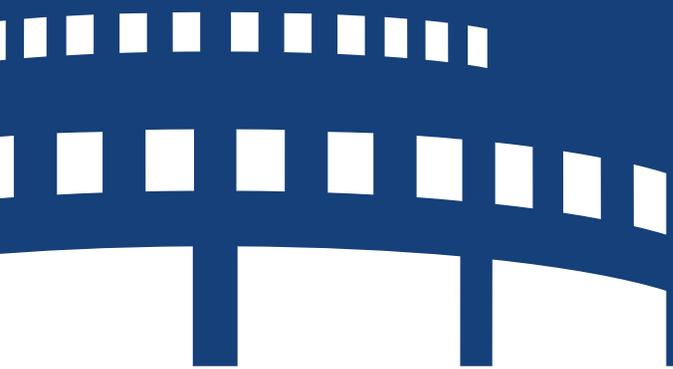


KINGSBOROUGH
COMMUNITY COLLEGE



2002 2003

catalog

CATALOG

2002 – 2003

Kingsborough Community College
2001 Oriental Boulevard
Brooklyn, New York 11235
(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

Who We Are

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

The college is located on a breathtaking 72-acre campus in Manhattan Beach, on the southern tip of Brooklyn, New York. The campus overlooks three bodies of water: Sheepshead Bay, Jamaica Bay and the Atlantic Ocean.

Our Vision

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

What We Offer

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

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

In addition, Kingsborough offers a number of programs for special populations, including the My Turn program for senior citizens; College Now, a unique partnership with area high schools that was developed at Kingsborough and is now being replicated by colleges throughout the city; the Leon M. Goldstein High School for the Sciences, a public school located on the Kingsborough campus; and Family College that provides public schooling on campus for the children of Kingsborough students who are on public assistance.

Kingsborough's academic calendar is divided into two major semesters, each consisting of a 12-week module, 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 a free summer music festival and a performing arts festival. Last year more than 200,000 people attended special events hosted by Kingsborough.

Looking Toward The Future

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

Accreditation

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

The College is a member of the American Association of Community Colleges (AACC), the American Council on Education

(ACE), the League for Innovation in the Community College, the Association of Colleges and Universities in the State of New York, the Council of Higher Education Institutions in New York City, Junior College Council of the Middle Atlantic States, Middle States Association of Colleges and Schools, New York State Association of Junior Colleges, and the Association of College Unions-International.

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 which 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 58 minutes.

<p>12/6 ACADEMIC CALENDAR Fall Semester</p> <hr/> <p>SEPT./OCT./NOV./DEC.12 WEEKS JAN./FEB.6 WEEKS</p> <hr/> <p style="text-align: center;">ONE TUITION</p>	<p>12/6 ACADEMIC CALENDAR Spring Semester</p> <hr/> <p>MAR/APR/MAY/JUNE.12 WEEKS JUNE/JULY.6 WEEKS</p> <hr/> <p style="text-align: center;">ONE TUITION</p>
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All full-time matriculated students in the degree programs who attended the previous 12-week session may attend the 6-week session without additional tuition fees. Among the advantages the 6-week modules offer is the opportunity to take added courses that, in some programs, may make it possible to earn the Associate Degree in less than two full years. Students who choose to attend only the two 12-week sessions have an opportunity to seek employment to earn additional funds, obtain field experience, or to fill co-op requirements.

Affirmative Action

Kingsborough Community College is an Affirmative Action/Equal Opportunity Institution. The college DOES NOT DISCRIMINATE in any way, on the basis of age, gender, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, disability, veteran status or marital status in its student admission, employment, access to programs, and administration of educational policies.

It is the policy of The City University of New York to prohibit harassment of students and employees on the basis of gender and sexual orientation. Sexual harassment is illegal under federal, state and city laws and contrary to the University policy of equal employment and academic opportunity.

M. Elizabeth Cueva, Esq., is the Kingsborough's Affirmative Action/Equal Opportunity Officer. She also serves as KCC's coordinator for Section 504 of the American Disabilities Act and coordinator of Title IX which prohibits discrimination on the basis of gender. Ms. Cueva is located in Room A-216 and can be reached at extension 5563.

ADMISSIONS INFORMATION & PROCEDURES

Application Processing Dates

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

Fall Semester	Freshman	December 1 – PRIORITY NOTIFICATION
Fall Semester	Freshman	January 15
Fall Semester	Transfer	February 15
Spring Semester	Freshman	September 15
Spring Semester	Transfer	September 15

These dates may vary slightly from year to year. Applicants should contact Kingsborough's Admissions Information Center to inquire about application deadline dates for the semester for which they are applying.

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

Matriculation

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

Basic Admission Requirements for Matriculated Status

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

Advanced Standing Applicants have previously attended a college or post-secondary school and must fill out a Transfer Application. The Transfer Application must be accompanied by an official transcript from each college attended, but not from non-college post-secondary schools. If the applicant has earned fewer than twenty-four credits, the application must also be accompanied by an official high school transcript or GED scores. Transfer students from most colleges must meet CUNY grade point average standards in order to be admitted to Kingsborough.

Transfer Students may transfer up to thirty credits from their previous colleges provided that each course to be transferred 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. Students requesting credit transfer should contact the Registrar's Office. Matriculated students may be granted advanced standing, exemption or credit by department approval. Other sources of advanced standing are the Advanced Placement Examination of the Educational Testing Service; satisfactory score on the College Level Examination Program or the New York State College Proficiency Examination.

International Students Applicants who are not citizens or permanent residents of the United States, whose native language is not English and whose previous education was not in English are required to take the Test of English as a Foreign Language (TOEFL) and score at least 475 if the test was taken on paper or 150 if taken on computer. Since it may take a considerable length of time for the TOEFL to be scored and many months for transcripts to arrive from outside the United States, applicants with foreign school documents are urged to complete their applications for admission at least six months prior to the start of the semester. Kingsborough does not evaluate foreign school documents or make admission decisions for international students. All foreign school documents are evaluated by the University Application Processing Center. The College is authorized to enroll non-immigrant alien students and issue US Immigration form I-20 to those who are matriculated, in good academic standing and who register for at least twelve credits including equated credits. International students may not commence studies until they have an approved I-20 or F-1 status.

Non-Degree Status Applicants who wish to earn college credit without working toward a degree may request non-degree status. They may, if they wish, change to matriculated status in a future semester subject to the College's requirements for doing so and use their credits toward their degree. Non-degree students are not entitled to financial aid.

Admission Application Procedures

Matriculated Status

United States Citizens and Permanent Residents who have NOT previously attended a college or university should apply for admission by requesting a Freshman Application form from:

1. Kingsborough Community College
Admission Information Center—Room F-123
2001 Oriental Boulevard, Brooklyn, New York 11235

(718) C-O-L-L-E-G-E
2. College Advisors' Office, local high schools.

Applicants who are high school seniors currently attending a New York City public school or some parochial schools should request the University Application Processing Center personalized application form from their high school college advisor's office.

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

Admission Deadline Dates

Students who wish to enroll in Kingsborough should list Kingsborough as their first choice on their Admissions application. The suggested filing dates should be observed.

Preference may be given to applications received by dates listed.

I. Students who wish admission as matriculants for:

- September (Fall) admission—apply directly through the University Application Processing Center by January 15
- September admission with advanced standing—apply directly to CUNY Office of Admission Services by March 15
- February (Winter) admission—apply directly through the University Application Processing Center by October 15
- February admission with advanced standing—apply directly to CUNY Office of Admission Services by November 1
- March (Winter) admission—apply directly to Kingsborough
- June (Summer) admission—apply directly to Kingsborough

II. Students who wish admission as **non-degree** students for:

- September (Fall) admission—apply directly to Kingsborough by August 15
- February (Spring) admission—apply directly to Kingsborough by January 15

NOTE: Application deadline dates indicated above are extended on the basis of available space. Kingsborough's Admission Information Center should be contacted for any possible changes in filing dates. The phone number is 718-368-4600, or you may direct e-mail inquiries to info@kbcc.cuny.edu.

Tuition

Tuition is charged each semester* 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.

MATRICULATED NEW YORK CITY RESIDENTS ---- students must have at least 12 consecutive months of residency in New York State which includes 6 months of consecutive residency in New York City immediately preceding the first day of classes.

FULL-TIME (12 or more credits + or, 12 or more equated credits + +) \$1,390.00 (inclusive of required fees)

PART-TIME (less than 12 credits + or, less than 12 equated credits + +)
per credit + or equated credit + + 105.00 (plus required fees).

NON-DEGREE – NEW YORK CITY RESIDENTS per credit + or equated credit + + 120.00 (plus required fees).

NON-DEGREE – NON-RESIDENTS per credit + or equated credit + + 175.00 (plus required fees).

NOTE: Students who reside in counties outside New York City but within New York State are eligible for New York City resident rates IF they present a valid certificate of residency from their county on, or before, the day of registration. The certificate must have been issued within two months prior to registration. Please contact the Bursar's Office for more information at 718-368-5416.

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

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

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

MATRICULATED OUT-OF-CITY RESIDENTS, OUT-OF-STATE RESIDENTS, FOREIGN STUDENTS

FULL-TIME (12 or more credits + or, 12 or more equated credits + +) \$1,678.00 (inclusive of required fees).

PART-TIME (less than 12 credits + or equated credit + + 130.00 (plus required fees).

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

Permit Students

Students on permit from another CUNY unit will pay tuition at their home college and must contact their Registrar for the appropriate forms.

MY TURN students (60 years of age and over with proof of age and New York State residency) do not pay tuition. However, a registration fee of \$70.00 per semester is required. Please contact the MY TURN Office, F219, 718-368-5079.

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

Required Fees

These fees are NOT refundable.

Consolidated Services Fee (ALL students) \$5.00

Student Activity Fee Per Semester (including University Senate Fee):

Full-time Students 60.00

Part-time Students 27.00

Technology Fee:

Full-time Students 75.00

Part-time Students 37.50

Application (Freshman Students) 40.00

Transfer Students 50.00

Readmission to the College (contact Registrar at 718-368-5136, room A101) 10.00

Special or Make-up Examinations (College permission to take an exam at other than scheduled times):

First examination 15.00

Additional examinations 5.00 each

Transcripts (to other than CUNY units) 4.00 each

Duplicate receipt fee 5.00 each

New York City Board of Education Cooperating Teacher (includes consolidated services fee)–Per semester . . . 30.00

Accelerated Study Fee for matriculated students for academic credits in excess of 18:

less than or equal to 2 100.00

greater than 2 but less than or equal to 4 230.00

greater than 4 but less than or equal to 6 460.00

greater than 6 690.00

Penalty Fees

A. Late Registration 15.00
(to enroll after last day of regular registration)

B. Program change 10.00

This fee is waived when:

a. the college initiates the change

b. a course is dropped without replacement

C. Non-payment/Late Payment Service Fee 15.00

D. Payment Reprocessing 15.00

(payment with a personal check which is not honored by the bank)

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

Tuition Refund Policy

In general, no portion of the Student Activity, Miscellaneous, Penalty or Special Fees will be refunded. A student who withdraws after the scheduled opening date of the session, or during the term, will receive tuition refunds according to the following schedule* (full-time students who decrease their credit load will be charged per credit). Call Bursar's Office at 718-368-5416, room A205.

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

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

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

Withdrawal from the College

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

Federal Refund Policies for Title IV Federal Aid Recipients

Federal Pro-Rata Refunds:

First-time Kingsborough Community College students who receive Title IV Financial Aid (Federal PELL, SEOG, Stafford and/or Perkins Loans may) may have the amount of their tuition liability decreased if they do not attend at least sixty (60) percent of the semester.

Federal Continuing Students Refunds:

All Kingsborough students who are Federal Financial Aid recipients and totally withdraw within the fifty (50) percent point of the semester may have the amount of their tuition liability decreased.

If a refund results from the reduction in your liability, it will be returned to the Title IV program(s) and/or refunded to you in accordance with a formula developed by the Federal government.

HEALTH REGULATIONS AND SERVICES

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

"All students born on or after January 1st, 1957, who attend college in New York State, are required to present proof of immunity against Measles, Mumps and Rubella prior to registration."

New York State Public Health Law #2165

NOTE: Students will not be allowed to register unless this requirement is met.

All entering matriculated students should have a complete physical examination that includes a Tuberculin Skin Test and/or a Chest x-ray taken within the past year. A health form, available from the Health Services Office, should be completed by the student's personal physician, health care provide or a clinic. The College requires signed authorization by students to release medical records. Students who are under 18 years of age require a parent or legal guardian to sign the release.

Nursing program students require additional immunization and tests which must be completed prior to attending hospital affiliations.

First aid, emergency treatment, psychological counseling and referral, educational, preventive and advisory services are provided. Registered nurses are in attendance when classes are in session. A clinical psychologist and college physicians are available by appointment to see students and college personnel with specific health problems or questions. Any accident or illness incurred during school hours or en route to the college should be reported immediately.

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

NOTE: Smoking is prohibited inside all campus buildings including classrooms, auditoriums, elevators, hallways, restrooms and other common areas.

Registrar's Office, Room A-101, ext. 5087

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

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

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

Advance Standing evaluation of transfer credit	Filing dates—Academic Calendar*
Certification of enrollment to outside agencies	
Change of:	
Address, name and/or social security number	
Curriculum	Filing dates—Academic Calendar*
Grades—page 28	
Matriculation Status—page 7	Filing dates—Academic Calendar*
Session (Day to Evening/Evening to Day—page 30)	Filing dates—Academic Calendar*
Exams:	
Finals—conflicts/make-ups—page 28	Filing dates—Academic Calendar*
Graduation—page 26	Filing dates—Academic Calendar*
Permit to attend other CUNY colleges	
Readmission	
Records access—page 245	
Transcripts—page 9	
Withdrawal from college and/or course—page 30	Filing dates—Academic Calendar*

** The latest ACADEMIC CALENDAR, with information on filing dates and deadlines, is available in the Registrar's Office, Room, A-101.*

DEPARTMENT OF STUDENT DEVELOPMENT, ROOM A-216, EXT. 5563

The Department of Student Development is dedicated to helping students achieve self-understanding and direction, assisting them in developing their maximum educational, social and personal potential.

To aid students in their adjustment to the college community, and in the realization of goals during and after college, the Department offers a wide variety of services within a framework designed to highlight individual growth.

Counseling and Related Services

The student-counselor relationship is central to the Department of Student Development's efforts to assist students. This counseling relationship begins with a new student orientation and enrollment in the freshman orientation course (SD 10).

Individual counseling sessions focus on issues related to academic and career planning as well as personal and social concerns. Counselors are available to meet with students both day and evening, and Saturdays, whenever classes are in session.

Students who require extensive help with individual problems can receive professional, specialized counseling offered on a strictly confidential basis. Where protracted or particular help is required, referrals are made to appropriate experts on campus or to community resources or agencies.

Some programs that offer individualized counseling include: Special Services, My Turn, Honors Option, New Start, College Now, Freshman Year Experience, Financial Aid, Foreign and English as a Second Language (ESL), Returning Adults and Veterans, Selected Educational and Vocational Testing, High Risk Student Advisement, and Leadership Training are also available.

For further information, contact Dr. Estelle Miller at extension 5157.

Orientation and the Freshman Year Experience

All incoming freshman are invited to participate in an Orientation Program. This includes an on-campus experience as well as an informational component. An integral part of the Department's offerings include two credit-bearing courses (Student Development (SD) 10 and 11) to prepare students to obtain maximum personal and scholastic benefit from their attendance at Kingsborough. The Freshman Year Experience is a program designed to assist first-year students with their adjustment to college. This includes the aforementioned courses, career exploration, remediation and support services, workshops and seminars.

Course Offerings

SD 10 Freshman Seminar 1 cr. 1 hr.
Orientation course that introduces first semester students to the "college culture". Topics covered include study habits, learning problems, career and program planning, college resources, adjustments to college life, and related areas.

SD 11 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 life styles. 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 12 Strategies for College Success 1 cr. 1 hr.
Typical problems encountered in the college and the strategies to overcome these difficulties. An assessment of personal academic strengths and weaknesses and an examination of the internal and external barriers to academic success. All students are assigned a counselor to explore issues that often correspond to the course curriculum. Prerequisite: Department permission

Co-Curricular Activities—Office of Student Life, Room C-123, ext. 5597

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

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

Over eighty 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 peer advisor program.

There are five Student Government Councils, each representing different curricula (Business, Evening Studies, Liberal Arts, Mathematics and Sciences, Public and Health Services).

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

All co-curricular activities are coordinated by this office. Contact Dean Angelo Pappagallo.

Student Handbook

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

Student Publications, Room M-230, ext. 5603

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

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

Career Placement and Transfer Counseling, Room C-102, ext. 5115

Assistance in making career decisions is available to all Kingsborough students through individualized counseling sessions, testing instruments, and computer-assisted guidance systems. A comprehensive and up-to-date career library is maintained and the office serves as a Center for part-and full-time employment opportunities. "Career Day" programs, held throughout the year, bring representatives from major corporations and government agencies to the campus.

Information is available on requirements for transfer to senior CUNY, SUNY and private colleges with current college catalogs and college videos from 50 states maintained. "Transfer Days" which are held during the Fall and Spring terms, bring representatives of senior colleges from every part of the city and state. On-campus recruitment for career placements are scheduled throughout the year.

Assistance in job placement is offered to graduating students through resume writing and interview technique workshops. On-campus recruitment brings employers to Kingsborough, and Internet utilization brings students to job database websites. For information contact Ms. Elizabeth Basile.

Bilingual Studies Program, Room D-213, ext. 5576

The Bilingual Studies Program offers academic training leading towards an associate degree for bilingual (Spanish-English/French Creole-English) High School graduates or holders of the General Equivalency Diploma (GED). Applicants must meet the eligibility requirements of the CUNY College Discovery Program. The underlying principle of the program is to provide an opportunity for the bilingual student to develop college-level proficiency in English, Spanish and French while acquiring a liberal arts or career skills education. The program's main features, offered in English, Spanish, and French Creole include: intensive counseling and orientation; developmental and college-level instruction; tutorial and mentoring services; supplemental instruction; financial aid assistance; and cultural enrichment activities. For further information contact Dr. Diego Colon.

Child Development Center, Rooms M-101 and M-201, ext. 5157

A limited number of Kingsborough's students' children, ages 2.9 through 6, are accepted each semester on a first-come, first-served basis to the publically-funded Muriel Langsham Childrens Center and will receive professional care at this licensed facility. A small school age summer program for children 6 through 10 years of age is available for the month of July. The summer program serves children 2.9 months through 5 years in one location and those 6 through 10 years in a separate location. Student parents have the opportunity to assist in decisions that affect the Center's program. For information contact Dr. Uda Bradford.

College Discovery, Room L-516, ext. 5520

The College Discovery Program was designed to assist economically and academically disadvantaged students with good potential to succeed in college. Under the sponsorship of The City University of New York, College Discovery students receive financial assistance, specialized counseling, tutorial and developmental services. Students are accepted into the program through the University Application Processing Center. For information contact Dr. William Rivers.

C.O.P.E Program, Room T-4216, 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 and qualify as TANF (formerly AFDC) recipients. Services offered include personal and academic counseling, HRA advisement of policy changes, preparing for HRA appointments and meeting workfare requirements. COPE also assists

its students with forms which entitle them to childcare and carfare supplements. There is also job preparation and placement assistance including workshops in the application process, interview preparation, job search and computer tutorials. For further information contact the Director, Marie Beavers-Mandara.

H.E.L.M. (Health Education & Lifestyle Management) Center, Room F-106, ext. 4909

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

Returning Adults Program, Room M-201, ext. 5157

The Returning Adults Program provides a bridge back to college for adults who have been away from school for a number of years and would like to pursue an Associate Degree in a major field of study. The program provides advising and counseling, academic support, a new student orientation and varied extracurricular activities. Students attend school within a supportive and welcoming environment that affords the opportunity for students to become successful learners. For further information about the program and related services, contact Dr. Estelle Miller.

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

My Turn is a tuition-free college education program for New York State residents 60 years of age and older. Kingsborough was granted permission to waive CUNY's admission requirements for a high school or GED diploma from qualified applicants. My Turn students are permitted to take as few or as many credits per semester as they wish. The program includes special counseling and other services. Registration fee is \$70 each semester and all penalty fees must be paid. Age and residence documentation must be submitted with the admission application. Students are accepted on a matriculated or non-degree basis subject to availability of space. To apply as a matriculated student, check appropriate filing dates in Registrar's Office. For information contact Dr. Barbara Ginsberg.

New Start Program, Room C-102, ext. 5115

The New Start Program assists referred, eligible students who have experienced academic difficulty at participating senior colleges. At KCC, these students receive specialized counseling and support services and may use up to 30 previously earned credits toward an associate degree. After graduation from Kingsborough, they may continue their education at a senior college, under the CUNY transfer guarantee policy. For further information contact Ms. Elizabeth Basile.

Peer Advisor Program, Room C-123, ext. 5597

The Peer Advisor Program prepares students to play a significant part in assisting all students, particularly freshmen, in making an easier adjustment to college. Qualified students are trained to use a student-to-student approach to provide information, help with problems and provide needed support.

Special Services (Students with Disabilities), Room D-205, ext. 5175

Program students find all facilities and programs easily accessible due to the special architectural design of the college, and its overall academic structure. Specific assistance such as priority registration, tutoring, reserved parking, disability-related accommodations, individual counseling, adaptive computer equipment, special Biological Sciences Laboratory stations and other technological aids are available to students with special needs. Prospective students are invited to visit the college before applying for admission. Contact Special Services to arrange for a meeting. For information contact Dr. Anthony Colarossi.

Veterans Affairs Program, Room D-206, ext. 5159

All veterans and eligible dependents should visit the Veterans Liaison Office for information and assistance relating to educational benefits. For additional information regarding jobs, housing, insurance, personal and business loans, dental and medical referrals, vocational rehabilitation and other entitlements, a copy of Federal Benefits for Veterans and Dependents is also available.

Financial Aid, Room U-201, Ext. 4647

The key to financing a college education successfully is to determine a budget. The student budget is defined as the number of dollars students need to attend the City University of New York (CUNY) for one year. It is composed of direct educational expenses (tuition, fees, books) and indirect educational expenses (housing, food, transportation, & 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 effective 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.

THE NEW YORK STATE TUITION ASSISTANCE PROGRAMS

The Tuition Assistance Program (TAP)

Sponsored by the State of New York, TAP provides tuition assistance for full-time matriculated students (students enrolled for 12 or more credits and/or chargeable hours; at least 6 credits must be in credit-bearing courses), depending upon family net taxable income. All students must apply each year to the New York State Higher Education Service Corporation (HESC) for TAP. Kingsborough students should apply for TAP using the City University of New York Financial Aid Form (CUNY-FAF), available in early Spring of each year. This application starts with the Fall session, continues with the Winter and Spring and ends with the Summer session. Students must be registered for 12 or more credits in their major.

Students whose applications for TAP are approved will receive an award certificate from HESC which states the amount of aid. The amount of the TAP award is scaled according to the level of study, tuition charges, the net taxable income as indicated on the CUNY-FAF application, and the number of TAP payments. **STUDENTS ENROLLED IN A TWO-YEAR PROGRAM CANNOT RECEIVE MORE THAN THREE YEARS OF TAP WHILE COMPLETING THE PROGRAM.** If students receive the award certificate before their registration date, tuition will be reduced by the amount stated on the certificate. If certificates are received after classes have begun, students must pay the tuition at the time of registration and will be reimbursed later in the school year.

Eligibility for TAP

To be eligible for TAP, students must be: (1) New York State residents and U.S. citizens or permanent residents; (2) enrolled as full-time matriculated students in an approved New York State post-secondary institution, and (3) have, if dependent, a family net taxable income below a specified amount, or, if independent, a taxable income below certain specified amounts as stated in the application.

Satisfactory Academic Standing to Continue TAP Awards

All students receiving TAP must maintain satisfactory academic standing as determined by New York State. Any students who fail to pursue a program of study or to make satisfactory academic progress, as defined by the New York State Education Department, will lose TAP eligibility for the following semester. Therefore, students must meet both the following minimum standards set by the New York State Department of Education.

Pursuit of Program/Academic Progress

Students are required to complete a certain minimum number of credits or chargeable hours each semester, accumulate a specified minimum number of total credits and achieve a specified cumulative grade point average (GPA) to be eligible for each TAP award. Additional information/explanation is available in Room A-205.

Program Pursuit Chart for Undergraduate Students (to be used in conjunction with the academic progress chart of New York State financial assistance regulations effective September 1981):

To Be eligible For TAP Payment Number	Minimum Credits/Equated Credits Completed into Prior Semester Must Be:
1	0
2	6
3	6
4	9
5	12
6	12
*7	12

Academic Progress Chart for Undergraduate Students (to be used in conjunction with the program pursuit chart of New York State financial assistance regulations effective September 1981, Amended in July 1996):

To Be Eligible For TAP Payment	Minimum Cumulative Credits Earned	Minimum Cumulative Grade Point Average
1	0	0
2	0	0
3	6	1.00
4	18	1.20
5	31	2.00
6	45	2.00
*7	60	2.00

**Applicable to Students in the College Discovery and Bilingual Programs Only.*

Important Notes

- A. Students who withdraw from all courses during a semester will lose eligibility for TAP in the next semester.
- B. Students on probation or continued probation who make satisfactory academic progress during this probationary period and continue to maintain their academic standing will maintain their eligibility for financial aid.
- C. A repeated credit course cannot be included as part of students' 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 students' minimum full-time or part-time course load for New York State financial aid purposes: (1) if students have already received two payments for that course, or (2) if students 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 students who register for courses without having met these standards will be liable and billed for the full amount of their TAP award.
- F. Transfer students or students making a change of curriculum should review their status with an academic adviser and a financial aid counselor in order to insure their TAP eligibility status.
- G. Waiver Policy. Students who can demonstrate that exceptional circumstances beyond their control caused them to have a substandard record may be eligible for a one-time undergraduate waiver of 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 do so in writing to the Registrar's Office.

Aid for Part-time Study (APTS)

The Aid for Part-Time Study (APTS) program, sponsored by the State of New York, was established to provide tuition assistance for part-time matriculated students. Kingsborough students should use the CUNY supplement to apply for APTS. This form is mailed to all students after they complete the FAFSA.

Eligibility for APTS

APTS is not an entitlement program. There are limited resources. The institution (CUNY) selects and determines the individual award amounts. To be eligible, students must: (1) be enrolled as part-time students in an approved undergraduate degree program in New York State (part-time is defined as at least six (6) but not more than eleven (11) chargeable hours); (2) meet the income limits—if students are not eligible to be claimed as tax dependents, their net taxable income cannot

exceed \$34,250; if students are claimed as tax dependents, their families' net taxable income cannot exceed \$50,550; (3) be New York State residents; (4) be either U.S. citizens or permanent residents; (5) have a tuition charge of at least \$100 per year; and (6) have remaining TAP eligibility.

APTS Awards

The money available for all participating institutions is set each year in the New York State budget. The amount received by a particular college is determined by the school's percentage of the total part-time enrollment at all participating institutions. The number and the amount of awards is determined by the participating institution based on its allocation of funds.

Satisfactory Progress for APTS

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

PART TIME TAP (PTAP) ELIGIBILITY REQUIREMENTS

- First time college student in CUNY in Fall 1998 or later
- Have accumulated 24 credits towards graduation
- Have a 2.0 cumulative GPA or higher
- Register for a minimum of 6 credits that meet the requirements of your curriculum/major
- Include at least 3 non-remedial college credits in your coursework to receive your 1st PTAP award
- Include at 6 non-remedial college credits in your coursework to receive your 2nd PTAP award
- Before receiving your 2nd and all subsequent PTAP awards, you must meet the TAP/PTAP/APTS Progress and Pursuit standards published in the College Catalog/Schedule of Classes

FEDERAL ASSISTANCE PLANS (TITLE IV)

Federal PELL Grants

Matriculated students attending college on at least a less than half-time basis may apply for this Federal grant program. Students should use the Free Application for Federal Student Aid (FAFSA). These applications are available in the Financial Aid Office in the early Spring of each year. This application starts with the Fall semester, continues into the Spring, and ends with the Summer.

Students must send the completed FAFSA in the appropriate envelope or file through the Web at www.fafsa.ed.gov. In about one month, students will receive a Student Aid Report (SAR) which contains the EFC. If the SAR is received in the Financial Aid Office before students' registration dates, tuition and fees will be reduced by the amount of PELL award. If the SAR is received after classes have begun, students must pay the tuition and fees at the time of registration and will be reimbursed later in the school year.

Eligibility for PELL

Eligibility and award amounts are based on need. The formula used to determine the need is voted upon by Congress each year. Students are notified by the Financial Aid Office about the conditions for receiving PELL payments and how and where these payments can be received. To remain eligible, students must attend classes and continue to make satisfactory academic progress in their chosen program of study.

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

Federal Supplemental Educational Opportunity Grants (FSEOG)

FSEOG grants are available to exceptionally needy full-time and part-time (at least half-time) students. These grants range from \$200 to \$2,000 annually. Students may apply for this program on the FAFSA and must maintain satisfactory academic progress as stated under the PELL program.

Federal Perkins Loan Program (FPKL)

Applicants may borrow up to \$5,000 during their first two years at Kingsborough, provided they remain in good standing. The amount students may receive is determined by financial need and availability of Federal funds. No interest is charged during the time borrowers are enrolled as qualified students. Upon termination of study, there is a six month grace period before payments begin at 5% simple interest for up to a ten-year repayment period. Application is made by completing the FAFSA. To continue their eligibility, students must be enrolled at least half-time and maintain satisfactory academic progress as stated under the PELL program.

Satisfactory Academic Standing to Continue Title IV Awards

In order to make satisfactory academic progress toward a degree for the purposes of receipt of Title IV Federal Student Assistance, undergraduate students must achieve at least the GPA required for probationary status at the institution; after two years of enrollment at the college, student must have at least a "C" average, or its equivalent, or academic standing consistent with the requirements for graduation, and accumulate credits toward degree according to the following standards:

1. Accumulated credits are equal to or greater than two-thirds of the attempted credits at the institution.
2. Attempted credits are not more than 150% of the credits normally required for completion of the degree. (If the standards in paragraph A and B are not met, eligibility may be retained by meeting conditional standards.)
3. For the associate degree, the conditional standard is: accumulated credits equal to or greater than $(.875 \times \text{credits attempted}) - 21$.

A.A. Degree (64 credit degree \times (1.5) = 96)

Credit Accumulation	12	24	36	48	60	72	84	96
Required Cumulative Credits	8	16	24	32	40	48	55	64
Conditional Standard	0	0	10.5	21	31.5	42	52.5	64

Students will be measured against the satisfactory academic progress standard at the end of the Spring term to determine eligibility for receipt of Title IV financial assistance for the upcoming year.

Important Notes

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

For detailed information on the topics below, go to Room U-201 or refer to Kingsborough's Financial Aid web page.

- G. Appeal procedures
- H. Non-standards admissions situations
 1. Readmitted students
 2. Transfer students
 3. Second degree students

NOTE: Non-degree students and those holding foreign student visas are NOT ELIGIBLE for financial aid. Any student required to

register with the Military Selective Service, who fails to do so, is ineligible for financial aid. All bank loan recipients who completed their degree requirements and/or are leaving the college, must schedule a loan exit interview with the Financial Aid Office.

Federal Work-Study Program (FWS)

This program enables qualified students to pursue degrees while holding a part-time job. This employment may be located on or off campus and may take place during the academic year (including vacation periods) and/or during the summer months. Eligibility for this program is based on the financial status of students and/or their families. Recipients are required to maintain satisfactory academic progress as stated under the PELL program. Students may apply to this program on the FAFSA form.

Federal Direct Loans

Student seeking loans under the Direct Loan program should first obtain a FAFSA Application from the College's Financial Aid Office (Room U-201) and file it as directed (by mail or on the WEB at www.fafsa.ed.gov). Students will then receive a Student Aid Report (SAR). Students should bring the SAR to the Financial Aid Office and request a loan application.

This program provides low-interest loans totaling up to \$23,000 to cover undergraduate work. Eligible Kingsborough students who carry at least 6 credits and/or equated credits may borrow up to a total of \$2,625 for the freshman year and up to a total of \$3,500 for the sophomore year. The amount of the loan will be determined by students' Effective Family Contribution (EFC). Repayments begin six months after students graduate or leave school.

There are two types of Federal Direct Loans:

1. Subsidized Federal Direct Loan: The interest on this type of loan is paid by the Federal government while students attend college. To be eligible for the Subsidized Federal Stafford Loan, applicants must (a) be enrolled for at least half-time study at an approved institution; (b) be United States citizens or permanent resident aliens; (c) demonstrate satisfactory academic progress; (d) have no outstanding debts from previous loans; (e) show financial need, and; (f) file a PELL application to determine the Effective Family Contribution (EFC).
2. Unsubsidized Federal Direct Loan: The interest on this type of loan is paid by students while they attend school, or the interest is added to the loan. To be eligible for the Unsubsidized Federal Stafford Loan, applicants must: (a) be enrolled for at least half-time study at an approved institution; (b) be United States citizens or permanent resident aliens; (c) demonstrate satisfactory academic progress; (d) have no outstanding debts from previous loans, and; (e) file a PELL application to determine the Effective Family Contribution (EFC).

Federal Parent Loan for Undergraduate Students (PLUS)

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

STUDENT SERVICE AWARDS

- The Peer Advisor Service Award
- The Student Leadership Service Award
- The Student Service Award
- The Wave Scholarship
- The Women's Studies Program Award

ACADEMIC AWARDS:

DEPARTMENTAL AWARDS

Department of Art:

- The Fine Arts Award
- The Graphic Design and Illustration Award

Department of Behavioral Sciences:

- The Behavioral Sciences Award
- The Education Associate Program Award

The Early Childhood Program Award
The Early Childhood Education Program Award
The Mental Health & Human Services Program Award

The Department of Biological Sciences:

The Biological Sciences Department Award
The Pre-Physical Therapy Program Award

Department of Business:

The Accounting Program Award
The Accounting and Business Administration Retention Award
The Lenny Goldman Scholarship Award in Accounting
The Rose Lederman Scholarship Award in Accounting
The Business Administration Award
The Harry Frankel Scholarship Award in Business Administration
The Entrepreneurial Studies Program Award
The Fashion Merchandising Program Award

Department of Communications and Performing Arts:

Communications Award
The Brooklyn Cyclones Scholarship Award for Broadcast Excellence and Service
The Communications and Performing Arts Award

Department of English:

The English Award
The Journalism and Print Media Program Award

Department of Foreign Languages:

The Foreign Language Award
Hebrew/Yiddish Scholastic Studies Scholastic Award

Department of History, Philosophy and Political Science:

The Political Science Award
The History Studies Award
The Philosophy Studies Award

Department of Mathematics and Computer Science:

The Mathematics Program Award
The Computer Science Program Award
The Computer Information Systems Award

Department of Nursing:

The Nursing Scholastic Award

Department of Office Administration and Technology:

The Office Administration Award

The Office Administration and Technology Award

The Word Information Processing Award

Department of Physical Sciences:

The Chemistry Award

The Engineering Science Award

The Physics Program Award

The Marine Technology Program Award

The Department of Student Development:

The New Start Program Award

The Department of Tourism and Hospitality Award

Virtual Enterprise Award

ADMINISTRATIVE AWARDS

The Liberal Arts Award

The Israel and Julia Glasser Scholarship for Political Science

The Science Scholars Award

The Library Science Award

The Child Care Center Service Award

The President's Award for Distinguished Scholarship

The Valedictorian Award

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

The Otis Hill Scholarship Award

** For information about Departmental Awards, contact the Department Chair.

** For information about Administrative and Student Service Awards, contact Dr. Carmen Rodriguez at (718) 368-5029.

** For students that are graduating and beginning to apply to senior colleges, contact Dr. Carmen Rodriguez at (718) 368-5029 for information on transfer scholarship opportunities offered by senior colleges.

SPECIAL PROGRAMS

Behavioral Sciences Research Methodology Project

This program offers qualified Brooklyn high school upper juniors the opportunity to learn about research methodology while taking two, 3-credit college courses. BEH 70—Introduction to Research—is given during their upper junior year, and BEH 71—Conducting Research—during the Fall term of their senior year.

These courses are taught by Kingsborough faculty and utilize the latest in computer research technology. The goal of the program is to develop participants' research skills and to have them submit their individual projects to the Westinghouse Science Talent Search and other scholarship competitions.

All tuition and fees for these courses are waived. Students are also issued the required course textbooks and course materials for use during both semesters.

For further information, call 718-368-5170, room L-705.

College Now Program, Room L-705, ext. 5170

College Now is a nationally-recognized City University of New York/Board 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 160 high schools throughout New York City and at all CUNY colleges. Kingsborough Community College offers College Now programs at 25 New York City public high schools in four boroughs.

Eleventh and twelfth grade students are eligible to participate in College Now. Those who express interest in the program by submitting an application are offered developmental and/or college-level coursework tailored to their academic needs and interests. The courses are offered before or after the regular school day. Students may earn up to 11 college credits, tuition free, while in the program.

Among the college-level offerings are courses in Business (BA 10), Communications (COM 11), Humanities (HUM 1), Science (SCI 1), Social Sciences (BSS 1), and Student Development – (SD 10, SD 11). Developmental offerings include courses in English (ENG BW, ENG W1, ENG W2, ESL BW1, ESL BW2) and Mathematics (MAT R2).

Contact program director Dr. Rachelle Goldsmith for information.

Computer Center

The Kingsborough Community College Computer Center serves administrative departments requiring data processing support. The Computer Center has an IBM 9221 that links Kingsborough with the CUNY University Computer Center, which has an IBM 3090 and an IBM 3081 Computer (See CUNY Computer Facilities).

Administrative Computing, Room L-117, ext. 4900

(Under the auspices of the Dean of Instructional Services)

Cultural Affairs

The KCC Orchestra, Concert Band, Dance Band and Chorus perform over ten times a year. In addition, there are at least ten guest concerts. An active Drama Club performs theatrical events and the Children's Theater Festival offers fifteen performances a year for youngsters 6 to 10 years of age. For information, contact the box office at 718-368-5596 (Room E-305).

CUNY Baccalaureate Degree Program, Room A-218, ext. 6512

For information, contact, Ms. Merryl Reichbach.

Family College Program, Room L-705, ext. 5170

The Family College Program at Kingsborough Community College is a collaborative effort between the City University of New York, the New York City Board of Education and the Human Resources Administration. The program offers women and men receiving Temporary Assistance to Needy Families (TANF) the opportunity to earn a career-oriented associate degree in an HRA approved area of study. While parents pursue their educational goals, their children attend the pre-Kindergarten through second grade at the Board of Education P.S. 225 Superstart Plus elementary school located on the Kingsborough campus.

The primary goal of Family College is to provide an opportunity for students to develop their educational and career skills in a supportive environment that will enable them to earn an associate degree, obtain employment and become economically self-sufficient. Support services offered include group and individual counseling, registration assistance, HRA guidance, technology support, career planning and job placement.

For information call the program director, Karl Dettmer or the assistant director, Erika Delacruz, at 718-368-5170.

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

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

For information contact Dr. Delores Washington, Director

Leon M. Goldstein High School for the Sciences T-7, T-6, T-3 Building (Will have a new building in 2002)

To provide a quality high school education for all students at all levels with special emphasis on the sciences, the Leon M.

Goldstein High School for the Sciences opened in September 1993 to a high school population from the entire city. Students will be enrolled in a Regents diploma program, will graduate with all College Preparatory Initiative (CPI) requirements and will have four years of science and four years of math. The high school, which is a collaborative effort between KCC and the Board of Education, New York High School division, will have a total enrollment of 800 students.

Honors Option Program, Room M-201, ext. 5365

An enriched, challenging and rewarding curriculum is available to academically skilled, high-achieving students. Courses are especially designed to stimulate thinking and research and provide exposure to classical and interdisciplinary studies.

Students who have taken at least 12 credits and achieved a cumulative scholastic index of 3.20 or better, are given the opportunity to apply for this special "Honors Option" program. Those accepted may enroll in one or more of the "Honors" courses each semester. Students have the opportunity to earn additional "Honors" credits in some regular courses by successfully completing approved "Honors" projects. The program also offers a variety of ancillary benefits and awards.

Students who complete at least 12 "Honors" credits, have the designation "Honors Option" entered on their transcripts. A cumulative index of 3.00 and at least a "B" grade in every "Honors Option" course is required for retention in the program.

Radio Station WKRB, Room U-227 ext. 5817

The college's student-operated FM station broadcasts on 90.9 MHz and covers South Brooklyn and major portions of Queens and Staten Island, attracting approximately 200,000 listeners each week. WKRB serves the community with outstanding entertainment, news, public affairs programming and local sports broadcasts. Participating students develop skills in engineering, management, public relations, business, news, community relations, and on-air techniques.

For information, contact Greg Sutton, Faculty Adviser.

Teacher Studies, Room F-123, ext. 5946

Teachers and other school personnel on sabbatical leave for study, or those taking after-school courses for salary differentials, may fulfill course requirements through the Teacher Studies Program. The Office of Teacher Studies is staffed by Kingsborough Community College Counselors who are familiar with public and private schools. They provide advisement in submitting courses for approval, arranging programs and time schedules and interpreting regulations. An exclusive pre-registration service is available. Seminars and varied cultural activities offer valuable opportunities for social interaction and professional development and advancement, in a stimulating academic environment with all campus privileges.

For information contact Dr. Lawrence Feigenbaum, Director.

Institute of Tutorial Services, Room L605, ext. 5118

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

The Math Workshop, Room F206, ext. 5808

The Math Workshop, a branch of the Institute of Tutorial Services, provides very specific support in close collaboration with the Math Department. It has four components:

1. Math Skills Lab: the lab component of the developmental math classes.
2. Independent Study Program: for freshman and R2 students who score between 20 and 24 on the CUNY exam.
3. Workshop: for all students who are taking a math class.
4. Math Computer Lab: for Math and Computer Science students.

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

For further information contact Dr. Susan Hom, Director.

Women's Studies Program

Kingsborough offers courses in Women's Studies as electives which fulfill general distribution requirements and it offers a concentration in Women's Studies under the Liberal Arts degree. Students may take Women's Studies courses in art history, American history, literature, psychology, film genre, anthropology, sociology, business, health, biology and American women in the perform-

ing arts as electives. For complete course descriptions, check within the respective departments. Also, special Women's Studies sections of basic courses in english, mass media, music, sociology and student development are offered regularly.

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

For students wishing to obtain a four-year major in Women's Studies, Kingsborough has articulation agreements with Hunter, York and Queens Colleges.

For further information, see the co-directors, Professors Fran Kraljic or Inez Martinez, in F-115 or call 718-368-5162.

Affiliated Faculty:

Susan Aronoff	Business
Bonne August	English
Uda Bradford	Student Development
Norah Chase	English
Eleanor Cory	Communications & Performing Arts
Mary Dawson	Biological Science
Janice Farley	Art
Susan Farrell	Behavioral Sciences
Eileen Ferretti	English
Lea Fridman	English
Jeanne Galvin	Library
Kate Garretson	English
Ilsa Glaser	Behavioral Sciences
Cindy Greenberg	Communications & Performing Arts
Amy Haas	Business
Helaine Harris	Behavioral Sciences
Patricia Hazlewood	Health, Physical Education. And Recreation
Cliff Hesse	Communications & Performing Arts
Anna Karpathakis	Behavioral Sciences
Miriam Kittrell	Biological Sciences
Frances Kraljic	History
Suzanne Lafont	Behavioral Sciences
Robert Laurenty	Communications & Performing Arts
Joanne Lavin	Nursing
Inez Martinez	English
Janice Mehlman	Art
Estelle Miller	Student Development
Mira Morgenstern	History And Political Science
Susan O'Malley	English
Mary Ortiz	Biological Sciences
Hope Parisi	English
Anna Procyk	History
Jennie Roman	Behavioral Sciences
Cecilia Salber	Library
Jacqueline Scerbinski	Business
Michael Sokolow	History
Loretta Taras	Biological Sciences
Barbara Walters	Behavioral Sciences
Sheri Weinstein	English
Tara Weiss	English
Judith Wilde	Art

SPORTS*

Room G-201, ext. 5696

The Health, Physical Education and Recreation Department offers a program of intramural, recreation, and athletic activities geared to promote a variety of interests and skills.

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

Intramurals

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

The program consists of individual and team events such as touch football, volleyball, 3- and 5-man basketball, soccer, racquetball, tennis, karate, weight-lifting, body-building, swimming, aerobics, water aerobic workshops, water volleyball, volleyball, bowling and ping-pong. Special events include tournaments in handball, softball, golf, badminton, darts, chess, and the Wheelchair Superstars. 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: swimming, tennis, handball, racquetball and training with weights.

Athletics

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

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

Male varsity team programs include baseball, basketball, soccer, tennis, and track. The men's program is sanctioned by the City University of New York Athletic Conference (CUNYAC), the local conference, and by the National Junior College Athletic Association (NJCAA), on regional, district, and national levels.

Kingsborough is a member of Region XV, District of the NJCAA. There are 24 regions and ten more encompassing districts geographically within NJCAA. Victorious teams in the Regional structure compete against each other to determine District champions in each sport. The ten District champions in turn compete for National titles. In 1998, the men's tennis team won the national title and was ranked #1 in Division III.

ACADEMIC INFORMATION

Matriculated students register for a specific degree in a particular curriculum or major. To be considered a full-time student, students must enroll in a program of study carrying a minimum of 12 credits or 12 equated credits during the Fall and Spring sessions. However, full-time students usually carry a program of 16 to 18 credits or equated credits.

Part-time students carry fewer than full-time credits and generally attend the Evening Studies or Weekend College Programs. It is possible to carry a full-time Evening program. However, not all KCC degree programs are available for a full-time Evening Study programs, but can be used for necessary basic courses and credits before completing requirements in Day Session. Counselors are available for consultation.

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, Room A-101.
2. Take required CUNY Skills Assessment Tests.
3. Be in good academic standing at end of current semester (at least a 2.00 cumulative index.)

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

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

If the cumulative average 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 cumulative index.

NOTE: Non-degree students are NOT eligible for financial aid.

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 take the CUNY Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing. Results of these mandatory tests determine specific courses assignments in appropriate English and Mathematics classes.

Basic Skills Proficiency

Students must meet standards of proficiency in the basic skills areas of reading, writing and mathematics established by the College. In addition, the CUNY Board of Trustees has mandated that students meet a University-wide minimal level of skills proficiency before entrance to the upper of division. Consequently, students will be tested in these areas after admission but prior to their freshman year to determine whether they meet the minimal University standards. Those who initially fail to meet requirements will be given appropriate developmental instruction to assist them to achieve the required skills competency levels. Students who fail to achieve the minimal CUNY standards by the end of their sophomore year will not be permitted to continue in the University. The end of the sophomore year is the semester, or session, in which the program's degree requirements for graduation are completed.

CUNY Proficiency Examination (CPE)

Effective Fall 1999 and thereafter, all new first-time freshmen admitted to a CUNY degree program are required to pass the University Proficiency Exam. The CPE tests students in aspects of academic reading, writing and critical thinking and assesses the proficiency of associate degree students prior to graduation, students seeking to transfer into the senior colleges, and senior college students advancing from the lower to the upper division.

Graduation Requirements

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.

Eligibility for graduation requires the completion of one of the programs of study, as outlined in the statement of requirements, with an overall minimum cumulative grade point average of 2.00 (at least a "C" average) for all courses taken at Kingsborough Community College (see page 25), and a passing score on the College Proficiency Examination.

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.

College Preparatory Initiative (CPI)

All entering Kingsborough students who graduated from high school June, 1993 or later will be expected to have completed units of high school work in specific academic subjects:

<u>Effective Fall Dates</u>	<u>Total Units</u>	<u>Science</u>	<u>Math</u>	<u>English</u>	<u>Social Sciences</u>	<u>Fine Arts</u>	<u>Foreign Language</u>	<u>Elective Units</u>
Fall '93 & Fall '94	9	1	2	3	X	X	X	3
Fall '95 & Fall '96	11	1	2	4	X	X	X	4
Fall '97 & Fall '98	13	1	2	4	2	X	X	4
Fall 1999	15	2	3	4	2	X	X	4
Fall 2000	16	2	3	4	4	1	2	0

MAINTENANCE OF ACADEMIC STANDARDS*

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

The grade of "W" (withdrawal without penalty) shall be awarded only when its clear that the student has good and sufficient reasons for withdrawing from the course and is doing so at a time when passing work is being done in the course.

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

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

Students who fail to achieve these standards will be placed on probation for one semester, and if unable to correct their deficiencies during that semester, 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 college for academic reasons may appeal to the Committee on Admissions and Academic Standing for readmission after one semester. Students should pay the required readmission application fee and submit the completed readmission application, along with a letter of appeal addressed to the College Committee on Admission and Academic Standing, to the Registrar's Office, Room A-101, at least one month prior to registration. Acceptance is subject to faculty decisions.

**Kingsborough Community College Council action.*

Credits

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

Example:	Chemistry 01200	6 hours 4 credits
	History 01100	3 hours 3 credits
	Phys. Ed. 02000	2 hours 1 credit

Equated Credits

Weekly class hours in developmental and compensatory courses for which actual credit is not allowed may, for certain purposes, be counted in the same manner as are credits.

Example:	Math 0M100	4 hours 0 credits AND 4 equated credits
	English 09100	8 hours 0 credits AND 8 equated credits

Grade Point Index

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

<u>Course</u>	<u>Grade</u>	<u>Point Value</u>	<u>Credits</u>	<u>Grade Points</u>
English	A-	3.7	4	14.8
French	D	1	3	3
Music	C+	2.3	3	6.9
Physics	B+	3.3	4	13.2
History	F	<u>0</u>	<u>3</u>	<u>0</u>
		Total 10.3	Total 17	Grade Point Total 37.9

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

Developmental Courses (0)

Developmental courses are specifically designed for students who skills assessment test scores indicate that special remediation assistance is required. Developmental, no credit courses are designated by a 0.

Basic Courses (+)

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

Advanced Courses

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

EXAMINATIONS

Mid-Term

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

Final

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

To receive early notification of grades, students may submit postcards to their instructors at final exams. The Registrar's Office mails grade reports to students at the conclusion of each session.

Make-up Final

Students who miss final examinations for legitimate reasons may apply for make-up 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 Make-up Examination form with the Instructor's signature must be completed and received in the Registrar's Office by deadline dates (refer to Academic Calendar).

Students pay \$15 for the first make-up exams plus \$5 for each additional exam.

GRADES

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

Standards Grades

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

Kingsborough Community College OFFICIAL GRADING SYSTEM

<u>GRADE</u>	<u>DEFINITION</u>	<u>PERCENTAGE</u>		
A+, A-, A	EXCELLENT	90-100 percent		
B+, B-, B	GOOD	80-89 percent		
C+, C, C-	SATISFACTORY	70-79 percent		
D+, D	PASSING	60-69 percent		
F	FAILURE	0-59 percent		
<u>GRADE</u>	<u>QUALITY POINTS</u>	<u>GRADE</u>	<u>QUALITY POINTS</u>	
A+	4.0	C+	2.3	
A	4.0	C	2.0	

A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	F	0.0
INC	Doing Passing Work, But Missing An Assignment Or An Examination: Changes To A "FIN," If Work Is Not Made Up By The 10th Week Of The Next 12-Week Module		
FIN	Failure As A Result Of An Incomplete		
P	Passed, But Course Not Counted In Computing Cumulative Average		
R	Minimum Level Of Proficiency Not Met For Developmental Courses		
W	Withdrew Officially		
WA	Withdrawn Administrative Due To Immunization		
WU	Withdrew-Unofficial;Counts As Failure		
Y	Yearly Course; Grade Assigned At The End Of Year		
AUD	Audit		
NC	Minimum Level Of Proficiency Not Met For Certain Specific Compensatory Courses		
Z	Instructor Did Not Submit Grade		
#	This Course Has Been Successfully Completed In A Subsequent Semester And Is Not Calculated In .. The Cumulative Average (Examples: F#, Wu#)		

KINGSBOROUGH COMMUNITY COLLEGE IS ACCREDITED BY THE MIDDLE STATES ASSOCIATION OF COLLEGES AND SCHOOLS

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

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

A course in which a "D" grade 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. In unusual and extenuating circumstances the rule may be waived by the Committee on Academic Review.

(Regulations above do NOT apply to students in the Nursing Program.)

"R" Grade

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

Grade Change

Students may appeal a final grade NO LATER than the end of the semester following that in which the grade was given. The student must first speak to the instructor about the grade. If that does not satisfactorily resolve the matter, the student must speak to the Chairperson of the Department. Following these steps, the student may file an appeal with the Committee on Academic Review.

Scholastic Standing

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

CHANGE of CURRICULUM

For any curriculum change, except Nursing* which has special regulations, students must file the appropriate form in the Registrar's Office, A101, following the deadline dates on the Academic Calendar.

A curriculum change cannot go into effect until one semester in the original choice has been completed. The new curriculum goes in effect the semester following the student's application. The most recent information on college policy, and all proper forms for a change of curriculum or change of session, are available in the Registrar's Office.

**Please refer to Nursing Department Information*

AUDITING POLICY

To audit a course a student must:

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

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

WITHDRAWAL

From the College

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

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

From a Course

After consultation with a counselor and before such action is taken, the proper forms must be filled with the Registrar's Office, A-101. The date that change of program or withdrawal form is completed and submitted to the Registrar's Office

NOTE: the last date of class attendance is considered the official date of withdrawal from the course. See "Grades Assigned" under the Student Attendance Policy.

READMISSION

A student who expects to return to Kingsborough should fill out a Readmission Form at the time of withdrawal. A readmission fee is charged when the form is submitted. Students who wish to file for readmission to Kingsborough should check the Academic Calendar for deadline dates.

Students who wish to file for readmission to the college should pay the required application fee and submit the completed Readmission Form to the Registrar's Office, A-101, at least one month prior to registration.

FORGIVENESS POLICY

Students who have been out of Kingsborough for a period of five (5) years or more, whose index was below 2.00, can be readmitted but on probation. Any prior grades, while still reflected in their record, would not be calculated in their grade point average to determine their standing, nor would they be factored into the analysis of eligibility for graduation.

Students who have been away from the institution at least one (1) year, but less than five (5) years, can petition to apply for readmission under the "forgiveness" provision by appeal to the Committee on Admission and Academic Standing. If readmitted, these students would be readmitted as students on probation.

DISMISSAL

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

Application for readmission, with required readmission application fee, must be filed in the Registrar's Office, A-101, along

with a letter of appeal to the Committee on Admissions and Academic Standing, documenting the reason for poor scholarship. If the Committee believes the records indicate that the student will be able to make satisfactory progress toward earning the degree within a reasonable period of time, the student may be readmitted. If at the end of the semester 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.

STUDENT ATTENDANCE POLICY

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

WITHDRAWAL FROM A COURSE

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

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

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

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 "08100". 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 "08100" courses generally requires from 1 to 3 hours per week and earns from 1 to 3 credits per semester. These courses are open ONLY to upper freshmen and sophomore students who have an overall B average (93.00 index) in the subject area, with departmental approval.

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

TOPICAL and PILOT COURSES

In addition to the courses described in the catalog, the college offers a group of courses that meet the immediate needs and interests of various members of the student population or gauge the appropriateness popularity of new subject areas. These topical and pilot courses are designated by the course number "08200". These courses appear in the Schedule of Classes for the term in which they are offered.

HONORS

DEAN'S LIST:

Day Session

Matriculated students in the Day Session who complete at least 15 credits in a Fall or Spring semester with a 3.20 grade index or better, and who have not received a "WU", "F", "R", "NC" or "INC" for that semester at the time the Dean's List is produced, are eligible for the Day Session Dean's List for the semester in which the superior record is achieved.

Attainment of the Dean's List becomes a part of the student's permanent record and appears on all transcripts. Students do not need to apply; students who meet criteria automatically go on list.

Evening Studies and Weekend College

Matriculated students in the Evening Session who complete at least 7 credits in a Fall or Spring semester with a 3.20 grade index or better, and who have not received a "WU", "F", "R", "NC" or "INC" for that semester at the time the Dean's List is produced, are eligible for the Evening Session Dean's List for the semester in which the superior record is achieved.

Attainment of the Dean's List becomes a part of the the student's permanent record and appears on all transcripts. Students do not need to apply; students who meet criteria automatically go on list.

NOTE: Day and Evening work completed during the winter or summer modules is not considered.

HONORS SOCIETIES:

PHI THETA KAPPA

International community college honor society members are selected on the basis of academic excellence. Students who complete 15 credits or more and have earned a cumulative index of 3.50 or higher, shall be invited to join Phi Theta Kappa, the national junior college honor society. To continue standing, students must maintain a cumulative index of 3.00 each semester. A formal initiation ceremony shall be held once each semester. Members are awarded the Society's Gold Key of Excellence and are eligible for scholarships to senior colleges. They are entitled to wear the Society's gold key at Commencement.

MU APHA THETA

Junior College Mathematics Honor Society

Sponsored by the Mathematical Association of America, membership is open to students who: complete eight credits or more in mathematics courses numbered 15 or higher, and in computer science courses; maintain at least a "B" grade in those courses; receive the recommendation of the Mathematics Department Faculty.

PHI BETA LAMBDA

National Business Honor Society

Students majoring in Secretarial/Office Administration, who maintain a cumulative "B" average after completing 30 credits at Kingsborough and who have given service to the Secretarial/Office Administration Department, are eligible for membership.

HONORS OPTION PROGRAM

For academically skilled, high achieving students. See page 23 for description.

WITH HONORS

Students who graduate from Kingsborough, with a cumulative grade point average of 3.5 or better, will have graduated "With Honors", inscribed on their diploma. Graduated "With Honors" also becomes a part of the student's permanent record, and appears on all transcripts.

TRANSFER TO SENIOR COLLEGES AND UNIVERSITIES

CUNY Articulation Policy:*

WHEREAS, The City University of New York was established as an independent system of higher education governed by its own Board of Trustees responsible for the governance, maintenance, and development of both senior and community colleges; and

WHEREAS, The legislative intent leading to the enactment of The City University Governance and Financing Act stipulates that the University must remain responsive to its urban setting and maintain close articulation between senior and community colleges; and

WHEREAS, The educational mission of The City University includes a commitment to maintain and promote academic excellence while also providing open and equal access to the totality of the University's students; and

WHEREAS, The City University is an integrated, unique and comprehensive system of higher education, mandated in law and in fact to serve the special needs of the people of the City of New York for purposes of upward educational, social and intellectual mobility; and

WHEREAS, The goal of access implies that success on each step of the college ladder should be followed by access to higher levels of learning through vertical linkage between associate in arts, baccalaureate, and graduate programs; and also implies the inter-college transferability of courses and credits in the Liberal Arts and Sciences; and

WHEREAS, The courses in the Liberal Arts and Sciences offered at each college in the University were developed by their respective faculties and approved by the Trustees of The City University and the State Education Department for the University as well as for the relevant college units of the University.

Therefore be it resolved,

That the Board policy statement of February 26, 1973 be fully implemented as a basic policy component of the Board of

Trustees. This policy states that " All City University Community College Associate in Arts and Associate in Science degree recipients shall be accepted as matriculated students at a senior college of The City University and that these students be given priority for transfer over non-university students seeking transfer and that upon such transfer they be granted a minimum of 64 credits toward a baccalaureate degree and be required to complete only the difference in credits between 64 and the total credits required..." ; and be it further

RESOLVED, That effective September 1, 1986 all Liberal Arts courses taken in one City University college be considered transferable, with full credit, to each college of The City University; and that full credit be granted for these courses in all departments and programs; and be recognized for the fulfillment of degree requirements; and be it further

RESOLVED, That based on a fair and reasonable evaluation of a student's transcript at least nine (9) credits* be granted in the student's major unless the senior college determines that it wishes to grant additional credit in the major; and be it further

RESOLVED, That effective September 1, 1988 all Science courses taken in one City University college be considered transferable, with full credit, to each college of The City University; and that full credit be granted for these courses in all departments and programs and be recognized for the fulfillment of degree requirements; and be it further

RESOLVED, That based on a fair and reasonable evaluation of a student's transcript at least nine (9) credits* in Laboratory Science be granted in the student's major unless the senior college determines that it wishes to grant additional credit in the major; and be it further

RESOLVED, That when transferring from a community college to a senior college, credit be granted for course work taken in the Liberal Arts and Sciences in the community college irrespective of whether the student has fulfilled the requirements for the Associate degree; and that a maximum of 68 lower level (freshman and sophomore) credits be transferred from one college to another unless the senior college determines that it wishes to grant additional credit, and that no more than 64 credits be required above the Associate in Arts or the Associate in Science degrees in order to fulfill the requirements for a baccalaureate degree; and be it further

RESOLVED, That excluded from this policy are skills courses, such as writing, and professional courses, such as Nursing or Education, where instruction is begun at the community college and continued at the senior college. Such courses shall be granted credit, but the senior college shall determine the proper level of placement in its course sequence; and be it further

RESOLVED, That in order to maintain academic standards and to insure a higher degree of probable achievement, all community college students be required to pass the Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing, prior to transferring to a senior college. Those students who meet the admission requirements of a senior college, and who wish to transfer to a senior college from outside the University, shall be required to take the Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing and be placed at the appropriate skills level as determined by the senior college; and be it further RESOLVED, That the President or his/her designee is hereby authorized to grant exceptions to the provisions regarding Freshman Skills placement to select students under special circumstances. The number and nature of exceptions shall be reported annually to the Chancellor; and be it further

RESOLVED, That as part of the foregoing resolutions, vocational and skills courses such as typing, taken independently or as part of a liberal arts degree program not be awarded credit upon transfer except in such cases where the senior college determines that it wishes to grant such credit; and be it further

RESOLVED, That the Office of the Chancellor (through the Vice-Chancellor for Academic Affairs) be responsible for arranging meetings between faculties and administrative staffs of the various colleges of the University, so that articulation in the Sciences will be fully completed by September 1, 1988, and that articulation in the professional and career areas on a course-by-course basis will be substantially improved; and be it further

RESOLVED, That within each discipline meetings shall be held by department chairs and program coordinators of each college or their designees from all branches of CUNY. These meetings shall be co-chaired by one community college and one senior college representative and shall have as their explicit goal the improvement of articulation; and be it further

RESOLVED, That at these meetings the departmental representatives shall review the syllabi, examinations, and student papers, as well as entrance and exit criteria; and be it further

RESOLVED, That the Vice-Chancellor for Academic Affairs shall monitor the progress of the articulation meetings. The co-chairs of each group shall report the results of their group's deliberations to the Vice-Chancellor, who shall, in turn, transmit these reports, together with a summary of the results to the University Faculty Senate, the heads of the faculty governance bodies of the individual colleges, the Council of Presidents, the Chancellor, and the Board of Trustees; and be it further

RESOLVED, That the Vice-Chancellor shall monitor the implementation of these articulation policies utilizing periodic and systematic audits; and be it further

RESOLVED, That the community colleges and senior colleges establish an articulation advisement unit at each of the colleges in order to counsel students on career goals, courses to be taken at the student's college prior to transfer, and the requirements expected upon transfer.

EXPLANATION: The above resolutions represent a clarification of the mission of The City University and will result in removing remaining barriers and arbitrary distinctions which may yet exist with respect to intra-University transfer. These resolutions strengthen the University's commitment to upward mobility and equality for opportunity for all students regardless of race, ethnicity or economic status.

*It is understood that the relationship of course sequence and credit within the major will vary from college to college and major to major and that the allocation of credits will vary slightly.

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 bases 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 catalogs, directories and other literature available at Kingsborough or directly from the college they wish to attend.

NOTE: Details are available from Kingsborough's Counseling Faculty, the KCC Student Handbook, or the Admissions Office of the unit desired.

CATALOG

During the first semester at the college, each Kingsborough student receives the college catalog. The information spelled out in the catalog is important while attending the college and may prove invaluable in the future. Freshmen receive a copy of the catalog in SD-10. Day students who do not enroll in SD-10 receive a card in the mail that they must bring to F102 in exchange for a catalog and handbook. Evening students not enrolled in SD 10 should bring their card to C102 and redeem it for a catalog and handbook.

Careful reading of the catalog makes it possible to check on all the courses required for each particular degree. Course descriptions also help to make decisions about those electives which are of the greatest interest and value. Other catalog information alerts students to specific college requirements, rules and regulations and the special opportunities and advantages available on campus. Information on articulation agreements with senior CUNY and private colleges and universities and transfer opportunities are described.

After graduating from Kingsborough, alumni discover that many senior colleges, universities and professional schools frequently require a copy of the Kingsborough Community College catalog, (printed during the years of attendance) which describe 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.

The Kingsborough catalogs are printed in very limited quantities and replacements may not be possible. Students are urged to carefully keep the catalog they receive.

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

*Adopted by the CUNY Board of Trustees, June 24, 1985.

EVENING STUDIES AND WEEKEND COLLEGE, ROOM A-113, EXT. 5686

The Evening and Weekend Studies Program serves an integral role in the college's educational offerings. Individuals who are unable to attend courses during the day are given an opportunity to pursue part-time and/or full-time studies in the evening and on Friday evening, Saturday and Sunday.

The Evening Studies Program serves:

- adults eager for a second or new career or job upgrading;
- parents planning to return to the work force;
- Super Citizens (New York State residents 60 years of age and over), who wish to avail themselves of opportunities in higher education under the College's tuition waiver policy for senior citizens. With proof of age and residency, only a \$70 registration fee is charged each semester;
- veterans and active military personnel pursuing their education objectives by attending College;
- adults seeking education opportunities and cultural interests for self-improvement and intellectual stimulation.
- any person seeking a non-traditional college experience

An extensive variety of course offerings is available in the evenings and on weekends. They include courses in the liberal arts, humanities, business and commerce, early childhood education and the health sciences. At present, evening students can pursue Associate Degrees in Accounting, Business, Marketing Management, Computer Information Systems, Secretarial/Office Administration, and Liberal Arts. Students interested in other degree programs, which are only offered in the day session, can commence their studies in the evening and weekends, and transfer to the day session to complete their degree.

Evening and weekend students may avail themselves of the following services:

- counseling services, including career counseling and placement
- financial aid advisement
- tutoring in most subject areas
- laboratories in accounting, english, foreign languages, and mathematics
- library services
- gym facilities
- child care

For information regarding matriculated and non-degree status in the Evening Program contact the Admission Information Center or Evening Studies Office.

SCHOLASTIC 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 student activities. The Faculty Committee on Awards, a sub-committee of the Committee on Students, administers the Annual Awards Program.

An annual Valedictorian Award has been established by members of the Addes Family in loving memory of Fred. F. Addes who attended Kingsborough Community College as a "My Turn" student.

An annual Scholastic Achievement Award in the field of Hebrew-Yiddish studies, has been established by the Milrod Family in loving memory of Louis Milrod, a 1972 Kingsborough Community College graduate who, in his 85th year completed his doctoral studies and earned the D.J.L. degree.

GIFTS AND BEQUESTS

Kingsborough Community College receives support from student tuition and allocations from the City of New York and the State of New York. In the current economic climate, community college enrollment is increasing and the availability of public funds is decreasing. As public funds become scarcer, the College requests additional support to enhance teaching and learning at the institution. The College solicits funds from other public organizations, private foundations and corporations, and individuals. These funds support student scholarships, grants and loans; educational programs; faculty development opportunities; sponsor research and publication; and promote the cultural life of the college community.

Funds to enhance the community college experience are raised through the Kingsborough Community College Foundation, Inc., an independent, not-for-profit charitable corporation, founded in 1982 to advance the philanthropic goals of the institution. The Foundation office is located in the Kingsborough Community College Office for College Advancement, 2001 Oriental Blvd., Brooklyn, NY 11235.

CURRICULA

Kingsborough Community College offers three degree programs. Graduates who successfully complete the courses prescribed for the two-year program of their choice can earn the degree that curriculum carries: the Associate in Arts (A.A.) degree, the Associate in Science (A.S.) degree, the Associate in Applied Science (A.A.S.) degree. One-year certificate programs in Entrepreneurial Studies and Exercise Science & Personal Training are also offered.

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

The Associate in Arts (A.A.) degree is awarded upon satisfactory completion of the required credits for Liberal Arts. Candidates for this degree concentrate their studies in the fields of Languages; Literature and the Arts; Mathematics and the Sciences; the Behavioral and Social Sciences; Health and Physical Education.

The Associate in Science (A.S.) degree is awarded upon satisfactory completion of the required credits for programs offered in Mathematics, in the Sciences and the Arts. Candidates for this degree follow programs which closely parallel the A.A. program, but have greater concentration in Mathematics or in Science, or in one of the Arts areas in which they plan to major. These programs include Biology (with Occupational Therapy, Pharmacy and Physician Assistant Transfer Options and concentrations in Marine Biology and Biotechnology), Chemistry, Community Health (with a concentration in Gerontology), Computer Science, Educational Studies Transfer Program, Engineering Science, Mathematics, Mental Health and Human Services, Physics, Pre-Physical Therapy, and Fine and Performing Arts.

The Associate in Applied Science (A.A.S.) degree is awarded upon satisfactory completion of the required credits in the Career programs: Business, Health and Human Services. Candidates for this degree follow programs which concentrate in the applied field. The professional fields in which these programs are offered include Accounting (with a concentration in Tax Accounting), Broadcasting Technology and Management (with a concentration in Music Technology), Business Administration, Computer Information Systems, Early Childhood Education/Child Care, Education Associate, Exercise Science and Personal Training, Retail Merchandising, Graphic Design and Illustration, Journalism and Print Media, Nursing, Office Administration and Technology (with the following options: Executive, Legal, School, plus concentrations in Medical, Word/Information Processing), Physical Therapist Assistant, Sports, Fitness and Therapeutic Recreation and Tourism and Hospitality.

PROGRAMS

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

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

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

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

Programs & Courses



DEGREE & CERTIFICATE PROGRAMS*

	Program	HEGIS
	Requirements	CODE
Associate in Arts (A.A.)		
Liberal Arts	Page 435649
Secondary Education Concentration		
Women's Studies Concentration		
Associate in Science (A.S.)		
<u>Arts Programs</u>		
Fine Arts	Page 575610
Performing Arts	Page 615610
<u>Sciences and Mathematics Programs</u>		
Biology	Page 485604
Marine Biology Concentration		
Biotechnology Concentration		
Occupational Therapy Transfer Option		
Pharmacy Transfer Option		
Physician Assistant Transfer Option		
Preparation for Teaching		
Chemistry	Page 515619
Community Health	Page 525299
Gerontology Concentration		
Computer Science	Page 545103
Educational Studies	Page 555503
Engineering Science	Page 565609
Mathematics	Page 595617
Mental Health and Human Services	Page 605216
Physics	Page 625619
Pre-Physical Therapy	Page 635219
Associate in Applied Science (A.A.S.)		
<u>Business Career Programs</u>		
Accounting	Page 685002
Tax Accounting Concentration		
Broadcasting Technology and Management	Page 695008
Music Technology Concentration		
Business Administration	Page 705004
Entrepreneurial Studies Concentration		
Computer Information Systems	Page 715101
Retail Merchandising–Fashion & Marketing Management Concentrations	Page 845004
Graphic Design and Illustration	Page 765012
Journalism and Print Media–Writing & Reporting and Production Concentrations	Page 775008
Office Administration and Technology	Page 815005
(Executive, Legal, Medical, School) plus—Word/Information Processing and Medical Word/Information Processing Concentrations		
Tourism and Hospitality–Tourism & Hospitality Concentrations	Page 875011
<i>*NOTE: Enrollment in other than registered (or otherwise approved) programs may jeopardize a student's eligibility for certain student aid awards.</i>		
<u>Health and Human Services Programs</u>		
Early Childhood Education/Child Care	Page 735503
Education Associate Transfer Program	Page 745503
Exercise Science/Personal Training	Page 755299.30
Nursing	Page 795208

Physical Therapist Assistant	Page 83	5219
Sports, Fitness, and Therapeutic Recreation	Page 85	5506
Certificate Programs:		
Certificate in Entrepreneurial Studies	Page 90	5004
Certificate in Exercise Science/Personal Training	Page 91	5299.30

COURSE DESCRIPTIONS

Art Department	Courses—page	95
Behavioral Sciences and Human Services Department	Courses—page	101
Biological Sciences Department	Courses—page	109
Business Department	Courses—page	116
Communications and Performing Arts Department	Courses—page	123
English Department	Courses—page	132
Foreign Languages Department	Courses—page	139
Health, Physical Education and Recreation Department	Courses—page	145
History, Philosophy and Social Sciences Department	Courses—page	154
Mathematics and Computer Science Department	Courses—page	161
Nursing Department	Courses—page	171
Office Administration and Technology Department	Courses—page	175
Physical Sciences Department	Courses—page	181
Tourism and Hospitality Department	Courses—page	186

DEGREES

All matriculated students must successfully complete the total number of required credits for their degree, divided into four basic categories:

1. College-Wide Requirements—four to eight credits in Freshman English courses. Three-credit Health and Physical Education course (HPE 12) required of ALL students except those majoring in Nursing. Non-credit courses in developmental English and/or Mathematics may be required.
2. Department Requirements—as specified in all curricula except Liberal Arts.
3. Group Requirements—limited courses are offered within five general areas.
4. Free Electives—choices from the entire range of course offerings. In some programs, Department or Program Director consultation may be required.

Associate in Arts

Students matriculated for the A.A. degree must successfully complete a minimum of 60 credits, divided into three basic categories.

1. College-Wide Requirements—courses which all students must take (see 1 above).
2. Group Requirements—47 credits chosen from: I) the Performing and Visual Arts; II) Language*, Literature** and Philosophy; III) the Social Sciences; IV) the Behavioral Sciences; V) Mathematics and Science. These choices are the foundation for future academic studies and depend on background, interests, area of prospective specialization, future career goals.
3. Free Electives—courses to make up the total number of credits required for the degree. Students may choose from groups already mentioned or from any other courses offered by the College. In some programs, Department or Program Director consultation may be required.

* Placement recommendations for entering freshmen who wish to continue with a familiar foreign language are made by the Department of Foreign Languages based on language proficiency.

** Students who wish to do so will be permitted to take a Foreign Language Literature Course taught in English to fulfill the literature requirement in this group.

Associate in Science and Associate in Applied Science

Students matriculated for the A.S. degree or the A.A.S. degree must successfully complete the number of credits specifically required for that degree. These credits are divided into four basic categories.

1. College-Wide Requirements—courses which all students must take (see #1 above).
2. Group Requirements—courses which offer limited choices within general areas. Students may choose from a wide selection of course offerings.
3. Department Curriculum Requirements—courses which students must successfully complete in the chosen area of specialization, such as Nursing, Sports, Fitness and Therapeutic Recreation, Chemistry, Biology, etc.
4. Free Electives—courses to make up the total number of credits required for the specific curriculum. Students may choose from groups already mentioned or from any other courses offered by the college. In some programs, Department or Program Director consultation may be required.

Associate in
Arts



THE ASSOCIATE IN ARTS (A.A.) DEGREE

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

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

PROGRAMS

- Behavioral Sciences and Human Services
- Biological Sciences
- Communication and Performing Arts
- English
- Fine Arts
- Foreign Languages
- Graphic Design
- Health, Physical Education and Recreation
- History, Philosophy and the Social Sciences
- Mathematics
- Physical Sciences

A.A. LIBERAL ARTS •TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Successful completion of CUNY/ACT Tests in reading and writing and the CUNY Mathematics Test with passing examination scores or developmental courses may be required.

*English 12	4	credits
*English 24	3	
HPE 12	3	

GROUP REQUIREMENTS §

At least 6 credits of the 9 credits selected from EACH group - I thru IV - must be Basic Courses.

Students shall elect to take 3 credits less in any one group, I-V.

I. Performing and Visual Arts (2 areas) Art - Music - Speech - Theatre Arts	9	credits
II. Language and Literature (2 areas) Foreign Language - Literature - Philosophy	9	
III. Social Sciences (2 areas) Economics - History - Political Science	9	
IV. Behavioral Sciences (2 areas) Anthropology - Psychology - Sociology	9	
V. Mathematics and Sciences (2 areas) Biological Sciences - Mathematics & Computer Science - Physical Sciences - Chemistry - Earth Science	11	

Suggested plan of study for students who wish to transfer to baccalaureate programs in:

SECONDARY EDUCATION CONCENTRATION

This option prepares for transfer into baccalaureate majors in various disciplines listed below with a minor in Secondary Education.

Students take 9 credits in an academic major which shall be reflected in the choice of 9 credits in one discipline as listed in Groups I - V.

At least 6 credits of the 9 credits from Groups not in the student's major must be in basic courses. Students shall elect to take 3 credits less in any one Group, I through V.

Major comprised of 3 credits in one discipline (see choices in Groups I-V) below Educational Psychology (PSY 35)	9	credits
I. Performing and Visual Arts (Excluded are Art and Music Studio -Theatre Production and Technique courses) Disciplines: Art - Music - Speech - Theatre Arts	9	
II. Language and Literature Disciplines: Foreign Language - Literature – Philosophy	9	
III. Social Sciences Disciplines: Economics - History - Political Science	9	
IV. Behavioral Sciences Disciplines: Anthropology - Psychology – Sociology	9	
V. Mathematics and Sciences Disciplines: Biological Sciences - Mathematics & Computer Science - Physical Sciences	11	

WOMEN'S STUDIES CONCENTRATION

Students who chose to complete this concentration are required to take 12 credits from the Group

Requirements in Women's Studies Courses. The 12 credits must come from four of the five groups.

Group I	ART 39 or THA 48 or Women's Studies sections of MCM 30 or MCF 44 or MUS 31
Group II	ENG 67
Group III	HIS 66 (required), HIS 68
Group IV	ANT 39 or PSY 37 or SOC 38 or Women's Studies sections of SOC 31
Group V	BIO 28

In addition to day and evening classes, the A.A. in Liberal Arts can also be completed by attending weekend classes only.

ELECTIVES - Sufficient to meet required total of

60 credits

Department requirements may be used to satisfy group I-V requirements where applicable.

§ Consultation with the Department Advisor is required. May meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes

• This program is within the Art Department.

* CPI Unit(s)

Associate in **AS**
Science



THE ASSOCIATE IN SCIENCE (A.S.) DEGREE

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

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

PROGRAMS

- Biology (with concentrations in Biotechnology, Marine Biology, Occupational Therapy, Pharmacy Transfer Options, Physician Assistant and Preparation for Teaching)
- Chemistry
- Community Health (with a concentration in Gerontology)
- Computer Science
- Educational Studies
- Engineering Science
- Fine Arts (with concentrations in Art History, Drawing and Painting, Photography and Sculpture)
- Mathematics
- Mental Health and Human Services
- Performing Arts
- Physics
- Pre-Physical Therapy

A.S. DEGREE PROGRAMS

Biology

Requirements, page 48

Course Descriptions, page 109

Chemistry

Requirements, page 51

Course Descriptions, page 181

Community Health

Requirements, page 52

Course Descriptions, page 145

Computer Science

Requirements, page 54

Course Descriptions, page 161

Educational Studies

Requirements, page 55

Course Descriptions, page 102

Engineering Science

Requirements, page 56

Course Descriptions, page 181

Fine Arts

Requirements, page 57

Course Descriptions, page 95

Mathematics

Requirements, page 59

Course Descriptions, page 161

Mental Health and Human Services

Requirements, page 60

Course Descriptions, page 105

Performing Arts

Requirements, page 61

Course Descriptions, page 126

Physics

Requirements, page 62

Course Descriptions, page 181

Pre-Physical Therapy

Requirements, page 63

Course Descriptions, page 109

A.S. BIOLOGY •TOTAL CREDITS 60–64

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or, developmental courses may be required.)

*ENG 12	4	credits
*ENG 24	3	
HPE 12	3	
If Required		
ENG 04, 91, 92 &/or 93	0	
MAT M1 & M2 or MAT R2 proficiency	0	

DEPARTMENT REQUIREMENTS §

+*General Biology I and II (BIO 13–14)	8	credits
Biology Laboratory Courses (excluding BIO 11-12 and BIO 51)	8	
*General Chemistry I and II (CHM 11–12)	8	
+*Analytic Geometry and Pre-Calculus Math (MAT 14)	4	
Introductory Computer Applications course (BA 60 or CP 11 or TEC 25)	3-4	

CONCENTRATION IN MARINE BIOLOGY

Please note that for this concentration, HE 36 is required: not HPE 12.

+*General Biology I and II (BIO 13-14)	8	credits
Marine Biology (BIO 52) and Field Studies in Oceanography	8	
*General Chemistry I and II (CHM 11-12)	8	
*Analytic Geometry and Pre-Calculus Math (MAT 14)	4	
Introductory computer applications course (BA 60 or CP 11 or TEC 25)	3-4	

CONCENTRATION IN BIOTECHNOLOGY

+*General Biology I and II (BIO 13-14)	8	credits
*General Microbiology (BIO 50) and Genetics (BIO 59)	8	
*General Chemistry I and II (CHM 11-12)	8	
*Analytic Geometry and Pre-Calculus Math (MAT 14)	4	
Introductory computer applications course (BA 60 or CP 11 or TEC 25)	3-4	

OCCUPATIONAL THERAPY TRANSFER OPTION

*Human Anatomy and Physiology I and II (BIO 11–12)	8	credits
*General Biology I and II (BIO 13–14)	8	
*General Chemistry I (CHM 11)	4	
*Elements of Statistics (MAT 20)	3	

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

PHARMACY TRANSFER OPTION

* Human Anatomy and Physiology I and II (BIO 11–12)	8	credits
* General Biology I and II (BIO 13–14)	8	
* General Chemistry I and II (CHM 11–12)	4	
* Organic Chemistry I and II (CHM 31–32)	10	
+* Calculus I (MAT 15)	4	

Recommended

* General Physics I (PHY 11) 4

PHYSICIAN ASSISTANT TRANSFER OPTION

* Biology (BIO 13–14), Chemistry (CHM 11–12), Mathematics (MAT 14) 20 credits

* Human Anatomy and Physiology (BIO 11–12) 8

* Microbiology in Health and Disease (BIO 51) 4

* General Psychology (PSY 11) 3

* Human Growth and Development (PSY 32) 3

* Elements of Statistics (MAT 20) 3

3 RECOMMENDED ELECTIVES

Science of Nutrition (BIO 70) 3

Cardiopulmonary Resuscitation (HE 20) 1

Emergency Health Care (NUR 41) 2

* Organic Chemistry I and II (CHEM 31–32) 10

PLUS, COMPLETION OF VOLUNTEER PROGRAM CONCERNED WITH DIRECT PATIENT CARE AT LEAST ONE YEAR BEFORE TRANSFER TO A SENIOR COLLEGE OFFERING A PROGRAM LEADING TO CERTIFICATION AS A PHYSICIAN ASSISTANT.

SECONDARY EDUCATION

* Biology (BIO 13–14), 8 credits

+*General Biology I and II (Bio 13-14) 8

PSY 35 (Educational Psychology) 3

Biology Laboratory Courses (excluding BIO 11-12, BIO 33 and BIO 51) 8

*General Chemistry I and II (CHM 11-12) 8

+*Analytic Geometry and Pre-Calculus Math (MAT 14) 4

Introductory computer applications course (BA 60 or CP 11 or TEC 25) 3-4

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

•These programs are within the Biological Sciences Department.

*CPI unit(s)

§Consultation with the Department Advisor is required.

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

Suggested guidelines for academic advisement for students who wish to pursue studies in upper-division programs:

GROUP REQUIREMENTS **9 CREDITS

A minimum of three credits each from at least three different groups—I thru IV—must be in Basic Courses.

I. Performing and Visual Arts 3 credits

(Excluded are Art & Music Studio, Theatre Production & Technique Courses)

Art - Music - Speech - Theatre Arts

II. Language and Literature 3

Foreign Language - Literature - Philosophy

III. Social Sciences 3

Economics - History - Political Science

IV. Behavioral Sciences	3
Anthropology - Psychology - Sociology	
V. Mathematics and Sciences— Satisfied by Department requirements	24 credits
Biological Sciences - Mathematics & Computer Science - Physical Sciences	
ELECTIVES—Sufficient to meet required total of	60–64 credits

**Department requirements may be used to satisfy groups I-V requirements. May also meet CPI requirements; refer to CPI unit requirements in Schedule of Classes.

A.S. CHEMISTRY • TOTAL CREDITS 60-64

Requirements for Matriculants

College requirements

(Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or, developmental courses may be required.)

*ENG 12 4 credits

*ENG 24 3

HPE 12 3

If Required

ENG 04, 91, 92 &/or 93 0

MAT M1 & M2 or MAT R2 proficiency 0

DEPARTMENT REQUIREMENTS §

*General Chemistry I and II (CHM 11–12) (see prerequisites) 8 credits

*Organic Chemistry I and II (CHM 31–32) 10

*Advanced General Physics I and II (PHY 13–14) 8

*Calculus I and II (MAT 15–16) 8

GROUP REQUIREMENTS ** 9 CREDITS

A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.

I. Performing and Visual Arts 3 credits

(Excluded are Art & Music Studio, Theatre Production & Technique courses)

Art - Music - Speech - Theatre Arts

II. Language and Literature 3

Foreign Language - Literature - Philosophy

III. Social Sciences 3

Economics - History - Political Science

IV. Behavioral Sciences 3

Anthropology - Psychology - Sociology

V. Mathematics and Sciences—**Satisfied by Department requirements** 24 credits

Biological Sciences - Mathematics & Computer Science - Physical Sciences

ELECTIVES—Sufficient to meet required total of 60–64 credits

•This program is within the Physical Sciences Department.

*CPI Unit(s)

§Consultation with the Department Advisor is required.

**Department requirements may be used to satisfy groups I-V requirements. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

A.S. COMMUNITY HEALTH •TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of the Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or developmental courses may be required.)

*ENG 12	4	credits
*ENG 24	3	
HPE 12	3	
If Required		
ENG 04, 91, 92 &/or 93	0	
MAT M1 & M2 or MAT R2 proficiency	0	

DEPARTMENT REQUIREMENTS §

Introduction to Community Health (COH 11)	3	credits
Critical Issues in Community Health (COH 12)	3	
Epidemiology (COH 13)	3	
Helping Skills for Community Health majors (COH 20)	3	
Drugs, the Individual and Society (HE 40)	3	
Human Sexuality (HE 52)	3	
Introduction to Gerontology (MH 35)	3	
*Human Anatomy and Physiology I and II (BIO 11, 12)	8	
*Elements of Statistics (MAT 20)	3	
*General Psychology (PSY 11)	3	
Science of Nutrition (BIO 70)	3	
*Introduction to Sociology (SOC 31)	3	
Community Health Internship (COH 91)	3	

GERONTOLOGY CONCENTRATION

Introduction to Gerontology (MH 35)	3	credits
Biology of Aging (BIO 39)	3	
Perspectives on Death and Dying (NUR 43)	3	
Introduction to Community Health (COH 11)	3	
Helping Skills for Community Health Majors (COH 20)	3	
Field Experience in Community Health (COH 91)	3	
Drugs, the Individual and Society (HE 40)	3	
Science of Nutrition (SCI 70)	3	
*Human Anatomy and Physiology (BIO 11, 12)	3	
*Introduction to Sociology (SOC 31)	3	
*General Psychology (PSY 11)	3	

GROUP REQUIREMENTS **6 CREDITS

A minimum of three credits each selected from at least two different groups—I thru III—must be in Basic Courses.

I. Performing and Visual Arts	3	credits
(Excluded are Art & Music Studio, Theatre Production & Technique courses)		
Art - Music - Speech - Theatre Arts		
II. Language and Literature	3	
Foreign Language - Literature - Philosophy		

III. Social Sciences	3
Economics - History - Political Science	
IV. Behavioral Sciences— Satisfied by Department requirements	3
Anthropology - Psychology - Sociology	
V. Mathematics and Sciences— Satisfied by Department requirements	6 credits
Biological Sciences - Mathematics & Computer Science - Physical Sciences	

ELECTIVES—Sufficient to meet required total of 60 credits

•This program is within the Health, Physical Education and Recreation Department.

*CPI Unit(s)

§Consultation with the Department Advisor is required.

**Department requirements may be used to satisfy groups I-V requirements. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

A.S. COMPUTER SCIENCE •TOTAL CREDITS: 60-64

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or, developmental courses may be required.)

*ENG 12	4 credits
*ENG 24	3
HPE 12	3
If Required	
ENG 04, 91, 92 &/or 93	0
MAT M1 & M2 or MAT R2 proficiency	0

DEPARTMENT REQUIREMENTS §

*Introduction to Computing (CS 12)	4 credits
*Computer and Assembly Language Programming (CS 14)	5
Discrete Structures (CS 35)	5
Program Design and Analysis (CS 37)	4
+*Calculus I, II and III (MAT 15, 16, 21)	12
Differential Equations (MAT 55) OR,	
Linear Algebra (MAT 56)	3
*Physics I and II (PHY 11–12) OR,	
*Advanced General Physics I and II (PHY 13–14)	8

GROUP REQUIREMENTS ** 9 CREDITS

A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.

I. Performing and Visual Arts (Excluded are Art & Music Studio, Theatre Production & Technique courses) Art - Music - Speech - Theatre Arts	3 credits
II. Language and Literature Foreign Language - Literature - Philosophy	3
III. Social Sciences Economics - History - Political Science	3
IV. Behavioral Sciences Anthropology - Psychology - Sociology	3
V. Mathematics and Sciences— Satisfied by Department requirements Biological Sciences - Mathematics & Computer Science - Physical Sciences	24 credits
ELECTIVES—Sufficient to meet required total of	60-64 credits

•This program is within the Mathematics and Computer Science Department.

*CPI Unit(s)

§Consultation with the Department Advisor is required.

**Department requirements may be used to satisfy groups I-V requirements. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

A.S. EDUCATIONAL STUDIES •TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or developmental courses may be required.

*ENG 12	4	credits
*ENG 24	3	
HPE 12	3	
If Required		
ENG 04, 91, 92 &/or 93	0	
MAT M1 & M2 or MAT R2 proficiency	0	

DEPARTMENT REQUIREMENTS §

Foundations of Education (EDC 20)	3	credits
Social Science in Education (EDC 21)	3	
Art Workshop in Education (EDC 22)	2	
Music & Movement Workshop in Education (EDC 23)	2	
Practicum in Teacher Development I (EDC 90)	3	
*General Psychology (PSY 11)	3	
Psychological Disorders in Children (PSY 24)	3	
*Human Growth and Development (PSY 32)	3	
*Introduction to Sociology (SOC 31)	3	
Development of Literacy in Children (HUM 81)	1	
**Liberal Arts (Groups I-V) Electives	3	

GROUP REQUIREMENTS**21 CREDITS

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

I. Performing and Visual Arts		
(Excluded are Art & Music Studio, Theatre Production & Technique courses)		
Art - Music - Speech - Theatre Arts (Speech recommended)		
II. Language and Literature	3	
Foreign Language - Literature - Philosophy		
III. Social Sciences	6	
Economics - History - Political Science		
IV. Behavioral Sciences— Satisfied by Department requirements		
Anthropology - Psychology - Sociology		
V. Mathematics and Sciences	12	
Biological Sciences - Mathematics & Computer Science - Physical Science		

ELECTIVES—Sufficient to meet required total of 60 credits

•This program is within the Department of Behavioral Sciences and Human Services.

*CPI Unit(s)

§Consultation with the Department Advisor is required.

**Department requirements may be used to satisfy groups I-V requirements. May also meet CPI requirements; refer to CPI Unit Requirements in Schedule of Classes.

A.S. ENGINEERING SCIENCE •TOTAL CREDITS 66–70

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or, developmental courses may be required.)

*ENG 12	4	credits
*ENG 24	3	
HPE 12	3	
If Required		
ENG 04, 91, 92 &/or 93	0	
MAT M1 & M2 or MAT R2 proficiency	0	

DEPARTMENT REQUIREMENTS §

*General Chemistry I and II (CHM 11, 12)	8	
+*Calculus, I, II and III, (MAT 15, 16, 21)	12	
Differential Equations (MAT 55)	3	
Linear Algebra (MAT 56)	3	
Engineering Science (EGR 21)	3	
Introduction to Engineering Thermodynamics (EGR 23)	3	
Introduction to Electrical Engineering (EGR 22)	3	
*Advanced General Physics I and II (PHY 13, 14)	8	
*Introduction to Computing (CS 12)	4	

GROUP REQUIREMENTS**9 CREDITS

A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.

I. Performing and Visual Arts	3	credits
(Excluded are Art & Music Studio, Theatre Production & Technique courses)		
Art - Music - Speech - Theatre Arts		
II. Language and Literature	3	
Foreign Language - Literature - Philosophy		
III. Social Sciences	3	
Economics - History - Political Science		
IV. Behavioral Sciences	3	
Anthropology - Psychology - Sociology		
V. Mathematics and Sciences— Satisfied by Department requirements	24	credits
Biological Sciences - Mathematics & Computer Science - Physical Sciences		

ELECTIVES—Sufficient to meet required total of 66–70 credits

•This program is within the Physical Sciences Department.

*CPI Unit(s)

§Consultation with the Department Advisor is required.

**Department requirements may be used to satisfy groups I-V requirements. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

A.S. FINE ARTS • TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or, developmental courses may be required.)

*ENG 12	4 credits
*ENG 24	3
HPE 12	3
If Required	
ENG 04, 91, 92 &/or 93	0
MAT M1 & M2 or MAT R2 proficiency	0

DEPARTMENT REQUIREMENTS §

ALL Fine Arts Majors Must Take:

*Survey of Art History I and II (ART 33–34)	6 credits
Design I (ART 55)	3
*Drawing I (ART 57)	3

PLUS, SEQUENCES IN FINE ARTS CONCENTRATIONS

ART HISTORY

*Modern Art I and II (ART 35–36)	6 credits
*African, Oceanic and Native American Art (ART 37)	3
*Renaissance Art (ART 38)	3
Recommended Electives	6

DRAWING AND PAINTING

Drawing II (ART 58)	3
*Painting I and II (ART 59–60)	7
**Recommended Electives	7–9

PHOTOGRAPHY

Photography I (ART 51)	3
Photography II (ART 52)	3
Photojournalism I (ART 53)	3
Recommended Electives	9

SCULPTURE

*Sculpture I and II (ART 61–62)	7
Figure Modeling (ART 83)	3
**Recommended Electives	7–9

GROUP REQUIREMENTS** 12 CREDITS

A minimum of three credits each selected from at least two different groups—II thru IV—must be in Basic Courses.

- I. Performing and Visual Arts—**Satisfied by Department requirements**
(Excluded are Art & Music Studio, Theatre Production & Technique courses)
Art - Music - Speech - Theatre Arts
- II. Language and Literature
Foreign Language - Literature - Philosophy

III. Social Sciences

Economics - History - Political Science

IV. Behavioral Sciences

Anthropology - Psychology - Sociology

V. Mathematics and Sciences

6 credits

Biological Sciences - Mathematics & Computer Science - Physical Sciences

ELECTIVES—Sufficient to meet required total of

60 credits

•This program is within the Art Department.

*CPI Unit(s)

§Consultation with the Department Advisor is required.

**Department requirements may be used to satisfy groups I-V requirements. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

A.S. MATHEMATICS •TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or, developmental courses may be required.)

*ENG 12	4	credits
*ENG 24	3	
HPE 12	3	
If Required		
ENG 04, 91, 92 &/or 93	0	
MAT M1 & M2 or MAT R2 proficiency	0	

DEPARTMENT REQUIREMENTS §

+*Calculus I, II and III (MAT 15, 16, 21)	12	credits
Differential Equations (MAT 55)	3	
Linear Algebra (MAT 56)	3	
Programming in Fortran (CP 51) or Introduction to Computing (CS 12)	4	
**Mathematics OR Computer Programming Electives	8	
**Laboratory Science	8	

GROUP REQUIREMENTS** 9 CREDITS

A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.

I. Performing and Visual Arts	3	credits
(Excluded are Art & Music Studio, Theatre Production & Technique courses)		
Art - Music - Speech - Theatre Arts		
II. Language and Literature	3	
Foreign Language - Literature - Philosophy		
III. Social Sciences	3	
Economics - History - Political Science		
IV. Behavioral Sciences	3	
Anthropology - Psychology - Sociology		
V. Mathematics and Sciences— Satisfied by Department requirements	24	credits
Biological Sciences - Mathematics & Computer Science - Physical Sciences		

ELECTIVES—Sufficient to meet required total of 60 credits

**Department requirements may be used to satisfy groups I-V requirements. May meet also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

•This program is within the Mathematics and Computer Science Department.

*CPI Unit(s)

§Consultation with the Department Advisor is required.

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

**Department requirements may be used to satisfy groups I-V requirements. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

A.S. MENTAL HEALTH AND HUMAN SERVICES •TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or, developmental courses may be required.)

*ENG 12	4	credits
*ENG 24	3	
HPE 12	3	
If Required		
ENG 04, 91, 92 &/or 93	0	
MAT M1 & M2 or MAT R2 proficiency	0	

DEPARTMENT REQUIREMENTS §

*General Psychology (PSY 11)	3	credits
*Human Growth and Development (PSY 32)	3	
*Abnormal Psychology (PSY 36)	3	
*Introduction to Sociology (SOC 31)	3	
Choice of ONE from the following	3	
Sociology of the Family (SOC 35)	3	
Minority Groups in the U.S. (SOC 36)	3	
Introduction to Anthropology (ANT 37)	3	
Introduction to Human Services (MH 11)	3	
Human Services Organizations (MH 30)	3	
Principles of Interviewing and Group Leadership (MH 31)	3	
Mental Health Practices with Vulnerable Populations (MH 34)	3	
Introduction to Gerontology (MH 35)	3	
Supervised Instructional Experience in Mental Health (MH 96–97)	6	

GROUP REQUIREMENTS **6 CREDITS

A minimum of three credits each selected from at least two different groups—I thru III—must be in Basic Courses.

I. Performing and Visual Arts	3	credits
(Excluded are Art & Music Studio, Theatre Production & Technique courses)		
Art - Music - Speech - Theatre Arts		
II. Language and Literature	3	
Foreign Language - Literature - Philosophy		
III. Social Sciences	3	
Economics - History - Political Science		
IV. Behavioral Sciences— Satisfied by Department requirements	3	
Anthropology - Psychology - Sociology		
V. Mathematics and Sciences	6	credits
Choice of—*BIO 33 or SCI 37 or *MAT 13		

PLUS

Choice of—BIO 32 or 37 or 49 or 70 or SCI 25

ELECTIVES—Sufficient to meet required total of 60 credits

•This program is within the Behavioral Sciences and Human Services Department.

*CPI Unit(s)

§Consultation with the Department Advisor is required.

**Department requirements may be used to satisfy groups I-V requirements. May also meet CPI requirement.

A.S. PERFORMING ARTS •TOTAL CREDITS: 60

Requirements for matriculants

COLLEGE REQUIREMENTS

Successful completion of CUNY/ACT Tests in Reading and Writing and the CUNY Mathematics Test with passing examination scores or developmental courses may be required.

*English 12	4
*English 24	3
HPE 12	3

DEPARTMENT REQUIREMENTS

ALL PERFORMING ARTS MAJORS MUST TAKE:

*Introduction to Theatre Arts (THA 50)	3	credits
Play Analysis (THA 51)	3	
Performing Arts Experience (PER 59)	3	
*Rudiments of Theory (MUS 30)	3	
*The Musical Experience (MUS 31)	3	

****PLUS, FOR:**

Students who are interested in: Performance, Technical, Design, Theory, Criticism, Directing and Management must see their Performing Arts Advisor to structure their program and establish additional Department requirements. 12-15 credits

GROUP REQUIREMENTS** 6 CREDITS

A minimum of three credits each from at least two different groups - II thru IV - must be in Basic Courses.

I. Performing and Visual Arts— Satisfied by Department requirements Art - Music - Speech - Theatre Arts	
II. Language and Literature Foreign Language - Literature - Philosophy	
III. Social Sciences Economics - History - Political Science	
IV. Behavioral Sciences Anthropology - Psychology - Sociology	
V. Mathematics and Sciences Biological Sciences - Mathematics & Computer Science - Physical Sciences	6 credits
VI. Select from among Groups II, III, IV for additional	6 credits

ELECTIVES - Sufficient to meet required total of 60 credits

•This program is within the Department of Communications and Performing Arts.

*CPI Unit(s)

**Department requirements may be used to satisfy groups I -V requirements where applicable. May meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

A.S. PHYSICS •TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or, developmental courses may be required.)

*ENG 12	4 credits
*ENG 24	3
HPE 12	3
If Required	
ENG 04, 91, 92 &/or 93	0
MAT M1 & M2 or MAT R2 proficiency	0

DEPARTMENT REQUIREMENTS §

*Advanced General Physics I and II (PHY 13–14)	8 credits
Advanced Physics Elective	8
*General Chemistry I and II (CHM 11–12)	8
+*Calculus I and II (MAT 15–16)	8

GROUP REQUIREMENTS **9 CREDITS

A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.

I. Performing and Visual Arts	3 credits
(Excluded are Art & Music Studio, Theatre Production & Technique courses)	
Art - Music - Speech - Theatre Arts	
II. Language and Literature	3
Foreign Language - Literature - Philosophy	
III. Social Sciences	3
Economics - History - Political Science	
IV. Behavioral Sciences	3
Anthropology - Psychology - Sociology	
V. Mathematics and Sciences— Satisfied by Department requirements	24 credits
Biological Sciences - Mathematics & Computer Science - Physical Sciences	

ELECTIVES—Sufficient to meet required total of 60 credits

•This program is within the Physical Sciences Department.

*CPI Unit(s)

§Consultation with the Department Advisor is required.

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

**Department requirements may be used to satisfy groups I-V requirements. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

A.S. PRE-PHYSICAL THERAPY •TOTAL CREDITS 68

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or, developmental courses may be required.)

*ENG 12	4	credits
*ENG 24	3	
HPE 12	3	
If Required		
ENG 04, 91, 92 &/or 93	0	
MAT M1 & M2 or MAT R2 proficiency	0	

DEPARTMENT REQUIREMENTS §

Preparatory Biology (BIO 10 if required)	0	credits
*General Biology I and II (BIO 13–14)	8	
*Human Anatomy and Physiology (BIO 11-12)	8	
*General Chemistry I and II (CHM 11, 12)	8	
*General Physics I and II (PHY 11, 12)	8	
*Analytic Geometry and Pre-Calculus Math (MAT 14)	4	
*General Psychology (PSY 11)	3	
*Human Growth and Development (PSY 32)	3	
*Introduction to Sociology (SOC 31)	3	
*Elements of Statistics (MAT 20)	3	

§ PLUS, COMPLETION OF 50–100 VOLUNTEER OR PAID WORK HOURS IN APPROVED PHYSICAL THERAPY FACILITY

Recommended

First Aid and Personal Safety (HE 35)	2	
Cardiopulmonary Resuscitation (HE 20)	1	

GROUP REQUIREMENTS**6 CREDITS

A minimum of three credits each selected from at least two different groups I thru III. Courses selected must be Basic Courses.

I. Performing and Visual Arts	3	credits
Excluded are Art & Music Studio, Theatre Production & Technique courses)		
Art - Music - Speech - Theatre Arts		
II. Language and Literature	3	
Foreign Language - Literature - Philosophy		
III. Social Sciences	3	
Economics - History - Political Science		
IV. Behavioral Sciences—Satisfied by Department requirements	3	credits
Anthropology - Psychology - Sociology		
V. Mathematics and Sciences—Satisfied by Department requirements	24	credits
Biological Sciences - Mathematics & Computer Science - Physical Sciences		

ELECTIVES—Sufficient to meet required total of 68 credits

•This program is within the Biological Sciences Department.

*CPI Unit(s)

§Consultation with the Department Advisor is required.

**Department requirements may be used to satisfy groups I-V requirements. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

notes

Associate in
Applied Science

AAS



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

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

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

PROGRAMS

- Accounting (with a concentration in Tax Accounting)
- Broadcasting Technology and Management (with a concentration in Music Technology)
- Business Administration (with a concentration in Entrepreneurial Studies)
- Computer Information Systems
- Early Childhood Education/Child Care
- Education Associate
- Exercise Science/Personal Training
- Graphic Design and Illustration
- Journalism and Print Media (with concentrations in Writing & Reporting and Production)
- Nursing
- Office Administration and Technology
(with concentrations in Executive, Legal, School, Word/Information Processing and Medical Word/Information Processing)
- Physical Therapist Assistant
- Retail Merchandising (with concentrations in Fashion and Marketing Management)
- Sports, Fitness, and Therapeutic Recreation (with a concentration in teaching Physical Education K-12)
- Tourism and Hospitality (with concentrations in Tourism and Hospitality)

A.A.S. DEGREE PROGRAMS

Accounting

Requirements, page 68

Course Descriptions, page 116

Broadcasting Technology and Management

Requirements, page 69

Course Descriptions, page 123

Business Administration

Requirements, page 70

Course Descriptions, page 116

Computer Information Systems

Requirements, page 71

Course Descriptions, page 161

Early Childhood Education/Child Care

Requirements, page 73

Course Descriptions, page 102

Education Associate

Requirements, page 74

Course Descriptions, page 103

Exercise Science/Personal Training

Requirements, page 75

Course Descriptions, page 145

Graphic Design and Illustration

Requirements, page 76

Course Descriptions, page 95

Journalism and Print Media

Requirements, page 77

Course Descriptions, page 132

Nursing

Requirements, page 78

Course Descriptions, page 169

Office Administration and Technology

Requirements, page 80

Course Descriptions, page 175

Physical Therapist Assistant

Requirements, page 82

Course Descriptions, page 109

Retail Merchandising

Requirements, page 83

Course Descriptions, page 116

Sports, Fitness and Therapeutic Recreation

Requirements, page 84

Course Descriptions, page 145

Tourism and Hospitality

Requirements, page 86

Course Descriptions, page 186

A.A.S. ACCOUNTING •TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or, developmental courses may be required.)

*ENG 12	4 credits
*ENG 24	3
HPE 12	3
If Required	
ENG 04, 91, 92 &/or 93	0
MAT M1 & M2 or MAT R2 proficiency	0

DEPARTMENT REQUIREMENTS §

Fundamentals of Accounting I and II (ACC 11–12)	8 credits
Intermediate Accounting I and II (ACC 21–22)	6
Cost Accounting (ACC 31)	4
Federal Taxation (ACC 41)	4
Fundamentals of Business (BA 11)	3
Business Law (BA 12)	3
Introduction to Computer Concepts (BA 60)	3
*Macroeconomics (ECO 12)	3
Money and Banking (ECO 14)	3
Recommended	
Advanced Federal Taxation (ACC 42)	3
New York Taxes (ACC 43)	3

GROUP REQUIREMENTS**9 CREDITS

A minimum of three credits each selected from at least three different groups —I thru IV—must be in Basic Courses.

I. Performing and Visual Arts (Excluded are Art & Music Studio, Theatre Production & Technique courses) Art - Music - Speech - Theatre Arts	
II. Language and Literature Foreign Language - Literature - Philosophy	
III. Social Sciences (NOTE: ECO12 and 14 may not be used to satisfy Group III) Economics - History - Political Science	
IV. Behavioral Sciences Anthropology - Psychology - Sociology	
V. Mathematics and Sciences Biological Sciences - Mathematics & Computer Science - Physical Sciences	4 credits

ELECTIVES—Sufficient to meet required total of 60 credits

TAX ACCOUNTING CONCENTRATION §

NOTE: For the Tax Accounting Concentration, Federal Taxation II (ACC42) is required in place of ACC 31. New York Taxes (ACC 43) is highly recommended.

•This program is within the Business Department.

*CPI Unit(s)

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

A.A.S. BROADCASTING TECHNOLOGY AND MANAGEMENT •TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or, developmental courses may be required.)

*ENG 12	4 credits
*ENG 24	3
HPE 12	3

If Required

ENG 04, 91, 92 &/or 93	0
MAT M1 & M2 or MAT R2 proficiency	0

DEPARTMENT REQUIREMENTS §

Introduction to Broadcasting (MCB 35)	3 credits
Radio Station Operation (MCB 59) 3 semesters (1 cr. ea.)	3
Three Program Courses (3 crs. ea.)	9
*Mass Media (MCM 30) OR	
Communication Development and Application (MCM 42)	3
*Rudiments of Theory (MUS 30) OR	
*The Musical Experience (MUS 31)	3
**PLUS, ADDITIONAL THREE CREDITS FROM GROUPS I-IV	3

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

MUSIC TECHNOLOGY CONCENTRATION

In addition to the Department requirements listed above:

Music Theory/Ear Training (MUS 48)	3 credits
MIDI Studio Operations (MUS 40)	1
Sequencing (MUS 41)	2
Sound Synthesis and Digital Editing (MUS 42)	3
Sampling and Advanced Sequencing (MUS 81)	3

GROUP REQUIREMENTS **9 CREDITS

A minimum of three credits each selected from at least three different groups —II thru IV—must be in Basic Courses.

I. Performing and Visual Arts— Satisfied by Department requirements (Excluded are Art & Music Studio, Theatre Production & Technique courses) Art - Music - Speech - Theatre Arts	
II. Language and Literature Foreign Language - Literature - Philosophy	
III. Social Sciences Economics - History - Political Science	
IV. Behavioral Sciences Anthropology - Psychology - Sociology	
V. Mathematics and Sciences	4 credits
Biological Sciences - Mathematics & Computer Science - Physical Sciences	

ELECTIVES—Sufficient to meet required total of 60 credits

- This program is within the Communications and Performing Arts Department.
 - * CPI Unit(s)
 - § Prior to preregistration or registration, consultation with the Department Advisor is required.
 - ** Department requirements may be used to satisfy groups I-V requirements. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

A.A.S. BUSINESS ADMINISTRATION •TOTAL CREDITS 60

Requirements for matriculants COLLEGE REQUIREMENTS

Successful completion of CUNY/ACT Tests in Reading and Writing and the CUNY Mathematics Test with passing examination scores or developmental courses may be required.

*English 12	4
*English 24	3
HPE 12	3

DEPARTMENT REQUIREMENTS §

Fundamentals of Accounting I and II (ACC 11-12)	8 credits
Organizational Behavior and Management (BA 31)	3
Advertising: Theory and Practice (BA 52)	3
Introduction to Computer Concepts (BA 60)	3
*Macroeconomics (ECO 12)	3
Money and Banking (ECO 14)	3

PLUS, FOR MAJORS WITH CONCENTRATION IN BUSINESS ADMINISTRATION

Fundamentals of Business (BA 11)	3
Business Communications (BA 33)	3
Business Law (BA 12)	3
Principles of Marketing (BA 14)	3

ENTREPRENEURIAL STUDIES

The Entrepreneurial Small Business Perspective (ES 51)	3
Legal Issues for the Entrepreneurial Small Firm (ES 52)	3
Entrepreneurial Strategic Planning (ES 55)	3
Cases in Entrepreneurial Strategies (ES 57)	3

GROUP REQUIREMENTS **

A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.

9 CREDITS

- I. Performing and Visual Arts
(Excluded are Art & Music Studio, Theatre Production & Technique courses)
Art - Music - Speech - Theatre Arts
- II. Language and Literature
Foreign Language - Literature - Philosophy
- III. Social Sciences (NOTE: ECO 12 and 14 MAY NOT BE USED to satisfy Group III)
Economics - History - Political Science
- IV. Behavioral Sciences
Anthropology - Psychology - Sociology
- V. Mathematics and Science

4 CREDITS

ELECTIVES - Sufficient to meet required total of

60 credits

§Consultation with the Department Advisor is required.

•This program is within the Business Department.

*CPI Unit(s)

**May meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

A.A.S. COMPUTER INFORMATION SYSTEMS • TOTAL CREDITS 60

Requirements for matriculants

COLLEGE REQUIREMENTS

Successful completion of CUNY/ACT Tests in Reading and Writing and the CUNY Mathematics Test with passing examination scores or developmental courses may be required.

*English 12	4	credits
*English 24	3	
HPE 12	3	

DEPARTMENT REQUIREMENTS

Visual Basic 1 (CP 31)

Microcomputer Applications (CIS 11)

Introduction to Operating Systems (CIS 12)

Fundamentals of Accounting I and II (ACC 11,12)

Choose ONE of the following (NOTE: Prerequisites REQUIRED):

*Survey of Mathematics (MAT 13)

OR

*Analytic Geometry and Pre-Calculus Math (MAT 14) 24 credits

+Choose from:

C Programming 1 (CP 21)

AND

C Programming 2 (CP 22)

OR

Visual Basic 2 (CP 33)

AND (Choose ONE of the following):

COBOL Programming (CP 41)

JAVA Programming (CP 61)

C Programming 1 (CP 21)

C Programming 2 (CP 22) 8 - 9 credits

+Choose TWO of the following:

Introduction to Webpage Development (CIS 21)

HTML Authoring and JavaScript (CIS 22)

JAVA Programming (CP 61)

COBOL Programming (CP 41)

Programming In UNIX/LINUX (CP 71)

Introduction to Database (CIS 31)

Advanced Database Programming (CIS 32)

Novell 1 (CIS 41)

Novell 2 (CIS 42) 8 - 9 credits

+NOTE: A course may not be counted as fulfilling a requirement in more than one category.

GROUP REQUIREMENTS** 9 CREDITS

A minimum of three credits each from at least three different groups,

I - IV. Courses selected must be Basic Courses.

I. Performing and Visual Arts

(Excluded are Art & Music Studio, Theatre Production & Technique courses)

Art - Music - Speech - Theatre Arts

II. Language and Literature

Foreign Language - Literature - Philosophy

III. Social Sciences

Economics - History - Political Science

IV. Behavioral Sciences

Anthropology - Psychology - Sociology

V. Mathematics and Sciences—Satisfied by Department Requirement

Biological Sciences - Mathematics & Computer Science - Physical Sciences

ELECTIVES - Sufficient to meet required total of

60 credits

Department requirements may be used to satisfy Groups I - V requirements where applicable.

§Consultation with the Department Advisor is required.

•This program is within the Mathematics and Computer Science Department.

*CPI Unit(s)

**May satisfy CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

A.A.S. EARLY CHILDHOOD EDUCATION/CHILD CARE •TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or, developmental courses may be required.)

*ENG 12	4	credits
*ENG 24	3	
HPE 12	3	
If Required		
ENG 04, 91, 92 &/or 93	0	
MAT M1 & M2 or MAT R2 proficiency	0	

DEPARTMENT REQUIREMENTS §

*General Psychology (PSY 11)	3	credits
Psychological Disorders in Young Children (PSY 24)	3	
*Human Growth and Development (PSY 32)	3	
*Introduction to Sociology (SOC 31)	3	
Foundations of Education (EDC 20)	3	
Social Science in Education (EDC 21)	3	
Art Workshop for Students in Education (EDC 22)	2	
Music and Movement Workshop for Students in Education (EDC 23)	2	
Seminar and Practicum in Education (EDC 30)	3	
Development of Literacy in Children (HUM 81)	1	
Supervised Instructional Experience in Education I and II (EDC 91 and 93)	6	
Techniques in Math, Science and Technology Teaching for Early Childhood Education (EDC 28)	2	

GROUP REQUIREMENTS** 6 CREDITS

A minimum of three credits each selected from at least two different groups—I thru III—must be in Basic Courses

I. Performing and Visual Arts (Excluded are Art & Music Studio, Theatre Production & Technique courses) Art - Music - Speech - Theatre Arts		
II. Language and Literature Foreign Language - Literature - Philosophy		
III. Social Sciences Economics - History - Political Science		
IV. Behavioral Sciences— Satisfied by Department requirements Anthropology - Psychology - Sociology		
V. Mathematics and Sciences (2 areas) Biological Sciences - Mathematics & Computer Science - Physical Sciences	7	credits
Electives—3 credits to be chosen from Groups I - V	3	credits

•This program is within the Behavioral Sciences and Human Services Department.

*CPI Unit(s)

§Consultation with the Department Advisor is required.

**Department requirements may be used to satisfy groups I–V requirements where applicable. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

A.A.S. EDUCATION ASSOCIATE •TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or, developmental courses may be required.)

*ENG 12	4	credits
*ENG 24	3	
HPE 12	3	
If Required		
ENG 04, 91, 92 &/or 93	0	
MAT M1 & M2 or MAT R2 proficiency	0	

DEPARTMENT REQUIREMENTS §

*Education in Modern Society (EDU 33)	3	credits
Seminar and Practicum in Education and the Behavioral Sciences (EDU 34)	4	
Seminar and Practicum in Education and Communication Skills (EDU 35)	4	
Seminar and Practicum in Education and Art Forms (EDU 36)	4	
*Introduction to Sociology (SOC 31)	3	
*General Psychology (PSY 11)	3	
*Human Growth and Development (PSY 32)	3	
*Effective Public Speaking (SPE 21)	3	
Spanish for Students in Career Programs (SPA 40)	3	

GROUP REQUIREMENTS **3 CREDITS

A minimum of three credits selected from groups II or III must be in Basic Courses.

I. Performing and Visual Arts— Satisfied by Department requirements (Excluded are Art & Music Studio, Theatre Production & Technique courses) Art - Music - Speech - Theatre Arts		
II. Language and Literature Foreign Language - Literature - Philosophy		
III. Social Sciences Economics - History - Political Science		
IV. Behavioral Sciences— Satisfied by Department requirements Anthropology - Psychology - Sociology		
V. Mathematics and Sciences Biological Sciences - Mathematics & Computer Science - Physical Sciences	4	credits
ELECTIVES—Sufficient to meet required total of	60	credits

•This program is within the Behavioral Sciences and Human Services Department.

*CPI Unit(s)

§Consultation with the Department Advisor is required.

**Department requirements may be used to satisfy groups I–V requirements where applicable. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

A.A.S. EXERCISE SCIENCE/PERSONAL TRAINING •TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or, developmental courses may be required.)

*ENG 12	4	credits
*ENG 24	3	

DEPARTMENT REQUIREMENTS §

*Foundations of Human Anatomy & Physiology (BIO 7)	3	credits
*Human Anatomy & Physiology I and II (BIO 11-12)	8	
Science of Nutrition (BIO 70)	3	
Introduction to Personal Training (EXS 9)	3	
Kinesiology of Exercise (EXS 10)	3	
Physiology of Exercise (EXS 11)	3	
Health Risk Appraisal (EXS 12)	3	
Fitness Assessment & Exercise Prescription (EXS 13)	3	
Exercise Leadership Seminar (EXS 16)	1	
Field Experience in Exercise Science (EXS 91)	3	
*General Psychology (PSY 11)	3	
First Aid and Personal Safety (HE 35)	2	
Cardiopulmonary Resuscitation (HE 20)	1	
Choose from the following for 3 credits:	3	credits
Walk, Jog, Run (PEC 2)	1	
Training with Weights (PEC 4)	1	
Body Building (PEC 5)	1	
Physiological Fitness and Development: Training with Weights (PEC 6)	2	
Aerobic Dance (PEC 19)	1	
Swimming for Fitness (PEC 33)	1	
Aqua Exercise (PEC 65)	1	

GROUP REQUIREMENTS **9 CREDITS

A minimum of three credits each selected from at least two different groups I - III, must be in Basic Courses.

- I. Performing and Visual Arts
(Excluded are Art & Music Studio, Theatre Production & Technique courses)
Art - Music - Speech (recommended) - Theatre Arts
- II. Language and Literature
Foreign Language - Literature - Philosophy
- III. Social Sciences
Economics - History - Political Science
- IV. Behavioral Sciences—**Satisfied by Department requirements**
Anthropology - Psychology - Sociology
- V. Mathematics and Sciences—**Satisfied by Department requirements**
Biological Sciences - Mathematics & Computer Science - Physical Sciences

ELECTIVES—Sufficient to meet required total of 60 credits

•This program is within the Department of Health, Physical Education and Recreation.

*CPI Unit(s)

§Consultation with the Department Advisor is required.

**Department requirements may be used to satisfy groups I–V requirements where applicable. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

A.A.S. GRAPHIC DESIGN AND ILLUSTRATION •TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or developmental courses may be required.

*English 12	4	credits
*English 24	3	
HPE 12	3	
If Required		
ENG 04, 91, 92 &/or 93	0	
MAT M1 & M2 or MAT R2 proficiency	0	

DEPARTMENT REQUIREMENTS §

*Choose one of the following four Art History courses:

Art Survey I (ART 33) or	3	credits
Art Survey II (ART 34) or	3	
Modern Art I (ART 35) or	3	
Modern Art II (ART 36)	3	
Design I (ART 55)	3	
*Drawing I (ART 57)	3	
Illustration (ART 68) and Illustration Style (ART 69)	6	
Publication Design (ART 73)	3	
Experimental Typography (ART 74) and Designing with Type (ART 40)	6	
Digital Art Illustration (ART 43)	3	
Computer Assisted Illustration (ART 46)	3	
Computer Art (ART 45)	3	
Introduction to Graphic Design & Advertising (ART 75)	3	

GROUP REQUIREMENTS **6 CREDITS

A minimum of three credits each from at least two different groups - II - IV. Courses selected must be Basic Courses.

- I. Performing and Visual Arts—**Satisfied by Department requirements**
(excluded are Art & Music Studio, Theatre Production and Technique courses)
Art - Music - Speech - Theatre Arts
- II. Language and Literature
Foreign Language - Literature - Philosophy
- III. Social Sciences
Economics - History - Political Science
- IV. Behavioral Sciences
Anthropology - Psychology - Sociology
- V. Mathematics and Sciences 4 credits
Biology - Math or Computer Science - Physical Science

ELECTIVES—Sufficient to meet required total of 60 credits

•This program is within the Art Department

*CPI Unit(s)

§Consultation with the Department Advisor is required.

**Department requirements may be used to satisfy groups I–V requirements where applicable. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

A.A.S. JOURNALISM AND PRINT MEDIA •TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or, developmental courses may be required.)

*ENG 12	4	credits
*ENG 24	3	
HPE 12	3	
If Required		
ENG 04, 91, 92 &/or 93	0	
MAT M1 & M2 or MAT R2 proficiency	0	

DEPARTMENT REQUIREMENTS §

Journalism: Basic and Advanced (JRL 31–32)	6	credits
Community Journalism (JRL 41)	3	
The Critical Review (JRL 43)	3	
Print Media Production (JRL 71)	3	
Internship (JRL 92)	3	

CHOOSE from the following FIVE courses for 6 credits

Investigative and Interpretive Journalism (JRL 42)	3	
Independent Study (JRL 81)	3	
Publication Design (ART 73)	3	
*Experimental Typography (ART 74)	2	
Feature and Magazine Writing (JRL 44)	3	

PLUS, FOR SPECIALIZATION IN:

Writing and Reporting

OR

Production

Appropriate course to be determined by Department Advisor for 6 credits

GROUP REQUIREMENTS* *9 CREDITS

A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.

I. Performing and Visual Arts (Excluded are Art & Music Studio, Theatre Production & Technique courses) Art - Music - Speech - Theatre Arts		
II. Language and Literature Foreign Language - Literature - Philosophy		
III. Social Sciences Economics - History - Political Science		
IV. Behavioral Sciences Anthropology - Psychology - Sociology		
V. Mathematics and Sciences	4	credits

ELECTIVES—Sufficient to meet required total of 60 credits

•This program is within the English Department.

*CPI Unit(s)

§Consultation with the Department Advisor is required.

**May meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

A.A.S. NURSING • TOTAL CREDITS 66-67

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or, developmental courses may be required.)

*ENG 12	4	credits
*ENG 24	3	
If Required		
ENG 04, 91, 92 &/or 93	0	
MAT M1 & M2 or MAT R2 proficiency	0	

DEPARTMENT REQUIREMENTS §

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

FIRST SEMESTER (PRE-CLINICAL COMPONENT)

*Applied Physical Sciences for Allied Health Careers (SCI 25)	3	credits
*General Psychology (PSY 11)	3	
*Human Anatomy and Physiology (BIO 11—NOTE: Prerequisite REQUIRED)	4	
*Freshman English I (ENG 12)	4	

SECOND SEMESTER (CLINICAL COMPONENT)

*Human Anatomy and Physiology II (BIO 12)	4	
*Human Growth and Development (PSY 32)	3	
Drug Calculations in Nursing (NUR 17)	1	
Fundamentals of Nursing (NUR 18)	7	

THIRD SEMESTER

*Microbiology in Health and Disease (BIO 51)	4	
Nursing the Ill Adult I (NUR 21)	9	

FOURTH SEMESTER

*Freshman English II (ENG 24)	3	
Nursing the Emotionally Ill (NUR 20)	4	
Nursing the Ill Adult II (NUR 22)	5	

FIFTH SEMESTER

*Introduction to Sociology (SOC 31)	3	
Family-Centered Maternity Nursing (NUR 19)	4	
Nursing of Children (NUR 23)	5	
Issues in Nursing (NUR 24)	1	

Students requiring remediation based upon College placement test scores may be required to take any or all of the following prior to taking the Pre-Clinical Sequence.

Preparatory Biology (BIO 10)

Developmental Math (M1 and M2, or MAT R2)

English Skills (ENG 04, 91, 92 &/ or 93)

Up to 5% of the students who are accepted to the Nursing Program may be allowed directly into the Clinical component and can earn their A.A.S. degree in two years. These students are selected on the basis of their high school admission average, results of the Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing, and approval of the Nursing Department. Those students (not more than 5% of each class) who complete the degree in two years will take the semester-sequences in the following order.

FIRST SEMESTER

Applied Physical Sciences for Allied Health Careers (SCI 25)	3	credits
*General Psychology (PSY 11)	3	
*Human Anatomy and Physiology I (BIO 11)	4	
Drug Calculations in Nursing (NUR 17)	1	
Fundamentals of Nursing (NUR 18)	7	

WINTER OR SUMMER MODULE +

*Human Anatomy and Physiology II (BIO 12)	4	
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+ Students may elect to take required courses other than nursing courses during the Winter and Summer Modules.

SECOND SEMESTER

Microbiology in Health and Disease (BIO 51)	4	
*Freshman English I (ENG 12)	4	
Nursing the Ill Adult (NUR 21)	9	

THIRD SEMESTER

*Human Growth and Development (PSY 32)	3	
*Introduction to Sociology (SOC 31)	3	
Nursing the Emotionally Ill (NUR 20)	4	
Nursing the Ill Adult II (NUR 22)	5	

FOURTH SEMESTER

*Freshman English II (ENG 24)	3	
Family-Centered Maternity Nursing (NUR 19)	4	
Nursing of Children (NUR 23)	5	
Issues in Nursing (NUR 24)	1	

ELECTIVES—Sufficient to meet required total of 66-67 credits

•This program is within the Nursing Department.

CPI Unit(s)

§Consultation with the Department Advisor is required.

A.A.S. OFFICE ADMINISTRATION AND TECHNOLOGY •TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or, developmental courses may be required.)

*ENG 12	4	credits
*ENG 24	3	
HPE 12	3	
If Required		
ENG 04, 91, 92 &/or 93	0	
MAT M1 & M2 or MAT R2 proficiency	0	

DEPARTMENT REQUIREMENTS §

All Majors MUST TAKE:

••Elementary Keyboarding (TEC 11)	2	credits
••Intermediate Keyboarding (TEC 12)	2	
Advanced Keyboarding (TEC 13)	2	
Office Administration (TEC 34)	3	
Business Communications (ADM 37)	3	
Field Experience (ADM 92)	3	

PLUS, FOR STENOGRAPHIC MAJORS WITH CONCENTRATIONS IN:

EXECUTIVE

••Elementary Shorthand (ADM 15)	3	
••Intermediate Shorthand (ADM 17)	3	
Advanced Shorthand and Transcription (ADM 30)	4	credits

LEGAL

••Elementary Shorthand (ADM 15)	3	
••Intermediate Shorthand (ADM 17)	3	
Advanced Shorthand and Transcription (ADM 30)	4	
Legal Stenography, Transcription and Procedures (TEC 50)	4	credits

SCHOOL

••Elementary Shorthand (ADM 15)	3	
••Intermediate Shorthand (ADM 17)	3	
Advanced Shorthand and Transcription (ADM 30)	4	credits
School Secretary I and II (ADM 53, 54)	4	
School Records and Accounts (ADM 55)	2	

PLUS, OPTIONS FOR

Non-stenographic majors with concentrations in

WORD/INFORMATION PROCESSING

Basic Word/Information Processing (TEC 21)	3	credits
Machine Transcription (TEC 23)	3	
Office Systems and Procedures (ADM 24)	3	
Office Computer Applications I (TEC 25)	3	
Office Computer Applications II (TEC 26)	3	

MEDICAL WORD/INFORMATION PROCESSING

Basic Word/Information Processing (TEC 21)	3	credits
Machine Transcription (TEC 23)	3	
Office Systems and Procedures (ADM 24)	3	
Office Computer Applications I (TEC 25)	3	
Office Computer Applications II (TEC 26)	3	
Terminology and Electronic Transcription (TEC 61)	4	
Computer Applications for Medical Office (TEC 62)	3	

GROUP REQUIREMENTS** 9 CREDITS

A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.

- I. Performing and Visual Arts
(Excluded are Art & Music Studio, Theatre Production & Technique courses)
Art - Music - Speech - Theatre Arts
- II. Language and Literature
Foreign Language - Literature - Philosophy
- III. Social Sciences
Economics - History - Political Science
- IV. Behavioral Sciences
Anthropology - Psychology - Sociology
- V. Mathematics and Sciences 4 credits
Biological Sciences - Mathematics & Computer Science - Physical Sciences

ELECTIVES—Sufficient to meet required total of 60 credits

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

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

•This program is within the Office Administration and Technology Department

**May meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

*CPI Unit(s)

§Consultation with the Department Advisor is required.

••Students with previous typing and/or steno background may be exempt from elementary and/or intermediate courses upon consultation with the Department Advisor.

A.A.S. PHYSICAL THERAPIST ASSISTANT •TOTAL CREDITS 68

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or, developmental courses may be required.)

*ENG 12	4	credits
*ENG 24	3	
If Required		
ENG 04, 91, 92 &/or 93	0	
MAT M1 & M2 or MAT R2 proficiency	0	

DEPARTMENT REQUIREMENTS §

*Foundations of Human Anatomy and Physiology (BIO 7)	3	credits
*Human Anatomy and Physiology I and II (BIO 11 and 12)	8	
*General Psychology (PSY 11)	3	
Foundations of Physical Therapy (PTA 1)	3	
Kinesiology/Applied Anatomy (PTA 2)	4	
Pathology (PTA 20)	3	
Introduction to Physical Therapy (PTA 10)	3	
Foundations of Physical Therapy II (PTA 3)	3	
Modalities and Procedures I (PTA 4)	5	
Therapeutic Exercise (PTA 5)	5	
Clinical Practicum I (PTA 6)	3	
Modalities and Procedures II (PTA 7)	4	
Selected Topics in Physical Therapy (PTA 8)	5	
Clinical Practicum II (PTA 9)	3	

GROUP REQUIREMENTS** 6 CREDITS

A minimum of three credits each selected from at least three different groups—I thru III—must be in Basic Courses.

- I. Performing and Visual Arts
(Excluded are Art & Music Studio, Theatre Production & Technique courses)
Art - Music - Speech - Theatre Arts
- II. Language and Literature
Foreign Language - Literature - Philosophy
- III. Social Sciences
Economics - History - Political Science
- IV. Behavioral Sciences—**Satisfied by Department requirements**
Anthropology - Psychology - Sociology
- V. Mathematics and Sciences—**Satisfied by Department requirements**
Biological Sciences - Mathematics & Computer Science - Physical Sciences

ELECTIVES—Sufficient to meet required total of 68 credits

(Specific electives must be discussed in advance with the Department Advisor.)

•This program is within the Biological Sciences Department.

*CPI Unit(s)

§Consultation with the Department Advisor is required.

**Department requirements may be used to satisfy groups I–V requirements where applicable. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

A.A.S. RETAIL MERCHANDISING • TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Successful completion of CUNY/ACT Tests in reading and writing and the CUNY Mathematics Test with passing examination scores or developmental courses may be required.

*ENG 12	4	credits
*ENG 24	3	
HPE 12	3	

DEPARTMENT REQUIREMENTS §

All Majors Must take:

Fundamentals of Business (BA 11)	3
Business Law (BA 12)	3
Principles of Marketing (BA 14)	3
Introduction to Computer Concepts (BA 60)	3
Elements of Marketing Management (RM 31)	3
Salesmanship (RM 33)	3
Merchandising Planning & Control (RM 34)	3
Seminar & Field Experience (RM 92)	3

PLUS, SELECT ONE OF THE FOLLOWING CONCENTRATIONS:

FASHION:

Textile & Non-Textile Analysis (FM 35)	3
Visual Merchandising and Display (FM 36)	3
Fashion Merchandising (FM 37)	3
Fashion Sales Promotion (FM 39)	3

MARKETING MANAGEMENT:

Principles of Accounting I and II (ACC 11 and 12)	8
Advertising: Theory and Practice (BA 52)	3

GROUP REQUIREMENTS **9 CREDITS

A minimum of three credits each from at least three different groups, I-IV. Courses selected must be in Basic Courses.

I. Performing and Visual Arts (Excluded are Art & Music Studio, Theatre Production & Technique courses) Art - Music - Speech - Theatre Arts		
II. Language and literature Foreign Language - Literature - Philosophy		
III. Social Sciences (Note: ECO 14 may not be used to satisfy Group III) Economics - History - Political Science		
IV. Behavioral Sciences Anthropology - Psychology - Sociology		
V. Mathematics and Sciences Biological Sciences - Mathematics & Computer Science - Physical Science	4	credits

ELECTIVES—Sufficient to meet required total of 60 credits

§Consultation with the Department Advisor is required.

•This program is within the Business Department.

*CPI Unit(s)

**May meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

A.A.S. SPORTS, FITNESS AND THERAPEUTIC RECREATION •TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Successful completion of CUNY/ACT Tests in reading and writing and the CUNY Mathematics Test with passing examination scores or developmental courses may be required.

*English 12	4
*English 24	3
HPE 12	3

DEPARTMENT REQUIREMENTS

All Majors Must Take:

Introduction to Recreation (REC 11)	3	credits
Leadership in Recreation and Physical Education (REC 12)	3	
Methods and Materials for Teaching Folk and Square Dance (REC 16)	2	
Therapeutic Recreation for Individuals with Disabilities I (REC 31)	3	
Organization and Administration of Recreation Programs (REC 32)	3	
+Field Experience in Sports, Fitness and Recreation (REC 91)	3	
*General Psychology (PSY 11)	3	
*Introduction to Sociology (SOC 31)	3	
First Aid and Personal Safety (HE 35)	2	

PLUS, ONE OF THE FOLLOWING TWO OPTIONS MUST BE COMPLETED:

A. PLAN OF STUDY FOR SPORTS, FITNESS AND THERAPEUTIC RECREATION OPTION

Social Recreation (REC 13)	3
Methods and Materials in Arts and Crafts (REC 34)	3
Therapeutic Recreation for Individuals with Disabilities II (REC 35)	3
+Field Experience in Sports, Fitness and Therapeutic Recreation (REC 92)	3

B. PLAN OF STUDY FOR STUDENTS WHO WISH TO TRANSFER TO BACCALAUREATE PROGRAMS IN:

TEACHING PHYSICAL EDUCATION K-12

Fitness Assessment and Prescription (HPE 15)	2
Outdoor Recreation (REC 14)	2
Sport and American Society (REC 40)	3
Methods of Teaching Fitness and Recreation Activities (REC 70)	3
Physical Education courses in team or individual sports and skills	5

(Please select from approved list available from the program office, E115)

In addition, courses utilized to satisfy the Group Distribution requirements must be carefully selected for transfer to the B.S. in Physical Education.

GROUP REQUIREMENTS **6 CREDITS

Minimum of three credits each from at least two different groups, I thru III. Courses selected must be in Basic Courses.

- I. Performing and Visual Arts
(Excluded are Art & Music Studio, Theatre Production & Technique courses)
Art - Music - Speech - Theatre Arts
- II. Language and Literature
Foreign Language - Literature - Philosophy
- III. Social Sciences

Economics - History - Political Science

IV. Behavioral Sciences—**Satisfied by Department requirements**

Anthropology - Psychology - Sociology

V. Mathematics and Sciences

4 credits

ELECTIVES—Sufficient to meet required total of

60 credits

(Specific electives must be discussed in advance with the Department Advisor.)

Department requirements may be used to satisfy groups I-V requirements where applicable.

§Consultation with the Department is required.

•This program is within the Health, Physical Education and Recreation Department.

+Requires approval of Program Director.

*CPI Unit(s)

**May meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

A.A.S. TOURISM AND HOSPITALITY • TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

(*Successful completion of Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing with passing scores or, developmental courses may be required.)

*ENG 12	4	credits
*ENG 24	3	
HPE 12	3	

DEPARTMENT REQUIREMENTS §

All Majors MUST TAKE:

Introduction to Travel and Tourism (TAH 1)	3	credits
Destination Geography (TAH 2)	3	
Introduction to Computer Concepts (BA 60)	3	
Fundamentals of Business (BA 11) or Entrepreneurship (ES 51)	3	
Principles of Marketing (BA 14) or Salesmanship (RM 33)	3	
Professional Portfolio (TAH 91)	1	
Field Experience in Travel and Hospitality (TAH 92)	3	
Case Studies in Tourism and Hospitality (TAH 18)	3	
Internet Applications in Tourism and Hospitality (TAH 52)	3	
The Virtual Enterprise (TAH 90)	3	

PLUS, FOR MAJORS WITH CONCENTRATION IN:

TOURISM

Students must take three of the following courses:

Travel Agency Operations (TAH 12)	3	
Computer Reservation Systems (TAH 14)	3	
Specialty Travel Markets (TAH 15)	3	
Introduction to Logistic and Transportation (TAH 61)	3	
Transportation (TAH 31)	3	
Airport and Aviation Management (TAH 65)	3	

HOSPITALITY

Students must take three of the following courses:

Introduction to Meeting Planning (TAH 41)	3	
The Hospitality Industry (TAH 21)	3	
Trade Shows and Events (TAH 45)	3	
Introduction to Professional Food Service (TAH71)	3	
Introduction to Restaurant and Catering Operations (TAH 72)	3	
Catering and Beverage Operations (TAH 43)	3	

GROUP REQUIREMENTS**9 CREDITS

A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.

- I. Performing and Visual Arts
(Excluded are Art & Music Studio, Theatre Production & Technique courses)
Art - Music - Speech - Theatre Arts
- II. Language and Literature

Foreign Language - Literature - Philosophy

III. Social Sciences

Economics - History - Political Science

IV. Behavioral Sciences

Anthropology - Psychology - Sociology

V. Mathematics and Sciences

4 credits

Biological Sciences - Mathematics & Computer Science - Physical Sciences

•This program is within the Tourism and Hospitality Department.

*CPI Unit(s)

§Consultation with the Department Advisor is required.

**May meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

notes

*Certificate
Programs*



CERTIFICATE IN ENTREPRENEURIAL STUDIES •TOTAL CREDITS 25

Requirements for Matriculants

DEPARTMENT REQUIREMENTS §

All Majors MUST TAKE:

Fundamentals of Accounting I (ACC 11)	4	credits
Small Business and the Entrepreneurial Perspective (ES 51)	3	
Legal Issues for the Entrepreneurial and Small Firm (ES 52)	3	
Entrepreneurial Strategic Planning (ES 55)	3	
Cases in Entrepreneurial Strategies (ES 57)	3	
Introduction to Computer Concepts (BA 60)	3	
Effective Public Speaking (SPE 21)	3	
General Psychology (PSY 11)		
OR		
Introduction to Sociology (SOC 31)	3	
Total Credits	25	

•This program is within the Business Department

§Consultation with the Department Advisor is required.

CERTIFICATE IN EXERCISE SCIENCE/PERSONAL TRAINING•TOTAL CREDITS: 30

COLLEGE REQUIREMENTS

Successful completion of CUNY/ACT Tests in Reading and Writing and the CUNY Mathematics Test with passing examination scores or developmental courses may be required.

DEPARTMENT REQUIREMENTS S

Foundations of Human Anatomy and Physiology (BIO 7)	3	credits
Human Anatomy and Physiology I and II (BIO 11,12)	8	
The Science of Nutrition (BIO 70)	3	
Kinesiology of Exercise (EXS 10)	3	
Physiology of Exercise (EXS 11)	3	
Health Risk Appraisal (EXS 12)	3	
Fitness Assessment and Exercise Prescription (EXS 13)	3	
Exercise Leadership Seminar (EXS 16)	1	
Cardiopulmonary Resuscitation (HE 20)	1	
First Aid and Personal Safety (HE 35)	2	
Total Credits	30	

§Consultation with the Department Advisor is required.

+This program is within the Department of Health, Physical Education and Recreation

notes

*Departments &
Course Descriptions*



notes

ART DEPARTMENT

Room S-155

ext. 5718



Janice Farley, *Associate Professor and Chairperson*

Peter Fikaris, *Assistant Professor*

Brian Hack, *College Laboratory Technician*

Michel Kanter, *Professor*

Manel Lledos, *Assistant Professor*

Peter Malone, *Senior College Laboratory Technician*

Janice Mehlman, *Associate Professor*

Olga Mezhivovskaya, *Lecturer*

Bruce Morozko, *Assistant Professor*

Anthony Padovano, *Professor*

Judith Wilde, *Associate Professor*

+ ★ART 31 – THE VISUAL EXPERIENCE (3 crs. 3 hrs.)

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

+ ★ART 32 – ART IN SPAIN (3 crs. 3 hrs.)

This course in the Overseas Program is an introduction to the different periods of art in Spain and will include a survey of prehistoric cave paintings, monuments, cathedrals and master painters, historic through contemporary.

+ ★ART 33 – SURVEY OF ART HISTORY: FROM ANCIENT TO RENAISSANCE ART (3 crs. 3 hrs.)

Historical view of Western art and some non-Western Art designed to survey in chronological sequence, the evolution of style and form in the major arts from pre-history through the Renaissance. Required of Art Majors in first year. See Department Advisor

+ ★ART 34 – SURVEY OF ART HISTORY: FROM RENAISSANCE TO 19TH CENTURY ART (3 crs. 3 hrs.)

Study of Western art from the Renaissance to the mid-nineteenth century, noting changes and growth in style and form.

+ ★ART 35 – MODERN ART: FROM 1880 TO 1945 (3 crs. 3 hrs.)

Introduction to the early development of Modern Art. Study provides insight into the aesthetic climate in late nineteenth century France and traces the emergence of various styles and artists through the first decades of the twentieth century. Personal research and visits to New York City museums are integral components of the course.

+ ★ART 36 – MODERN ART: FROM 1945 TO PRESENT (3 crs. 3 hrs.)

International and American trends in painting, sculpture and architecture during the second part of the twentieth century, leading to current directions in the visual arts. The interrelationship of art and contemporary culture is discussed in slide lectures supplemented by personal research and visits to New York City art museums and galleries.

+ ★ART 37 – AFRICAN, OCEANIC AND NATIVE AMERICAN ART (3 crs. 3 hrs.)

The art of Africa, Oceania, the North American Indian and the Pre-Columbia civilizations of Central and South America in its cultural contexts.

+ ★ART 38 – RENAISSANCE ART (3 crs. 3 hrs.)

History of the development of art from the Gothic to the Humanist movement, including the Renaissance, with an analysis of the new concepts of nature, history and man in Italy.

★ART 39 – HISTORY OF WOMEN IN ART(3 crs. 3 hrs.)

A survey of women in the visual arts from the ancient world through the present, including her image, her traditional arts, gender description from professional institutions, individual women artists, their liaisons, and the evolution of feminist art.

★ART 40 – 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 42 – THREE DIMENSIONAL ILLUSTRATION (3 crs. 4 hrs)

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

Prerequisites : ART 55 and ART 57

+ ★ART 43 – DIGITAL ART ILLUSTRATION (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 illustration.
Prerequisite: ART 55

***Art 44 – 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 59 or Department Permission

***ART 45 – 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 55

***ART 46 – COMPUTER-ASSISTED ILLUSTRATION (3 crs. 4 hrs)**

Introduction to core features and functions of a computer-assisted illustration program. To be used as an image manipulation tool, an image re-touching tool, an effects tool, an illustration and paint program, as well as a tool to import and scan images and perform color and tonal corrections.
Prerequisite: ART 45, ART 55

***ART 47 – AMERICAN ART (3 crs. 3 hrs.)**

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

+ *ART 51 – PHOTOGRAPHY I (3 crs. 4 hrs.)

Introduction to the rudimentary ideas and techniques of photography. Camera, film, development process and artistic possibilities realized with the photographic print are considered.

+ *ART 52 – PHOTOGRAPHY II (3 crs. 4 hrs.)

During this "Professionalism in Photography" course, students are taught to understand the place of photography in our society and how to realize one's potential through photography. Analysis of professional standards and how to mold personal work to attain those standards, is included.
Prerequisite: ART 51

***ART 53 – PHOTOJOURNALISM I (3 crs. 4 hrs.)**

Photography and documentary story-telling encompass the use of written and photographic skills within journalism. Skills learned in this course can be applied within the commercial and fine arts.
Prerequisite: ART 51

***ART 54 – PHOTOJOURNALISM II (3 crs. 4 hrs.)**

For students who studied photography and journalism, this advanced photojournalism course combines the photo essay with spot news reporting as it applies to daily newspapers, illustrated magazines and photo agencies.
Prerequisite: ART 53

+ *ART 55 – 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 56 – 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 55

+ ★ART 57 – DRAWING I (3 crs. 4 hrs.)

Introduction to the basic concepts of drawing. To cultivate the ability to see, create form, and enjoy visual experiences, students draw from still life.
Required for Art Majors in first semester. See Department Advisor

★ART 58 – DRAWING II (3 crs. 4 hrs.)

Continued study of various drawing media. Exploration of traditional and experimental drawing techniques.
Prerequisite: ART 57 or Department permission

+ ★ART 59 – 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 60 – PAINTING II (4 crs. 6 hrs.)

Continuation of ART 59 gives students an opportunity for advanced work in painting, self-expression and creativity.
Prerequisite: ART 59 or Department permission

+ ★ART 61 – SCULPTURE I (3 crs. 4 hrs.)

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

★ART 62 – SCULPTURE II (4 crs. 6 hrs.)

Advanced students in creative sculpture explore new techniques.
Prerequisite: ART 61 or Department permission

+ ★ART 63 – 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 64 – 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 firing of intricate designs and pieces.
Prerequisite: ART 63

★ART 65 – 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 66 – 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 55, or 57, or Department permission

★ART 67 – 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 66

+ ★ART 68 – ILLUSTRATION (3 crs. 4 hrs.)

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

***ART 69 – 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 72 – 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 46 and either ART 74 or ART 40

+ *ART 73 – PUBLICATION DESIGN (3 crs. 4 hrs.)

Layout design for publications emphasizing newspapers, magazines, newsletters and pamphlets. Students strive for the greatest artistic and practical effect obtainable from applying the principles of design.

+ *ART 74 – EXPERIMENTAL TYPOGRAPHY (3 crs. 4 hrs.)

A studio course that uses typography (letter forms) as the primary design element, while exploring the principles of design in the creation of original communication pieces.

+ *ART 75 – 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 79 – 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 59

***ART 80 – 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.
Prerequisite: ART 63

ART 81 – 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 82 (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 83 – FIGURE MODELING AND CARVING (3 crs. 4 hrs.)

The human figure at rest is studied from the anatomical and compositional points of view. A live model, slides and figurative works are part of the course. Clay and stone will be used.
Prerequisite: ART 61

ART 84 – 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 83

***ART 85 – 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 59

ART 86 – INTERMEDIATE LANDSCAPE PAINTING (3 crs. 4 hrs.)

The experimental approach to landscape painting will be extended within a more personally directed context.
Prerequisite: ART 85

ART 87 – 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 59

ART 88 – INTERMEDIATE WATERCOLOR PAINTING (3 crs. 4 hrs.)

Advanced study of transparent watercolor painting, using wet-into-wet and glazing techniques.
Prerequisite: ART 87

ART 90 – 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 61

+ Basic Course

★Meets CPI requirements for Fine Arts

A. S. Degree
FINE ARTS
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A.A.S. Degree
GRAPHIC DESIGN AND ILLUSTRATION
Requirements – page 76

BEHAVIORAL SCIENCES AND HUMAN SERVICES DEPARTMENT

Room D-309

ext. 5630



Leslie Arberman, *Assistant Professor*
William Burger, *Professor and Chairperson*
Geraldine Chapey, *Professor*
Edwin Cooperman, *Associate Professor*
Ann Couper, *Instructor*
Susan Farrell, *Associate Professor*
Delores Friedman, *Associate Professor*
Connie Goldfarb, *Professor; Director, Early Childhood Education/
Child Care and Educational Studies Program*
Ilsa Glazer, *Associate Professor*
Charles Guigno, *Assistant Professor*
Helaine Harris, *Assistant Professor; Director, Mental Health &
Human Services Program*
Anna Karpathakis, *Assistant Professor*
Susan Lachman, *Lecturer*
Susanne LaFont, *Assistant Professor*
Florence Schneider, *Instructor*
Laurence Simon, *Professor*
Franceska Smith, *Associate Professor; Director, Education
Associate Program*
Vimla P. Vadhan, *Professor*
Barbara R. Walters, *Assistant Professor*
Barbara Weiserbs, *Associate Professor*
William Winter, *Assistant Professor*

ANTHROPOLOGY

+🌐ANT 37 – INTRODUCTION to ANTHROPOLOGY (3 crs. 3 hrs.)

A comparative study of the human condition in various societies and its application in solving practical problems. Topics include: human evolution, the meaning of our physical diversity, communication, miscommunication and past and present cultural diversity.

+🌐ANT 39 – SEXUALITY AND CULTURE (3 crs. 3 hrs.)

An interdisciplinary approach to the study of sex, asexuality, love and reproduction. The physical, psychological and social evolution of human sexuality and the many ways in which sexual behavior varies cross-culturally.

Prerequisites: ANT 37 or SOC 31 or PSY 11

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. No ECE courses may be taken more than twice. These include: EDC 20, 21,22,23, 30, 91 and HUM 81. Unless otherwise indicated. The EDC courses are only open to students in the ECE sequence.

+ EDC 20 – 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.

Corequisite: HUM 81

EDC 21 – SOCIAL SCIENCE IN EDUCATION (3 crs. 3 hrs. plus two field hours)

Survey of the objectives of the Social Sciences as reflected in the selection, guidance and evaluation of curricula in Education.

Prerequisites: EDC 20 with a grade of C or better and HUM 81

Pre- or co-requisite: a history or political science course

EDC 22 – ART WORKSHOP IN EDUCATION (2 crs. 2 hrs.)

Various art media are explored to understand principles, methods, planning and classroom organization necessary to achieve curricular and behavioral objectives of programs in education.

10 hours per semester working with children in art activities.

Prerequisites: EDC 21, 30 or Department permission.

Corequisite: EDC 90 or 91

EDC 23 – 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.

Prerequisites: EDC 22, 91 or Department permission.

EDC 28 – TECHNIQUES IN MATH, SCIENCE AND TECHNOLOGY TEACHING FOR EARLY CHILDHOOD EDUCATION (2 crs. 2 hrs.)

Knowledge and understanding of the methods of teaching pre-mathematics, science, and technology in early childhood classrooms. Hands-on methods that permit young children to learn through discovery, plus theoretical underpinnings of these methods are emphasized. Open to all students.

EDC 30 – SEMINAR AND PRACTICUM IN EARLY CHILDHOOD EDUCATION CURRICULUM (3 crs. 4hrs.)

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 20

Corequisite: EDC 21

EDC 31 – 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 20

Pre or corequisites: ENG 12 and the basic course offered by the Department of History, Philosophy and Political Science

EDC 41 – TEACHING THE GIFTED INDIVIDUAL (3 crs. 3 hrs.)

Investigation of psychological and educational needs of gifted and talented individuals in school and society. Includes an historical perspective, past and present research studies, identification and implementation of programs.

Prerequisite: PSY 11

EDC 81 – 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 90 – SEMINAR AND PRACTICUM IN TEACHER DEVELOPMENT I (3 crs. 9 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 completed ECE or EDC 91.

Prerequisites: EDC 21 with grade of "C" or better, PSY 32, overall GPA of 2.75 or better, ENG 12, and passing CUNY Mathematics Test.

Corequisite: EDC 22

EDC 91 – 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, School for Exceptional Children or Residential Institution. 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 21, EDC 30 with a grade of C or better, ENG 12

Corequisites: EDC 22 and PSY 32

EDC 93 –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 22, 91 with a grade of C or better and passing score on CUNY math exam

Corequisite: EDC 23

HUM 81 – DEVELOPMENT OF LITERACY IN CHILDREN (1 cr. 1 hr.)

Students explore aspects of literacy in children via the humanities and communication arts.

Corequisite: EDC 20

EDUCATION

EDU 25 – THE EMOTIONALLY DISTURBED AND NEUROLOGICALLY IMPAIRED CHILD (3 crs. 3 hrs.)

Knowledge and understanding of causes, characteristics, and learning needs of emotionally disturbed and neurologically impaired school children. Emphasis is on methods of identifying and diagnosing, their educational needs and problems, and the possibilities for treatment and intervention, in a variety of educational settings.

Prerequisite: PSY 24 or Department permission.

EDU 26 – TEACHING THE EMOTIONALLY DISTURBED AND NEUROLOGICALLY IMPAIRED CHILD (3 crs. 3 hrs.)

Methods of teaching in programs for the emotionally disturbed and neurologically impaired child. How existing materials may be modified and new original materials and techniques developed will be investigated. Principles of

behavior management will be discussed in the context of curriculum planning and teaching methodology. Emphasis will be on implementation of teaching strategies based upon individual assessment of learning needs, the use of resources to ensure the least restrictive environment. A hands-on approach to develop materials.
Prerequisite: PSY 24 or Department permission.

EDU 27 – SEMINAR IN ADMINISTRATION AND SUPERVISION OF SPECIAL EDUCATION PROGRAMS (3 crs. 3 hrs.)

This colloquium course provides information relating to the administration and supervision of Special Education programs in New York City Public Schools. Guest lecturers discuss specific aspects of Special Education programs in the area of their expertise.

Prerequisite: PSY 24 or Department permission.

EDU 29 – MULTICULTURAL INSTRUCTIONAL STRATEGIES (2 crs. 2 hrs.)

A hands-on approach to designing materials and providing instruction for multicultural education. Emphasis is on the art, literature, and folklore of diverse cultures.

#+🌐EDU 33 – EDUCATION IN MODERN SOCIETY (3 crs. 3 hrs.)

Education in relation to contemporary society. Cultural forces and influences as well as institutions which help shape education are analyzed in the light of resulting issues and challenges. The various roles of the school, its personnel and the community are related to accepted theories and current practices.

#*EDU 34 – SEMINAR AND PRACTICUM IN EDUCATION AND BEHAVIORAL SCIENCES (4 crs. 12 hrs.)

The role of the paraprofessional in education. Selected aspects of education foundations, sociology and child psychology provide a base from which the paraprofessional's relationships to students, peers, teachers and supervisors are studied. Ten hours of fieldwork a week is required.

Prerequisites: EDU 33, PSY 11

#*EDU 35 – SEMINAR AND PRACTICUM IN EDUCATION AND COMMUNICATION SKILLS (4 crs. 12 hrs.)

The nature of task-oriented and pupil-oriented activities in relation to communication skills. How to help pupils improve and develop special written and spoken communication skills. Ten hours of field work a week is required.

Prerequisites: EDU 34, 2 semesters of English

#*EDU 36 – SEMINAR AND PRACTICUM IN EDUCATION AND ART FORMS (4 crs. 12 hrs.)

Students are assisted to develop understanding of the functions of art activities for the young child. The goal is to encourage a child's creative thinking by including art and music into the youngster's world. Ten hours of fieldwork a week is required.

Prerequisites: EDU 35, MUS 31, ART 31

+🌐EDU 37 – HISTORICAL DEVELOPMENT OF EDUCATION IN THE UNITED STATES (3 crs. 3 hrs.)

The history, growth and development of education in the United States from colonial times to the present; the manner in which institutions respond to changing social, political and economic currents, the role of education as a major factor in the development of the American character.

EDU 45 – SIGN LANGUAGE IN THE CLASSROOM I (2crs. 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 46 –SIGN LANGUAGE IN THE CLASSROOM II (2 crs. 2 hrs.)

A continuation of EDU 45. 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.

EDU 47 –SIGN LANGUAGE III (2 crs. 2 hrs.)

A continuation of EDU 46. Emphasis on conversational sign language skills required for communication with Deaf and Hearing Impaired pupils (or with Hearing Impaired parents) in the classroom and in other school settings. Offers students opportunities to develop and practice their skills in sign language conversation, translation and interpretation. Prerequisite: EDU 46

EDU 82 – EDUCATIONAL TECHNOLOGY FOR PARAPROFESSIONALS (3 crs. 3 hrs.)

Application of instructional principles and assessment practices utilizing computers and related technologies. Explanation of computer operating systems and standard software packages. Using technology to access information and enhance one's productivity as a paraprofessional member of the classroom team. Students participate in evaluating, discussing and demonstrating educationally-based software. Enrollment limited to 27 students.

EDU 82 – COLLABORATION IN THE CLASSROOM (3 crs. 3 hrs.)

Intended to help paraprofessionals and teachers develop knowledge and skills required for design and delivery of effective instruction through collaborative teaching. The roles of the paraprofessional and the teacher will be explored by engaging together in study of a team-teaching approach and by taking initial steps to implementation. Strategies to identify and capitalize on personal strengths and interpersonal styles will be introduced.

#Required for Education Associate Majors

MENTAL HEALTH AND HUMAN SERVICES

The program is designed for students who wish to pursue careers in such human services fields as: rehabilitation, 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 11 – 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 30 – 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. Prerequisite: MH 11

***MH 31 – 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. Prerequisite: MH 11

***MH 34 – 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. Prerequisite: MH 11

+ MH 35 – 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 81 – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Mental Health is developed individually between student and faculty member and must be approved by the Department.

Enrollment in any of the Alcoholism and Substance Abuse Counseling courses is separate from our Mental Health and Human Services Program. While these courses are open to all students, they are not requirements for the degree in Mental Health and Human Services.

MH 8203 – 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.

MH 8205 – 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.

MH 8209 –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.

MH 8211 – 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.

MH 8213 – 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.

MH 96 – SUPERVISED INSTRUCTIONAL EXPERIENCE IN MENTAL HEALTH I* (3 crs. 6 hrs.)

Under faculty supervision, students are assigned to work in a Mental Health Agency where the focus is on preventive and therapeutic measures.

Prerequisites: MH 11, MH 31 and department permission.

MH 97 – SUPERVISED INSTRUCTIONAL EXPERIENCE IN MENTAL HEALTH II* (3 crs. 6 hrs.)

Under faculty supervision students are assigned to work with patients afflicted with a variety of emotional disorders.

Prerequisites: MH 11, MH 31, 96 and department permission

PSYCHOLOGY

+ 🌐 PSY 11 – GENERAL PSYCHOLOGY (3 crs. 3 hrs.)

The nature of psychology, its fields and divisions, including individual differences, learning, motivation, perception, and personality.

🌐 PSY 24 – 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 11

PSY 28 – 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 11

PSY 32 – HUMAN GROWTH AND DEVELOPMENT (3 crs. 3 hrs.)

Human development from infancy through childhood, adolescence, and adulthood. Intellectual growth, personal and social adjustment, the relationship between physical and mental development, and typical problems in various stages of the life-cycle.

Prerequisite: PSY 11

PSY 34 – PSYCHOLOGY OF PERSONALITY (3 crs. 3 hrs.)

Various personality theories are examined to demonstrate the diverse ways of dealing with basic personality problems.

Prerequisite: PSY 11

PSY 35 – 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 11

PSY 36 – 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 11

PSY 37 – 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 11

PSY 81 – 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 82 – (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 28 – CONTEMPORARY ISSUES IN HEALTH CARE (Also listed as BA 28 and NUR 28) (3 crs. 3 hrs.)

The sociological, ethical, legal and economic impact of managing health care into the next century.

+SOC 31 – 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 basic concepts of sociology, major theoretical positions and findings. Meets the needs of students who want an introduction to the field as well as those who wish to undertake further study.

SOC 32 – URBAN SOCIOLOGY (3 crs. 3 hrs.)

To better understand the effects of urbanization, the inherent contradictions in urban living are reviewed in terms of the multiplicity of problems that currently challenge the city.
Prerequisite: SOC 31

SOC 33 – SOCIAL PROBLEMS: INSTITUTIONS IN CRISIS (3 crs. 3 hrs.)

The social ills currently facing American society, includes the major conflicts and social changes in community institutions. Each problem is approached as a crisis facing a particular institution. Appropriate changes in policy are suggested to resolve the problems.
Prerequisite: SOC 31

SOC 34 – URBAN ANTHROPOLOGICAL AND SOCIOLOGICAL FIELDWORK (3 crs. 4 hrs.)

Concepts and techniques for doing social research using participant observation fieldwork. Students will have direct, personal experience doing fieldwork projects of their choice and learn to write them as ethnographies.
Prerequisite: ANT 37 or SOC 31

SOC 35 – SOCIOLOGY OF THE FAMILY (3 crs. 3 hrs.)

The sociology of the family study areas include: definitions; pattern variations; developmental theories; specialized functions and their effect on socialization, courtship, marriage, divorce and the life cycle.
Prerequisite: SOC 31

SOC 36 – 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 31

SOC 38 – 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, micropolitics of gender, race, class and gender as intertwined systems of inequality.
Prerequisite: SOC 31

SOC 81 – 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 82 – (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 70 – INTRODUCTION TO RESEARCH (3 crs. 6 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.

BEH 71 – CONDUCTING RESEARCH (3 crs. 6 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 70

*Required for Mental Health Majors

+Basic Course

meets CPI requirement for Social Sciences

BIOLOGICAL SCIENCES DEPARTMENT

Room S-244

ext. 5502



Carla Beeber, *Assistant Professor*

Isaiah A. Benathen, *Professor; Coordinator, Physician Assistant Transfer Option*

Carol Biermann, *Professor*

Rosa M. Bradley, *Associate Professor; Coordinator, Occupational Therapy Transfer Option and Pharmacy Transfer Option Programs*

Mary Dawson, *Assistant Professor*

James C. Goetz, *Assistant Professor*

Judith Hugo, *Senior College Laboratory Technician*

Christina Hurley, *Assistant Professor; Co-Director, Physical Therapist Assistant Program Pre-Physical Therapy Program*

Miriam Kittrell, *Professor*

Mohamed Lakrim, *Assistant Professor*

Peter A. Lanzetta, *Professor*

Georgia Lind, *Assistant Professor*

Theodore C. Markus, *Professor*

LaShon McKenzie, *Senior College Laboratory Technician*

Mary Theresa Ortiz, *Associate Professor*

Peter Pilchman, *Professor*

Marion T. Saccardi, *Senior College Laboratory Technician*

Gary B. Sarinsky, *Assistant Professor*

Steven Skinner, *Associate Professor; Director, Physical Therapist Assistant Program, Pre-Physical Therapy Program*

Anthea Stavroulakis, *Associate Professor*

Loretta Taras, *Associate Professor*

Arthur N. Zeitlin, *Professor and Chairperson*

🍏+ BIO 7 – FOUNDATIONS OF HUMAN ANATOMY AND PHYSIOLOGY (3 crs. 3 hrs.)

Fundamental principles covered are those underlying the study of anatomy and physiology: molecular organization of cells and their environment; cell structure and cell physiology; enzymes and metabolic pathways, and a survey of histology and the integumentary system. Laboratory sessions include the use of the microscope membrane transport phenomena and microscopic studies of human tissues. This course **does not** satisfy the Biology major elective requirement.

Prerequisite: Passing scores on the CUNY ACT in Reading and Writing and the CUNY Math Skills Exam or the equivalent.

NOTE: Students interested in the 3 semester Human Anatomy and Physiology sequence start with BIO 7 followed by BIO 11, then BIO 12. Students who have prior course work in Biological Sciences, and want to be exempt from BIO 7, may take the BIO 7 Exemption Exam. Information is available in the Department Office (S-244). Passing score permits entry directly into BIO 11.

~ + BIO 10 – PREPARATORY BIOLOGY* (0 crs. 4 hrs. – 4 equated crs.)

Biology Majors or Allied Health Science students with little or no previous biology course instruction who require background preparation for advanced biology courses may elect to take this course. Introduction to fundamental concepts in biology and related physical and chemical processes through demonstrations, "hands-on" experiences, readings, discussions and presentations. Basic skills and procedures related to biological laboratory practices. Students are encouraged to obtain assistance in the college's reading skills programs. This course **does not** satisfy the Biology major elective requirement.

* Enrollment limited to recommended students based on science background and placement examination scores. Does not fulfill science requirements for any degree. Students who do not pass CUNY ACT English and the Assessment Test in Mathematics must successfully complete BIO 10, and pass the CUNY Reading, Writing and Mathematics tests before enrolling in BIO 7.

+ 🍏BIO 11,12 – HUMAN ANATOMY AND PHYSIOLOGY I and II (4 crs. 6 hrs. each semester)

A one-year, two-semester course in human anatomy and physiology. Examines complementary relationships between structure and function; dynamic aspects, integration of organs and organ systems in the maintenance of normal functioning of the whole organism. Dissections and other laboratory experiences including computer-assisted study of physiological principles. This course **does not** satisfy the Biology major elective requirement.

Prerequisite for BIO 11: passing scores on the CUNY Reading, Writing and Math exams or the equivalent and BIO 7 or equivalent.

Prerequisite for BIO 12: BIO 11.

🍏+ BIO 13,14 – GENERAL BIOLOGY I AND II (4 crs. 6 hrs. each semester)

A one-year, two-semester course for students who plan to major in biological sciences, or prepare for a pre-professional program. Classroom and laboratory sessions focus on biological topics as they apply to all life, to recent scientific findings and how they advance understanding classical concepts, the interaction of environmental and biological forces to produce life.

Prerequisites: Passing scores on the CUNY ACT in Reading and Writing and the CUNY Math Skills Exam or the equivalent.

Prerequisite: BIO 13 is prerequisite for BIO 14

🍏BIO 21 – 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 14

🍏BIO 22 – 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, draw-

ings, 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 14

Pre or Corequisite: CHM 11

+ **BIO 25 – INTRODUCTION TO MARINE BIOLOGY (3 crs. 3 hrs.)**

The general nature of marine life including an overview of marine animals, plants, local and world-wide marine environmental issues. Basic biological principles underlying marine science, and issues of the intertidal and benthic communities, coral reefs, and oceanic pollution are discussed. Not open to Biology majors. This course **does not** satisfy the Biology major elective requirement.

Prerequisite: Reading at the ENG 12 level, or Department permission.

+ **BIO 28 – BIOLOGY OF WOMEN (3 crs. 3 hrs.)**

Major normal anatomical and physiological processes unique to the human female are considered, as well as a focus on recent research about women's biology, female health issues and related illnesses. Discussion of myths and gender stereotypes about women's biology and their influence on female/male behaviors. This course **does not** satisfy the Biology major elective requirement.

+ **BIO 32 – HISTORY AND PHILOSOPHY OF BIOLOGICAL SCIENCE (3 crs. 3 hrs.)**

Study of the origin and scientific developments of mankind from the emergence of the human species to modern times. Major scientific and technological developments are studied within the context of human culture and philosophical ideas. Presented from a biological point of view, the course draws on other disciplines as they have major impact on how humans view themselves and their effect on scientific efforts. Selected scientific writings will be examined. This course **does not** satisfy the Biology major elective requirement.

+ **BIO 33 – INTRODUCTION TO MODERN CONCEPTS OF BIOLOGY (4 crs. 5 hrs.)**

For non-science and liberal arts majors and those who plan to transfer to senior colleges. Focus is on major biological topics and principles, with emphasis on how biology influences human issues and problems. Lectures, discussions and hands-on laboratory experiences provide insight into past, present and future aspects of the diversity of life on earth. Topics considered include: genetics, ecology, evolution, and cell biology. This course **does not** satisfy the Biology major elective requirement.

+ **BIO 37 – 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; an historical approach to genetics research, chromosomal disturbances and some diseases; modern components of genetics in relation to human fertilization, surrogacy and genetic engineering. This course **does not** satisfy the Biology major elective requirement.

+ **BIO 39 – THE BIOLOGY OF AGING (3 crs. 3 hrs.)**

Biological aspects of the aging process, including: definitions, characteristics and biological theories of aging, recent biological research, effects of disease and prescription drugs; determination of each student's aging profile, factors which modify the rate of the aging process including nutrition and exercise. This course **does not** satisfy the Biology major elective requirement.

+ **BIO 49 – PEOPLE AND THE ENVIRONMENT – BIOLOGICAL EMPHASIS (3 crs. 3 hrs.)**

To promote understanding of human kind's interdependence with the environment and to instill responsibility for environmental quality, the biological sciences are emphasized, including pollution control, ecological balance in nature, growth and control of human populations and identifying environmental issues. This course **does not** satisfy the Biology major elective requirement.

+ **BIO 50 – GENERAL MICROBIOLOGY (4 crs. 6 hrs.)**

Lecture and laboratory study of the methods of pure culture techniques; growth of micro-organisms; morphological and physiological characteristics of micro-organisms; microbial biochemistry; microbial genetics. Special atten-

tion given to water, food and dairy microbiology. This course satisfies the elective credit requirement for Biology majors.

Prerequisites: BIO 14, CHM 11

Recommended: CHM 12

🍏BIO 51 – MICROBIOLOGY IN HEALTH AND DISEASE (4 crs. 6 hrs.)

Lecture and laboratory study of the principles and practices of microbiology; pure culture techniques; micro-organisms and their environments; physical and chemical factors affecting growth, immunology, epidemiology; relationship between humans and the microbiological world. Suggested primarily for students in the allied health sciences. This course **does not** satisfy the Biology major elective requirement.

Prerequisite: BIO 12

FOR NURSING STUDENTS ONLY: BIO 51 must be taken BEFORE or WITH NUR 21. Students who withdraw from BIO 51 cannot continue in NUR 21.

🍏BIO 52 – 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 14, CHM 11 or Department permission.

🍏BIO 53 – 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 14

🍏BIO 54 – BOTANY (4 crs. 6 hrs.)

The basic concepts of green plant biology, their structure, growth and physiology. Laboratory experiences emphasize the growth and study of live specimens. Greenhouse field projects and other special course related projects are included. This course satisfies the elective credit requirement for Biology majors.

Prerequisite: BIO 14

Pre or Corequisite: CHM 11

🍏BIO 55 – BIOLOGY OF THE INVERTEBRATES (4 crs. 6 hrs.)

An introductory survey course. Lectures and laboratories for students who intend to continue in the biological sciences or choose it as their sophomore-level science elective. Invertebrate phyla are studied with particular reference to their physiology and interrelationships. Representative forms will be examined and dissected and experiments performed on particular organisms. Fundamental biological concepts will be stressed. This course satisfies the elective credit requirement for Biology majors.

Prerequisite: BIO 14

Pre or Corequisite: CHM 11

🍏BIO 59 – 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 14, CHM 11

+ BIO 70 – 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.

BIO 81 – 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 82 (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.

+Basic Course

-Developmental Course

🍏Meets CPI in Lab Science

PHYSICAL THERAPIST ASSISTANT

🍏PTA 1 – 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 7 Corequisites: PTA 2, 10, 20, BIO 11

🍏PTA 2 – 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 7 Corequisites: PTA 1, 10, 20, BIO 11

PTA 3 – FOUNDATIONS OF PHYSICAL THERAPY II (3 crs. 5 hrs.)

A continuation of PTA 1, 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 1, 2, 10, 20, BIO 11

PTA 4 – 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 3

Corequisites: PTA 5, BIO 12

PTA 5 – 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 3

Corequisites: PTA 4, BIO 12

PTA 6 – 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 5

PTA 7 – 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 3, 4, 5,6, BIO 12

Corequisite: PTA 8

PTA 8 – 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 4, 5, 6, BIO 12

Corequisite: PTA 7

PTA 9 – 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 8

PTA 10 – 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.

Corequisites: BIO 11, PTA 1, PTA 2 and PTA 20

PTA 20 – 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 7

Corequisites: PTA 1,2,10, BIO 11

🍏 Meets CPI in Lab Science

A.S. Degree
BIOLOGY
Plus –
Options in
BIOTECHNOLOGY
MARINE BIOLOGY
OCCUPATIONAL THERAPY
PHARMACY
PHYSICIAN ASSISTANT
PREPARATION FOR TEACHING
Requirements – Page 48

A.S. Degree
PRE-PHYSICAL THERAPY
Requirements – Page 63

A.S. Degree
PHYSICAL THERAPIST ASSISTANT
Requirements – Page 82

BUSINESS DEPARTMENT

Room M-355

ext. 5555



Norman Adise, *Assistant Professor*
Susan Aranoff, *Professor*
Renato Bellu, *Professor*
Joseph Consolo, *Lecturer*
Jay Gelbein, *Professor*
Shereen Grossman, *Lecturer*
Joseph Guardino, *Professor*
Amy Haas, *Associate Professor*
Nat Hirschfeld, *Assistant Professor*
Charles Kee, *Associate Professor*
Rose Litvack, *Professor*
Maxine McGarvey, *Instructor*
Consolacion Magdangal, *Assistant Professor*
Edward Martin, *Professor and Chairperson*
Theresa Mastrianni, *Lecturer*
Fredric Mayerson, *Professor*
Andre Montero, *Professor*
Darry Romano, *Lecturer*
Eric Rothenburg, *Assistant Professor*
Jacqueline Scerbinski, *Assistant Professor*
David Zwibel, *Assistant Professor*

ACCOUNTING

+ ACC 11 – FUNDAMENTALS OF ACCOUNTING I (4 crs. 4 hrs.)

This first half of a year's 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. Supplemental Laboratory work required.

ACC 12 – 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. Supplemental Laboratory work required.

Prerequisite: ACC 11

Corequisite: ACC 41 for Accounting Majors only

ACC 21 – INTERMEDIATE ACCOUNTING I (3 crs. 3 hrs.)

The worksheet, a fundamental tool of the accountant, is reviewed and underlying accounting principles, concepts and conventions, applied to the corporate organization. Included are: inventory valuation, analysis of working capital, source and application of working capital funds, installment sales, consignments, and other relevant material. Emphasis is on pronouncements of the American Institute of Certified Public Accountants (AICPA), Accounting Principles Board (APB), the new Financial Accounting Standards Board (FASB), and their impact on business management, decision-making and financial statement reporting.

Prerequisite: ACC 12

ACC 22 – INTERMEDIATE ACCOUNTING II (3 crs. 3 hrs.)

Tangible, intangible, fixed and other non-current assets, home and branch office accounting. Discussion and illustration of the impact of recent accounting developments on financial statements and business management. Accounting Principles Board and Financial Accounting Standards Board pronouncements.

Prerequisite: ACC 21

ACC 31 – 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 12

+ACC 41 – 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.

Corequisite: ACC 12 for Accounting Majors only

ACC 42 – ADVANCED FEDERAL TAXATION (3 crs. 3 hrs.)

Primarily concerned with the federal taxation of business (individual proprietors, partnerships and corporations), gift and estate taxation, course is based on fundamentals of federal taxation mastered in ACC 41 Federal Taxation.

Prerequisites: ACC 12 and 41

ACC 43 – NEW YORK TAXES (3 crs. 3 hrs.)

Prevailing New York State and New York City income and business tax laws and regulations. Preparation of individual and business tax returns required. Highly recommended for ALL A.A.S. Accounting Degree Students.

Prerequisite: ACC 41

ACC 60 – 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 12 and BA 60 or equivalent.

ACC 81 – 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 82 – (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. Degree
ACCOUNTING–concentration in Tax Accounting
Requirements – page 68

BUSINESS ADMINISTRATION

+ BA 11 – 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.

+ BA 12 – BUSINESS LAW I (3 crs. 3 hrs.)

The American legal system: problems and consideration of the essential principles of the laws of business contracts and their relationship to typical business situations. Appropriate New York State legal cases and recent decisions.

BA 13 – 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 12

BA 14 – 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 11

BA 20 – THE BUSINESS OF SHOW BUSINESS (3 crs. 3 hrs.)

(Also listed as MCB 20, MUS 20 and THA 20)
A survey of the industry's legal, accounting and business practices for students planning a career in the performing arts (or performing arts management).

BA 28 – CONTEMPORARY ISSUES IN HEALTH CARE (3 crs. 3 hrs.)

(Also listed as SOC 28 and NUR 28) . The sociological, ethical, legal and economic impact of managing health care into the next century.

BA 31 – 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 11

+ BA 33 – 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: ENG 93 or passing score on the CUNY ACT in Writing.

BA 52 – 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.

Prerequisite: BA 14

+ BA 60 – INTRODUCTION TO COMPUTER CONCEPTS (3 crs. 4 hrs.)

Microcomputers have changed the way managers evaluate data, make decisions, and communicate. This lab-oriented course introduces the business student to the "Big Four" business applications: Electronic Spreadsheets; Data Management; Word Processing; Graphics. Concentrating on actual business software, students learn conceptual and operational skills necessary to successfully compete in the modern microcomputer business environment.

NOT open to Computer Information System Majors.

Students who completed CP 11 or CIS 11 will NOT receive credit for this course.

BA 61 – SPREADSHEET APPLICATIONS IN BUSINESS (3 crs. 3 hrs.)

Advanced spreadsheet applications in business. An intensive look at electronic spreadsheets in a lab-oriented course.

Prerequisite: BA 60 or equivalent

BA 81 – 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 82 – (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. Degree
BUSINESS ADMINISTRATION
Plus concentration in Entrepreneurial Studies
Requirements – page 70

BA 10 – 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.

Prerequisite: Enrollment in the "College Now" Program.

ECONOMICS

+ ECO 12 – MACROECONOMICS (3 crs. 3 hrs.)

The nature and methods of economics include: the economizing problem, American capitalism, national goals, basic principles of money and banking. Detailed analysis of supply and demand, the mechanics of prices in different market structures, national income and employment theory, monetary and fiscal policy, problems of economic growth and stability.

+ ECO 13 – 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.

+ ECO 14 – MONEY AND BANKING (3 crs. 3 hrs.)

The nature and function of money, monetary systems and monetary standards. Detailed analysis of the organization, policies, and operation of our public and private financial institutions, commercial banking, investment banking, central banking, and other financial intermediaries. The relationships of money and banking to economic activity.

+ ECO 20 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 82 – (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.

NOTE: ECO 12 and 14 DO NOT meet Group III requirements for students majoring in Accounting or Business Administration. For students majoring in Retail Merchandising, ECO 14 does not meet Group III requirements.

 Meets CPI requirements for Social Sciences

ENTREPRENEURIAL STUDIES

ES 51 – SMALL BUSINESS AND THE ENTREPRENEURIAL PERSPECTIVE (3 crs. 3 hrs.)

A comprehensive prospective with which to better understand the determining factors in successfully starting a new business. In addition to familiarizing students with the characteristics and nature of the entrepreneurial personality and providing a framework for self-analysis, the course addresses particular needs of small entrepreneurial businesses including marketing, finance, human resources management and crafting the business plan.

Corequisite: ACC 11

ES 52 – LEGAL ISSUES FOR THE ENTREPRENEURIAL AND SMALL FIRM (3 crs. 3 hrs.)

Legal issues pertaining to the starting and managing of a small, entrepreneurial business. A comprehensive understanding of essential legal issues including an evaluation of the best business form, special laws affecting small businesses, credit and collection laws, patents and trademark, sales, contract and warranties, commercial real estate and leases, and other pertinent issues. A review and practical application of actual legal and business forms.

ES 55 – ENTREPRENEURIAL STRATEGIC PLANNING (3 crs. 3 hrs.)

A strategic planning approach for the successful growth of small entrepreneurial firm. The course is designed to provide the student who completed ES 51 with a framework with which competitive advantage can be maintained and enhanced. An effective analysis of macro and micro aspects of the small entrepreneurial firm in order to better exploit opportunities while avoiding potential threats.

Prerequisite: ES 51

ES 57 – CASES IN ENTREPRENEURIAL STRATEGIES (3 crs. 3 hrs.)

Practical information concerning venture creation and management through an in-depth analysis of case studies and through presentations and discussions by guest entrepreneurs.

Prerequisite: ES 51

Corequisite: ES 55

Certificate

ENTREPRENEURIAL STUDIES

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RETAIL MERCHANDISING

+ RM 31 – ELEMENTS OF RETAIL MANAGEMENT (3 crs. 3 hrs.)

Introduction to management techniques considered essential to the planning, organization, control and operation of retail establishments. The fundamentals underlying modern merchandising practices, recent developments in trading area analysis, shopping centers, consumer relations, warehousing, transportation, stock control, and data processing. Retail case studies and field trips.

+ RM 33 – 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 34 – 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 31

FM 35 – 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 natural and man-made fibers, types of yarns, construction, finishes, coloring of fabrics, sales, leather, rubber, plastic, paint, papers, furs, jewelry, cosmetics, soaps, synthetic detergents, and other non-textile products.

Prerequisite: RM 31

FM 36 – 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 31

FM 37 – 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 39 – 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 37

RM 81 – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Marketing Management is developed individually between student and faculty member and must be approved by the Department.

RM 82 – (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 92 – FIELD EXPERIENCE IN RETAIL MERCHANDISING (3 crs. 9 hrs.)

Eight hours per week of supervised field experience in marketing management, plus one hour a week devoted to seminar discussion of relevant field experience are required. For Retail Merchandising seniors only.

+ Basic Course

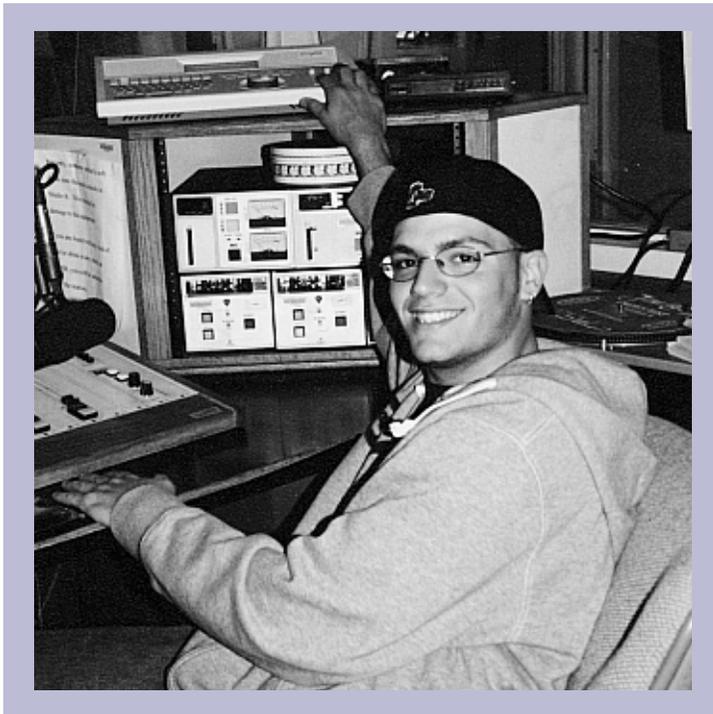
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RETAIL MERCHANDISING—concentrations in Fashion and Marketing Management
Requirements – page 83

ECO 12 and ECO 14 DO NOT meet the Group III requirements for students majoring in Accounting, Business Administration, Retail Merchandising.

COMMUNICATIONS AND PERFORMING ARTS DEPARTMENT

Room E-309

ext. 5591



Sheldon I. Aptekar, *Professor*

Lucia Buttarò, *Assistant Professor*

Paul Cameron, *Assistant Professor*

Eleanor Cory, *Associate Professor*

David Frankel, *Associate Professor and Chairperson*

Marta Ghezzi, *Professor*

Cindy Greenberg, *Professor*

Robert Herklotz, *College Laboratory Technician*

Cliff Hesse, *Professor*

William McKinney, *Professor*

Gloria Nicosia, *Associate Professor*

Edward Rohrlich, *Senior College Laboratory Technician*

Arnold Rosner, *Associate Professor*

Edward Schweibacher, *Adjunct College Laboratory Technician*

Greg D. Sutton, *Higher Education Associate*

Samuel Taitt, *Assistant Professor*

MASS COMMUNICATIONS

+ MCB 20 – THE BUSINESS OF SHOW BUSINESS (3 crs. 3 hrs)

(Also listed as BA 20, MCB 20 and THA 20)

The role of the producer. A survey of the industry's legal, accounting and business practices for students planning a career in the performing arts or in performing arts management.

+ MCB 34 – BROADCAST ADVERTISING (3 crs. 3 hrs.)

Understand broadcast advertising and its effects; plan and write advertising copy; write radio and television commercials; design and market an advertising campaign; understand the ethics, propaganda, budget and copyright laws as they apply to advertising.

+ MCB 35 – INTRODUCTION TO BROADCASTING (3 crs. 3 hrs.)

Historical development, social philosophy and technology of radio and television, investigation of ratings, program production and scheduling.

+ MCB 36 – 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 CUNY ACT in Reading

Pre or Corequisite: SPE 27 or SPE 29

MCB 37 – BROADCAST JOURNALISM (3 crs. 3 hrs.)

Understanding the role of radio and television in reporting and shaping the news and the differences between these media and the press. Reporting, writing and editing newscasts with practical experience working against deadlines.

Prerequisite: ENG 12

MCB 38 – BROADCAST MANAGEMENT (3 crs. 3 hrs.)

The decision-making roles in contemporary broadcast operations. Traffic flow, governmental requirements, ethics, community needs, inter-media relationships, and responsive programming.

Prerequisite: MCB 35

+ MCB 39 – RADIO BROADCAST 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 40 – RECORDING STUDIO OPERATIONS (3 crs. 3 hrs.)

Sound manipulation, processing equipment, advanced editing techniques in the compilation of commercials, long-form programming and production for continuity.

Prerequisite: MCB 39

+ MCB 41 – 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 44 – SPORTSWRITING AND PRODUCING (3 crs. 3 hrs.)

Practicum in the unique journalistic area of sports presentation including reporting, writing, performing and producing sporting events, the job of the sports specialist in radio and television news programs and interviewing techniques.

Prerequisite: ENG 12

MCB 45 – "THE GOLDEN AGES" OF RADIO AND TELEVISION (3 crs. 3 hrs.)

A detailed examination of the two great periods of discovery for the broadcast media: 1927-1939 for radio; and 1947-1959 for television. An analysis of why these periods were critical in the development of their respective media.

MCB 46 – BROADCAST TECHNOLOGY (3 crs. 3 hrs)

Basic broadcasting technology skills utilized in the field of radio and television and other audio and video applications. Topics include set-up, physical maintenance, alignment, synchronization, flow charts and interfacing of various equipment.

Prerequisite: MCB 39 and successful completion of the CUNY math exam

MCB 48 – 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.

Prerequisites: MCB 41, MCB 39

+ MCB 59 – RADIO STATION OPERATIONS (1 cr. 6 hrs.)

Day-to-day operations in a broadcast environment; airing news and music, network feeds, community interviews, scheduling, writing, and editing. Class meets once per week; other five hours arranged.

MCB 81 – 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 82 – INTERNSHIP (3 crs. 3 hrs.)

Applied work/study at professional broadcasting organizations.

+ MCF 40 – FILM: THE CREATIVE MEDIUM (3 crs. 3 hrs.)

To recognize the film medium as a creative art, the historical, social, psychological and aesthetic elements of selected films are studied as illustrations of this creative force.

+ MCF 41 – ANIMATION: CARTOON AND COMMENTARY (3 crs. 3 hrs.)

The history of animation from 1906 to the present; from its reference of entertainment to its social, political and philosophical use. Animation from around the world will be explored.

MCF 43 – 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 40

MCF 44 – FILM AND SOCIETY (3 crs. 3 hrs)

A view of the motion picture industry's depiction of an/or commentary upon various social issues. Topics may include women, politics, war and minorities.

***+ MCM 30 – 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.

***+ MCM 31 – MEDIA AND CHILDREN (3 crs. 3 hrs.)**

The context and content of material presented to children by the various media including television, film, magazines, video games, records, comic books, computers and advertising, will be surveyed.

MCM 42 – COMMUNICATIONS: TECHNOLOGY AND CULTURE (3 crs. 3 hrs.)

Communication from Caveman to the computer. Examination of the origins of human communication and technologies in order to apply this knowledge to everyday business and personal life. Body language, color, art, music and architecture as communication media.

COM 11 – 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

A.A.S. Degree

BROADCASTING TECHNOLOGY and MANAGEMENT–concentration in Music Technology

Requirements – page 69

PERFORMING ARTS

MUSIC

MUS 20 – THE BUSINESS OF SHOW BUSINESS (3 crs. 3 hrs)

(Also listed as BA 20, MCB 20 and THA 20)

A survey of the industry's legal, accounting and business practices for students planning a career in the performing arts or in performing arts management.

+ *MUS 21 – INTRODUCTION TO JAZZ (3 crs. 3 hrs)

Historical approach to the jazz idiom through readings and guided listening. Topics include: the roots of jazz music, New Orleans jazz, Chicago style, Kansas City style, swing, bebop, new wave, and progressive jazz.

+ *MUS 22 – 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.

***MUS 23 – INTRODUCTION TO SONGWRITING (3 crs. 3 hrs.)**

This course is a practical introduction to song composition. It is designed for the beginner and will deal with music notation, melody writing, chord choice, song form, setting words to music, and the making of scores and lead sheets.

Prerequisite: ENG 93

+ *MUS 24 – OPERA (3 crs. 3 hrs.)

Development of Opera, its sociological and political aspects, and its rich and varied literature in the Baroque, Classic, Romantic, and Modern Eras. Renowned operatic masterworks included.

+ *MUS 27 – MUSIC OF THE WORLD'S PEOPLE (3 crs. 3 hrs.)

A listening survey of various folk and ethnic music forms performed and practiced worldwide by various social groups. Songs and dances associated with love, war, and rites of passage; evocative forms; drumming, chanting; instruments and languages as related to the musical forms; social, geographic, historical elements and their musical relevance.

+ *MUS 30 – RUDIMENTS OF THEORY (3 crs. 3 hrs.)

A first course in music theory for students with no previous musical training, but an interest in acquiring basic skills in music reading, writing, and performance. Topics include: note reading and writing in treble and bass clef, major and minor scales, intervals and chords.

+ *MUS 31 – THE MUSICAL EXPERIENCE (3 crs. 3 hrs.)

Development of perceptive awareness of music through guided listening. Materials and forms of music and their use in musical literature.

***MUS 40 – MIDI (Musical Instrument Digital Interface) STUDIO OPERATIONS (1 cr.1 hr.)**

Hands-on study of interaction and operation of electronic instruments found in a typical commercial MIDI studio; drum machine, multi-channel synthesizer, intelligent MIDI switch box, special effects processor. Equipment is used with an IBM PC to produce a stereo cassette recording.

Prerequisite: MUS 30

***MUS 41 – SEQUENCING (2 crs. 2 hrs.)**

Hands-on introduction to the operation of music sequencing software for the IBM PC. Students use the sequencer programs to create original music.

Prerequisite: MUS 30

***MUS 42 – SOUND SYNTHESIS AND DIGITAL EDITING (3 crs. 3 hrs.)**

The theory and practice of the creation of sound. Practice working with digital synthesizers to construct original sounds or model pre-existing ones. Editing of sounds directly on the computer using sound editing software.

Prerequisite: MUS 30

Pre or Corequisite: MUS 40

MUS 46 – LABORATORY AND KEYBOARD PRACTICUM (1 crs. 1 hrs.)

The twelve-tone chromatic scale, harmony, dissonance and melody patterns will be discussed and practiced.

Corequisite: MUS 30 or permission of instructor

***MUS 48 – MUSIC THEORY/EAR TRAINING (3 crs. 3 hrs.)**

This course explores the musical skills necessary for performing, engineering and producing music. Both theory practice (including dictation, melody writing and arranging) and ear training (including sight singing, rhythmic and interval exercises) will be investigated.

Prerequisite: MUS 30

MUS 81 – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Education is developed individually between student and faculty member and must be approved by the Department.

MUS 82 – (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 91 – CHORUS (1 cr. 3 hrs.)

(Spring and Fall) Audition Required.

MUS 92 – BAND (1 cr. 3 hrs.)

(Spring and Fall)

Concert Band; Stage Band; Guitar Ensemble or Percussion Ensemble.

Audition Required.

MUS 93 – ORCHESTRA (1 crs. 3 hrs.)

(Spring and Fall)

Audition Required.

MUS 94 – CHORUS (1/2 cr. 1 1/2 hrs.)

(Winter and Summer)
Audition Required.

MUS 95 – BAND (1/2 cr. 1 1/2 hrs.)

(Winter and Summer)
Audition Required.

MUS 96 – ORCHESTRA (1/2 cr. 1 1/2 hrs.)

(Winter and Summer)
Audition Required.

***HUM 1 – HUMANITIES: FREEDOM AND CONTROL: CULTURE IN THE 20th CENTURY (3 crs. 3 hrs.)**

Course explores literature, drama, art, and music in today's world. Attempts are made to place 20th century developments into an historical context and illustrate the continuity of culture.
Prerequisite: Enrollment in "College Now" Program.

PERFORMING ARTS

PER 46 – TRAINING THE PERFORMING VOICE (3crs. 3hrs.)

Introduction to basics of vocal technique, consideration of performance experience, culminating in the performance of a song or monologue in a student recital.
Prerequisite: MUS 30 or permission of instructor

PER 59 – PERFORMING ARTS EXPERIENCE (3 crs. 3 hrs.)

A study of performing arts productions and venues. Each event will be analyzed and put into theoretical and historical perspective. The use of the components of production; theatre space, choreography, music, scene, make-up and lighting design in creating performances will be explored.

THEATRE

THA 20 – THE BUSINESS OF SHOW BUSINESS (3 crs. 3 hrs.)

Also listed as BA 20, MCB 20 and MUS 20)
A survey of the industry's legal, accounting and business practices for students planning a career in the performing arts (or performing arts management.)

***THA 50 – INTRODUCTION TO THEATRE ARTS (3 crs. 3 hrs.)**

Various elements which compose theatre--from classical to modern times--are studied as performing art forms and as parts of an, integrated whole. The cultural role, as well as the business of theatre is considered as an institution in society. Films, slides, projects, and guest lecturers help comprehend the nature of theatre art.

+ THA 51 – PLAY ANALYSIS (3 crs. 3 hrs.)

Through consideration of a selected number of outstanding plays and musicals in theatrical history, and the study of various productions given these plays, students gain understanding of the plays and appreciation of the production problems involved. Relevance of the plays to the contemporary stage, screen, and television production will be explored.

+*THA 52 – BEGINNING ACTING (4 crs. 4 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 53 – ACTING: MODERN SCENE STUDY (4 crs. 4 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.

THA –57 PUPPETRY (3 crs. 3 hrs.)

The history, the making and the manipulation of puppets as educational instruments. The concept of "theatre" as an educational technique in the classroom is a major foundation of this course.

THA 62 – ACTING: CLASSICAL STYLES (3 crs. 3 hrs.)

Acting in pre-modern drama with detailed analysis of the acting styles of selected Classic, Elizabethan, Neo-Classic, Restoration and Romantic drama. Study of language and movement in historical periods, is supplemented by practice. Class enrollment is limited.

Prerequisite: Dept. permission

THA 66 – DIRECTING: THE FUNDAMENTALS (3 crs. 4 hrs.)

Principles of play interpretation, the directorial concept, and methods of focusing audience attention on dramatic values by synthesizing character, language, idea and plot with exciting design and purpose.

Prerequisites: THA 50 and Department permission.

+THA 67 – AMERICAN MUSICAL THEATRE (3 crs. 3 hrs.)

Development of the Broadway musical theatre from European operetta and American jazz backgrounds to the present day. Emphasis is on the musical and theatrical traditions of this form as well as on the changing styles in music, staging, and production values.

+THA 68 – HISTORY OF THE THEATRE (3 crs. 3 hrs.)

History of the theatre from its primitive origins to modern times, includes study of historical documents, contemporary writings, slides of theatre architecture, costumes, scenic designs and related artifacts.

THA 81 – 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 82 – (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.

SPEECH

+ SPE 11 – LISTENING AND SPEAKING SKILLS (3 crs. 3 hrs.)

To strengthen oral language abilities and improve listening proficiency, students are made aware of the nature for 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 12 level or higher.

+ SPE 12 – INTRAPERSONAL/INTERPERSONAL COMMUNICATION (3 crs. 3 hrs.)

The communicator's development of self-concepts, ability to understand and project a comfortable and confident self-image. Methods to improve and use this knowledge when interacting and communicating with other individuals and with groups.

+ SPE 15 – SPEECH ARTS FOR PRE AND ELEMENTARY SCHOOL GRADES (3 crs. 3 hrs.)

Methods and materials for teaching speech arts in nursery and elementary schools. Students learn to understand and work with children on such activities as dramatic play, pantomime, creative dramatics, puppetry, storytelling, reading aloud, choral speaking, group discussions and talks.

+ SPE 16 – SPEECH PROBLEMS OF CHILDREN (3 crs. 3 hrs.)

Study of children's normal speech and language development. Future speech majors, classroom teachers, child care workers and parents learn to diagnose and help remediate children's major speech and language disorders.

+ SPE 21 – EFFECTIVE PUBLIC SPEAKING (3 crs. 3 hrs.)

The basic elements for clear and effective public speaking. Practice and study in skills such as organizing and outlining speeches, developing ideas, using audio-visual materials for clarification and amplification of ideas, techniques of extempore and impromptu speaking, methods of delivery. All basic elements are brought together through the presentation of several speeches.

+ SPE 23 – SPEECH FOR FOREIGN-SPEAKING STUDENTS (3 crs. 3 hrs.)

To speak English more effectively students study the formation of word pronunciation, and the correct stress and rhythm in phrases and sentences. Practice in conversation, reading aloud and informal speech.

+ SPE 24 – 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 25 – SMALL GROUP COMMUNICATION (3 crs. 3 hrs.)

Principles and techniques of group interaction. Conference leadership and participation skills are learned through reading, discussion, practice, observation and evaluation of group discussions. Focus is on how learned concepts may be applied to educational, social and business situations.

SPE 27 – ORAL INTERPRETATION (3 crs. 3 hrs.)

Students learn to recreate and communicate what writers and poets say in various types of literature. Through guided preparation, analysis, presentation and evaluation of individual readings of material ranging from simple reports to poetry, practical skill and enjoyment in reading aloud is developed. Recommended to Performing Arts and Radio Broadcasting students.

SPE 28 – LANGUAGE AND SPEECH FOR ESL STUDENTS (3 crs. 3 hrs.)

To extend speaking and comprehension abilities of ESL students. Those admitted to this course must have a fair ability in the English language, and must be intelligible to the average listener. Emphasis is on: oral production of English language grammar, elimination of articulatory, stress, and intonation errors; spoken production and comprehension of expanded English vocabulary, and American colloquialisms. Opportunities for practice to improve and further develop spoken English through the use of taped recordings.
Prerequisite: SPE 23 or Department permission.

+ SPE 29 – 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 32 – CRITICAL ISSUES IN COMMUNICATIONS (3 crs. 3 hrs)

Speech presentation and research, examining today's critical communications issues such as: communications systems, the social environment, language, culture, media and technology. Open only to students in the Honors Option program.
Prerequisite: ENG 12

SPE 81 – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Speech is developed individually between student and faculty member and must be approved by the Department.

SPE 82 – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

+Basic Course

🌐 Meets CPI requirement for Social Sciences

★ Meets CPI requirement for Fine Arts

✓ Meets CPI requirement for English

ENGLISH DEPARTMENT

Room C-309

ext. 5849



Steven Amarnick, *Assistant Professor*

Bonne August, *Professor and Chairperson*

Marcia Babbitt, *Associate Professor*

Robert Blaisdell, *Assistant Professor*

Norah Chase, *Professor*

Betsy McCully Cooper, *Assistant Professor*

Eileen Ferretti, *Assistant Professor*

Lea Fridman, *Associate Professor*

Kate Garretson, *Assistant Professor*

Matthew Gartner, *Assistant Professor*

Leonard Green, *Associate Professor*

Linda Holman, *Assistant Professor*

Loretta Kasper, *Professor*

Yvonne Laurenty, *Associate Professor*

Thomas Lavazzi, *Assistant Professor*

Natasha Lvovich, *Assistant Professor*

Inez A. Martinez, *Professor*

Gene McQuillan, *Associate Professor*

Norma Miles, *Assistant Professor*

Rebecca Mlynarczyk, *Associate Professor*

Susan O'Malley, *Professor*

Hope A. Parisi, *Associate Professor*

Maria Scordaras, *Instructor*

Robert Singer, *Professor*

Denis Sivack, *Assistant Professor*

Bailin Song, *Associate Professor*

Kenneth Speirs, *Assistant Professor*

Jack H. Taub, *Lecturer*

Ronald E. Walcott, *Lecturer*

Sheri Weinstein, *Assistant Professor*

FRESHMAN ENGLISH PROGRAM

At CUNY'S community colleges the CUNY ACT Tests in Reading and Writing 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 Test and the CUNY Writing Test.*

FRESHMAN ENGLISH

Kingsborough's Freshman English requirement consists of a two course sequence, ENG 12 (4 credits) followed by ENG 24 (3 credits). ENG 12 is a pre or co-requisite for all credit-bearing English courses.

+ ✂ ENG 12 – FRESHMAN ENGLISH I (4 crs. 4 hrs.)

An introduction to composition, emphasizing writing as a process and the understanding of the ways language functions in the communication of information and ideas. The close reading of texts plays a major role in the course. Required of all students.

Prerequisite: Passing scores on the CUNY ACT in Reading and Writing.

+ ✂ ENG 24 – FRESHMAN ENGLISH II (3 crs. 3 hrs.)

An intensive study of the various types of reading that students must undertake in college. Using readings from interdisciplinary subject areas, the course emphasizes a critical examination of texts. Students will learn to use their analysis and evaluation of these texts to generate and support ideas which they further develop in writing and related research.

Prerequisite: ENG 12 or C 2. Passing scores on the CUNY ACT in Reading and Writing.

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 Tests. Upon completing the top level course, students retake the CUNY Tests.

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 Reading and Writing CUNY Tests or whose score on either test is at the introductory level enroll in ESL or ENG 91, as appropriate. Students who fail both tests at the intermediate level enroll in ENG 92. Combined Reading/Writing courses allow students to progress as quickly as possible through required developmental work.

~ ENG 91 – 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 5 or below on the CUNY Writing Test and/or at the 91 level on the CUNY Reading Test unless ESL placement is indicated.

~ ENG 92 – DEVELOPING COMPETENCE 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 Intermediate level of developmental work. Required of students who score 6 on the CUNY Writing Test and who have failed the CUNY Reading Test at the 92/0A level. Also required of students who completed ENG 91.

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 04 (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 Test.

~+ ENG 04 – ANALYTICAL READING (0 crs. 4 hrs. – 4 equated crs.)

Helps students improve reading proficiency through instruction and intensive practice in vocabulary, comprehension, and study skills development. Students read and analyze interdisciplinary materials, both in and out of class,

to help them prepare for the required readings in their regular academic courses. Required of entering students who fail to pass the CUNY Reading Assessment Test but who have passed the CUNY writing test.

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 93, Developing Competence in Writing.

**Some students are exempt from the testing requirement.*

They include:

- a. 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);
- b. entering students who achieve a score of 480 or above on the Verbal section of the SAT;
- c. students who achieve a score of 75 or higher on the English Language Arts Regents Exam.

~ ENG 93 – DEVELOPING COMPETENCE IN WRITING* (0 crs. 4 hrs. – 4 equated crs.)

A course in reading, writing and critical thinking for students who score 6 on the CUNY Writing Test with a passing score on the CUNY Reading Test. Also required of students who have taken ENG 91 and/or 92 but have not satisfied the writing requirements for entrance into ENG 12.

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 tests.

~ ENG W – CORRECTIVE WRITING SKILLS @ (0 crs. 2 hrs. – 2 equated crs.)

Elective course for students who scored 6 on the CUNY Writing Test and passed ENG 93. Offering intensive instruction in grammar, syntax, and usage, this course is designed to help students eliminate persistent errors in composition in order to enable them to pass the CUNY Writing Test. Students may not take ENG W unless they have passed ENG 93 or the writing component of ENG 92.

ESL

~ ESL 07 – BASIC LANGUAGE SKILLS 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 tests 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 09 – READING AND WRITING SKILLS IMPROVEMENT 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 tests 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 91 – DEVELOPING FLUENCY IN READING AND WRITING FOR ESL STUDENTS * (0 crs. 8 hrs. – 8 equated crs.)

A course in reading, writing, and critical thinking for ESL students who score 5 or below on the CUNY/ACT Writing Test. Also required of students who have successfully completed ESL 09.

~ ESL 92 – DEVELOPING COMPETENCE IN READING AND WRITING FOR ESL STUDENTS * (0 crs. 8 hrs. – 8 equated crs.)

A course in reading, writing, and critical thinking for ESL students who are at the intermediate level of developmental work.

**~ ESL 93 – DEVELOPING COMPETENCE IN WRITING FOR
ESL STUDENTS * (0 crs. 4 hrs. 4 equated credits)**

A course in reading, writing, and critical thinking for ESL students who successfully completed ESL 91 and/or ESL 92 but whose writing skills are inadequate for ENG 12. (Students in this course will have successfully met the college reading requirement.)

ELECTIVES

+ @/ENG 30 – INTRODUCTION TO LITERATURE (3 crs. 3 hrs.)

For students who wish a general introduction to literature. Class focuses on poetry, drama and prose fiction.
Prerequisite: ENG 12

+ @/ENG 31 – CLASSICAL AND BIBLICAL LITERATURE (3 crs. 3 hrs.)

Readings including the Bible, Homer, Greek dramatists, Plato, Aristotle and Virgil.
Prerequisite: ENG 12

+ @/ENG 32 – WORLD LITERATURE (3 crs. 3 hrs.)

Readings, primarily from the 13th to the 19th century, includes authors such as Dante, Austen, Cervantes, Voltaire, Goethe, Flaubert, and Balzac.
Prerequisite: ENG 12

+ @/ENG 35 – MODERN EUROPEAN LITERATURE (3 crs. 3 hrs.)

Significant European literary works from the 19th century to the present, includes authors such as Ibsen, Chekhov, Mann, Hesse, Woolf, Kafka, Mansfield, Levi, DeBeauvoir, Duras, and Calvino.
Prerequisite: ENG 12

+ @/ENG 40 – SHORT FICTION (3 crs. 3 hrs.)

Examples of short fiction including such writers as Poe, Chekov, Hemingway, Wright, Welty, Carver and Oates. Focus is on the unique position of the short story in literature.
Prerequisite: ENG 12

+ @/ENG 42 – POETRY (3 crs. 3 hrs.)

Introduction to poetry including the different styles, forms, and themes, with attention given to their purpose and effect.
Prerequisite: ENG 12

+ @/ENG 43 – DRAMA (3 crs. 3 hrs.)

An analysis of dramatic structure and a study of plays representing major dramatic styles.
Prerequisite: ENG 12

+@/ENG 44 – THE TRAGIC VISION (3 crs. 3 hrs.)

Tragic literature, from ancient times until the present, is studied in an attempt to understand the patterns and changing concepts in various literary genres.
Prerequisite: ENG 12

+ @/ENG 45 – THE COMIC SPIRIT (3 crs. 3 hrs.)

Comedy in prose and verse, its meaning, use, and techniques.
Prerequisite: ENG 12

ENG 55 – CULTURAL/LINGUISTIC ASPECTS of TEACHING LANGUAGE (3 crs. 3 hrs.)

Designed to help current and prospective tutors master essential language skills and develop effective tutoring skills.
Prerequisite: ENG 12

@ENG 56 – 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 12

Course does NOT satisfy Group II "Literature" requirement.

@ENG 57 – CREATIVE WRITING: POETRY (3 crs. 3 hrs.)

Instruction and practice in writing traditional and new forms of poetry.

Prerequisite: ENG 12

Course does NOT satisfy Group II "Literature" requirement.

+ @/ENG 63 – SHAKESPEARE (3 crs. 3 hrs.)

Survey of Shakespeare's work, emphasizing his plays, includes some consideration of his non-dramatic verse.

Prerequisite: ENG 12

+ @/ENG 64 – THE LITERATURE OF ADVENTURE AND EXPLORATION (3 crs. 3 hrs.)

A study of the writings associated with major aspects of American adventure and exploration, such as the "discovery" of America, the Frontier, the Wild West, the National Parks, the development of tourism, and the space program. Writers to be studied will include Columbus, Lewis and Clark, Thoreau, Twain, Cather, and Silko.

Prerequisite: ENG 12

+ @/ENG 65 – LITERATURE AND FILM (3 crs. 3 hrs.)

Study of novels, plays, screenplays and films made from them. Emphasis is on different aesthetic problems facing writer and filmmaker. Time is scheduled for film viewing.

Prerequisite: ENG 12

+ @/ENG 66 – LITERATURE AND HUMAN BEHAVIOR (3 crs. 3 hrs.)

The complexities of human behavior as presented in literature are examined. Readings drawn from a wide multicultural base include works by African, American, British, Chinese, European, Hispanic and Russian authors. Various literary themes and genres will be analyzed in the context of their behavioral implications. Cross-cultural similarities and differences will be explored.

Prerequisite: ENG 12

+ @/ENG 67 – WOMEN IN LITERATURE (3 crs. 3 hrs.)

Writing by and about women in various genres and eras. Consideration is given to women as writers using sociological, psychological, mythic and formal literary critical methods.

Prerequisite: ENG 12

+ @/ENG 68 – GOTHIC AND HORROR FICTION (3 crs. 3 hrs.)

Study of major works of horror fiction, includes short stories, novels, some narrative poetry, dealing primarily with the evocation of horror, plus, attempts to trace a narrative pattern common to much horror fiction. Analysis of gothic trappings and such psychosexual creatures as vampires and werewolves, as they appear in literature.

Prerequisite: ENG 12

+ @/ENG 77 – THE ROOTS OF BLACK 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 12

+ @/ENG 78 – CONTEMPORARY BLACK LITERATURE (3 crs. 3 hrs.)

Development and study of black literature in the United States from 1950 to the present.

Prerequisite: ENG 12

ENG 81 – 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 82 – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

COLLEGE NOW

~ ESL BW1 – 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 and pass ELA Regents and college placement exams. Readings assigned from various genres and of varying lengths. First of a two-semester course sequence.
Prerequisite: Students must be designated as ESL.

~ ESL BW2 – FOUNDATIONS FOR COLLEGE-LEVEL READING AND WRITING FOR ESL STUDENTS, 2 (0 crs. 4 hrs.)

High, intermediate/advanced portfolio, based course designed to help students develop the fluency, focus, analytical and organizational skills needed to become successful college writers and pass ELA Regents and college placement exams. Readings assigned from various genres and of varying lengths. Second of a two-semester course sequence.
Prerequisite: Students must be designated as ESL.

~ ENG BW: FOUNDATIONS FOR COLLEGE-LEVEL WRITING (0 crs. 4 hrs.)

Develop ability to write in a logical and coherent style with emphasis on how to prepare well organized material that says what the writer wants to say. Preparation for CUNY Writing Test.

~ ENG BR: FOUNDATIONS FOR COLLEGE-LEVEL READING (0 crs. 4 hrs.)

Helps students increase ability to read, outline, summarize and draw conclusions from their readings. Preparation for CUNY Reading Test.

~ ENG W1 – INTENSIVE WRITING 1 @ (0 crs. 2 hrs.)

Students will create portfolios based on freshman-level reading assignments. The interdisciplinary focus will be Science at the Core. Development of critical thinking and writing skills needed for freshman college experience will be emphasized.
Corequisite: Students urged to participate a College Now 3 credit course.

~ ENG W2 – INTENSIVE WRITING 2 @ (0 crs. 2 hrs.)

Course builds on the practices of ENG W1. Based on its specialized psychology curriculum, 50 Minute Hour, students develop advanced critical thinking and writing skills required for success in English classes during and beyond the Freshman Year Experience.
Corequisite: Students urged to participate a College Now 3 credit course.

JOURNALISM

+ JRL 31 – BASIC JOURNALISM (3 crs. 3 hrs.) (Formerly ENG 50)

Introductory course on the history of journalism: writing leads, rewrites, reporting, hard news stories, covering beats, copy preparation, research, operation of a campus newspaper, special interests.
Pre or Corequisite: ENG 12

JRL 32 – ADVANCED JOURNALISM (3 crs. 3 hrs.) (Formerly ENG 52)

Further study of newspaper techniques: advanced research, in-depth coverage, interviews, sidebars, profiles, basic reviews, writing styles, headlines and typefaces, copyreading and proofreading, editorials, freedom of the press, legalities.

Prerequisite: JRL 31

JRL 41 – COMMUNITY JOURNALISM (3 crs. 3 hrs.)

A practical course focusing on local concerns: community standards, problems, economics, political influences and pressures, techniques of covering local stories.

Prerequisite: JRL 31

JRL 42 – INVESTIGATIVE AND INTERPRETIVE JOURNALISM (3 crs. 3 hrs.)

Developing techniques of interviews, research and analysis. Students select an issue to investigate, then prepare one or more major stories researching and interpreting the information.

Prerequisite: JRL 31

JRL 43 – THE CRITICAL REVIEW (3 crs. 3 hrs.)

Journalistic criticism of the arts including: literature, film, theater, architecture, art and related fields. Students read and analyze examples of criticism and write original critiques.

Prerequisite: JRL 31

JRL 44 – 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 31

JRL 71 – PRINT MEDIA PRODUCTION (3 crs. 4 hrs.)

Practical course on techniques of producing a newspaper, literary magazine or yearbook. Students participate in workshops in two or more departments and handle materials at several stages of the publication. At the end of the course, students will have portfolios for presentation to potential employers.

Prerequisite: JRL 31 or Department permission.

JRL 81 – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of journalism is developed individually between student and faculty member and must be approved by the Department.

JRL 92 – JOURNALISM INTERNSHIP (3 crs. 9 hrs.)

Students will be placed on community newspapers or in community-relations offices for practical work in the operations of a community publication.

Prerequisite: JRL 41

Studies are supplemented each week by required small group instruction in the Reading and Writing Center.

~ Developmental Course

@ Appropriate writing assignments

* Studies are supplemented each week by required Reading and Writing Center instruction

+ Basic Course

✓ Meets CPI requirement for English

A.A.S. Degree

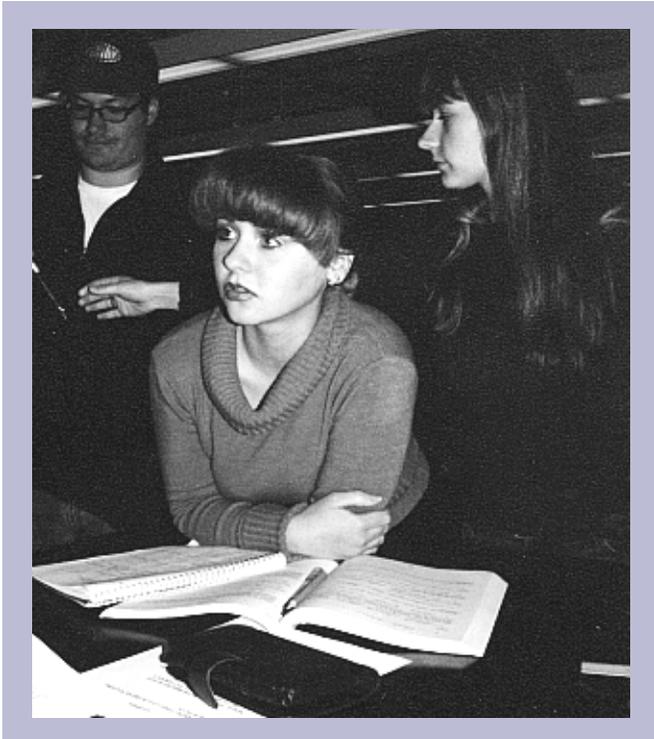
JOURNALISM and PRINT MEDIA—concentrations in Writing & Reporting and Production

Requirements – page 77

FOREIGN LANGUAGES DEPARTMENT

Room E-309A

ext. 5403



Alfonso García-Osuna, *Associate Professor and Chairperson*

Roslin Khan, *Assistant Professor*

Frantz A. Leconte, *Associate Professor*

Eduardo Lolo, *Assistant Professor*

Gloria Pollack, *Associate Professor*

Ronald Schwartz, *Professor*

Angela Toscano, *Lecturer*

FRENCH

***f*+ FR 1 – ELEMENTARY FRENCH I (4 crs. 4 hrs.)**

A one-year course 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.)

***f*+ FR 2 – ELEMENTARY FRENCH II (4 crs. 4 hrs.)**

Further development of language skills, comprehension, speaking, reading and writing.

Prerequisite: FR 1 or acceptable Language Placement Examination score.

***f*+ FR 3 – 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 2 or acceptable Language Placement Examination score.

***f*FR 4 – INTERMEDIATE FRENCH II (3 crs. 3 hrs.)**

Advanced grammar, composition and reading of modern French authors.

Prerequisite: FR 3 or acceptable Language Placement Examination score.

***f*+ FR 22 – FRENCH CONVERSATION (3 crs. 3 hrs.)**

Practice in conversational patterns and basic vocabulary leading to fluency in everyday situations.

Prerequisite: FR 1 or acceptable Language Placement Examination score

FR 57 – HAITIAN CULTURE AND CIVILIZATION (3 crs. 3 hrs.)

Chronological study of major trends and developments in Haitian culture and civilization from Columbus to the present. Political, literary and artistic movements, significant historical and intellectual figures and various areas of Haiti included. Instruction is in English.

FR 81 – 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 82 – (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

***f*+ HEB 1 – ELEMENTARY HEBREW I (4 crs. 4 hrs.)**

A one-year course 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.)

***f*+ HEB 2 – ELEMENTARY HEBREW II (4 crs. 4 hrs.)**

Further development of language skills, comprehension, speaking, reading, and writing.

Prerequisite: HEB 1 or acceptable Language Placement Examination score or two years of high school Hebrew or equivalent.

f+ HEB 3 – 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 2 or acceptable Language Placement Examination score or three years of high school Hebrew or equivalent.

✓+ HEB 30 – HEBREW LITERATURE IN TRANSLATION I (3 crs. 3 hrs.)

Designed for non-Hebrew speaking students, course stresses reading and analysis of Hebrew classics in cultural and historical context. All readings and discussions in English.

✓HEB 31 – HEBREW LITERATURE IN TRANSLATION II (3 crs. 3 hrs.)

Emergence of Hebrew writers in the modern world. Emphasis is on the main literary personalities of the 19th and early 20th centuries. Designed for non-Hebrew speaking students, all readings and discussions are in English.

HEB 81 – 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 82 – (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

f+ IT 1 – ELEMENTARY ITALIAN I (4 crs. 4 hrs.)

A one-year course 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.)

f+ IT 2 – ELEMENTARY ITALIAN II (4 crs. 4 hrs.)

Further development of language skills, comprehension, speaking, reading and writing.

Prerequisite: IT 1 or acceptable Language Placement Examination score

f+ IT 3 – 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 2 or acceptable Language Placement Examination score

fIT 4 – INTERMEDIATE ITALIAN II (3 crs. 3 hrs.)

Advanced grammar, composition and reading of modern Italian authors.

Prerequisite: IT 3 or acceptable Language Placement Examination score

+ IT 22 – ITALIAN CONVERSATION (3 crs. 3 hrs.)

Practice in conversation on an elementary level. Emphasis on the vocabulary and idioms of everyday usage.

Prerequisite: IT 1 or equivalent

✓+ IT 30 – 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 12

★IT 70 – 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 12

IT 81 – 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 82 – (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

f+ SPA 1 – ELEMENTARY SPANISH I (4 crs. 4 hrs)

One-year course designed 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.)

f+ SPA 2 – ELEMENTARY SPANISH II (4 crs. 4 hrs)

Further development language skills, comprehension, speaking, reading and writing.

Prerequisite: SPA 1 or acceptable Language Placement Examination score

f+ SPA 3 – 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 2 or acceptable Language Placement Examination score

fSPA 4 – READINGS IN HISPANIC LITERATURE (3 crs. 3 hrs.)

Advanced grammar and composition through selected readings in Hispanic literature.

Prerequisite: SPA 3 or acceptable Language Placement Examination score

+ SPA 11 – 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 12 – 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 11 or equivalent

+ SPA 17 – 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

f+ SPA 18 – 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.

f+ SPA 22 – 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 2 or three years of high school Spanish or Department permission.

✓*+ SPA 30 – READING IN PENINSULAR SPANISH LITERATURE IN TRANSLATION(3 crs. 3 hrs.)

A study, analysis and discussion of the most outstanding literary productions of Spain, from the Middle Ages to contemporary texts. The course will be taught entirely in English.

Pre or Corequisite: ENG 12

+ SPA 31 – 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.

f+ SPA 33 – 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 2, 22 or Department permission.

+* SPA 34 – 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 4 or 18 or Department permission.

+✓ SPA 35 – THE CONTEMPORARY LATIN 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 12

+ SPA 36 – 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 18 or acceptable Language Placement Examination score

+ SPA 40 – SPANISH FOR STUDENTS IN CAREER PROGRAMS (3 crs. 3 hrs.)

Introduction to fundamentals of Spanish language specifically prepared for Education Associate, Early Childhood Education, Nursing, Sports, Fitness and Therapeutic Recreation students. This course is not intended for native Spanish speakers.

Prerequisite: Major Program Advisor permission.

SPA 44 – 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 3 or Department permission.

fSPA 53 – 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 4 or equivalent or Department permission.

fSPA 55 – 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.
Prerequisite: SPA 4 or equivalent or Department permission.

***SPA 70 – 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.

fSPA 71 – 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.
Prerequisites: SPA 4 or equivalent; passing of Placement Examination to be administered

***SPA 74 – 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 81 – 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 82 – (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

✓YID 30 – YIDDISH LITERATURE IN TRANSLATION (3 crs. 3 hrs.)

The emergence of Yiddish writers in the modern world. Emphasis is on the main literary personalities and their major contributions. Designed for non-Yiddish speaking students, all readings and discussions are in English.
Pre or Corequisite: ENG 12

YID 82 (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 semester.

+Basic Course

fMeets CPI requirement for Foreign Language

✓Meets CPI requirement for English

*Meets CPI requirement for Fine Arts

🌐Meets CPI requirement for Social Sciences

HEALTH, PHYSICAL EDUCATION AND RECREATION DEPARTMENT

Room G-201

ext. 5696



Rebecca Arliss, *Assistant Professor*

Michele Bracco, *Instructor*

Dominick Chiodi, *Athletic Director/Basketball Coach*

Catherine A. Dachtera, *Coordinator of Athletic; Facilities and Events*

Christine Fey, *Director of Exercise Science/Personal Training*

Ronald Gerwin, *Professor*

Barbara Ginsberg, *Professor; Director, "My Turn" Program*

Rachelle Goldsmith, *Professor; Director, Collaborative Programs*

Walter Hanula, *College Laboratory Technician*

Sherry H. Harris, *Assistant Professor*

Patricia Hazlewood, *Associate Professor; Director, Community Health Program*

Donald Hume, *Assistant Professor, Co-Director, Sports, Fitness and Therapeutic Recreation*

David Lawson, *College Laboratory Technician*

Gail Levine, *Associate Professor*

Samuel Scherek, *Professor and Chairperson*

Louis Shor, *Assistant Professor*

Nicholas Skirka, *Assistant Professor, Co-Director, Sports, Fitness and Therapeutic Recreation*

Silvea Thomas, *Associate Professor*

COMMUNITY HEALTH

+ COH 11 – 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 12 – 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 13 – 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: MAT 20

COH 20 – HELPING SKILLS FOR COMMUNITY HEALTH MAJORS (3 crs. 3 hrs.)

Intervention strategies needed to improve the quality of their interaction within the community.

Prerequisites: COH 11, PSY 11, SOC 31

COH 91 – FIELD EXPERIENCE IN COMMUNITY HEALTH (3 crs. 100 hrs.)

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 11, 12,13 and 20 OR Department permission.

HEALTH EDUCATION

+ HPE 12 – FOUNDATIONS OF HEALTH AND PHYSICAL EDUCATION* (3 crs. 3 hrs.)

This fundamental course, covers a broad spectrum of health-related topics to make students aware of the causes of mental and physical illnesses and their prevention, and demonstrates how lifestyle, perceptions, and decisions affect health. Guidelines and criteria presented to determine good mental, emotional, and physical health. opportunities for personal assessment.

*HPE 12 REQUIRED OF ALL students except students majoring in Nursing.

+ HPE 15 – 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 20 – 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 33 – 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 34 – 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 35 – 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 36 – MARINE SAFETY AND FIRST AID* (3 crs. 4 hrs.)

Provides knowledge and skills necessary to meet emergency medical situations and implement appropriate safety measures in a marine environment. Course completion can qualify students for American Red Cross Certification in cardiopulmonary resuscitation and first aid.

Prerequisite: Department permission

HE 38 – WOMEN'S HEALTH ISSUES (3 crs. 3 hrs.)

A comprehensive exploration of current health issues and their specific impact on women. The health concerns for each developmental phase of a woman's life are covered, with an emphasis on behaviors that can enhance wellness.

+ HE 40 – 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 52 – HUMAN SEXUALITY (3 crs. 3 hrs.)

Information on the biological basis of sex, sexual behavior, sexual problems, sex therapy, and the social aspects of sexuality in an atmosphere conducive to free expression and inquiry.

HE 82 – (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.

Information Item

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 – Room A-108.

CO-EDUCATIONAL ACTIVITIES

+ PEC 2 – WALK, JOG, RUN (1 cr. 2 hrs.)

Introduction to the principles and practices for assessing and improving cardiovascular fitness.

+ PEC 4 – 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 5 – 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 6 – 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 4 will not receive credit for this course.

+ PEC 11 – TENNIS 1 (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 12 – 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 11 or Department permission.

+ PEC 17 – 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 19 – 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 20 – BEGINNERS BALLET (1 cr. 2 hrs.)**

Introduction to principles and techniques include exercises and movement combinations to develop body alignment, endurance, strength and fluidity of movement.

+ PEC 25 – 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 26 – 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 27 – 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 29 – 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 30 – 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 31 – LIFE GUARDING (1 cr. 2 hrs.)

The knowledge and skills necessary to safely assist, and/or effect water rescues, and supervise swimmers in a safe environment. At the conclusion of the course, students will be able to pass both written examination and skills test.

Pre or co-requisites: Swimming skills equivalent to American Red Cross Swimmer Course, Standard First and CPR skills.

PEC 32 – 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 33 – SWIMMING FOR FITNESS (1 cr. 2 hrs.)

An opportunity to improve cardiovascular fitness. Emphasis is on swimming efficiently and on swimming long distances. Limited to Deep-Water Swimmers

PEC 34 – 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 38 – 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 39 – 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 40 – PHYSICAL EDUCATION FOR MATURE ADULTS (1 cr. 2 hrs.)

For individuals who have not exercised in years and would like to start again. How to get started and what to do.

PEC 41 – 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 44 – 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 11

PEC 45 – 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 12

***PEC 50 – DANCE PRODUCTION (1 cr. 2 hrs.)**

Workshops, choreography and performance. To enhance their primary focus students also give time and effort in technical theatre production and publicity. Students can earn up to a total of four credits (one each semester) for successful contribution in a particular area of the dance production.

PEC 64 – 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 91 lap) and demonstrate the ability to stay afloat by treading water for a two-minute time period.

PEC 65 – 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 68 – COMPETITIVE TENNIS (1 cr. 2 hrs.)

For students who possess advanced tennis skills and wish to improve or apply them in varsity level competition.
Prerequisite: PEC 12, or permission of instructor

PEC 82 – (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.
Following PEM and PEW courses meet for 2 hours a week and earn 1 credit each semester.
Men's Activities

+ PEM 2 – BASEBALL (Spring)

To develop individual and team techniques involved in "College Baseball". Conditioning, sportsmanship, team play, appreciation of the game and its rules, and other benefits.

+ PEM 5 – BASKETBALL TECHNIQUES

Various aspects of basketball include: basic skills, practice drills, individual and team responsibilities in man-to-man and zone defenses, offenses against man-to-man and zone defenses, coaching techniques and basketball strategy.

+ PEM 7 – SOCCER TECHNIQUES (Fall)

Soccer, the fastest growing team sport in the country, can be played by both sexes and all ages. Technical development, tactical understanding and appreciation of the popular sport.

PEM 82 – (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 2 – BASKETBALL

Learn about basketball, develop individual skills required to participate successfully and learn strategies necessary for team play.

+ PEW 6 – SOFTBALL

Throwing, catching, batting and running skills are developed so the game of softball can be played with enjoyment and satisfaction. Strategies of play and rules of the game.

+ PEW 7 – POWER VOLLEYBALL

Introduction to the techniques of a highly skilled game of volleyball called power volleyball, including history, rules, scoring, terminology, general conditioning, individual volleyball skills, team play elements, specific offense and defense tactics.

SPORTS, FITNESS AND THERAPEUTIC RECREATION

+ REC 11 – 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

REC 12 – 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.

Pre or Corequisite: REC 11

+ REC 13 – SOCIAL RECREATION (3 crs. 3 hrs.)

How to conduct, plan and program social recreation activities in camps, centers, clubs, institutions and playgrounds. Under supervision, leadership is developed and performance evaluated.

Pre or Corequisite: REC 11

+ REC 14 – 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.

+ REC 15 – 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. Weekend camping trip required.

+ REC 16 – 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.

REC 31 – 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: REC 11 and 12

REC 32 – 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: REC 12, 31, 91

+ REC 33 – 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.

+ REC 34 – 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 desperate ages and physical abilities; various methods of teaching the developed skills to special groups.

REC 35 – 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: REC 31

+ REC 40 – 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.

REC 45 – ADVANCED ARTS AND CRAFTS (2 crs. 2 hrs.)

To familiarize students with methods of design and decoration, a series of wood projects will be completed as the use of stencil, paint, varnish and hand detailing techniques are mastered.

Pre or Corequisite: REC 33 or 34.

+ REC 70 – METHODS OF TEACHING FITNESS AND RECREATION ACTIVITIES (3 crs. 3 hrs.)

Develop techniques, methods, skills and philosophy required to teach fitness and recreation activities.

+ REC 72 – 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.

REC 82 – (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.

REC 91 – FIELD EXPERIENCE IN SPORTS, FITNESS AND RECREATION (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: REC 11, 12, 13, 16, 31, 32, 33

REC 92 – FIELD EXPERIENCE IN SPORTS, FITNESS AND THERAPEUTIC RECREATION (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: REC 91 (REC 31 for students assigned to field experience for individuals with disabilities.)

EXERCISE SCIENCE AND PERSONAL TRAINING

EXS 9 – 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.

Prerequisite: Open to all students

EXS 10 – 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 7

Corequisite: BIO 11

EXS 11 – 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.

Prerequisites: BIO 11 and EXS 10

Corequisite: BIO 12

EXS 12 – HEALTH RISK APPRAISAL (3 crs. 3 hrs.)

Risk factors for coronary heart disease, chronic disease, pathophysiology, medications, biological and lifestyle risk factors, contraindications for exercise, and ethical concerns. Health risk appraisal instrumentation and methodology
Prerequisites: BIO 11, EXS 10
Corequisites: EXS 11 and EXS 13

EXS 13 – FITNESS ASSESSMENT AND EXERCISE PRESCRIPTION (3 crs. 3 hrs.)

Techniques to assess human performance and how this information is utilized to develop appropriate exercise prescriptions.
Prerequisite: EXS 10
Corequisites: EXS 11 and 12 or permission of instructor

EXS 16 – EXERCISE LEADERSHIP SEMINAR (1 crs. 1 hrs.)

Review of the knowledge, skills and abilities necessary for exercise leadership. Using case studies, students will demonstrate their ability to evaluate the health risk status of potential exercise participants. In addition, students will demonstrate their skills in interviewing, motivating and counseling exercise participants.
Prerequisites: BIO 11, EXS 11, EXS 12
Corequisite: EXS 91

EXS 91 – 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.
Prerequisite: EXS 13
Corequisite: EXS 16

+ Basic Course
★Meets CPI requirements for Fine Arts

A.S. Degree
COMMUNITY HEALTH
Requirements – page 52

A.A.S. Degree
EXERCISE SCIENCE/PERSONAL TRAINING
Requirements – page 75

A.A.S. Degree
SPORTS, FITNESS AND THERAPEUTIC RECREATION
Requirements – page 84

Certificate
EXERCISE SCIENCE/PERSONAL TRAINING
Requirements – page 91

HISTORY, PHILOSOPHY AND POLITICAL SCIENCES DEPARTMENT

Room D-309A

ext. 5417



Michael Barnhart, *Associate Professor*

Voorhees E. Dunn, *Associate Professor*

Joseph Felser, *Assistant Professor*

Norman Hanover, *Assistant Professor*

Sidney Helfant, *Professor*

Alphonse Homeha, *Assistant Professor*

Bernard Klein, *Professor and Chairperson*

Frances Kraljic, *Professor*

Vernon Mogensen, *Assistant Professor*

Mira Morgenstern, *Assistant Professor*

Mitchell Okun, *Professor*

Arnold E. Perlmutter, *Assistant Professor*

Anna Procyk, *Assistant Professor*

Stuart Suss, *Professor and Provost*

Michael Sokolow, *Assistant Professor*

Morton Wagman, *Professor*

AMERICAN HISTORY

+🌐 HIS 11 – AMERICAN CIVILIZATION I (3 crs. 3 hrs.)

History of the American people from colonial times to the Civil War, includes: the birth and development of American society; the American Revolution; the rise of the common man; conquest of the frontier, slavery and the Old South.

+🌐 HIS 12 – AMERICAN CIVILIZATION II (3 crs. 3 hrs.)

American people from the Civil War to the present includes: reuniting the country after the Civil War; the role of Blacks in American society; growth of American business; immigration; the rise of the United States as a world power; American Society in the 20th century.

+🌐 HIS 15 – 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 20 – THE IMMIGRANT IN AMERICAN SOCIETY (3 crs. 3 hrs.)

Changing immigration pattern from the 17th century to the present. Immigrants, their motives and ambitions (background, role in American society, and contributions to American life).

+🌐 HIS 21 – POPULAR CULTURE IN AMERICA (3 crs. 3 hrs.)

Development of sports, fads, and folklore in America including additional significant aspects of American society from the colonial era to the present.

+🌐 HIS 41 – 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 50 – THE BLACK IN AMERICAN HISTORY (3 crs. 3 hrs.)

Study of Black Americans within the context of American civilization. Their role in the growth of the nation is examined to understand their contributions, their problems and the attitudes of all Americans, black and white, on the issue of race.

+🌐 HIS 55 – 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 59 – MODERN AMERICA: 1920 TO PRESENT (3 crs. 3 hrs.)

Development of the United States from 1920 to the present. The Jazz Age, the Great Depression, the New Deal, World War II, the Cold War, the Civil Rights Revolution, and the protest movements of the 1960's.

+🌐 HIS 62 – HISTORY OF NEW YORK CITY (3 crs. 3 hrs.)

The history of the City of New York from its founding to the present. New York City's development; its history; its origin as a Dutch trading post; position in colonial culture and society; role in the American Revolution and the founding of the American Republic; growth as a great commercial, transportation, manufacturing, and banking center; citizens' attitude toward slavery and race relations; importance as the center of immigration; growth and expansion into neighboring communities; and its problems and difficulties as a modern megalopolis.

+🌐 HIS 63 – 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 66 – WOMEN IN THE SOCIAL SCIENCES (also listed as WS01) (3 crs. 3 hrs.)

An interdisciplinary study of women from an 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 American 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 in contemporary America.

+🌐 HIS 68 – WOMEN IN AMERICAN HISTORY (3 crs. 3 hrs.)

Examination of the status of women in the United States from colonial times to the present, the European precedents for the treatment of American women, the attempts to alter women's opportunities and rights, and the nature of reform movements in America.

+🌐 HIS 69 – 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 31 – EUROPE: NAPOLEON TO HITLER, 1789 TO 1945 (3 crs. 3 hrs.)

A social, cultural, political, and economic approach to the development of European civilization from the French Revolution to the 20th century. Emphasis is on industrialism, nationalism, imperialism, world wars, and totalitarianism.

+🌐 HIS 32 – MODERN CHINA (3 crs. 3 hrs.)

The reshaping of China and its revolutionary role in the modern world.

+🌐 HIS 33 – 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 34 – 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 36 – EUROPE IN THE TWENTIETH CENTURY (3 crs. 3 hrs.)

The transformation of European society in the 20th century. The political, military, economic and cultural factors as well as the social and technological changes which gave the 20th century its unique character.

+🌐 HIS 37 – 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 42 – 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 43 – THE HISTORY OF THE PUERTO RICAN IMMIGRANT (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 44 – THE NAZI HOLOCAUST (3 crs. 3 hrs.)

The rise of Nazism and its legislative, political, and destructive machinery; the internal life of the Jew in the Ghettos and Concentration Camps; the Jewish Councils and Resistance movements; the attitude of the "Free World"; the Allies, the Church; negotiations for rescue; the scope of the Final Solution, and the literature of the holocaust.

+🌐 HIS 51 – THE ANCIENT WORLD (3 crs. 3 hrs.)

Origins of civilization and the emergence of the great cultures of the Near East. The religious, social, economic, and political ideas and institutions of Egypt, Mesopotamia, the Hebrews, Greece, and Rome, which shaped Western civilization.

+🌐 HIS 52 – 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 53 – RUSSIAN HISTORY: 1860 TO THE PRESENT (3 crs. 3 hrs.)

Reform and revolution in Russia and the establishment of the Soviet regime, analysis and evaluation of the U.S.S.R. under its several leaders, the crises of Soviet society, the collapse of the Soviet Union and the aftermath.

+🌐 HIS 56 – 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 57 – 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 64 – 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 65 – 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 67 – 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 70 – HISTORICAL GEOGRAPHY (3 crs. 3 hrs.)

Geographic sources, their interpretation and evaluation and development of student's geographical sense to gain greater insight and understanding in learning history, or any other liberal arts discipline. A survey of the history, methodology and various theoretical approaches to geography, practical training in map-reading skills, interpretation and library organization and utilization.

HIS 81 – 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 82 – (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 71 – HISTORY OF PHILOSOPHY: THE CLASSICAL PHILOSOPHERS (3 crs. 3 hrs.)

Philosophical thought and its influence on modern man with emphasis on classical Greece, India, and China. Focus is on the work of Plato, Aristotle, Confucius, Lao Tsu.

+ PHI 72 – HISTORY OF PHILOSOPHY: THE MODERN PHILOSOPHERS (3 crs. 3 hrs.)

Philosophical thought from the Renaissance to the present with emphasis on Cartesian thought, natural religion, skepticism, idealism and existentialism. Focus is on the work of Descartes, Spinoza, Hume, Nietzsche, Kierkegaard.

+ PHI 73 – LOGIC: THEORIES OF ARGUMENTATION (3 crs. 3 hrs.)

Introduction to the basic theories of argumentation in their evolution from Plato and Aristotle to contemporary theories. Principles of logic, scientific method, and their application.

+ PHI 74 – ETHICS: A STUDY OF ETHICAL PROBLEMS (3 crs. 3 hrs.)

Ethical and moral theories from the Greek philosophers to the present. Problems which are constant in human history will be examined against the background of various classical and modern writers.

+ PHI 75 – PHILOSOPHY OF THE BEAUTIFUL – AESTHETICS (3 crs. 3 hrs.)

Study of the aesthetic experience in the philosophies of Plato, Aristotle, Schopenhauer, Nietzsche and Kierkegaard. Examination of the criteria of the theories of beauty with reference to art, literature and music.

+ PHI 76 – 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 77 – PHILOSOPHY OF RELIGION (3 crs. 3hrs.)

Introduction to the major metaphysical, epistemological and religious approaches to the fundamental questions of human existence. A comparative analysis of the varying concepts of divinity found in the religious traditions of the world.

+ PHI 78 – PHILOSOPHY IN ASIAN TRADITIONS (3 crs. 3 hrs.)

A survey of the development of philosophical thought in the great Asian religious traditions: Buddhism, Hinduism, Confucianism and Taoism. Special emphasis on the major philosophical debates between and within these divergent traditions.

PHI 81 – 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 82 – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

POLITICAL SCIENCE

+ POL 50 – CLASH OF POLITICAL IDEAS: INTRODUCTION TO POLITICAL THEORY (3 crs. 3 hrs.)

Selected major political philosophers from Plato to Machiavelli from Locke and Rousseau to Hegel and Marx. What are the bases for political leadership, political obligation, majority rule and minority rights?

+ POL 51 – AMERICAN GOVERNMENT AND POLITICS (3 crs. 3 hrs.)

Structure of the national government and the way it operates includes discussion of our democratic system, the three branches of government (executive, legislative and judicial), political parties, pressure groups, and current legislation.

+ POL 52 – COMPARATIVE GOVERNMENT (3 crs. 3 hrs.)

The major types of political systems in selected foreign countries includes study of the role of ideology, economics, elite groups, political institutions, comparison of Western and non-Western systems, with emphasis on Britain, France, Germany, Italy, the Soviet Union and selected African, Asian, and Latin American countries.

+ POL 53 – 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 54 – THE AMERICAN PRESIDENCY (3 crs. 3 hrs.)

Description and analysis of the Presidency as a post-World War II political institution. An historical introduction to the role of the President, the growth of the Presidency from 1789 to the present, and the factors currently affecting presidential elections, and presidential powers.

+ POL 55 – AMERICAN POLITICAL PARTIES (3 crs. 3 hrs.)

The function and role of the American political party system in American life will be explored. Special emphasis will be given to social bases of voting blocks, patterns of voting and non-voting, the influence of money and interest groups on the parties and how the system has changed over time.

+ POL 56 – 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 57 – 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 58--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 59 – 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 61 – 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 63 – 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 element 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 64 – CRIME AND PUNISHMENT (3 crs. 3 hrs.)

To further education in criminal justice, 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 65 – 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 66 – 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 67 – 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 81 – 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 82 – (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 1 – BEHAVIORAL AND SOCIAL SCIENCE: THE INDIVIDUAL AND HIS/HER WORLD (3 crs. 3 hrs.)

The concepts and methodologies of sociology, psychology, economics, political science and history helps students understand issues of current significance.

Prerequisite: Enrollment in "College Now" Program.

+ Basic Course

🌐Meets CPI requirements for Social Sciences

MATHEMATICS AND COMPUTER SCIENCE DEPARTMENT

Room F-309B

ext. 5931



Jack Arnow, *Assistant Professor*

Gordon Bassen, *Associate Professor*

Ronald Forman, *Assistant Professor*

Samuel Gale, *Professor*

Isaak Garber, *Assistant Professor*

Daniel Grimaldi, *Assistant Professor*

Jacob Kainnady, *Assistant Professor*

Steven Majewicz, *Instructor*

Max Mlynarski, *Professor*

Dianna Oratz, *Associate Professor*

Robert Putz, *Assistant Professor*

Julius I. Rosenthal, *Assistant Professor*

David Salb, *Associate Professor*

Dale Siegel, *Associate Professor*

Richard Staum, *Professor*

Rachel Sturm-Beiss, *Assistant Professor*

Rina J. Yarmish, *Professor and Chairperson*

COMPUTER INFORMATION SYSTEMS

(Computer Information Systems courses do not satisfy Group V or CPI requirements.)

+CIS 11 – MICROCOMPUTER APPLICATIONS (4 crs. 4 hrs.)

Introduction to microcomputer applications used in data processing environments including: microcomputer hardware, microcomputer operating systems, word processing systems, and electronic spreadsheets.

Prerequisite: Passing combined score on parts 1 and 2 of CUNY Mathematics Assessment Test. Students who receive credit for CP11, BA 60 or CP 28 will not receive credit for CIS 11.

CIS 12 – INTRODUCTION TO OPERATING SYSTEMS (4 crs. 4hrs.)

Microcomputer applications used in data processing environment including: microcomputer operating systems, graphics, microcomputer architecture and hardware, telecommunications, connecting personal computers via a local area network, and other selected topics.

Prerequisites: CIS 11 plus 1 programming course

CIS 21 – INTRODUCTION TO WEB PAGE DEVELOPMENT (4 crs. 4hrs.)

An introduction to the design and development of web pages. Students will develop their own web pages using web page development software. *Students who have taken DP 8 may not receive credit for this course.*

CIS 22 – HTML AUTHORIZING AND JAVASCRIPT (4 crs. 4 hrs.)

A second course in design and development of web pages emphasizing HTML coding, interactivity, animation and e-commerce applications of the World Wide Web. Students will develop their own web pages using web page software. *Students who have taken DP 9 may not receive credit for this course.*

Prerequisite: CIS 21 or Department permission

CIS 31 – INTRODUCTION TO DATABASE (4 crs. 4hrs.)

Microcomputer applications used in a data processing environment. Introduction to database management systems, and integrated software systems and packages.

Prerequisite: CIS 11 or BA 60 or CP 11

Corequisite: MAT 9

CIS 32 – ADVANCED dBASE PROGRAMMING (4 crs. 4 hrs.)

The concepts and features dBase has in common with all programming languages as well as the unique character of the dBase language. Emphasis on the fundamentals of good programming style, and the use of the dBase language to develop a menu-driven data base program.

Prerequisite: CIS 31

CIS 41 – NOVELL I (4 crs. 4 hrs.)

Introduction to the concepts of local area networks including the organization, management, and protection of network resources. Assists in preparation for Novell's Certified Network Administration (CNA) exam.

Prerequisite: CIS 12 or Department permission.

CIS 42 – NOVELL II (4 crs. 4 hrs.)

Will afford students the ability to perform server start-up procedures and maintain the server's configuration files; monitor and manage server memory; use appropriate utilities to maintain the server; perform advanced set-up and maintenance routines for print services; maintain client configuration files that will enhance the DOS client environment.

Prerequisite: CIS 41

CIS 61 – SYSTEMS ANALYSIS (4 crs. 4 hrs.)

Tools and methods used by management to develop systems for computer applications including: system investi-

gation, input design, output design, file design, documentation, system testing, system implementation, hardware and software.

Prerequisite: ONE of the following: CP 21, 41 or CIS 31

CIS 81 – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)

Independent study of Data Processing is developed individually between student and faculty member and must be approved by the Department.

CIS 82 – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

(Data Processing courses do not satisfy Group V or CPI requirements.)

+DP 1 – NEW STUDENT TECHNOLOGY SKILLS (also listed as BA 1 and TEC 1) (1 cr. 1 hr.)

Basic technology skills on the computer and Internet necessary for research and term paper preparation.

+DP 7 – INTRODUCTION TO THE INTERNET (2 crs. 2 hrs.)

Methods of access to the Internet and all the important functions of the new technology will be discussed and explored on-line in hands-on sessions.

Prerequisite: Passing CUNY Math Skills Exam.

+Basic Course

COMPUTER PROGRAMMING

(Computer Programming courses are offered as electives to all students who have satisfied course prerequisites.)

+ CP 11 – INTRODUCTION TO COMPUTERS AND COMPUTER APPLICATIONS (4 crs. 4 hrs.)

Computer literacy course introducing uses of computers in society; components of a computer system; input/output devices; flowcharting and programming in BASIC, and other programming languages. Computer Applications includes word processing, spreadsheets, graphics, and database management systems; computer concepts and information processing, as an area of general knowledge for the informed individual and how the computer can be used as a tool at home and at work. Computer Information Systems Majors and students who completed BA 60 or CP 28 OR CIS 11 WILL NOT receive credit for this course.

Prerequisite: Passing Score on CUNY Mathematics Assessment Test

CP 21 – 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.

Prerequisite: One course in a programming language

CP 22 – 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.

Prerequisite: CP 21

+ CP 28 – MICROCOMPUTER APPLICATIONS IN EDUCATION (4 crs. 4 hrs.)

Introduction to computers through software teaching, mathematics and the sciences. Participants develop their own skills and explore methods of presenting these concepts to children. Students who receive credit for BA 60, CP 11 or CIS 11 will not receive credit for this course.

Prerequisites: MAT 9 or department permission.

π+ CP 29 – INTRODUCTION TO COMPUTER PROGRAMMING FOR OFFICE, ADMINISTRATION AND TECHNOLOGY STUDENTS (4 crs. 4 hrs.)

Programming in the BASIC language with more emphasis on string and character manipulation and less on mathematical programming. Hands-on experience using IBM microcomputer, disk operations and proper use of a printer for producing hard copy.

Open to Office Administration and Technology Majors only.

Prerequisite: Passing score on parts I and II of CUNY Mathematics Assessment Test

+ CP 31 – VISUAL BASIC 1 (4 crs. 4 hrs.)

Computer programming using the language VISUAL BASIC. Covers the production of a graphical user interface and writing code to make use of it. Participants will create applications that make use of file and data management techniques.

Prerequisite: MAT 9

CP 33 – 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 31

CP 40 – MULTIMEDIA PROGRAMMING (4 crs. 4 hrs.)

Course combines text, sound graphics and motion to execute a multimedia presentation. Application of techniques for interactive use of the new technology to create mixed media materials. Leading multimedia authoring programs will be discussed.

Prerequisite: Any computer language.

+ CP 41 – COBOL PROGRAMMING (4 crs. 4 hrs.)

Structured COBOL programming and typical business applications. Programs written by students will be run on the remote job entry communication network connected to the University computer Center.

Prerequisite: CIS 11

CP 42 – ADVANCED COBOL PROGRAMMING (4 crs. 4 hrs.)

Magnetic tape and disk programming in COBOL. Introduction to operating systems including: system control and system service programs such as the Supervisor, Job Control, and the Linkage Editor; interaction of the control program and the problem program within the systems environment; Job Control Language; program libraries; channels and interrupts; data management and IOCS; Sequential Access Method; Indexed Sequential Access Method; Direct Access Method; utility programs; multiprogramming considerations; introduction to Virtual Storage; Paging; Virtual Storage Access Method.

Prerequisite: CP 41 or DP 31

+ CP 51 – PROGRAMMING IN FORTRAN (4 crs. 4 hrs.)

Flow-charting using the FORTRAN program language for business and scientific applications. Programs written by students will be run on the remote job entry communication network connected to the University Computer Center.

Prerequisite: MAT 09

+ CP 54 – INTRODUCTION TO PASCAL (4 crs. 4 hrs.)

Programming in PASCAL. Students write and run several scientific and commercial programs. Course serves as preparation for other higher-level languages.

Recommended as an elective for Computer Information Systems Majors.

Prerequisites: Knowledge of a programming language and MAT 9

CP 61 – JAVA PROGRAMMING (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 Assessment Test and one course in a programming language or CIS 22.

CP 66 – 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: CIS 11 or CP 11 or BA 60 or Department permission.

CP 67 – COMPUTER GRAPHICS AND DESIGN II (4 crs. 4 hrs.)

Advanced computer graphics and technical drawing using AutoCAD LT and Auto Sketch.

Prerequisite: CP 66

CP 71 – 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 data bases.

Prerequisites: CIS 12 PLUS one of the following: CP 51, 54, 41, CIS 31

+ Basic Course

π course meets MATH CPI requirement

COMPUTER SCIENCE

π + CS 12 – 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 21 will not receive credit for this course.***

Corequisite: MAT 14

π CS 14 – COMPUTERS AND ASSEMBLER LANGUAGE PROGRAMMING (5 crs. 5 hrs.)

Computer structure, machine language and assembler language programming. Digital representation of data; addressing techniques; macro, machine and assembler instruction sets. Emphasis on computing techniques for numerical applications is supplemented by several computer projects.

Prerequisite: CS 12

CS 35 – DISCRETE STRUCTURES (5 crs. 5 hrs.)

Sets, Matrices, Relations and Digraphs, Functions, Order Relations and Structures, Trees and Languages, Semigroups and Groups, Finite-State Machines and Languages.

Prerequisite: MAT 15

CS 37 – 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 12

CS 81 – 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 82 – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

+ Basic Course

π meets CPI requirement for Math

MATHEMATICS

~ MAT M1 – BASIC MATHEMATICS (0 crs. 4 hrs – 4 equated crs.)

Arithmetic stressing quantification and manipulative skills and applications for students who are deficient in that subject.

Required of all students who score 14 or less on the CUNY Math Skills Exam.

~ MAT M2 – ALGEBRA (0 crs. 4 hrs. – 4 equated crs.)

Introductory algebra for students who completed MAT M1 but have not passed the CUNY Math Skills Exam. Course stresses solution of elementary algebraic equations, word problems and applications. Required of all students who score 14 or less on the CUNY Math Skills Exam and have passed MAT M1

~ MAT R2 – INTRODUCTORY MATHEMATICS (0 crs. 5 hrs. – 5 equated crs.)

Introductory algebra for students whose skills do not meet the CUNY Math Skills Exam standards. Course stresses elementary solution of algebraic equations, word problems and applications.

NOTE: Required of all students who score between 15 and 19 on the CUNY Math Skills Exam. It is also open to R2 students who score between 20 and 24 on the CUNY Math Skills Exam.

~ MAT B3 – IMMERSION PROGRAM (0 crs. 1/2 hrs. – 1/2 equated crs.)

Intensive review of arithmetic and elementary algebra for students who failed the CUNY Math Skills Exam with a score of 20 to 24. Course ends with administration of the CUNY Exam.

+ MAT 01 – ELEMENTARY ALGEBRA (0 crs. 4 hrs.)

Designed to help students pass the Mathematics A High School Regents Exam. Topics include: number concepts, algebraic reasoning, introductory geometry, the coordinate plane and probability.

Prerequisite: Students that the high school identifies as being in need of extra assistance in order to pass the Mathematics A Regents Exam on the first try or students who have taken and failed the Mathematics A Regents Exam.

+ π MAT 03 – INTERMEDIATE ALGEBRA (0 crs. 4 hrs.)

Designed to help students pass the Mathematics B High School Regents Exam. Inequalities, rational expressions, exponents, quadratic equations, radicals, complex numbers, functions, logarithms and exponential functions.

Prerequisite: Students that the high school identifies as being in need of extra assistance in order to pass the Mathematics B Regents Exam on the first try or students who have taken and failed the Mathematics B Regents Exam.

+ MAT 6 – 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 9

π + MAT 7 – PRINCIPLES of MATHEMATICS (4 crs. 4 hrs.)

A basic course in mathematical discovery. Students participate in the development and investigation of topics such as: number sequences, calculating devices, extrapolation, mathematical mosaics and curves, probability and topology.

Not open to students who have taken a mathematics course number 9 or higher or third-year sequential mathematics.

Prerequisite: Passing grade on parts I and II of CUNY Mathematics Assessment Test.

π MAT 9 – 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 calculus and pre-calculus. This course is appropriate for liberal arts students as well as majors in other subject areas.

Prerequisite: Passing score on parts 1 and 2 of the CUNY Math Skills Exam.

π + MAT 10 – COLLEGE TRIGONOMETRY (3 crs. 3 hrs.)

Functions, graphing techniques, angle measurement, functions of right angles, linear interpolation, inverse functions, laws of Sines and Cosines, circular functions, formulas, identities, waves and conditional equations. Open to students who have passed MAT 9 but not trigonometry.

Prerequisite: MAT 9

π + MAT 11 – 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 9

π + MAT 12 – CONCEPTS OF MODERN MATHEMATICS (4 crs. 4 hrs.)

Introduction to the spirit of mathematical investigation and mathematical logic including: the prime numbers, the Fundamental Theorem of Arithmetic, the rational and irrational numbers, tiling, congruence and number bases. Students may take MAT 12 and/or MAT 13 during the same or different semesters in either order.

Prerequisite: MAT 9

π + MAT 13 – 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. Students may take MAT 12 and/or MAT 13 during the same or different semesters in either order.

Prerequisite: MAT 9 or "A" grade in MAT 7

π + MAT 14 – 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 9

π MAT 15 – CALCULUS I (4 crs. 4 hrs.)

The first part of a three-semester integrated course in the elements of coordinate geometry, differential and integral calculus, with applications. Algebraic functions of a single variable, the derivative, differentiation formulas, and application to geometry, physics and maximization.

Prerequisite: MAT 14

Pre or Corequisite: MAT 10

π MAT 16 – CALCULUS II (4 crs. 4 hrs.)

Continuation of MAT 15, with emphasis on transcendental functions and special methods of integration.

Prerequisite: MAT 15

π + MAT 20 – 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. Instruction and practice in the use of desk calculators and the basic language. Recommended for students planning careers in economics, education, psychology, sociology, data processing and environmental technology.

Prerequisite: MAT 9. Not open to students who have taken MAT 22

π MAT 21 – CALCULUS III (4 crs. 4 hrs.)

Continuation of MAT 16 with emphasis on partial differentiation, polar coordinates, multiple integration, solid geometry, vectors, and hyperbolic functions.

Prerequisite: MAT 16 with "C" grade or better

π MAT 22 – STATISTICS FOR BUSINESS WITH COMPUTER APPLICATIONS (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 using statistical computer software.

Prerequisite: MAT 9. Not open to students who have taken MAT 20

π MAT 25 – 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 9

π MAT 55 – 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 16 with "C" grade or better

π MAT 56 – LINEAR ALGEBRA (3 crs. 4 hrs.)

Study of vector spaces, matrix algebra transformation, and vector analysis.

Prerequisite: MAT 15 with "C" grade or better

MAT 81 – 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 82 – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

~ Developmental Course

+ Basic Course

π course meets CPI requirement for Math

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A.S. Degree
COMPUTER SCIENCE
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A.S. Degree
MATHEMATICS
Requirements – page 59

NURSING DEPARTMENT

Room M-401

ext. 5522



Laura DiCapua, *Senior College Laboratory Technician*

Carmel Ficorelli, *Instructor*

Valerie Gill, *Assistant Professor*

Arlyne Kellock, *Assistant Professor*

Joanne Lavin, *Professor*

Pamela Mahon, *Associate Professor*

Marjorie McDonough, *Associate Professor*

Hazeline Outram-Evans, *Assistant Professor*

Rosamond Payne, *Instructor*

Dolores Shrimpton, *Associate Professor and
Chairperson*

Delores Washington, *Director, HELM Center*

Bridget Weeks, *Assistant Professor*

NURSING

The Nursing Program consists of two components, Pre-Clinical and Clinical.

To enter the Clinical Component, students MUST FIRST complete the Pre-Clinical Sequence of the college.

Students with disabilities who are interested in the Nursing Program should make an appointment with the Department Chairperson.

Up to 5% of the students who are accepted to the Nursing Program may be allowed directly into the Clinical component and can earn their A.A.S. degree in two years. These students are selected on the basis of their high school admission average, results of the CUNY ACT Tests in Reading and Writing and the CUNY Mathematics Test, and approval of the Nursing Department.

To be considered for the Clinical component of the Program, students must comply with the following:

1. be enrolled in the Pre-clinical Component
2. complete any required remediation before completion of the four courses in the Pre-Clinical Sequence;
3. complete the four courses in the Pre-Clinical Sequence: ENG 12 or ENG 24, PSY 11, BIO 11 and SCI 25.
4. complete the four courses in the Pre-Clinical Sequence with at least a grade point average of 2.5 or earn 2 B's (one of which must be in SCI 25 or BIO 11) and 2 C's;
5. if required to repeat course(s) in the Pre-Clinical Sequence due to unsatisfactory initial grades, achieve a minimum average of 2.5 based on all grades earned in the Sequence courses;
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: all grades received for the Pre-Clinical Sequence will be included in the Pre-Clinical's average computation);
8. perform satisfactorily on the National League for Nursing Pre-Admission RN Examination, and;
9. pass Freshman Skills Assessment Test in Mathematics and the CUNY ACT in Reading and Writing or meet all requirements for existing remediate.

Students who successfully complete the prescribed Pre-Clinical Sequence requirements may formally file for enrollment into the Clinical component of the Nursing Program. Completion of the above conditions does NOT guarantee admission into the Clinical component of the Nursing Program. Admission into the Clinical component will be based on space availability, the Pre-Clinical Sequence average and the NLN examination results.

Qualified applicants who are not admitted to the Clinical component due to lack of available space will NOT be placed on a waiting list or be given preferential admission into a later class. After having attempted 25 credits at Kingsborough, Nursing students who are not admitted into the Clinical component of the Nursing Program MUST FILE for a change of curriculum into another degree program or they will be automatically transferred into Liberal Arts. Exception to this rule can be made only by the Nursing Department Admissions Committee.

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.

Licensed Practical Nurses who are accepted into the Clinical phase of the Nursing Program may receive credit for NUR 18 (Fundamentals of Nursing), by earning a "C" or better in the National League for Nursing (NLN) ACE exam. Credit for NUR 17 (Calculations for Medication Administration), may be earned by passing the Nursing Department examination with a grade of "C" or higher.

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:

- a) receive no more than two grades below "C" in any of the pre or corequisite courses; no more than one grade below "C" in the biological and physical sciences; no more than one grade below "C" in the behavioral sciences;
- b) earn a minimum "C" grade in every required Nursing course;
- c) any required Nursing course in which an unsatisfactory initial grade was received may be repeated only once;
- d) no more than two (2) required Nursing courses may be repeated because of an unsatisfactory initial grade.

As of Fall 1983, Nursing students who enter NUR 17 and 18 for the first time MUST complete the Nursing Program within four years from the date of entry into core nursing courses. Students who risk not completing the Program within four years are encouraged to seek academic counseling. Students who do not complete the Program in four

years may appeal to the appropriate college committee.

Any student who has not attended nursing courses for two or more consecutive years 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 can be repeated only once.

Drug Calculation Policy

As of Fall 1989, NUR 17, "Calculations for Medication Administration" is a pre or corequisite for NUR 18 and a prerequisite to all other nursing courses. Throughout the rest of the program, drug knowledge and skills will be integrated and tested in every nursing course.

Pre-NCLEX RN Examination

All students must take the NLN Diagnostic Readiness Test (DRT) examination while enrolled in their last clinical nursing course.

Malpractice Insurance – Health Clearance

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 certificate. The insurance policy, CPR certificate, and health clearance must be satisfactory for the entire semester. Information on malpractice insurance and/or CPR is available in the Nursing Department Office (M-401); information on health requirements, from the Health Services Office (A-108).

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 of New York State on their first attempt. Most graduates are employed in acute care or long-term care facilities.

Note: Clinical Nursing students incur the expenses of purchasing a required uniform and equipment necessary for clinical practice in health care agencies.

π+ NUR 17 – CALCULATIONS FOR MEDICATION ADMINISTRATION (1 cr. 1 hr.)

Beginning level students acquire knowledge and develop proficiency in computing drug dosages. Oral, injectable and intravenous medications to be administered to infants, children and adults are discussed.

Prerequisite: Passing CUNY Math Skills Exam

+ NUR 18 – FUNDAMENTALS OF NURSING (7 crs. 13 hrs.)

Introduction to understanding knowledge and skills that are basic to nursing including dependent, independent and interdependent functions of a nurse. Facts, principles and concepts derived from the biological and behavioral sciences are applied to basic nursing care. Laboratory sessions are on campus and in hospitals or other health agencies.

Pre or Corequisites: BIO 11, PSY 11; SCI 25; ENG 12, or ENG 24 if exempt from ENG 12

Pre or Corequisites: NUR 17, BIO 12

NUR 19 – FAMILY CENTERED MATERNITY NURSING (4 crs. 14 hrs. one-half semester)

Family-centered maternity nursing includes facts, principles and concepts relevant to the care of individuals and their families during the reproductive years of the life-cycle. Laboratory sessions will be on campus or in hospitals and other health agencies.

Prerequisites: NUR 20, 22

Pre or corequisites: SOC 31, ENG 24

NUR 20 – NURSING THE EMOTIONALLY ILL (4 crs. 14 hrs. One-half semester)

Introduction to nursing care of clients who are experiencing difficulty meeting psychosocial needs. Students will learn how emotional illness affects the needs of the individual and family in their efforts to adapt to stressors. Laboratory sessions are on campus as well as in hospitals or other health agencies.

Prerequisite: NUR 21

Pre or Corequisite: PSY 32

Recommended: SOC 31, ENG 24

NUR 21 – NURSING THE ILL ADULT I (9 crs. 16 hrs.)

Nursing the adult client with common recurring health problems includes nursing interventions based on physiological and psychological needs of adult patients. Laboratory sessions are on campus and in hospitals or other health agencies.

Prerequisites: NUR 17, 18

Pre or Corequisite: BIO 51

NUR 22 – NURSING THE ILL ADULT II (5 crs. 17 hrs.)

(one-half semester)

During this continuation of NUR 21, the ways in which illness affects the individual and family is demonstrated. Concepts of chronic illness and rehabilitation are discussed. Laboratory sessions are on campus and in hospitals or other health agencies.

Prerequisite: NUR 21

Pre or Corequisite: PSY 32

Recommended: SOC 31, ENG 24

NUR 23 – NURSING OF CHILDREN (5 crs. 17 hrs.)

(one-half semester)

Introduction to nursing care of children (from infancy through adolescence) and their families. Health care maintenance of children, as well as concepts relevant to hospitalized children is included. Laboratory sessions will be on campus, or in hospitals and other health agencies.

Prerequisites: NUR 20, NUR 22

Pre or Corequisites: SOC 31, ENG 24

NUR 24 – ISSUES IN NURSING (1 cr. 1 hr.)

The role and responsibilities of a beginning-level associate degree nurse both as an individual and as a member of the nursing profession, are considered. Historical perspectives, ethical-legal-moral aspects, current issues and trends in nursing are discussed.

Prerequisites: NUR 20, NUR 22

Pre or Corequisites: NUR 19, NUR 23, SOC 31, ENG 24

ELECTIVES:

NUR 28 – CONTEMPORARY ISSUES IN HEALTH CARE (3 crs. 3 hrs.)

(Also listed as SOC 28 and BA 28)

The sociological, ethical, legal and economic impact of managing health care into the next century.

NUR 29 – 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 41 – 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 42 – 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 43 – 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 11, SOC 31

NUR 44 – 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.

Pre or Corequisite: BIO 11

NUR 45 – 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.

NUR 46 – 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: ANT 37 or SOC 31

NUR 47 – HOME HEALTH CARE: PATTERNS AND NEEDS (3 crs. 3hrs)

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.

NUR 48 – 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 18

NUR 49 – 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 18 or Department permission

NUR 82 (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.

NUR 90 – REGISTERED NURSE INTERNSHIP (3 crs. 1 class hr.)

For newly-graduated nurses who have passed the NCLEX-RN exam but have not yet secured employment as a registered professional nurse. Students will gain experience in delegation, resource allocation, and management of multiple client case loads and collaboration with the interdisciplinary team.

Prerequisite: priority given to graduates of KCC Nursing Program. Applications will also be considered from graduates of other CUNY accredited Nursing Programs with the NY State RN License

A.A.S. Degree

NURSING

Requirements – page 78

+ Basic Course

π Meets CPI requirement for Math

🌐 Meets CPI requirement for Social Sciences

Accreditation –the Nursing Program is accredited by the National League for Nursing Accrediting Commission (NLNAC). Information is available by contacting the NCLNAC – National League for Nursing Accrediting Commission, 61 Broadway, New York, NY 10006 (212) 363-5555

OFFICE ADMINISTRATION AND TECHNOLOGY DEPARTMENT

Room M-211

ext. 5655



Donald Donin, *Associate Professor*

Naomi Platt, *Professor*

William C. Yenna, *Associate Professor and Chairperson*

ADMINISTRATION

+ADM 15 – 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 16 – BASIC DICTION (1 crs. 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 17 – 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 15 or equivalent

Corequisite: TEC 12

+ ADM 24 – 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 27 – LEGAL ASSISTING I (3 crs. 3 hrs.)

Preparation to function as a non-lawyer assistant under the direction and supervision of a lawyer. Includes introduction to law and the legal profession; the legal system, its sources of law and the methodology of legal research; law office management; litigation and trial management.

ADM 28 – LEGAL ASSISTING II (3 crs. 3 hrs.)

Specialized training for the legal assistant in the procedural aspects of Surrogate Court practice.

Prerequisite: ADM 27

ADM 29 – LEGAL ASSISTING III: MATRIMONIAL AND FAMILY LAW SPECIALIZATION (3 crs. 3 hrs.)

Specialized training as a non-lawyer assistant, while working under the direction and supervision of an attorney in the procedural aspects of Supreme Court and Family Court practice. Divorce, uncontested and contested; separation; child custody; alimony and support payments; annulment; separation agreements, and orders of protection.

Prerequisite: ADM 27

ADM 30 – 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 17

ADM 37 – 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 score on CUNY Reading and Writing ACT

ADM 44 – INTERMEDIATE SHORTHAND: INTENSIVE (4 crs. 4 hrs.)

Develops skill attainment levels of ADM 15, and ADM 17, 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 53-54 – 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 55 – 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 81 – 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 82 – (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 92b – FIELD EXPERIENCE – LEGAL (3 crs. 9 hrs.)

Eight hours per week of supervised work experience in law firms in the community, and one hour a week of classroom discussion of the on-the-job experience are course requirements.

Prerequisites: TEC 33, ADM 37

Corequisites: TEC 34, TEC 50

ADM 92d – FIELD EXPERIENCE – MEDICAL (3 crs. 9 hrs.)

Eight hours per week of supervised work experience in medical environments in the community, and one hour a week of classroom discussion of the on-the-job experience are course requirements.

Prerequisites: ADM 37, TEC 13, 61

Corequisites: TEC 34, 62

TECHNOLOGY

+ TEC 1 – NEW STUDENT TECHNOLOGY SKILLS (Also listed as BA 1 and DP 1) (1 cr. and 1 hr.)

Basic technology skills on the computer and Internet necessary for research and term paper preparation.

+ TEC 11 – 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 12 – 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.)

Prerequisite: TEC 11 or equivalent

TEC 13 – 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 12 or equivalent or Department permission.

+TEC 14 – 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 21 – 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 22 – WORD/INFORMATION PROCESSING II (3 crs. 4 hrs.)

The applied use of word/information processing procedures and equipment in a simulated word processing environment. The total work flow of office communications from input through output will be covered. Keyboarding of tables, reports, letters, and form letters with variable information will be stressed using specific word processing software different from the software used in TEC 21.

Prerequisite: TEC 21 or TEC 25 or BA 60

TEC 23 – 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 11 or department permission

TEC 25 – 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, and telecommunications are applied to office information processing.

TEC 26 – OFFICE COMPUTER APPLICATIONS II

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; in Microsoft Access to create an enhanced database; and in Microsoft Powerpoint to create slides for professional presentations.

Prerequisites: TEC 25, BA 60 or CP 11

TEC 34 – 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 9230

TEC 41 – INTENSIVE COMPUTER KEYBOARDING II (4 crs. 4 hrs.)

Develop skill attainment levels of TEC 11 and TEC 12, 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 42 – INTENSIVE COMPUTER KEYBOARDING III (4crs. 4 hrs.)

Develops skill attainment and production levels of TEC 12 and TEC 13, for students with education and/or experiential background of 40 wpm for five minutes with 2.5 percent error limitation. The instructor evaluates each student and provides individual prescriptions that include specialized projects, use of the computer laboratory for skill building, and use of tutorial services.

Prerequisite: Department permission.

TEC 50 – LEGAL TERMINOLOGY AND LAW OFFICE TRANSCRIPTION (3crs. 3 hrs.)

Legal terms in basic areas of law. Training in transcribing and formatting legal correspondence and legal documents electronically.

Prerequisite: TEC 12

TEC 57 – 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: A College-level computer course or department permission.

TEC 58 – 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 59 – 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 61 – 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 11 or TEC 14 or department permission

Equivalent courses and Department permission may be accepted in lieu of these requirements.

TEC 62 – 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: College level computer course or department permission

TEC 70 – 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 81 – 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 82 – PRESENTATION GRAPHICS for the OFFICE (3 crs. 4 hrs.)

The application of presentation graphics to plan, organize and create slide shows, notes and outlines in an office environment. Topics covered will include use of integrated software and multimedia presentations.

Prerequisite: TEC 25 or BA 60 or CP 11 or Department permission

+ Basic Course

★Meets CPI requirements for Fine Arts

A.A.S. Degree

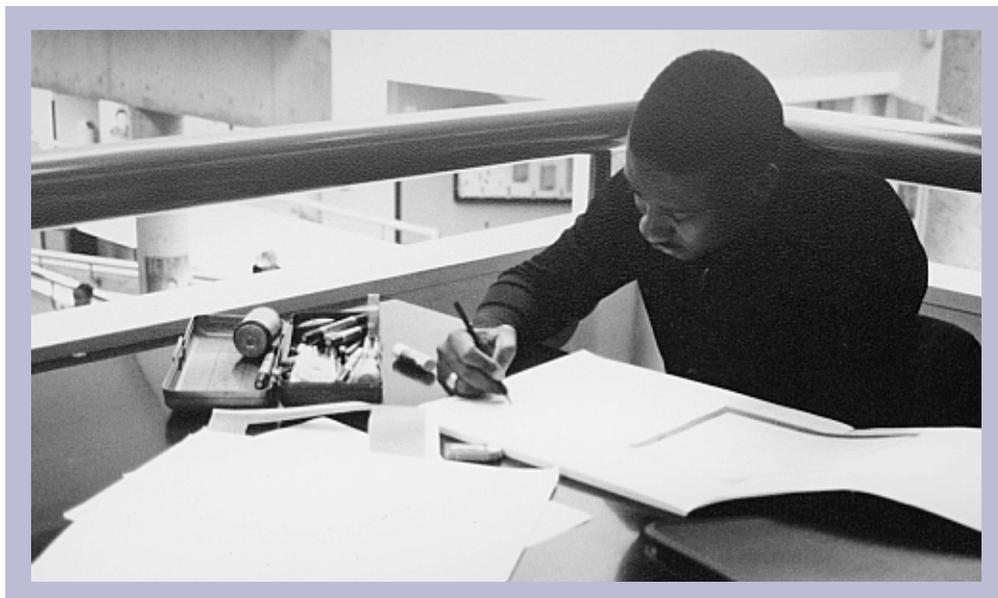
OFFICE ADMINISTRATION and TECHNOLOGY–concentrations in Executive, Legal, School, Word/Information Processing, Medical Word/Information Processing

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PHYSICAL SCIENCES DEPARTMENT

Room S-243A

ext. 5746



Grigoriy Aizin, *Associate Professor*

John Blunt, *Associate Professor and Chairperson*

Harvey F. Carroll, *Professor, Director, Engineering Science Program*

Gearlen M. Crump, *Senior College Laboratory Technician*

Harold C. Connolly, *Assistant Professor*

Anthony D. DiLernia, *Associate Professor, Marine Technology*

Aston G. Gillies, *Senior College Laboratory Technician,
Adjunct Lecturer*

Laxman Kanduri, *Lecturer, Marine Technology*

John Lawrence, *College Laboratory Technician*

Patrick M. Lloyd, *Assistant Professor*

Thomas O. Meeks, *Associate Professor*

John Mikalopas, *Assistant Professor*

Varattur Reddy, *Assistant Professor*

Patricia W. Schwartz, *Assistant Professor*

Robert Stiglitz, *College Laboratory Technician*

Michael K. Weisberg, *Associate Professor*

CHEMISTRY

~ CHM 01 – 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.

Corequisite: MAT 9

🍏+ CHM 11 – 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 9 and CHM 01 or passing chemistry exemption exam, or passing grade on Part III of CUNY Math Skills Exam—contact department for exemption exam information.

🍏CHM 12 – 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 11

🍏CHM 31 – 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 12

🍏CHM 32 – 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 31

CHM 81 – 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 82 – (1-3 crs. 1-3 hrs.)

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

~ Developmental Course

+ Basic Course

A.S. Degree
CHEMISTRY
Requirements – page 51

ENGINEERING SCIENCE

EGR 21 – 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 CUNY ACT in Reading and Writing

Corequisite: MAT 14

EGR 22 – 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 21, PHY 14.

Corequisite: MAT 55

EGR 23 – 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 12, PHY 14

Corequisite: CP 51

A.S. Degree
ENGINEERING SCIENCE
Requirements – page 56

EARTH AND PLANETARY SCIENCE

+ EPS 31 – METEOROLOGY (3 crs. 3 hrs.)

Fundamental physical and chemical structure of the atmosphere including weather, climate, meteorological instrumentation, and air pollution.

+ EPS 32 – PHYSICAL OCEANOGRAPHY (3 crs. 3 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.

🍏+ EPS 33 – PHYSICAL GEOLOGY (4 crs. 5 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.

🍏+ EPS 36 – INTRODUCTION TO EARTH SCIENCE (4 crs. 5 hrs.)

The earth's environment, meteorology, geology, astronomy, and oceanography. Field trips and laboratory work included.

🍏+ EPS 38 – PLANETOLOGY: A TRIP THROUGH THE SOLAR SYSTEM (4 crs. 5 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.

+ Basic Course

PHYSICS

🍏+ PHY 11 – GENERAL PHYSICS I (4 crs. 6 hrs.)

First term of non-calculus two-semester lecture and laboratory course in classical and modern physics. Includes study of mechanics, heat, hydrostatics and hydrodynamics, harmonic motion and waves. Physical principles are demonstrated and students receive "hands on" laboratory experience.

Prerequisite: MAT 14.

Recommended for students in liberal arts, pre-medical, pre-dental, pre-pharmacy, pre-optometry and allied health.

🍏PHY 12 – GENERAL PHYSICS II (4 crs. 6 hrs.)

Second term of General Physics. Includes sound, electricity, magnetism and optics. Laboratory sessions included.

Prerequisite: PHY 11

🍏+ PHY 13 – 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.

Corequisite: MAT 15

Recommended for science, engineering, pre-medical and allied health students who desire a more comprehensive treatment than given in PHY 11.

🍏PHY 14 – ADVANCED GENERAL PHYSICS II (4 crs. 6 hrs.)

Second term of PHY 13. Topics include sound, electricity, magnetism and optics. Laboratory sessions included.

Prerequisite: PHY 13

Corequisite: MAT 16

🍏+ PHY 35 – INTRODUCTION TO ASTRONOMY (3 crs. 3 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.

+ Basic Course

A.S. Degree

PHYSICS

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SCIENCE

🍏+ SCI 25 – 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: MR2, ENG 04 or satisfactory completion of BIO 10 or Dept. Permission.

🍏+ SCI 35 – INTRODUCTION TO MODERN PHYSICS (4 crs. 5 hrs.)

A one-semester lecture and laboratory college-level survey course in classical and modern physics; includes mechanics, heat, wave motion, electricity, optics, atomic and nuclear physics.

🍏+ SCI 37 – CHEMISTRY, TECHNOLOGY AND THE ENVIRONMENT (4 crs. 5 hrs.)

Balancing potential benefits and risks associated with modern chemical sciences in a technological society. Selected topics include: plastics, energy production, nuclear chemistry, semiconductors, drug design, personal care products, the earth as a resource, air and water pollution, ozone layer depletion, global warming, acid rain and nuclear waste. Laboratory work coordinated with lectures.

+ SCI 51 – PEOPLE AND THE ENVIRONMENT (2 crs. 2 hrs.)

From a chemical point of view, course assesses what is known of the environment and how to conserve it; the actions designed to expand that knowledge and its use. Important contemporary problem of energy consumption and related pollution problems, waste disposal, and recycling.

Note: This is a Basic Course. It does NOT require any prerequisite.

+ SCI 70 – THE SCIENCE OF NUTRITION (3 crs. 3 hrs.)

Increased food processing and addition of chemical substances in foods make it important to understand the basic ideas of modern nutrition. This interdisciplinary course is taught jointly by the Biological Sciences and Physical Sciences Departments. Such concepts as biochemical individuality as related to nutrition for optimum health are integrated with surveys of carbohydrate, protein and fat metabolism; the role of vitamins and minerals in metabolic processes and their still-controversial role in orthomolecular nutrition, food selection, diet during pregnancy and infancy, special diets during illness, and the safety of the food supply. Students are asked to analyze their own diet. Open to all students in partial fulfillment of their science requirement.

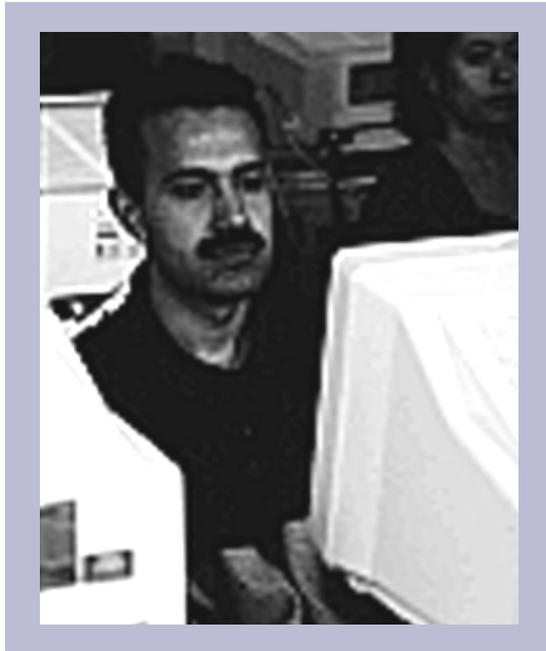
+Basic Course

🍏Meets CPI requirement for Lab Science

TOURISM AND HOSPITALITY DEPARTMENT

Room E-219

ext. 5143



Adrienne Biel, *Lecturer*

Anthony Borgese, *Lecturer*

Rosemary Bufano, *Lecturer*

Jonathan Deutsh, *Lecturer*

Richard Graziano, *Associate Professor*

Laurel Marshall, *Assistant Professor*

Stuart Schulman, *Professor and Chairperson*

Barbara Steffen, *Professor*

TOURISM AND HOSPITALITY

+ TAH 1 – INTRODUCTION TO TRAVEL AND TOURISM (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.
Corequisite: TAH 2

+ TAH 2 – 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.
Corequisite: TAH 1

TAH 3 – TOUR OPERATIONS AND WHOLESALING (3 crs. 3 hrs.)

Transportation and Wholesaling are major components of the tourism and hospitality industry. The Transportation area includes regulation and deregulation, fare structure, charters, administration, and marketing. Wholesaling area includes services, tour packaging, legal aspects.

TAH 11 – AIRLINE TICKETING (3 crs. 3 hrs.)

Skills and knowledge to properly prepare and process a variety of domestic and international flight coupons and other appropriate documentation for passenger travel. Fair construction, use of professional reference guides and tax computation of airline tickets.

TAH 12 – TRAVEL AGENCY OPERATIONS (3 crs. 3 hrs.)

The role of governmental and quasi-governmental bodies as they affect the operation and financial status of travel retailers and wholesalers. Introduced to the use of computer systems, students become familiar with governmental regulations and financial sales reports.
Prerequisites: TAH 1, 2

TAH 14 – COMPUTER RESERVATIONS SYSTEMS (3 crs. 4 hrs.)

Continuous hands-on experience to access the computer to book for airlines, hotels, rental cars, trains and cruises. Intensive study of the TWA PARS computer reservations system.
Prerequisites: TAH 1, 2

TAH 15 – SPECIALTY TRAVEL 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.
Prerequisites: TAH 1, 2

TAH 18 --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.
Prerequisites: TAH 1, 2

TAH 21 – THE HOSPITALITY INDUSTRY (3 crs. 3 hrs.)

Operation and management of hospitality enterprises with emphasis on application of management principles and financial operations in hotels, motels, restaurants, and resorts.
Prerequisites: TAH 1, 2

TAH 31 – TRANSPORTATION (3 crs. 3 hrs.)

Regulatory environment, pricing structure, marketing and sales considerations as they interact with economic and social factors in both passenger and cargo transportation. All modes of surface and air transportation.
Prerequisites: TAH 1, 2

TAH 41 – 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.

Prerequisites: TAH 1, 2

TAH 42 – EVENT PLANNING AND OPERATIONS (3 crs. 3 hrs.)

To effectively manage the increasingly complex area of hotel and association meeting and event planning and operations, students learn to understand and deal with fiscal constraints and acquire necessary skills and knowledge to successfully interact with the various players involved.

Prerequisite: TAH 41

TAH 43 – CATERING AND BEVERAGE OPERATIONS (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.

Prerequisites: TAH 1, 2

TAH 44 – TRADE SHOW, CONVENTION AND EXPOSITION OPERATIONS (3 crs. 3 hrs.)

Introduction to the convention, trade show, and exposition industry, and the relationship between these components and the tourism, meeting and hospitality sectors. Professional development and opportunities are included.

Prerequisites: TAH 1, 2

TAH 45 – TRADE SHOWS AND EVENTS (3 crs. 3 hrs)

A comprehensive introduction to the event convention and trade show and exposition industry. The relationships between these components and the travel, tourism, food service and meeting planning sectors are examined. Relevant technology is utilized to demonstrate critical competencies.

Prerequisites: TAH 1,2

TAH 51 – INTERPRETIVE GUIDING (3 crs. 3 hrs.)

Basic components of Tour Guiding including duties and responsibilities of a tour guide and how to handle tour groups in various settings. New York City will be the reference point for sight and attraction guiding. Requirements for the New York City Tour Guide license.

Prerequisites: TAH 1,2

TAH 52 – INTERNET APPLICATIONS IN TOURISM AND HOSPITALITY (3crs. 3 hrs.)

This course will prepare students to understand the basic essentials of Ecotourism, Diversity in Tourism and tourism research. These are new and significant emerging competencies that are required for developmental opportunities in the tourism and hospitality industry.

Prerequisites: TAH 1, 2

TAH 53 – GEOGRAPHIC HIGHLIGHTS (3crs. 3 hrs.)

The financial, sociocultural, physical resource and environmental consequences of tourism developmental decisions. The application of this information in the competition for market share.

Prerequisites: TAH 1, 2

TAH 54 – COMPARATIVE HOSPITALITY VENUES (3 crs. 3 hrs.)

Meeting planning, Event management, Trade Show Development and administration and catering support as elements critical to the growth and economic development of the hospitality industry. This course will help prepare students to recognize and manage these factors in today's global marketplace.

Prerequisites: TAH 1, 2

TAH 61 – INTRODUCTION TO LOGISTICS AND TRANSPORTATION (3 crs. 3 hrs.)

An overview of the field of logistics and transportation in light of today's global market realities. Includes a thorough analysis of the U.S. and international transportation systems, physical distribution operations, and

import/export documentation as well as the principles involved in the movement of goods worldwide.

Prerequisites: TAH 1, 2

TAH 62 – COMPUTER CONCEPTS IN TRANSPORTATION (3 crs. 3 hrs.)

Will prepare students to understand and implement the requisite computer applications related to the documentation, informational processing, inventory control, and tracking and tracing required by the global cargo transportation system.

Prerequisite: Department permission.

TAH 63 – DESTINATION LOGISTICS (3 crs. 3 hrs.)

Will examine the legal and fiscal concerns in the movement of freight across and within national boundaries. System approaches to tracking and delivering goods will also be assessed, as well as processes and strategies involved in designing a transportation flow chart.

Prerequisite: TAH 61

TAH 64 – TRANSPORTATION SIMULATION PRACTICUM (3 crs. 3 hrs.)

Utilizes a computer strategic management simulation to provide students with the experience of making and implementing critical management decisions in the operation of a transportation company. Students strategize, work in teams, implement decisions, and are accountable for the results of their decisions. This course provides cognitive and operational skills required in a professional transportation environment.

Prerequisite: TAH 14

TAH 65 – 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 details.

Prerequisites: TAH 1, 2

TAH 71 – INTRODUCTION TO PROFESSIONAL FOOD SERVICE (3 crs. 3 hrs.)

An introduction to the various components of the professional food service industry. Subjects will include the history, scope, classification, trends and the role of the customer.

Prerequisites: TAH 1, 2

TAH 72 – INTRODUCTION TO RESTAURANT AND CATERING OPERATIONS (3 crs. 3 hrs.)

An introduction to restaurant concepts and operations for students who want to open their own restaurant, or manage a restaurant or catering establishment. The course is a blueprint for how to proceed from the conceptual development stage through the marketing, operations and management of a restaurant or catering facility.

Prerequisites: TAH 1, 2

TAH 73 – THE GEOGRAPHY AND MARKETING OF FOOD AND WINE (3 crs. 3 hrs.)

Will introduce students to the relationship between areas of food and wine production, culture, preparation and consumption. The role of food and wine as a component of the tourism and hospitality industry will be explored.

Prerequisites: TAH 1, 2

TAH 74 – MENU MANAGEMENT AND PROFESSIONAL TABLE AND WAIT SERVICE (3 crs. 3 hrs.)

The role and importance of proper wait service to the tourism and hospitality industry. Case studies, cost, and control factors in the construction and management of a function menu will be covered. New trends and developments will be explored as they relate to catering, trade shows and professional meetings.

Prerequisites: TAH 1, 2

TAH 81 – 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 82 – (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 90 – 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.
Prerequisites: TAH 1, 2, 18, 52 or Department Permission

TAH 91 – 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.
Prerequisites: TAH 1, 2, 18, 52

TAH 92 – FIELD EXPERIENCE IN TRAVEL AND TOURISM (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.

Prerequisites: TAH 1, 2, 18, 52

+ Basic Course

A.A.S. DEGREE

Tourism and Hospitality – concentrations in Tourism and Hospitality
Requirements – page 86

LIBRARY DEPARTMENT

Room L-200

ext. 5637



Jeanne Galvin, *Associate Professor*

Sharad Karkhanis, *Professor*

Kamini Karran, *College Laboratory Technician*

Alan Mirwis, *Associate Professor*

Josephine Murphy, *Assistant Professor*

Richard Najjar, *Higher Education Assistant*

Coleridge Orr, *Associate Professor and Chairperson*

Roberta Pike, *Assistant Professor*

Carmen Ramirez, *College Laboratory Technician*

Michael Rosson, *Professor and Director, Media Services*

Cecelia Salber, *Assistant Professor*

Angelo Tripicchio, *Professor*

THE ROBERT J. KIBBEE LIBRARY

The Library and Media Center is the major learning resource facility at the college. Students and faculty are provided with a rich variety of materials to support the curriculum, meet information needs, assist in study, in research, in stimulating cultural development, satisfying special interests and academic curiosity. Professional librarians offer reference and research service and individual teaching assistance for students, produce and distribute a library handbook and a newsletter "Op Cit" for faculty, administration and staff, and are available to promote the full utilization of all library resources.

The Library's high-quality collection includes more than 155,000 carefully selected reference and circulating books, (circulating books may be borrowed for a three-week period), over 500 current periodicals, magazines and journals, more than 20,000 bound periodicals and over 9,900 micro-films. Additional resources include 16,000 pamphlets, government documents, career briefs, and special collections of maps and college catalogs. The Library also contains an online public access catalog (CUNY+) which contains Kingsborough's print holdings as well as those of several other City University colleges. Also available is Web access to over thirty electronic data bases--full text and bibliographic.

Additional services include: computer work stations with access to the Internet, Internet training classes, home access to select electronic data bases, e-mail notices of books being held and of overdue books, e-mail renewal of Kingsborough library books, photocopiers (nominal charge), microfilm reader/printers (nominal charge), prominent display of new books which may be borrowed, exhibits in wall and floor display cases, bulletin boards for notice of campus events.

In the Media Center (Room L-115, ext. 5044) are a variety of non-print materials and media services. Among the materials available are audio and video tapes, slides/film-strips/cassette machines along with numerous music and language recordings; video tapes on math skills; library skills; English, Biology, Nursing and Psychology among a variety of other subjects. The Center maintains an audio studio for taped lessons, programs for playback and developmental use. Media reference service is available throughout the academic year. The "Learning Lab" which consists of a forty-carrel audio listening facility (L-102) is available to students as a class. Classes in foreign languages and other disciplines are conducted in this lab.

CONTINUING EDUCATION AND COMMUNITY RELATIONS

Room A-214

Ext. 5051



Saul W. Katz, *Dean; Director, Community Relations*

Christine Buite-Beckner, *Coordinator, Information Systems*

Norman Hunter, *Director, Continuing Education Programs*

Frank Milano, *Director, CUNY Language Immersion Program*

CONTINUING EDUCATION AND COMMUNITY RELATIONS

In support of its mission as an educational institution for the community, the College relies on outreach to a broad spectrum of learners. In addition to students of all ages who matriculate in credit and degree programs, the College serves learners who seek courses and programs on a not-for-credit basis. It also promotes learning outside of classrooms by making its rich resources as a collegiate institution—its scholars, artists and performers, print and technology resources, and campus facilities—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 of the City of New York as all continue to advance in the Twenty-first Century.

Outreach efforts are developed in Continuing Education and Community Relations and, with the consent and support of the President, advanced by Publications.

COMMUNITY RELATIONS

At the direction of the President, Community Relations efforts serve to publicize the College and advance its mission. The College's vital links with its community are enhanced in several ways: through public events, such as the enormously popular free concerts; through provision of meeting places and facilities, and by making scholarly and civic expertise available to the community in addressing community issues.

BUSINESS TRAINING and DEVELOPMENT

The College, through the Office of Continuing Education, contributes to the economic vitality of the region by proactively reaching out and creating educational partnerships with business, industry and agencies. The partnerships are achieved by 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. These programs are arranged around employee schedules, and are on site, at a convenient location, or on the Kingsborough Campus. These activities provide the business community with cost effective, comprehensive, quality programs to improve competitiveness by upgrading, retraining and creating jobs.

Contract Courses: Privately and Publicly Supported

Continuing Education offers courses and services for specialized target populations and program providers. Funded programs may serve, for example, adult learners in need of vocational counseling, literacy and English language instruction, and job training; these are offered under the aegis of the College and various public agencies, both state and national.

Continuing Education designs and provides courses for the employees of local business and industry and municipal agencies in furtherance of the College's mandate to contribute to the development of the workforce of its service area. Continuing Education's involvement in both the Administration's vocational training and job programs are reflective of its workforce retraining commitment.

PARTNERSHIP ENDEAVORS

Cisco Network Academy

Continuing Education has partnered with Cisco Systems to offer Cisco Network Training levels one through four in a comprehensive Academy Network training program. A specially outfitted laboratory is used for this program.

Nextech Training Program

Nextech Training Solutions and Continuing Education have formed an alliance to deliver Information Technology Training (AIT@) and a graphics - based Certification Program. The program will be delivered in a new computer laboratory permanently installed on campus by Nextech. The training and certification by Nextech will include: Microsoft Certified Systems Engineer-Windows 2000 (MCSE), Certified Novell Engineer (CNE), Certified Network Administrator (CNA), A+ Systems Support, PC Help Desk, Comp TIA A+, Comp TIA Network+.

Sun Microsystems

Sun Microsystems is partnering with Continuing Education to offer Java and SOLARIS Preparation for non-programmers. Students learn the syntax of the Java Programming Language. This is an object oriented program. SOLARIS students will use the UNIX operating system and perform administrative tasks in a SOLARIS operating environment.

PUBLICATIONS

Continuing Education publishes a catalog four times per year which is its major promotional vehicle. 200,000 copies are produced quarterly and 185,000 of these are inserted in a major New York City newspaper for wide distribution. Additionally, program flyers are also produced quarterly for the College for Kids programs and S.A.T. program. Additional flyers representing Regents Review programs and Grant programs are also printed.

Finally, a promotional brochure introducing the summer concert series is produced each year by the office.

Publications also include quarterly advertisements in a major newspaper as well as foreign language weeklies to promote the Office of Continuing Education Programs.

CONTINUING EDUCATION PROGRAMS

English as a Second Language

Diagnostic testing and counseling precede placement in appropriate-level instruction for adults whose first language is not English. Instructional levels range from survival skills for those with no command of English, to advancement skills for employees in fields such as health care or business who wish to refine their English language skills.

High School Equivalency

Preparation for the G.E.D. examination includes a diagnostic/prescriptive assessment, practice in test-taking, instruction in content areas, critical thinking, writing skills development, and counseling for both career development and college admission. For adults not yet ready for high school completion, basic education courses are also provided.

Certificate Programs

Carefully designed sequences of courses comprise the certificate programs. Offered on a non-credit basis, exempt from liberal arts distribution requirements, and of considerably shorter duration than degree programs at the College, the Continuing Education certificate programs nevertheless require commitment to a sustained and rigorous course of study. They are designed for adults seeking entry level employment in such positions as bookkeeping, business computer applications, medical billing and administrative assistant, child care, paralegal studies, e-commerce, word processing, insurance, real estate salesperson, and real estate broker.

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 work processing, data processing, keyboarding and other business office skills. Career planning is facilitated by courses which introduce the adult learner to occupational options.

CUNY Language Immersion Programs

The CLIP Program is designed for students who have been accepted by CUNY colleges but whose English skills need refining before they can enter CUNY as a matriculated student. It is an intensive 25-hour-a-week immersion program. Students may remain in this program for up to one year. After completing instruction, it is expected that they will enter the CUNY college of their choice.

College for Kids

This Saturday morning program for pre-teens, ages 7 through 12, offers a combination of academic and active classes. Most classes are small and all instructors are dedicated and highly qualified so that youngsters enjoy enrichment activities not ordinarily provided in the public schools. Courses may include, but are not limited to: reading and math, creative writing, A hands-on instruction in arts, crafts, and musical instruments, fishing photography, as well as swimming, tennis, gymnastics, dance, self-defense and soccer. A special sub-section of College for Kids offers intensive test preparation courses in Language Arts, Mathematics, Science and Social Studies to prepare third and fourth graders for mandatory State exams given in fourth and fifth grade.

Diploma Now

This preparation program is offered at public high schools in the College's service area. By providing preparation for the GED examination, Diploma Now offers an alternative to students whose basic skills are good but who have fallen behind in their progress toward high school graduation and are at risk of dropping out of school. Approximately one-fourth of the Diploma Now graduates subsequently enroll in credit and degree programs at Kingsborough.

S.A.T. Preparation Program

This Saturday morning program for high school students delivered in partnership with the Princeton Review Corporation offers instruction drill, and simulated testing in verbal, math, and test strategy skills in preparation for college entrance examinations. Counseling, advisement on college selection, the application process, financial assistance and scholarship programs are also included.

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.

FACULTY & INSTRUCTIONAL STAFF

Michael Aboussleman, Adjunct Lecturer, Health, Physical Education and Recreation
B.S., Brooklyn College

Steven Abramowitz, Adjunct Lecturer, "College Now" Program,
B.A., Lehman College; M.A., Long Island University; M.A., Brooklyn College

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B.A., Brooklyn College; M.A., Brooklyn College

Norman J. Adise, Associate Professor, Business
L.L.B., B.A., New York University

Ruby Adlerberg, Adjunct Lecturer, Behavioral Sciences and Human Services
B.A., Brooklyn College; M.S., Bank Street College of Education

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B.A., Seton Hall University; S.T.B., S.T.L., The Gregorian University in Rome; S.T.M., The Union Theological Seminary

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*B.A., Brooklyn College; M.S., The City College of New York;
Certificate in Psychoanalysis, National Psychological Association for Psychoanalysis;
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B.S., Brooklyn College; M.A., Queens College

Stuart Aronow, Adjunct Lecturer, "College Now" Program
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Amy Ashe, Adjunct Lecturer, English
B.A., Brooklyn College; M.A., Hunter College

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B.S., Brooklyn College

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*B.A., Temple University; M.A., State University of Iowa;
Ph.D., The Graduate Center, The City University of New York Graduate Center*

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B.A., Long Island University

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B.S., Long Island University

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Elizabeth Basile, Higher Education Associate, Director, New Start Program
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Sydell Basile, Adjunct College Lab Technician, Academic Computing
A.S., Kingsborough Community College

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Jan Baybusky, Higher Education Officer/Assistant Administrator, Director, Human Resources and Labor Relations
B.S., Regents College Degree, State University of New York

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Rita Bell, Adjunct Assistant Professor, Communications and Performing Arts
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Renato Bellu, Professor, Business
*A.A.S., Kingsborough Community College; B.S., Brooklyn College; M.B.A., Pace University;
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M.A., Ph.D., University of Colorado*
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Richard Cockrell, *Assistant to Director, Registration and Scheduling*
B.A., Brooklyn College

Davida Cooper, *Assistant Registrar, Student Records/Advanced Standing Evaluation*
B.A., Brooklyn College

Elba Grau, *Assistant Registrar, Records and Registration*
A.A., Kingsborough Community College; B.A., College of Staten Island

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William Correnti, *Assistant Administrator, Business Affairs; Internal Control Officer*
A.A.S., Kingsborough Community College; B.S., St. John's University

Joanne Sagherian, *Director, Purchasing*
B.A., Mount Holyoke College

Rosemarie Cozza, *Assistant Treasurer, Kingsborough Community College Association, Inc.*
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Anthony Imperato, *Higher Education Officer, Director of the Office of the Bursar & Revenue Reporting*
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Marilyn Moskowitz, *Director, Accounts Payable*
A.A.S., Kingsborough Community College; B.A., Queens College

CAMPUS BUILDINGS and GROUNDS

Room P220, ext. 5124

Wilhelm Krapf, *Chief Administrative Superintendent*

Anthony Corazza, *Superintendent*

Thomas Brzozowski, *Superintendent*

SAFETY AND SECURITY OFFICE

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Michael Lederhandler, *College Security Director*

B.S., State University of New York at Oneonta; M.S., State University of New York at Albany

Jeffrey Leibowitz, *Assistant Director, Safety and Security*

Joseph Santa Anna, *Assistant Director, Safety and Security*

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Glenn Newell, *Assistant Director, Safety and Security*

B.A., M.A., Queens College

Richard Lazarini, *Assistant Director, Safety and Security*

B.A., John Jay College

William Rosenblum, *Security Specialist*

NOTIFICATION OF POLICY

Kingsborough Community College complies with the Federal Education Rights and Privacy Act of 1974. The full text of CUNY's Student Records Access Policy is available for review in the Registrar's Office and in the Library.

Title I, Article 5, Section 224-a of New York State Education Law

Students unable because of religious beliefs to attend classes on certain days.

1. No person shall be expelled from or be refused admission as a student to an Institution of Higher Education for the reason that he/she is unable, because of religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.
2. Any student in an Institution of Higher Education who is unable, because of religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.
3. It shall be the responsibility of the faculty and of the administrative officials of each Institution of Higher Education to make available to each student who is absent from school, because of religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which may have been missed because of such absence on any particular day or days. No fees of any kind shall be charged by the Institution for making available to the said student such equivalent opportunity.
4. If 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.
7. As used in this section the term "Institution of Higher Education" shall mean schools under the control of the Board of Trustees of the State University of New York or of the Board of Trustees of The City University of New York or any Community College.

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 obligation, to defend itself. Therefore, the following rules and regulations are in effect at Kingsborough Community College and will be administered in accordance with the requirements of the process as provided in the Bylaws of CUNY's Board of Trustees.

To enforce these rules and regulations the Bylaws of CUNY's Board provide that:

The President, with respect to this education unit, shall:

- a. Have the affirmative responsibility of conserving and enhancing the education standards of the college and schools under his jurisdiction;

- b. Be the advisor and executive agent to the Board and of his respective College Committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the Bylaws, resolutions and policies of any of its committees and the policies, programs and lawful resolutions of the several faculties;
- c. Exercise general superintendence over the concerns, officers, employees and students of his education unit.

Rules

1. No member of the academic community shall intentionally obstruct and/or forcibly prevent others from the exercise of their rights, or interfere with the institution's educational process or facilities, or with the rights of those who wish to avail themselves of any of the institution's instructional, 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. It is a violation of acceptable standards of conduct at the college, and it is prohibited for any individual, group or organization to engage in the practice of "hazing";

"Hazing is defined as any action or situation which recklessly or intentionally endangers mental or physical health or involves forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization."
- 10.....In accordance with the policy of The City University of New York, the College prohibits sexual harassment of employees or students.
- 11.....All pagers, wireless phones, electronic games, radios, tape or CD players or other devices that generate sound must be turned off when any member of the academic community enters a classroom, when a class is in session. Cellular devices are allowed to be on in the classroom only if the owner is using caller ID, voice messaging, or a vibrating battery or universal clip mechanism. Members of the academic community must exit the classroom to make or receive a call.

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 1–10 shall be subject to the following range of sanctions as hereafter defined in the attached Appendix: admonition, warning, censure, disciplinary probation, restitu-

tion, suspension, expulsion, ejection, and/or arrest by the civil authorities.

2. Any tenured or non-tenured faculty member, or tenured or non-tenured member of the administrative or custodial staff engaging in any manner in conduct prohibited under substantive Rules 1–10 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 CUNY Board), 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. In addition, in the case of a tenured faculty member, or tenured member of the administrative or custodial staff engaging in any manner in conduct prohibited under substantive Rules 1–10 shall be entitled to be treated in accordance with applicable provisions of the Education Law or Civil Service Law.

3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1–10 shall be subject to ejection, and/or arrest by the civil authorities.

Sanctions Defined

A. ADMONITION: An oral statement to the offender that University rules have been violated.

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

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

D. DISCIPLINARY PROBATION: Exclusion from participation in privileges or extracurricular university activities as set forth in the notice of disciplinary probation for a specified period of time.

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

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

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

H. COMPLAINT TO CIVIL AUTHORITIES.

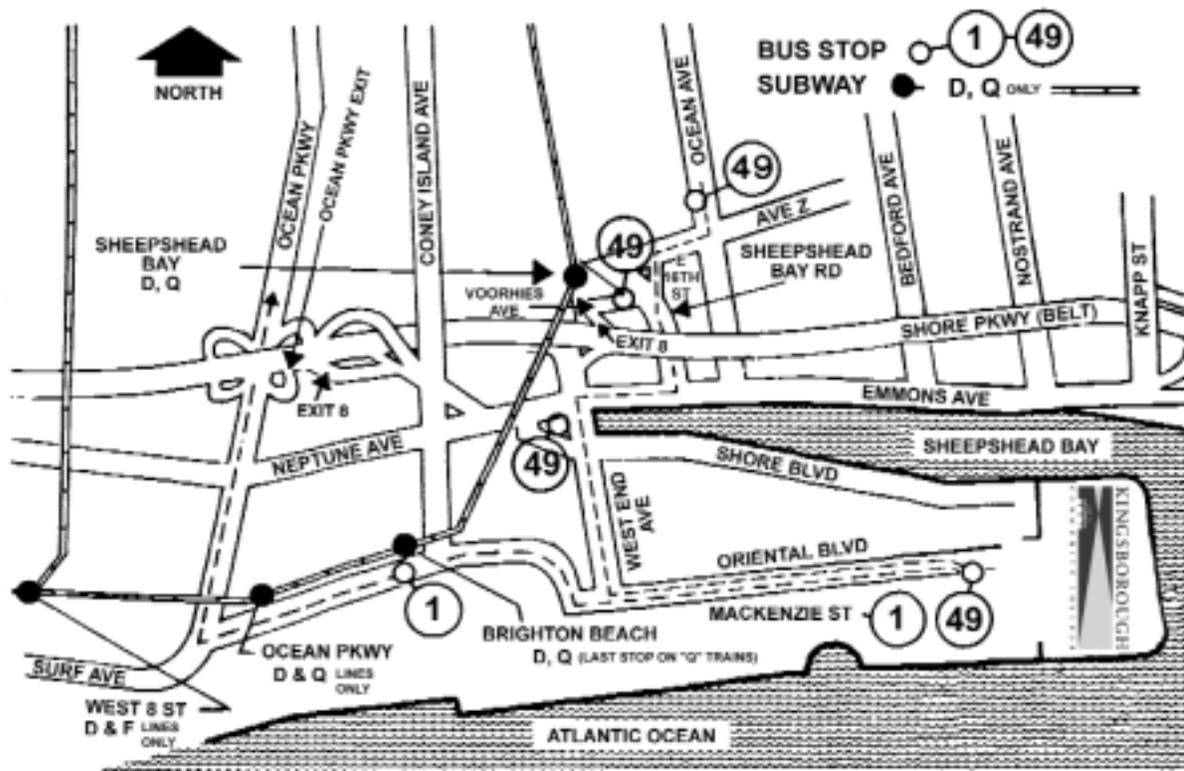
I. EJECTION.

Adopted by the Board of The City University of New York, June 23, 1969, Calendar No. 3(b).

STATEMENT OF NONDISCRIMINATION

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

Ms. M. Elizabeth Cueva, Esq. is the College affirmative action officer, coordinator for Title IX, which prohibits sex discrimination in federally assisted education programs, and coordinator for the Age Discrimination Act, which prohibits age discrimination in federally assisted programs. She is also the college coordinator for the Americans with Disabilities Act and Section 504, which prohibit discrimination on the basis of disability. Her office is located in the Administration Building, Room A216, and her telephone number is (718) 368-5563.



TRAVEL DIRECTIONS TO KINGSBOROUGH

By Car:

(From Manhattan)

Belt Parkway eastbound to Coney Island Avenue — Exit 8 (Note: Exit 8 follows very closely upon Exit 7 and can easily be missed). Watch for the directional signs leading to the campus. They point the way along the following route: 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 to the traffic light. Turn right at light onto Cass Place and proceed until next traffic light. Turn right onto West End Avenue. Turn left at the second traffic light onto Oriental Boulevard, which leads directly to the College.

(From Queens and Nassau)

Belt Parkway westbound to Coney Island Avenue — Exit 8. Watch for the directional signs leading to the campus. They point the way along the following route: Turn right at exit to Voorhies Avenue. Turn right at second traffic light onto 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 second traffic light onto Oriental Boulevard which leads directly to the College.

BY BUS:

Direct to the college: Take B1 or B49 to last stop, Oriental Boulevard and Mackenzie Street, then walk east on Oriental Boulevard, which leads directly to the entrance of Kingsborough Community College.

Connecting Buses:

- B2: Transfer to B49 at Ocean Avenue and Avenue R.
- B3: Transfer to B49 at Ocean Avenue at Avenue U.
- B4: Transfer to B1 at Ocean Parkway and Neptune Avenue, or to B49 at Shore Road and Neptune Avenue.
- B6: Transfer to B1 at 86th Street and Bay Parkway, or B49 at Ocean Avenue and Avenue J.
- B7: Transfer to B49 at Ocean Avenue and Avenue P/Kings Highway.

- B8: Transfer to B1 at 86th Street and 18th Avenue, or to B49 at Ocean Avenue and Foster Avenue.
- B9: Transfer to B49 at Ocean Avenue and Avenue M.
- B11: Transfer to B49 at Ocean Avenue and Avenue J.
- B12: Transfer to B49 at Bedford Avenue and Clarkson Avenue.
- B16: Transfer to B1 at Bay Ridge Avenue and Fort Hamilton Parkway.
- B25: Transfer to B49 at Franklin Avenue and Fulton Street.
- B31: Transfer to B49 at Ocean Avenue and Avenue R.
- B35: Transfer to B49 at Bedford Avenue and Church Avenue.
- B36: Transfer to B1 at Ocean Parkway and Neptune Avenue, or B49 at East 16th Street and Sheepshead Bay Road.
- B43: Transfer to B49 at Bedford Avenue and Empire Boulevard.
- B45: Transfer to B49 at Bedford Avenue and Saint Johns Place.
- B48: Transfer to B49 at Franklin Avenue and Fulton Street.
- B68: Transfer to B1 at Brighton Beach Avenue and Coney Island Avenue.
- B82: Transfer to B1 at 86th Street and Bay Parkway, or B49 at Ocean Avenue and Avenue P/Kings Highway.

BY SUBWAY:

- Q and Q Line (Brighton Line): Take the Q Line to the Brighton Beach Station, then transfer to the eastbound B1 to KCC.
or Take the Q Line to the Sheepshead Bay Station, then transfer to the B49 to KCC.
- W Line (West End): Take the W Line to the 25th Avenue Station, then transfer to the eastbound B1 to KCC.
- N Line (Sea Beach): Take the N Line to the 86th Street Station, then transfer to the eastbound B1 to KCC.
- 2, 3, 4 or 5 Lines: Take the 2, 3, 4 or 5 to the Franklin Avenue Station, then transfer to the S Line (Franklin Shuttle).
Take the S Line to Prospect Park Station, then transfer to the Q Line; take the Q Line to the Brighton Beach Station, then transfer to the eastbound B1 to KCC.

THE CITY UNIVERSITY OF NEW YORK

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Frederick P. Schaffer, General Counsel and Vice Chancellor for Legal Affairs

Dave Fields, Special Counsel to the Chancellor

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 nine (9) senior colleges, seven (7) community colleges, a technical college, a graduate school, a law school, and an affiliated medical school. 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 seventeen (17) members, ten (10) are appointed by the Governor, including one from each borough; five (5) are appointed by the Mayor, including one from each borough; and two (2) are elected *ex officio* members: the Chairperson of the University Faculty Senate, who does not vote; and the Chairperson of the University Student Senate, who may vote. In general, the Board sets policy and approves actions of the University; determines the Bylaws of the University, from which all units derive or adopt specific governance structures; and appoints the Chancellor of the University and the presidents of its colleges.

The Chancellor oversees the administration of policies approved by the Board, recommends to the Board policies and actions on all educational activities of the University, and coordinates college matters involving business and financial procedures and management. It is the Chancellor's responsibility as well, with the advice of the Council of Presidents, to prepare the operating and capital budgets of the University for consideration by the Board and presentation to the State and City. Administrative and staff support to these operations of the University, and to the Board, are provided through a structure of Vice Chancelleries and Deanships.

The Council of Presidents of the several colleges is established by the *Bylaws* of the University and is chaired by the Chancellor. The Council not only advises the Chancellor on the budget and on the formulation and revision of a Master Plan for public higher education in the City, but it may recommend directly to the Board in matters concerning the physical and instructional development of the University at large. The President of each college unit is specifically charged with the administration of his/her own institution and in this capacity he/she is responsible directly to the Board.

Within each institution, governance structures are established to meet unique needs and objectives; some of these structures may be at variance with plans called for in the University *Bylaws*, but are permitted by them. Under these *Bylaws*, responsibilities for policy at the college level are shared by the President, the Faculty, and students. The President has affirmative responsibility for conserving and enhancing the educational standards and general academic excellence of the college under his/her jurisdiction and is responsible to the Board as its advisor and executive agent on his/her campus. The President is also directed to consult with the Faculty, through appropriate bodies, on matters of appointments, reappointments, and promotions. One means of this consultation is provided for in the *Bylaws* through the requirement for a Committee on Faculty Personnel and Budget at each college.

The *Bylaws* reserve to the Faculty of each institution, subject to guidelines established by the Board of Trustees, responsibility for the formulation of policy relating to curriculum, admission and retention of students, credits, attendance, and the granting of degrees. Recommendations in these matters by a Faculty, Faculty Council, or other organization created under a Board-approved college governance plan to represent the Faculty, as provided for in the *Bylaws*, shall be forwarded to the Board by the President.

SPECIAL PROGRAMS

Baccalaureate Degree Program

The CUNY Baccalaureate degree, awarded by the University, brings a flexible approach to the concept of a liberal arts education with maximum opportunity to take courses and work with faculty at other than the home college and permits incorporating individual research, travel, work, community activities and other off-campus activities of educational value into an individually planned course of study. Open to students who completed at least 15 credits at a CUNY college. Information and applications available from the campus coordinator (page 22) or from Coordinator, CUNY B.A. Program, The Graduate School and University Center, 33 West 42nd Street, NY, N.Y. 10036.

College Discovery

Students who meet certain requirements, particularly with regard to family income, may be eligible for admission to one of The City University's special programs. The Community College level program is called College Discovery. A “first-time admission” applicant, who may be qualified for this program, should complete the section on the admissions application form

which pertains to Special Programs. Candidates are selected by a special, selective system. Those not chosen for the Special Programs are automatically considered for admission under regular admission procedures (page 13).

Computer Facilities

The University Computer Center provides Kingsborough students, faculty, and staff access to a large-scale computing facility for academic and administrative purposes. Batch job processing and teleprocessing services are provided. All standard IBM languages, numerous mathematical, social science, and scientific application packages and comprehensive Database services are available. A portion of the computer is dedicated to a "free class" of job execution that does not require the establishment of a UCC allocation account. The teleprocessing systems include WYLBUR for text editing and remote job entry, CMS for instructional interactive usage, and APL for scientific use. Graphic hardware and software is also available to users. In conjunction with the KCC Computer Center, consulting, documentation, and educational services are provided. Kingsborough students, faculty and staff have access to personal computing laboratories containing IBM computers plus significant amount of programs available for instructional use on these computers. The University Computer Center is at 555 West 57 Street in Manhattan, KCC's remote job entry stations and public terminals enable access from the campus.

Foreign Students Program

All applicants who hold, or expect to obtain, temporary (non-immigrant) visas, should request the correct application form from the Foreign Students Office of the CUNY Admission Services, 875 Avenue of the Americas, New York, N.Y. 10001.

Super Citizens

New York State residents, 60 years of age and over, may attend CUNY colleges under a policy of the Board of Trustees. No tuition is charged to state residents, but a \$70 registration fee is charged each semester. Some documentation of age and residency must be submitted. Students are accepted on a matriculated or non-degree basis, depending upon previous educational experience and the availability of space at the College. Students wishing to apply as matriculated students should check the appropriate filing dates with the Admissions Office, Room A-105 ext. 5676.

The Office of Admission Services

The Office of Admission Services assists all prospective applicants interested in attending one of the CUNY colleges. OAS, in conjunction with the University Application Processing Center (UAPC) processes all freshmen and advanced standing transfer applications and evaluates all foreign educational documents. The office, at 101 West 31st Street in Manhattan includes:

The Information Center: Provides information on: CUNY Admissions Procedures, International Student Admissions, Financial Aid, CUNY Programs and GED information. The Center is open Monday through Thursday, 9:00 A.M.–6:00 P.M., and Friday, 9:00 A.M.–5:00 P.M. Phone: 212-947-4800.

School and Community Services: Disseminates pre-admission information on CUNY to students and guidance counselors in all New York City High Schools and most of the large community agencies.

Computer Based Educational Opportunity Center (CBEOC): CBEOC is a federally funded program operating in conjunction with CUNY's Office of Admission Services. Its prime goal is to assist persons from low-income areas to enroll in a post-secondary education program. Phone: 212-868-6200.

New York City Regional Center for Life Long Learning: Housed at the Office of Admission Services, the Center for Life Long Learning provides to interested applicants, guidance counselors and community agencies, information about post-secondary educational opportunities available in New York City.

OAS administers the College Level Examination Program (CLEP) and the Test of English as a Foreign Language (TOEFL), and prepares CUNY publications such as the Guide to Admissions and the CUNY Community Newsletters.

COLLEGES OF THE CITY UNIVERSITY OF NEW YORK

GRADUATE DIVISION

THE GRADUATE SCHOOL AND UNIVERSITY CENTER, founded in 1961
Frances D. Horowitz, President

THE CUNY SCHOOL OF LAW AT QUEENS COLLEGE, founded in 1973
Kristin Booth Glen, Dean

THE CITY UNIVERSITY OF NEW YORK MEDICAL SCHOOL
Stanford A. Roman, Jr., Dean

SENIOR COLLEGES

THE CITY COLLEGE, founded in 1847
Gregory H. Williams, President

HUNTER COLLEGE, founded in 1870
Jennifer Raab, President

BROOKLYN COLLEGE, founded in 1930
Christoph M. Kimmich, President

QUEENS COLLEGE, founded in 1937
Russell K. Hotzler, Interim President

NEW YORK CITY TECHNICAL COLLEGE, founded in 1946;
affiliated with The City University in 1964
Fred Beaufait, President

JOHN JAY COLLEGE OF CRIMINAL JUSTICE, founded in 1964
Gerald W. Lynch, President

YORK COLLEGE, founded in 1966
Charles C. Kidd, Sr., President

BERNARD M. BARUCH COLLEGE, founded in 1968
Ned Regan, President

HERBERT H. LEHMAN COLLEGE, founded in 1968
Ricardo R. Fernandez, President

MEDGAR EVERS COLLEGE, founded in 1968
Edison O. Jackson, President

THE COLLEGE OF STATEN ISLAND, founded in 1976
Marlene Springer, President

COMMUNITY COLLEGES

BRONX COMMUNITY COLLEGE, founded in 1957
Carolyn G. Williams, President

QUEENSBOROUGH COMMUNITY COLLEGE, founded in 1958
Eduardo J. Marti, President

KINGSBOROUGH COMMUNITY COLLEGE, founded in 1963
Byron N. McClenney, President

BOROUGH OF MANHATTAN COMMUNITY COLLEGE, founded in 1963
Antonio Perez, President

EUGENIO MARIA DE HOSTOS COMMUNITY COLLEGE, founded in 1968
Dolores M. Fernandez, Interim President

FIORIELLO H. LA GUARDIA COMMUNITY COLLEGE, founded in 1968
Gail O. Mellow, President

Notice:

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

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A- Administration

President
 Provost & Dean of Academic Programs
 Vice President for Administration & Planning
 Vice President for Student Services
 Administrator for Business Affairs
 Dean of Continuing Education
 Dean of Instructional Services
 Admissions Services
 Bursar
 CUNY BA Program
 Evening & Weekend College
 Health Services
 Human Resources & Labor Relations
 Institutional Research
 Payroll Distribution
 Purchasing
 Registrar
 TAP Office
 Tapestry Room

B- Beach**C/D/E/F- See W - West Academic Center (WAC)****G- Physical Education Center**

Dance Studio
 Gymnasium
 Health, Physical Education & Recreation Department
 Swimming Pool

K- The Leon M. Goldstein High School for the Sciences**L- Robert J. Kibbee Library & Media Center**

College Discovery
 College Now
 Computer Center
 Family College Advisement
 Holocaust Resource Center
 Library
 Library Department
 Media Center
 Reading & Writing Center
 Security & Public Safety
 Tutorial Services

M- Marine & Academic Center (MAC)

Business Department
 Child Development Center
 Conference Center
 Dining Room & Cafeteria
 Early Childhood Education Program

Environmental Education Center
 Instructional Computing Department
 Marketing Management Program
 Nursing Department
 N.Y.S. Citizenship Unit
 Office Administration & Technology Department
 Office of Academic Programs
 Student Publications
 Vice President for College Advancement
 Women's Resource Center

P- Central Services

Buildings & Grounds
 Campus Facilities
[Information Desk](#)
 Mailroom & Office Services
 Testing Office

P- Parking: P1 - P16**R- Security Post****S- Arts & Sciences**

Art Department
 Art Gallery
 Biological Sciences Department
 Physical Sciences Department
 Science Programs

T- The Leon M. Goldstein Performing Arts Center (PAC)**T-1** University Application Processing Center (UAPC)**T-2** College Classrooms**T-3** Marina**T-4**

Continuing Education

COPE

HRA

T-5

Family College

Ceramics

T-6, 7, 8 College Classrooms**U- College Center**

Alumni Affairs

ASAP

Bookstore

Cafeteria

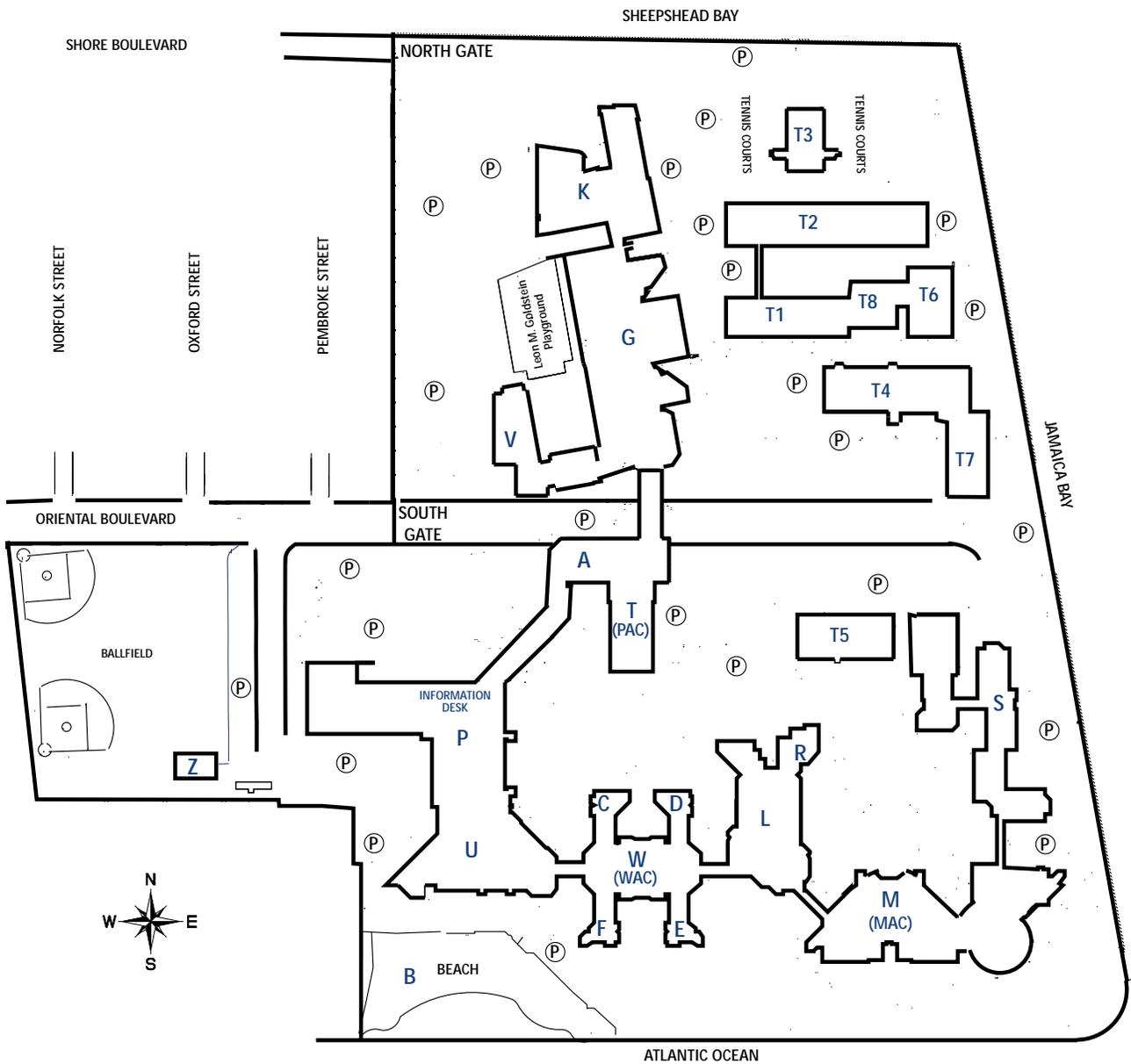
Financial Aid

Multi-Purpose & Meeting Rooms

Public Occasions

Public Relations & Public Information

WKRB-FM Radio Station



V- Academic Village

W- (West Academic Cluster) (C/D/E/F) (WAC)

C- WAC

- Career Counseling, Placement & Transfer
- Dean of Student Life
- English Department
- New Start Program

D- WAC

- Behavioral Sciences & Human Services Department
- History, Philosophy & Social Sciences Department
- Bilingual Program
- Immersion Program
- HELM
- Mental Health & Human Services Program
- Special Services
- Veterans Affairs

E- WAC

- Communications & Performing Arts Department
- Cultural Affairs
- Foreign Languages Department
- Performing Arts—Ticket Office
- Speech and Hearing Center
- Sports, Fitness & Therapeutic Recreation Program
- Tourism & Hospitality Department

F- WAC

- Admissions Info Center
- ESL Counseling
- Freshman Year Experience
- Mathematics & Computer Science Department
- Math Skills Center
- My Turn Office

Z. Vehicle Storage

Gates: NG-North Gate/(Shore Blvd.)

SG-South (Main) Gate/(Oriental Blvd.)

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