de Santa Clara, Cuba, Pe.D., Universidad de la Habana, Cuba, Diploma de Estudios, Centro de Estudios del I.N.P.R.S., Cuba, M.A., Columbia University
- Judith A. Perez**, Associate Professor, Health, Physical Education & Recreation
B.A., M.S., Hunter College
- Arnold E. Perlmutter**, Assistant Professor, History, Philosophy & Political Sciences
A.B., A.M., Boston University
- Regina S. Peruggi**, President, Professor, Business
B.A., College of New Rochelle, M.B.A., New York University, Ed.D., Columbia University, Teachers College
- Barbara Petrello**, Assistant Professor, English
B.A., McGill University, M.A., Middlebury College, Ed.D., Rutgers University
- Angelica Petrides**, Professor, Health, Physical Education & Recreation
B.A., Hunter College, M.A., Columbia University, Teachers College
- Peter Pilchman**, Professor, Biological Sciences
B.A., Queens College, Ph.D., CUNY Graduate Center
- Naomi Platt**, Professor, Office Administration and Technology
B.S., M.S., The City College of New York, Ed.D., Rutgers University
- Frances Mostel Poggioli**, Professor, Office Administration & Technology
B.B.A., St. John's University, M.S., Long Island University, R.R.T.
- John R. Price**, Associate Professor, English
A.B. Ph.L., M.A. Th.L., St. Louis University, Ph.D., University of Wisconsin
- Morris Rabinowitz**, Associate Professor, Student Development
B.A., The City College of New York, M.A., Ed.D., Columbia University, Teachers College
- Stanley Rabinowitz**, Associate Professor, Mathematics & Computer Science
B.S., The City College of New York, M.S., New York University, Ph.D., The City University of New York
- Sylvia Resnick**, Assistant Professor, Communications & Performing Arts
B.A., M.A., Brooklyn College, Ph.D., New York University
- Eva H. Richter**, Assistant Professor, English
A.M., University of Chicago
- Theresa M. Rodin**, Assistant Professor, Nursing
B.S., St. John's University, M.A., Columbia University, R.N., St. Michael's School of Nursing
- Jennie Roman**, Assistant Professor, Student Development
A.A., Kingsborough Community College, B.A., M.S., Brooklyn College, Ed.M., Ed.D., Teachers College, Columbia University
- Irwin Rosenthal**, Professor, Student Development
B.A., Brooklyn College, M.A., Columbia University, Ph.D., New York University
- Julius I. Rosenthal**, Assistant Professor, Mathematics & Computer Science
B.S., The City College of New York, M.S., New York University
- William L. Rovers**, Professor, Student Development, Director College Discovery Program
B.S., Tennessee A & I University, M.S.W., Ed.D., Fordham University
- Gordon A. Rowell**, Professor, Library
B.A., Bowdoin College, B.S., Columbia University, M.A., Columbia University, Teachers College
- Natalie Rubinton**, Professor, Student Development
B.A., M.S., Brooklyn College, Ph.D., Fordham University
- Gary B. Sarinsky**, Assistant Professor, Biological Sciences
A.A., Bronx Community College, B.A., Brooklyn College, M.A., Hofstra University
- Samuel Scherek**, Professor, Health, Physical Education & Recreation
B.S., M.S., Brooklyn College, Ph.D., New York University
- Adele Schneider**, Professor, Library
B.A. Brooklyn College, M.L.S., Pratt Institute, M.A., Long Island University
- Ronald Schwartz**, Professor, Foreign Languages
B.A., Brooklyn College, 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
B.A., Radcliff College, M.A., Ed.D., Teachers College, Columbia University
- 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

Richard Vagge, Associate Professor, Business
B.B.A., M.B.A., The City College of New York,
C.P.A., State of New York

Robert R. Viscount, Assistant Professor, English
A.B., University of the Pacific, Diploma in Education,
University of East Africa, M.A., Columbia University

Delores Washington, Professor, Nursing,
B.S., Hampton Institute, Division of Nursing,
M.Ed., Columbia University, Ed.D., Columbia
University, Teachers College, R.N., New York
State

Walter Weintraub, Professor, Business
B.S., M.B.A., New York University

Edward Wiener, Professor, Business
B.B.A., St. John's University, M.A., New School for Social
Research, C.P.A., State of New York

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
B.S., M.A., Brooklyn College, M.S., Ph.D., Stevens
Institute of Technology

Marvin Yanofsky, Assistant Professor, Mathematics &
Computer Science
B.A., Brooklyn College, M.A., Yeshiva University

Merrill Youkeles, Professor, Behavioral Sciences & Human
Services
B.A., Brooklyn College, M.S.W., University of Pennsylvania,
Ed.D., Teachers College, Columbia University

Zev Zahavy, Professor, English
B.A., M.H.L., Ph.D., Yeshiva University

Arthur N. Zeitlin, Professor, Biological Sciences
B.S., Long Island University, Ed.D., Columbia University,
Teachers College

Michael Zibrin, Professor, Business
A.A., Chicago City College, 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

2015-2016

**notifications,
policies and
rules and
regulations**

NOTIFICATIONS, POLICIES, AND RULES AND REGULATIONS

NOTICE OF ACCESS TO CAMPUS CRIME STATISTICS, THE CAMPUS SECURITY REPORT, AND INFORMATION ON REGISTERED SEX OFFENDERS

In accordance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, all institutions of post-secondary education that participate in federal student aid programs must publish and disseminate an annual security report containing information about crime on and around the campus. The most recent version of Kingsborough Community College's Annual Security Report is available on the college's website, under the Office of Public Safety and Security, at

http://www.kbcc.cuny.edu/sub-about/campus_security/Pages/clery.aspx

or by going to the Public Safety office in the Kibbee Library, second floor, L-202.

Upon request, the Office of Public Safety will provide a hard copy of the College's campus crime statistics, mailed to the individual requesting the report within 10 days of the request.

The U.S. Department of Education's website address for campus crime statistics is

<http://ope.ed.gov/Security/GetOneInstitutionData.aspx>

In accordance with the federal Campus Sex Crimes Prevention Act, registered sex offenders now are required to register the name and address of any college at which he or she is a student or employee. The New York State Division of Criminal Justice maintains a registry of convicted sex offenders and informs the college's chief security officer of the presence on campus of a registered sex offender as a student or employee. To obtain information about Level 3 registered sex offenders on campus contact the Division's registry website at

<http://www.criminaljustice.ny.gov/nsor/>

and then click on "Search for Level 3 Sex Offenders" or access the directory at the College's Public Safety Office or police precinct.

To obtain information about Level 2 offenders, contact the Public Safety Office, local police precinct in which the sex offender resides or attends college, or call the Division's sex offender registry at 800-262-3257.

NOTIFICATION OF STUDENT IMMUNIZATION REQUIREMENTS

Information regarding New York State Public Health Laws 2165 and 2167 can be located in this catalog under Health Regulations.

NOTIFICATION UNDER FERPA OF STUDENT RIGHTS CONCERNING EDUCATION RECORDS AND DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. See Section "6" below on your right to prevent the disclosure of directory information. The FERPA rights of students are:

(1) The right to inspect and review your education records. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. All requests shall be granted or denied in writing within 45 days of receipt. If the request is granted, you will be notified of the time and place where the records may be inspected. If the request is denied or not responded to within 45 days, you may appeal to the college's FERPA appeals officer. Additional information regarding the appeal procedures will be provided to you if a request is denied.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. You may ask the college to amend a record that you believe is inaccurate or misleading. You should write to the college official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by you, the college will notify you of the decision and advise you of your right to a hearing before the college's FERPA appeals officer regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of your right to a hearing.

(3) The right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by the university in an administrative, supervisory, academic or

research, or support staff position, a person or company with whom the University has contracted, a person serving on the Board of Trustees, or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks.

A college official has a legitimate educational interest if access is reasonably necessary in order to perform his/her instructional, research, administrative or other duties and responsibilities.

Upon request, the college discloses education records without consent to officials of another college or school in which a student seeks or intends to enroll.

(4) You may appeal the alleged denial of FERPA rights to the:

General Counsel and Vice Chancellor for Legal Affairs
The City University of New York
205 East 42nd Street, 11th Floor
New York, NY 10017

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

(6) The college will make the following “directory information” concerning current and former students available to those parties having a legitimate interest in the information: name, attendance dates (periods of enrollment), address, telephone number, date and place of birth, photograph, e-mail address, full- or part-time status, enrollment status (undergraduate, graduate, etc.), level of education (credits) completed, major field of study, degree enrolled for, participation in officially recognized activities and sports, height and weight of athletic team members, previous school attended, and degrees, honors and awards received. By filing a form with the Registrar’s Office, you may request that any or all of this directory information not be released without your prior written consent. This form is available in the Registrar’s Office and may be filed, withdrawn, or modified at any time.

If you do not want your information disclosed, complete the prevent disclosure of directory information form and return it to the Registrar’s Office, A-101.

FREEDOM OF INFORMATION LAW NOTICE

Requests to inspect public records at the college should be made to the Records Access Officer, Julie Block-Rosen, Esq.,

Legal Counsel to the President and Labor Designee, A-226, at 2001 Oriental Boulevard, Brooklyn, New York, 11235-2398, 718-368-5109. Public records are available for inspection and copying by appointment only at a location to be designated. You have a right to appeal a denial of a request for access to records to the CUNY General Counsel and Vice Chancellor for Legal Affairs, 205 East 42nd Street, 11th Floor, New York, NY 10017.

TITLE I, ARTICLE 5, SECTION 224-A OF NEW YORK STATE EDUCATION LAW

Religious Holidays and Observance

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.

6a. 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.

CUNY POLICY ON ACADEMIC INTEGRITY

Academic dishonesty is prohibited in The City University of New York. Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion.

1. Definitions and Examples of Academic Dishonesty

1.1 **Cheating** is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise.

Examples of cheating include:

- 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 using commercial term paper services.
- Giving assistance to acts of academic misconduct/dishonesty.
- Fabricating data (in whole or in part).
- Falsifying data (in whole or in part).
- Submitting someone else's work as your own.
- Unauthorized use during an examination of any electronic devices such as cell phones, computers or other technologies to retrieve or send information.

1.2 **Plagiarism** is the act of presenting another person's ideas, research or writings as your own. Examples of plagiarism include:

- Copying another person's actual words or images 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.
- Failing to acknowledge collaborators on homework and laboratory assignments.
- Internet plagiarism, including submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, or "cutting & pasting" from various sources without proper attribution.

1.3 **Obtaining Unfair Advantage** is any action taken by a student that gives that student an unfair advantage in his/her academic work over another student, or an action taken by a student through which a student attempts to gain an unfair advantage in his or her academic work over another student. Examples of obtaining unfair advantage include:

- 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.

1.4. Falsification of Records and Official Documents

Examples of falsification include:

- 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.

2. Methods for Promoting Academic Integrity

2.1. Packets containing a copy of the CUNY Policy on Academic Integrity and, if applicable, the college's procedures implementing the Policy, and information explaining the Policy and procedures shall be distributed to all current faculty and, on an annual basis to all new faculty (full and part-time) These packets also shall be posted on each college's website. Orientation sessions for all new faculty (full and part-time) and students shall incorporate a discussion of academic integrity.

2.2. All college catalogs, student handbooks, faculty handbooks, and college websites shall include the CUNY Policy on Academic Integrity and, if applicable, college procedures implementing the policy and the consequences of not adhering to the Policy.

2.3. Each college shall subscribe to an electronic plagiarism detection service and shall notify students of the fact that such a service is available for use by the faculty. Colleges shall encourage faculty members to use such services and to inform students of their use of such services.

3. Reporting

3.1. Each college's president shall appoint an Academic Integrity Officer in consultation with the elected faculty governance leader. The Academic Integrity Officer shall serve as the initial contact person with faculty members when they report incidents of suspected academic dishonesty. The Academic Integrity Officer may be the college's Student Conduct Officer, another student affairs official, an academic affairs official, or a tenured faculty member.

Additional duties of the Academic Integrity Officer are described in Sections 4.1, 4.2.1, 4.2.2, 4.3 and 4.4.

3.2. A faculty member who suspects that a student has committed a violation of the CUNY Academic Integrity Policy shall review with the student the facts and circumstances of the suspected violation whenever feasible. Thereafter, a faculty member who concludes that there has been an incident of academic dishonesty sufficient to affect the student's final course grade shall report such incident on a Faculty Report Form in substantially the same format as the sample annexed to this Policy and shall submit the Form to the college's Academic Integrity Officer. Each college shall use a uniform form throughout the college, which shall contain, at a minimum, the name of the instructor, the name of the student, the course name and number and section number, the date of the incident, a description of the incident and the instructor's contact information.

3.3. The Academic Integrity Officer shall update the Faculty Report Form after a suspected incident has been resolved to reflect that resolution. Unless the resolution exonerates the student, as described in Section 4.4, the Academic Integrity Officer of each college shall place the Form in a confidential academic integrity file created for each student alleged to have violated the Academic Integrity Policy and shall retain each Form for the purposes of identifying repeat offenders, gathering data, and assessing and reviewing policies. Unless the student is exonerated, written decisions on academic integrity matters after adjudication also shall be placed in the student's academic integrity file. The Academic Integrity Officer shall be responsible for maintaining students' academic integrity files.

4. Procedures for Imposition of Sanctions

4.1. Determination on academic vs. disciplinary sanction
The Academic Integrity Officer shall determine whether to seek a disciplinary sanction in addition to an academic sanction. In making this determination, the Academic Integrity Officer shall consult with the faculty member who initiated the case and may consult with student affairs and/or academic affairs administrators as needed. Before determining which sanction(s) to seek, the Academic Integrity Officer also shall 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. Prior violations include both violations at the student's current college and violations that occurred at any other CUNY college.

In making the determination on prior violations, the Academic Integrity Officer shall determine whether the student previously attended any other CUNY colleges and, if so, shall request and be given access to the academic integrity files, if any, at such other CUNY colleges.

The Academic Integrity Officer should seek disciplinary sanctions only if (i) there is a substantial violation; or (ii) the student has previously violated the Policy; or (iii) academic sanctions are unable to be imposed because the student has timely withdrawn from the applicable course. Examples of substantial violations include but are not limited to forging a grade form or a transcript; stealing an examination from a professor or a university office; having a substitute take an examination or taking an examination for someone else; having someone else write a paper for the student or writing a paper for another student; sabotaging another student's work through actions that prevent or impede the other student from successfully completing an assignment; and violations committed by a graduate or professional student or a student who will seek professional licensure. The college also should consider any mitigating circumstances in making this determination.

4.2. Procedures in Cases Involving Only Academic Sanctions

4.2.1. Student Admits to the Academic Dishonesty and Does Not Contest the Academic Sanction

If a faculty member wishes to seek only an academic sanction (i.e., a reduced grade) 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 Academic Integrity Officer decides to seek a disciplinary sanction. 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. A reduced grade may be an "F" or another grade that is lower than the grade that the student would have earned but for the violation.

The faculty member shall inform the Academic Integrity Officer of the resolution via email and the Officer shall update the applicable Faculty Report Form to reflect that resolution.

4.2.2. Student Admits to the Academic Dishonesty but Contests the Academic Sanction

In a case where a student admits to the alleged academic dishonesty but contests the particular academic sanction imposed, the student may appeal the academic sanction through the college's grade appeal process. The student shall be allowed, at a minimum, an opportunity to present a written position with supporting evidence. The committee reviewing the appeal shall issue a written decision explaining the justification for the academic sanction imposed.

4.2.3. Student Denies the Academic Dishonesty

In a case where a student denies the academic dishonesty, a fact-finding determination shall be made, at each college's option, by an Academic Integrity Committee established by the college's governance body or by the Student-Faculty Disciplinary Committee established under Article XV of the CUNY Bylaws. Each college's Academic Integrity Committee shall adopt procedures for hearing cases. (If a college opts to use its Student-Faculty Disciplinary Committee for this purpose, that Committee shall use Article XV procedures.) Those procedures, at a minimum, shall provide a student with (i) written notice of the charges against him or her; (i i) the right to appear before the Committee; and (iii) the right to present witness statements and/or to call witnesses. Those procedures also shall provide the faculty member with the right to make an appearance before the Committee. The Committee may request the testimony of any witness and may permit any such witness to be questioned by the student and by the administrator presenting the case. Academic Integrity Committees and Student-Faculty Disciplinary Committees, as applicable, shall issue written decisions and send copies of their decisions to the college's Academic Integrity Officer. The Academic Integrity Officer may not serve on a college's Academic Integrity Committee.

4.3. Procedures in Cases Involving Disciplinary Sanctions

If the college decides to seek a disciplinary sanction, the case shall be processed under Article XV of the CUNY Bylaws. If the case is not resolved through mediation under Article XV, it shall be heard by the college's Faculty-Student Disciplinary Committee.

If the college seeks to have both a disciplinary and an academic sanction imposed, the college shall proceed

first with the disciplinary proceeding and await its outcome before addressing the academic sanction. The student's grade shall be held in abeyance by using the PEN grade established for this purpose, pending the Committee's action. 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. The student may appeal the finding in accordance with Article XV procedures and/or may appeal the grade imposed by the faculty member in accordance with section 4.2.2. If the Faculty-Student Disciplinary Committee finds that the alleged violation did not occur, then no sanction of any kind may be imposed.

Where a matter proceeds to the Faculty-Student Disciplinary Committee, the Academic Integrity Officer 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 explained below, the suspected violation was held to be unfounded.

4.4. Required Action in Cases of No Violation

If either the Academic Integrity Committee or the Faculty-Student Disciplinary Committee finds that no violation occurred, the Academic Integrity Officer shall remove all material relating to that incident from the student's confidential academic integrity file and destroy the material.

5. Implementation

Each college, in accordance with its governance plan, shall implement this Policy and may adopt its own more specific procedures to implement the Policy. Colleges' procedures must be consistent with the policy and procedures described in the Policy

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 provides 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).

POLICIES ON EQUAL OPPORTUNITY, NON-DISCRIMINATION AND AFFIRMATIVE ACTION

Information regarding these policies can be located in this catalog under Information About Kingsborough Community College.

ADMISSION OF STUDENTS WHO MAY POSE A RISK TO A COLLEGE

The College reserves the right to deny admission to any student if in its judgment, the presence of that student on campus poses an undue risk to the safety or security of the college or the college community. That judgment will be based on an individualized determination taking into account any information the college has about the crime committed by the student and the particular circumstances of the college, including the presence of a child care center, summer camp, public school or public school students on campus. In addition, the college may consider factors such as the amount of time since the crime was committed, the amount of jail time served by the student, the number of years the student was on probation or parole, whether the student has satisfied probation or parole requirements at the time of the student's application, whether the student has completed drug, alcohol, sex offender or other treatment,

and what work or educational experience the student has had after the conviction. Finally, if the student is known to have been assisted by a CUNY-sponsored or other re-entry program or initiative, the college will consult with a counselor or representative with said program.

CUNY TOBACCO-FREE POLICY

Effective September 4, 2012, the following shall be prohibited at The City University of New York: (1) 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, (2) tobacco industry promotions, advertising, marketing, and distribution of marketing materials on campus properties, and (3) tobacco industry sponsorship of athletic events and athletes.

PROCEDURES FOR HANDLING STUDENT COMPLAINTS ABOUT FACULTY CONDUCT IN ACADEMIC SETTINGS

1. Introduction. The University and its Colleges have a variety of procedures for dealing with student related issues, including grade appeals, academic integrity violations, student discipline, disclosure of student records, student elections, sexual harassment complaints, disability accommodations, and discrimination. One area not generally covered by other procedures concerns student complaints about faculty conduct in the classroom or other formal academic settings. The University respects the academic freedom of the faculty and will not interfere with it as it relates to the content or style of teaching activities. Indeed, academic freedom is and should be of paramount importance. At the same time the University recognizes its responsibility to provide students with a procedure for addressing complaints about faculty treatment of students that are not protected by academic freedom and are not covered by other procedures. Examples might include incompetent or inefficient service, neglect of duty, physical or mental incapacity and conduct unbecoming a member of the staff.
2. Determination of Appropriate Procedure. If students have any question about the applicable procedure to follow for a particular complaint; they should consult with the chief student affairs officer. In particular, the chief student affairs officer should advise a student if some other procedure is applicable to the type of complaint the student has.
3. Informal Resolution. Students are encouraged to attempt to resolve complaints informally with the faculty member or to seek the assistance of the department chairperson or campus ombudsman to facilitate informal resolution.

4. Formal Complaint. If the student does not pursue informal resolution, or if informal resolution is unsuccessful, the student may file a written complaint with the department chairperson or, if the chairperson is the subject of the complaint, with the academic dean or a senior faculty member designated by the college president. (This person will be referred to below as the "Fact Finder.")
 - A. The complaint shall be filed within 30 calendar days of the alleged conduct unless there is good cause shown for delay, including but not limited to delay caused by an attempt at informal resolution. The complaint shall be as specific as possible in describing the conduct complained of.
 - B. The Fact Finder shall promptly send a copy to the Faculty member about whom the complaint is made, along with a letter stating that the filing of the complaint does not imply that any wrongdoing has occurred and that a faculty member must not retaliate in any way against a student for having made a complaint. If either the student or the faculty member has reason to believe that the department chairperson may be biased or otherwise unable to deal with the complaint in a fair and objective manner, he or she may submit to the academic dean or the senior faculty member designated by the college president a written request stating the reasons for that belief; if the request appears to have merit, that person may, in his or her sole discretion, replace the department chairperson as the Fact Finder.
 - C. The Fact Finder shall meet with the complaining student and faculty member, either separately or together, to discuss the complaint and to try to resolve it. The Fact Finder may seek the assistance of the campus ombudsman or other appropriate person to facilitate informal resolution.
 - D. If resolution is not possible, and the Fact Finder concludes that the facts alleged by the student, taken as true and viewed in the light most favorable to the student, establish that the conduct complained of is clearly protected by academic freedom, he or she shall issue a written report dismissing the complaint and setting forth the reasons for dismissal and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. Otherwise, the Fact Finder shall conduct an investigation. The Fact Finder shall separately interview the complaining student, the faculty member and other persons with relevant knowledge and information and shall also consult with the chief student affairs officer and, if appropriate, the college ombudsman. The Fact Finder shall not reveal the identity of the complaining student and the faculty member to others except to the extent necessary to conduct the investigation. If the Fact Finder believes it would be helpful, he or she may meet again with the student and faculty member after completing the investigation in an effort to resolve the matter. The complaining student and the faculty member shall have the right to have a representative (including a union representative, student government representative or attorney) present during the initial meeting, the interview and any post-investigation meeting.
 - E. In cases where there is strong preliminary evidence that a student's complaint is meritorious and that the student may suffer immediate and irreparable harm, the Fact Finder may provide appropriate interim relief to the complaining student pending the completion of the investigation. The affected faculty member may appeal such interim relief to the chief academic officer.
 - F. At the end of the investigation, the Fact Finder shall issue a written report setting forth his or her findings and recommendations, with particular focus on whether the conduct in question is protected by academic freedom, and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. In ordinary cases, it is expected that the investigation and written report should be completed within 30 calendar days of the date the complaint was filed.
5. Appeals Procedure. If either the student or the faculty member is not satisfied with the report of the Fact Finder, the student or faculty member may file a written appeal to the chief academic officer within 10 calendar days of receiving the report. The chief academic officer shall convene and serve as the chairperson of an Appeals Committee, which shall also include the chief student affairs officer, two faculty members elected annually by the faculty council or senate and one student elected annually by the student senate. The Appeals Committee shall review the findings and recommendations of the report, with particular focus on whether the conduct in question is protected by academic freedom. The Appeals Committee shall not conduct a new factual investigation or overturn any factual findings contained in the report unless they are clearly erroneous. If the Appeals Committee decides to reverse the Fact Finder in a case where there has not been an investigation because the Fact Finder erroneously found that the alleged conduct was protected by academic freedom, it may remand to the Fact Finder for further proceedings. The committee

shall issue a written decision within 20 calendar days of receiving the appeal. A copy of the decision shall be sent to the student, the faculty member, the department chairperson and the president.

6. Subsequent Action. Following the completion of these procedures, the appropriate college official shall decide the appropriate action, if any, to take. For example, the department chairperson may decide to place a report in the faculty member's personnel file or the president may bring disciplinary charges against the faculty member. Disciplinary charges may also be brought in extremely serious cases even though the college has not completed the entire investigative process described above; in that case, the bringing of disciplinary charges shall automatically suspend that process. Any action taken by a college must comply with the bylaws of the University and the collective bargaining agreement between the University and the Professional Staff Congress.

7. Campus Implementation. Each campus shall implement these procedures and shall distribute them widely to administrators, faculty members and students and post them on the college website.

Policy 5.20 from the *CUNY Manual of General Policy*

ARTICLE XV FROM THE CUNY MANUAL OF GENERAL POLICY - STUDENTS

Preamble Section 15.0

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Student participation, responsibility, academic freedom, and due process are essential to the operation of the academic enterprise. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to learn and to explore major social, political, and economic issues are necessary adjuncts to student academic freedom, as is freedom from discrimination, as set forth in the university's non-discrimination policy.

Freedom to learn and freedom to teach are inseparable facets of academic freedom. The concomitant of this freedom is responsibility. If members of the academic community are to develop positively in their freedom; if these rights are to be secure, then students should exercise their freedom with responsibility.

Conduct Standard Defined Section 15.1

Each student enrolled or in attendance in any college, school or unit under the control of the board and every student

organization, association, publication, club or chapter shall obey (1) the laws of the city, state and nation; (2) the bylaws and resolutions of the board, including the rules and regulations for the maintenance of public order pursuant to Article 129-a of the education law ("Henderson Rules"); and (3) the governance plan, policies, regulations, and orders of the college.

Such laws, bylaws, resolutions, policies, rules, regulations and orders shall, of course, be limited by the right of students to the freedoms of speech, press, assembly and petition as construed by the courts.

Student Organizations Section 15.2

a. Any group of students may form an organization, association, club or chapter by filing with the duly elected student government organization of the college or school at which they are enrolled or in attendance and with an officer to be designated by the chief student affairs officer of the college or school at which they are enrolled or in attendance (1) the name and purposes of the organization, association, club or chapter, (2) the names and addresses of its president and secretary or other officers corresponding in function to president and secretary.

The board recognizes that students have rights to free expression and association. At the same time, the board strongly believes that respect for all members of the university's diverse community is an essential attribute of a great university.

b. Extra-curricular activities at each college or school shall be regulated by the duly elected student government organization to insure the effective conduct of such college or school as an institution of higher learning and for the prevention of activities which are hereafter proscribed or which violate the standards of conduct of the character set forth in Bylaw 15.1. Such powers shall include:

1. The power to charter or otherwise authorize teams (excluding intercollegiate athletics), publications, organizations, associations, clubs or chapters, and, when appropriate in the exercise of such regulatory power, the power to refuse, suspend or revoke any charter or other authorization for cause after hearing on notice.
2. The power to delegate responsibility for the effective implementation of its regulatory functions hereunder to any officer or committee which it may appoint.

c. 1. Any person or organization affiliated with the college may file a complaint with the chief student affairs officer if there is reason to believe that a student organization has violated any of the standards of conduct set forth in Section 15.1 above. The chief student affairs officer shall promptly notify the affected organization, investigate any complaint and report the results of that investigation along with a recommendation for appropriate action to the complainant and the student government which

shall take action as it deems appropriate, except that in the case of a complaint against the student government itself, the chief student affairs officer shall report the results of the investigation and the recommendation for appropriate action directly to the president.

2. The complainant or any student organization adversely affected pursuant to paragraph c. 1. above may appeal to the president. The president may take such action as he or she deems appropriate, and such action shall be final.

d. Each college shall establish a student elections review committee in consultation with the various student governments. The student elections review committee shall approve the election procedures and certify the results of elections for student governments, and student body referenda. Decisions of the student elections review committee may be appealed to the college president, whose decision shall be final. An appeal from the decision of the student elections review committee must be made in writing to the President within ten (10) calendar days of the decision. The President shall consult with the student elections review committee and render a decision as expeditiously as possible which may affirm, reverse, or modify the decision of the student elections review committee.

e. Student government elections shall be scheduled and conducted, and newly elected student governments shall take office, in accordance with policies of the board, and implementing regulations.

The University Student Senate Section 15.3

There shall be a university student senate responsible, subject to the board of trustees, for the formulation of university-wide student policy relating to the academic status, role, rights and freedoms of the student. The authority and duties of the university student senate shall not extend to areas of interest which fall exclusively within the domain of the student governments of the constituent units of the university. Consistent with the authority of the board of trustees in accordance with the education law and the bylaws of the board of trustees, the university student senate shall make its own bylaws providing for the election of its own officers, the establishment of its own rules and procedures, for its internal Administration and for such other matters as is necessary for its existence. The university student senate shall have the full rights and responsibilities accorded student organizations as provided in these bylaws. The delegates and alternate delegates to the university student senate shall be elected by their respective constituencies or by their student governments from the elected members of the respective student governments.

Student Disciplinary Procedures Section 15.4

Complaint Procedures

a. A University student, employee, visitor, organization or department who/which believes she/he/it is the victim of a student's misconduct (hereinafter "complainant") may make a charge, accusation, or allegation against a student (hereinafter "respondent") which if proved, may subject the respondent to disciplinary action. Such charge, accusation, or allegation must be communicated to the chief student affairs officer of the college the respondent attends.

b. The chief student affairs officer of the college or her or his designee shall conduct a preliminary investigation in order to determine whether disciplinary charges should be preferred. The chief student affairs officer or her or his designee shall advise the respondent of the allegation against her or him, explain to the respondent and the complainant their rights, consult with other parties who may be involved or who have information regarding the incident, and review other relevant evidence. The preliminary investigation shall be concluded within thirty (30) calendar days of the filing of the complaint, unless: (i) said complaint involves two or more complainants or respondents; or (ii) said complaint involves a matter that is also under investigation by law enforcement authorities. In those cases, the preliminary investigation shall be completed within sixty (60) calendar days. Further, if the matter has been previously investigated pursuant to the Board of Trustees Policy on Sexual Misconduct, the chief student affairs officer shall dispense with a preliminary investigation and rely on the report completed by the Title IX Coordinator. Following the completion of the preliminary investigation, the chief student

affairs officer or designee shall take one of the following actions: (i) Dismiss the matter if there is no basis for the allegation(s) or the allegation(s) does not warrant disciplinary action. The individuals involved shall be notified that the complaint has been dismissed; (ii) Refer the matter to mediation (except in cases involving allegations of sexual assault, stalking or other forms of sexual violence); or (iii) Prefer formal disciplinary charges.

c. In the event that a respondent withdraws from the college after a charge, accusation or allegation against a respondent has been made, and the college prefers formal disciplinary charges, the respondent is required to participate in the disciplinary hearing or otherwise to resolve the pending charges and shall be barred from attending any other unit of the university until a decision on the charges is made or the charges are otherwise resolved. If the respondent fails to appear the college may proceed with the disciplinary hearing in absentia, and any decision and sanction shall be binding.

Mediation Conference

d. The college may offer the respondent and the complainant the opportunity to participate in a mediation conference prior to the time the disciplinary hearing takes place in an effort to resolve the matter by mutual agreement (except in cases

involving sexual assault, stalking and other forms of sexual violence). The conference shall be conducted by a qualified staff or faculty member designated by the chief student affairs officer. The following procedures shall be in effect at this conference:

1. An effort shall be made to resolve the matter by mutual agreement.
2. If an agreement is reached, the faculty or staff member conducting the conference shall report her/his recommendation to the chief student affairs officer for approval and, if approved, the complainant and the respondent shall be notified, and a written memorandum shall be created memorializing the resolution and any consequences for non-compliance.
3. If no agreement is reached within a reasonable time, or if the respondent fails to appear, the faculty or staff member conducting the conference shall refer the matter back to the chief student affairs officer who may prefer disciplinary charges.
4. The faculty or staff member conducting the mediation conference is precluded from testifying at a college hearing regarding information received during the mediation conference, or presenting the case on behalf of the college.

Notice of Hearing and Charges, and Pre-Hearing Document Inspection

e. Notice of the charge(s) and of the time and place of the hearing shall be personally delivered to the respondent, or sent by certified or overnight mail and email to the respondent's CUNY-assigned email address. Notice shall also be sent in a similar manner to the complainant to the extent the charges relate to her/him/it. The chief student affairs officer is also encouraged to send the notice of charges to any other e-mail address that he or she may have for the respondent and the complainant. The hearing shall be scheduled within a reasonable time following the filing of the charges or the mediation conference. Notice of at least seven (7) calendar days shall be given to the respondent in advance of the hearing unless the respondent consents to an earlier hearing. The respondent is permitted one (1) adjournment as of right. Additional requests for an adjournment must be made at least five (5) calendar days prior to the hearing date, and shall be granted or denied at the discretion of the chairperson of the faculty-student disciplinary committee. If the respondent fails to respond to the notice, appear on the adjourned date, or request an extension, the college may proceed in absentia, and any decision and sanction shall be binding.

f. The notice shall contain the following:

1. A complete and itemized statement of the charge(s) being brought against the respondent including the rule, bylaw or regulation she/he is charged with violating, and the possible penalties for such violation.

2. A statement that the respondent and the complainant have the right to attend and participate fully in the hearing including the right:

- (i) to present their side of the story;
- (ii) to present witnesses and evidence on their behalf;
- (iii) to cross-examine witnesses presenting evidence;
- (iv) to remain silent without assumption of guilt; and
- (iv) to be represented by an advisor or legal counsel at their expense; if the respondent or the complainant request it, the college shall assist in finding a legal counsel or advisor.

3. A warning that anything the respondent says may be used against her/him at a non-college hearing.

4. At least five (5) calendar days prior to the commencement of a student disciplinary hearing, the college shall provide the respondent and the complainant and/or their designated representative, with similar and timely access to review any documents or other tangible evidence that the college intends to use at the disciplinary hearing, consistent with the restrictions imposed by Family Education Rights and Privacy Act ("FERPA"). Should the college seek to introduce additional documents or other tangible evidence during, or some time prior to, the disciplinary hearing, the respondent and the complainant shall be afforded the opportunity to review the additional documents or tangible evidence. If during the hearing the respondent submits documentary evidence, the chairperson may, at the request of either the college or the complainant, direct the respondent to produce such other documents as may be necessary in the interest of fairness.

Emergency Suspension

g. The president or her/his designee may in emergency or extraordinary circumstances, temporarily suspend a student pending an early hearing as provided in this bylaw section 15.4. to take place within not more than twelve (12) calendar days, unless the student requests an adjournment. Such suspension shall be for conduct which impedes, obstructs, impairs or interferes with the orderly and continuous administration and operation of any college, school, or unit of the university in the use of its facilities or in the achievement of its purposes as an educational institution. Prior to the commencement of a temporary suspension of a student, the college shall give the student oral notice (which shall be confirmed via email to the address appearing on the records of the college) or written notice of the charges against her/him and, if she/he denies them, the college shall forthwith give the student an informal oral explanation of the evidence supporting the charges and the student may present informally her/his explanation or theory of the matter. When a student's presence poses a continuing danger to person or property or an ongoing threat of disrupting the academic process, notice and opportunity for denial and explanation may follow suspension, but shall be given as soon as feasible thereafter. The complainant shall be notified in the event that an emergency suspension is imposed against a student, and/or when the suspension is subsequently lifted to the extent that the

suspension involves the complainant in the same manner notice is given to the student.

Faculty-Student Disciplinary Committee Structure

h. Each faculty-student disciplinary committee shall consist of two (2) faculty members or one (1) faculty member and one (1) member of the Higher Education Officer series (HEO), and two (2) student members and a chairperson, who shall be a faculty member. A quorum shall consist of the chairperson and any two (2) members, one of whom must be a student. Hearings shall be scheduled promptly (including during the summers) at a convenient time and efforts shall be made to insure full student and faculty representation.

i. The president shall select in consultation with the head of the appropriate campus governance body or where the president is the head of the governance body, its executive committee, three (3) members of the faculty of that college to receive training and to serve in rotation as chairperson of the disciplinary committee. The following schools shall be required to select two (2) chairpersons: CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism. If none of the chairpersons appointed from the campus can serve, the president, at her/his discretion, may request that a chairperson be selected by lottery from the entire group of chairpersons appointed by other colleges. The chairperson shall preside at all meetings of the faculty-student disciplinary committee and decide and make all rulings for the committee. She/he shall not be a voting member of the committee but shall vote in the event of a tie.

j. The faculty members shall be selected by lot from a panel of six (6) elected biennially by the appropriate faculty body from among the persons having faculty rank or faculty status. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) faculty members. The HEO members shall be selected by lot from a panel of six (6) HEO appointed biennially by the president. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) HEO's. The student members shall be selected by lot from a panel of six (6) elected annually in an election in which all students registered at the college shall be eligible to vote. CUNY School of Law, Guttman Community College, CUNY School of Journalism shall be required to select four (4) students. In the event that the student or faculty panel or both are not elected, or if more panel members are needed, the president shall have the duty to select the panel or panels which have not been elected. No individuals on the panel shall serve on the panel for more than four (4) consecutive years. Notwithstanding the above, in cases of sexual assault, stalking and other forms of sexual violence, the president shall designate one (1) chairperson, two (2) faculty/HEO members, and two (2) students, who shall

be specially trained, and who shall constitute the faculty-student disciplinary committee in all such cases.

k. In the event that the chairperson cannot continue, the president shall appoint another chairperson. In the event that a seat becomes vacant and it is necessary to fill the seat to continue the hearing, the seat shall be filled from the respective faculty, HEO, or student panel by lottery.

l. Each academic year, the chief student affairs officer, and her or his designee, shall appoint/identify one or more college employees to serve as presenters for the hearings. This list shall be forwarded to the Office of the Vice Chancellor for Student Affairs, and the Office of the General Counsel and Sr. Vice Chancellor for Legal Affairs prior to the first day of the academic year.

m. Persons who are to be participants in the hearings as witnesses or have been involved in preferring the charges or who may participate in the appeals procedures or any other person having a direct interest in the outcome of the hearing shall be disqualified from serving on the committee.

Faculty-Student Disciplinary Committee Procedures

n. The following procedures shall apply at the hearing before the faculty-student disciplinary committee:

1. The chairperson shall preside at the hearing. The chairperson shall inform the respondent of the charges, the hearing procedures and her or his rights.
2. All faculty student disciplinary committee hearings are closed hearings, but the respondent has the right to request an open public hearing. However, the chairperson has the right to deny the request and hold a closed hearing when an open public hearing would adversely affect and be disruptive to the committee's normal operations, or when the complainant in a case involving allegations of sexual assault, stalking, or other forms of sexual violence requests a closed hearing. In the event of an open hearing, the respondent must sign a written waiver acknowledging that those present will hear the evidence introduced at the hearing.
3. After informing the respondent of the charges, the hearing procedures, and her or his rights, the chairperson shall ask the respondent to respond. If the respondent admits the conduct charged, the respondent shall be given an opportunity to explain her/his actions before the committee and the college shall be given an opportunity to respond and present evidence regarding the appropriate penalty. If the respondent denies the conduct charged, the college shall present its case. At the conclusion of the college's case, the respondent may move to dismiss the charges. If the motion is denied by the committee, the respondent shall be given an opportunity to present her or his defense.
4. Prior to accepting testimony at the hearing, the chairperson shall rule on any motions questioning the impartiality of any committee member or the adequacy of the notice of the charge(s). Subsequent thereto, the chairperson may rule on the admissibility of the evidence and may exclude irrelevant, unreliable or unduly repetitive evidence. In addition, if either

party wishes to question the impartiality of a committee member on the basis of evidence which was not previously available at the inception of the hearing, the chairperson may rule on such a motion. The chairperson shall exclude from the hearing room all persons who are to appear as witnesses, except the respondent and the complainant.

5. The college shall make a record of each fact-finding hearing by some means such as a stenographic transcript, an audio recording or the equivalent. The college must assign a staff member for each hearing, with the sole responsibility of ensuring that the hearing is recorded in its entirety. No other recording of the proceedings may be permitted. A respondent who has been found to have committed the conduct charged after a hearing is entitled upon request to a copy of such a record without cost upon the condition that it is not to be disseminated except to the respondent's representative or attorney. In the event of an appeal, both the respondent and the complainant are entitled upon request to a copy of such a record without cost, upon the condition that it is not to be disseminated except to their representatives or attorneys.

6. The college bears the burden of proving the charge(s) by a preponderance of the evidence.

7. The role of the faculty-student disciplinary committee is to listen to the testimony, ask questions of the witnesses, review the testimony and evidence presented at the hearing and the papers filed by the parties and render a determination. In the event the respondent is found to have committed the conduct charged, the committee shall then determine the penalty to be imposed.

8. The college, the respondent and the complainant are permitted to have lawyers or other representatives act on their behalf during the pendency of a disciplinary action, which shall include the calling and examining of witnesses, and presenting other evidence. Any party intending to appear with an attorney shall give the other party 5 (five) calendar days' notice of such representation.

9. The chairperson of the faculty-student disciplinary committee retains discretion to limit the number of witnesses and the time of testimony for the presentations by any party and/or their representative.

10. In the event that the respondent is charged with a sexual assault, stalking or other forms of sexual violence, neither the respondent nor the complainant shall be permitted to cross-examine the other directly. Rather, if they wish to, the respondent and the complainant may cross-examine each other only through a representative. If either or both of them do not have a representative, the college shall work with them to find a representative to conduct such cross-examination. In the alternative, either party may provide written questions to the chairperson to be posed to the witness.

11. At the end of the presentations, the respondent and the complainant may introduce individual character references. The college may introduce a copy of the respondent's previous disciplinary record; including records from any CUNY institution the respondent has attended, where applicable, provided the respondent was shown a copy of the record prior

to the commencement of the hearing. The previous disciplinary record shall be submitted to the committee in a sealed envelope, bearing the respondent's signature across the seal, and shall only be opened if the respondent has been found to have committed the conduct charged. The previous disciplinary records, as well as documents and character evidence introduced by the respondent, the complainant, and the college shall be opened and used by the committee for dispositional purposes, i.e., to determine an appropriate penalty if the charges are sustained.

12. The committee shall deliberate in closed session. The committee shall issue a written decision, which shall be based solely on the testimony and evidence presented at the hearing and the papers filed by the parties.

13. The respondent shall be sent a copy of the faculty-student disciplinary committee's decision within seven (7) calendar days of the conclusion of the hearing, by regular mail and e-mail to the address appearing on the records of the college. In cases involving two or more complainants or respondents, the respondent shall be sent a copy of faculty-student disciplinary committee's decision within fourteen (14) calendar days of the conclusion of the hearing. The chief student affairs officer is also encouraged to send the decision to any other e-mail address that he or she may have for the respondent. The decision shall be final subject to any appeal. In cases involving a crime of violence or a non-forcible sex offense, as set forth in FERPA, the complainant shall simultaneously receive notice of the outcome of the faculty-student disciplinary committee's decision as it relates to the offense(s) committed against the complainant, in the same manner as notice is given to the respondent.

14. When a disciplinary hearing results in a penalty of dismissal or suspension for one term or more, the decision is a university-wide penalty and the respondent shall be barred from admission to, or attendance at, any other unit of the university while the penalty is being served.

15. Disciplinary penalties shall be placed on a respondent's transcript unless a mediation agreement, the committee's decision, or the decision on any appeal under section 15.4(o) below, expressly indicate otherwise. For all undergraduate students, a penalty other than suspension or expulsion shall be removed from the respondent's transcript upon the request of the respondent after at least four (4) years have elapsed since the penalty was completed, unless the respondent has been found to have committed a subsequent violation pursuant to this Article. The chief student affairs officer shall be responsible for having any penalty removed from a student's transcript as provided above.

Appeals

o. A respondent or a complainant may appeal a decision of the faculty-student disciplinary committee to the president on the following grounds: (i) procedural error, (ii) newly discovered evidence that was not reasonably available at the time of the hearing, or (iii) the disproportionate nature of the penalty. The

president may remand for a new hearing or may modify the penalty either by decreasing it (on an appeal by the respondent) or increasing it (on an appeal by the complainant). If the president is a party to the dispute, her/his functions with respect to an appeal shall be discharged by an official of the university to be appointed by the chancellor or her or his designee. If the penalty after appeal to the president is one of dismissal or suspension for one term or more, a respondent or a complainant may appeal to the board committee on student affairs and special programs. The board may dispose of the appeal in the same manner as the president.

p. An appeal under this section shall be made in writing within fifteen (15) calendar days after the delivery of the decision appealed from. This requirement may be waived in a particular case for good cause by the president or the board committee as the case may be. Within three (3) calendar days of the receipt of any appeal, either to the president or the board committee on student affairs and special programs, the appealing party shall be sent a written notice of the other party's appeal. In addition, the respondent and/or the complainant shall have the opportunity to submit a written opposition to the other party's appeal within fifteen (15) calendar days of the delivery of the notice of receipt of such appeal.

q. The president shall decide and issue a decision within fifteen (15) calendar days of receiving the appeal or within fifteen (15) calendar days of receiving papers in opposition to the appeal, whichever is longer. The board committee shall decide and issue a decision within five (5) calendar days of the meeting at which it hears the appeal.

Action By The Board Of Trustees Section 15.5

Notwithstanding the foregoing provisions of this article, the board of trustees reserves full power to suspend or take other appropriate action against a student or a student organization for conduct which impedes, obstructs, or interferes with the orderly and continuous administration and operation of any college, school, or units of the university in the use of its facilities or in the achievement of its purposes as an educational institution in accordance with procedures established by the board of trustees.

College Governance Plans Section 15.6

The provisions in a duly adopted college governance plan shall not be inconsistent with the provisions contained in this article

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, seven 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 Medicine, 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; five are appointed by the Mayor, including one from each borough; and two 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 or her own institution and in this capacity he or 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 or her jurisdiction and is responsible to the Board as its advisor and executive agent on his or 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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Dr. Marcia V. Keizs, *President*

Kingsborough Community College Campus Map

LEGEND:

- CAMPUS MAIN ENTRANCE
- BUILDING MAIN ENTRANCE
- A** ADMINISTRATION
- C/D/E/F** WEST ACADEMIC CLUSTER
- G** HEALTH, PHYSICAL EDUCATION & RECREATION CENTER
- K** LEON M. GOLDSTEIN HIGH SCHOOL FOR THE SCIENCES
- L** ROBERT J. KIBBEE LIBRARY AND MEDIA CENTER
- M** MARINE & ACADEMIC CENTER - (MAC)
- PAC** LEON M. GOLDSTEIN PERFORMING ARTS CENTER - (PAC)
- P** CENTRAL SERVICES
- R** GUARD HOUSE
- S** ARTS & SCIENCES CENTER
- 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 DESIGN & CERAMICS STUDIOS
- T-6** TESTING CENTER
- T-7** CLASSROOMS
- T-8** COMMUNICATIONS & PERFORMING ARTS
- U** COLLEGE CENTER
- V** THE REGINA S. PERUGGI ACADEMIC CENTER
- Z** VEHICLE STORAGE

- ACCESS
- INFO
- PHONE
- Drop-Off Pick-Up
- SECURITY
- EMS
- PARKING LOT
- SPORT/ RECREATION
- FOOD

Map Search Instructions:



A- Administration

- President
- Vice President for Academic Affairs & Provost
- Vice President for Enrollment Management
- Vice President for Finance & Administration
- Vice President for Student Affairs
- Dean of Continuing Education
- Assistant Vice President for Communications & Government Relations
- Academic Scheduling
- Budget and Financial Planning
- Bursar
- Health Services
- Human Resources & Labor Relations
- On Stage At Kingsborough

- Payroll Distribution
- Purchasing
- Registrar
- Tapestry Room

B- Beach

C/D/E/F- See W - West Academic Center (WAC)

G- Health, Physical Education & Recreation Center

- Dance Studio
- Gymnasiums
- Health, Physical Education & Recreation Department
- Swimming Pool

K- The Leon M. Goldstein High School for the Sciences

L- Robert J. Kibbee Library & Media Center

Center for Academic Writing Success (CAWS)
College Discovery
Holocaust Resource Center
Information Technology Services (Client Services)
Kingsborough Center for Advanced Technology Training
(KCATT)
Library
Library Department
Media Center
Security & Public Safety
STEM Lab
Tutorial Services

M- Marine & Academic Center (MAC)

Academic Advisement Center
Allied Health Career Center
Alumni Relations
Aquarium
ASAP
Assistant Vice President for Academic Affairs &
Associate Provost
Assistant Vice President for College
Advancement
Assistive Technology (Access-Ability) Center
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
Veteran Affairs Student Office
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 Center

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
Theater

T-1

T-2 KELI/ESL Immersion Program (English as a Second
Language)

EMS/Paramedic Program Labs

T-3 Maritime Technology

T-4 COPE

Taxi Institute

T-5 Ceramics Studio

Graphic Design Labs

T-6 Testing Center

T-7 Center for Economic and Workforce Development

T-8 Music

U- College Center

Bookstore
Cafeteria
Culinary Management Center
Financial Aid
International Hall of Flags
Men's Resource Center
Multi-Purpose & Meeting Rooms
Oceanview Room
Office of Institutional Research, Assessment & Planning
Vice President for Institutional Effectiveness
WKRFB-FM Radio Station

V- Regina S. Peruggi Academic Center

Admissions Information Center
Chief Diversity Officer
Child Development Center
Distance Learning Lab
Early Childhood Education
Events Management
Financial Aid Processing Center
International Student Affairs
New American 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

E- WAC

Communications & Performing Arts Department
Foreign Languages Department
Opening Doors Learning Communities

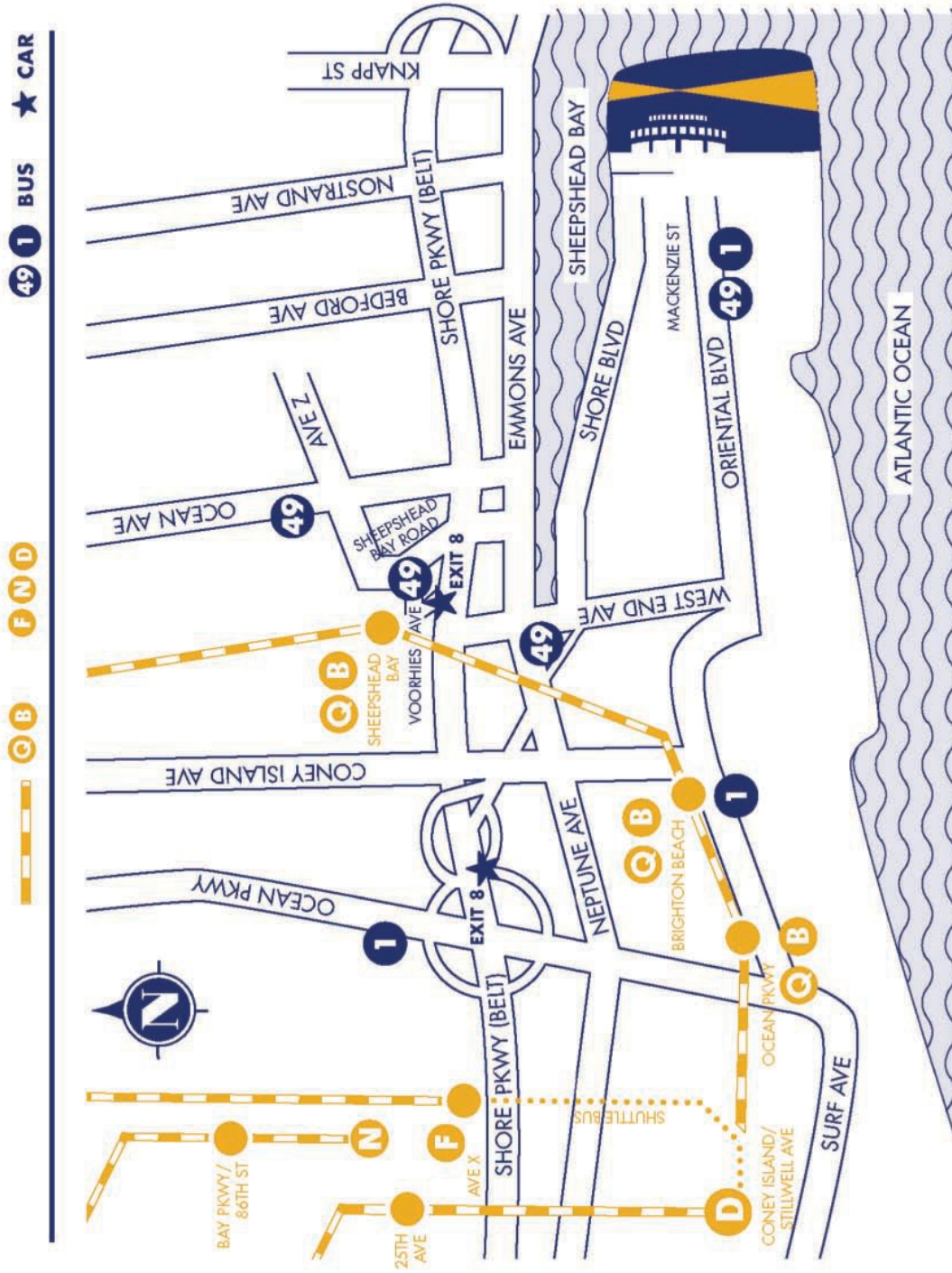
F- WAC

Collaborative Programs/College Now
Freshman Services
Liberal Arts Program
Mathematics & Computer Science Department
Math Skills Center
My Turn Program
Women's and Gender 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 Parkway east-bound to Exit 8A (Coney Island Avenue.). Cross Coney Island Avenue and continue along Guider Avenue to the traffic light. Turn right onto East 12th Street for one block. Turn left onto Neptune Avenue at the traffic light. Turn right at traffic light onto Cass Place and proceed to the second traffic light. Turn right onto West End Avenue Turn left at second traffic light onto Oriental Boulevard, which leads directly to the College.

From Queens and Nassau: Belt Parkway westbound to Exit 8A (Coney Island Avenue). Turn right onto Voorhies Avenue Turn right at second traffic light to Sheepshead Bay Road. At third traffic light turn right onto Emmons Avenue. At second traffic light turn left onto West End Avenue. Turn left at the third traffic light onto Oriental Boulevard.

BY BUS:

Direct to the College: Take B1 or B49 to the last stop, Oriental Boulevard and Mackenzie Street, then walk east on Oriental Boulevard, which leads directly to the entrance of Kingsborough.

Connecting Buses:

<u>From</u>	<u>Transfer to</u>	<u>From</u>	<u>Transfer to</u>
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 Kingsborough 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 just outside the college main gate. 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 Avenue X Station, then transfer to the eastbound B1 bus and ride to the last stop.

N Line:

Take the N train to the 86th Street Station, then transfer to the eastbound B1 bus and ride to the last stop.

D Line:

Take the D train to the 25th Avenue 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.

2015-2016

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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.

Kingsborough Community College

The City University of New York

2001 Oriental Boulevard

Brooklyn, New York 11235-2333

718-368-5000

www.kbcc.cuny.edu

KINGSBOROUGH COMMUNITY COLLEGE
2001 ORIENTAL BOULEVARD
BROOKLYN, NEW YORK 11235-2333
718-368-5000

WWW.KBCC.CUNY.EDU

