Kingsborough Community College

2009-2010 College Catalog

KINGSBOROUGH IS CUNY

Kingsborough Community College
Catalog 2009-2010

A College of The City University of New York

PLEASE NOTE: Any additions and/or revisions made after September 2009 can be viewed on the Kingsborough Community College website at *www.kbcc.cuny.edu*.

Kingsborough Community College
2001 Oriental Boulevard
Brooklyn, New York 11235-2398
(718) C-O-L-L-E-G-E
www.kbcc.cuny.edu
A College of The City University of New York

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KINGSBOROUGH COMMUNITY COLLEGE

Overview

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

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

Our Vision

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

What We Offer

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

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

In addition, Kingsborough offers a number of programs for special populations, including the My Turn program for senior citizens; College Now, a unique partnership with area high schools that was developed at Kingsborough and is now being replicated by colleges throughout the city; the Leon M. Goldstein High School for the Sciences, a public school located on the Kingsborough campus; the Kingsborough Early College Secondary School, created in partnership with the New York City Department of Education and the Early College Initiative at CUNY; 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 session, followed by an optional 6-week module.

Kingsborough – Brooklyn's Community College

As Brooklyn's community college, Kingsborough sponsors hundreds of community events each year that attract visitors to the campus, including 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 Hispanic Association of Colleges and Universities; the Association of American Colleges and Universities; the Association of Colleges and Universities in the State of New York; the Council of Higher Education Institutions in New York City; Junior College Council of the Middle Atlantic States; 5 Middle States Association of Colleges and Schools; New York State Association of Junior Colleges; and the Association of College Unions-International.

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 60 minutes.

12/6 Academic Calendar – Fall Semester

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

One Tuition

12/6 Academic Calendar – Spring Semester

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

One Tuition

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

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

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, lineage or citizenship, religion, race, color, national or ethnic origin, disability, genetic predisposition or carrier status, 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.

Kingsborough's Affirmative Action/Equal Opportunity Officer is located in room A-209 and can be reached at extension 5028. The Affirmative Action Officer also serves as KCC's coordinator for Section 504 of the American Disabilities Act and coordinator of Title IX, which prohibits discrimination on the basis of gender.

For the President's Message regarding Affirmative Action Policy, see: *www.kbcc.cuny.edu/humanresources/affirmativeaction.htm*.

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 24 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.

The College Level Examination Program (CLEP) of the College Entrance Examination Board gives students the opportunity to gain college credit by examination. Students who achieve a score of 50 or higher on approved CLEP exams are exempt from taking a corresponding course at Kingsborough and will be awarded the credits for the course when they have met all the pre-requisites for that course. Each academic department will determine for its disciplines which, if any, CLEP exams are not acceptable and will be excluded from this policy. A maximum of two CLEP examinations may be applied towards a degree and will count towards the transfer credit maximum of 30 credits. Students who completed a college-level course in high school and who achieved a score of 4 or higher in an Advanced Placement (AP) subject are exempt from taking a corresponding course at Kingsborough and will be awarded the credits for the course, when they have met all the pre-requisites for that course, where appropriate as determined by the department. Each academic department will determine for its disciplines, which, if any, AP subjects are not acceptable and will be excluded from this policy. The College will exempt or award no more than two courses based on AP exams and the credit awarded will count towards the transfer credit maximum of 30 credits.

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 12 credits including equated credits. International students may not commence studies until they have an approved F-1 status.

Non-Degree Status Applicants who wish to earn college credit without working toward a degree may request non-degree status. They may, if they wish, change to matriculated status in a future 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. Consult the College academic calendar for filing dates and deadlines to apply for matriculation. For further information, refer to the details under the Academic Information section of this catalog.

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

Admission Application Procedures

Matriculated Status

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

Kingsborough Community College
Admission Information Center—Room F-123
2001 Oriental Boulevard, Brooklyn, NY 11235-2398
(718) C-O-L-L-E-G-E, *www.kbcc.cuny.edu*

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 (Fall) admission with advanced standing—apply directly to CUNY Office of Admission Services by March 15
- March (Spring) 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
- January (Winter) admission—apply directly to Kingsborough by the third week in December
- February (Spring) admission—apply directly to Kingsborough by January 15
- June (Summer) admission—apply directly to Kingsborough by the first week in June

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

Tuition is charged each 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.

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

MATRICULATED NEW YORK CITY RESIDENTS

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

FULL-TIME (12 or more credits[+] or, 12 or more equated credits[++])
$1,550.00 (inclusive of required fees)
PART-TIME (less than 12 credits[+] or, less than 12 equated credits[++])
120.00 per credit[+] or equated credit[++] (plus required fees).
NON-DEGREE – NEW YORK CITY RESIDENTS
160.00 per credit[+] or equated credit[++] (plus required fees)
NON-DEGREE – NON-RESIDENTS
250.00 per credit[+] or equated credit[++] (plus required fees)

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

MATRICULATED NON-CERTIFICATE ELIGIBLE OUT-OF-CITY RESIDENTS, OUT-OF-STATE RESIDENTS, FOREIGN STUDENTS

FULL-TIME (12 or more credits[+] or, 12 or more equated credits[++])
$190.00/credit/equated credit plus required fees.

PART-TIME (less than 12 credits[+] or equated credits[++])
$190.00 (plus required fees).

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

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

* 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.

Permit Students

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

My Turn Students

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

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

Required Fees

These fees are NOT refundable.

Consolidated Services Fee (ALL students) $15
Student Activity Fee Per Semester (including University Senate Fee):
Full-time Students $60
Part-time Students $27
Technology Fee:
Full-time Students $75
Part-time Students $37.50
Application (Freshman Students) $50
Transfer Students .....5$0
Readmission to the College
(contact Registrar at 718-368-5136, room A101) $10
Special or Make-up Examinations
(College permission to take an exam at other than scheduled times):
First examination.....$25
Additional examinations .....$5 each
Transcripts (to other than CUNY units)..... $7 each
Duplicate receipt fee.....$5 each
New York City Board of Education Cooperating Teacher
(includes consolidated services fee)–Per semester.....$30
Accelerated Study Fee for matriculated students for
academic credits in excess of 18:
less than or equal to 2 .....$100
greater than 2 but less than or equal to 4.....$230
greater than 4 but less than or equal to 6.....$460
greater than 6.....$690

Penalty Fees

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

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

Tuition Refund Policy

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

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

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

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

Withdrawal from the College

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

Federal Refund Policy for Title IV Federal Aid Recipients

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

HEALTH REGULATIONS AND SERVICES

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

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

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

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

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

All entering matriculated students should have a complete physical examination taken within the past year by their personal physician, health care provider or clinic. The examination should include a test for tuberculosis (TB). Students whose TB test results are positive must have a chest x-ray. Students enrolled in the clinical phase of the Nursing Program must complete all of the above requirements in addition to other identified tests and vaccinations before they can attend clinical classes. Health forms are available in Office of Health Services for submitting examination results.

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

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

The College reserves the right to reject an applicant because of an existing health condition if the College Medical Officer believes that it is necessary and that it is in the best interest of the student and the College. **Smoking is prohibited inside all campus buildings including classrooms, auditoriums, elevators, hallways, restrooms and other common areas.**

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

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

REGISTRAR'S OFFICE

Room A-101, ext. 5136

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

A prerequisite to attend classes is the completion of registration each 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 25
  - Matriculation Status—see page 5
    Filing dates—Academic Calendar*
  - Session (Day to Evening/Evening to Day)
    Filing dates—Academic Calendar*
- Exams:
  - Finals—conflicts/make-ups—page 26
    Filing dates—Academic Calendar*
  - Graduation—page 25
    Filing dates—Academic Calendar*
- Permit to attend other CUNY colleges
  Filing dates—CUNY Portal
- Readmission
- Records access—page 153
- Transcripts
- Withdrawal from college and/or course—page 8
  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 or on the College's website, *www.kbcc.cuny.edu*.

DEPARTMENT OF STUDENT DEVELOPMENT

Room A-216, ext. 5563

The Department of Student Development is dedicated to helping students achieve self-understanding and direction, and 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 variety of specialized supportive services within a framework designed to promote optional academic and personal growth for each student.

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 (SD01000). Individual and group counseling sessions that focus on issues related to academic and career planning as well as personal and social concerns are offered by counselors. Counselors are available to meet with students both day and evening, 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: Access-Ability Services; New Start; College Discovery/ Bilingual Studies; Freshman Services; English as a Second Language; Returning Adults; Women's Center; Retention; Substance Abuse Prevention; Personal Counseling; Career Development, Transfer and Placement; Financial Aid; Health Education for Lifestyle Management; Student Life; Evening and Weekend Student Services; International Student Affairs; and College Opportunity to Prepare for Employment (COPE).

New Student Orientation/Campus Fest

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

Freshman Services and College Advisement

KCC's Freshman Services and College Advisement, a program within the Department of Student Development, oversees the following areas within Student Development: pre-enrollment activities, Freshman Services, Opening Doors Learning Communities, Allied Health Career Center and the Academic Advisement Center. The program is aimed at assisting freshman students make a comfortable and successful transition to Kingsborough Community College.

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

We respect the rights and dignity of all of our students. We strive to dissuade prejudice, endeavoring students to learn from the differences of others, ideas, and beliefs. We teach students the need to show consideration for others and respect all individuals. We encourage the development of close ties and strong relationships between students and their student peers, as well as students and our staff. It is our belief that these relationships form solid connections that enhance our goals of a student centered environment.

Freshman Services and College Advisement is located in the following rooms F-102 (Freshmen- first semester), E-102 (Opening Doors Learning Communities), M-201 (Academic Advisement Center), and M-101 (Advisement Center for Health Careers). We provide academic and career advisement to all students not in a special program. We are also responsible for Campus Fest; SD 10 courses; pre-enrollment activities; academic advisement; freshman socials; and workshops.

COURSE OFFERINGS

SD 01000 Freshman Seminar **1 cr. 1 hr.**
Student Development (SD 10) is a one-credit freshman seminar course. The course assists incoming students in their college transition, facilitates interactive learning, and helps to develop knowledge and skills important for attaining academic success. In order to provide students with an opportunity to develop personally, academically, and socially, the course addresses the topics of learning styles, skills for academic success such as note taking and time management, career exploration, academic policies and procedures, information literacy and diversity. Students are encouraged to think critically, to develop an academic plan, and to learn outside of the classroom through out-of-class experience events such as slam poetry, yoga, and cultural diversity workshops. The class also promotes the development of a strong bond between students and their instructor as well as with the college community.

SD 01100 Career and Life Planning **1 cr. 1 hr.**
Students have an opportunity to explore careers with emphasis on their interests, abilities, aptitudes and college experiences. They learn how to plan for future work and leisure time. Topics include: the nature of work; contemporary changes in careers and work ethic; self assessment; jobs; and changing lifestyles. Current labor market information is introduced followed by intensive, individual research and exploration of occupations. Instruction and practical assignments explore the dynamics and techniques of job-seeking, decision-making, goal-planning and priority-setting.

SD 01200 Strategies for College Success **1 cr. 1 hr.**
This course examines typical problems encountered in the college and the strategies to overcome these difficulties. It offers an assessment of personal academic strengths and weaknesses and an examination of the internal and external barriers to academic success. Students are assigned a counselor to explore issues that often correspond to the course curriculum.

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. All co-curricular activities are coordinated by this office.

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 and the college website.

KCC Student Leadership Institute (KSLI)

The Kingsborough Student Leadership Institute (KSLI) promotes opportunities for developing leadership skills and styles through a comprehensive program of curricular and co-curricular activities, and through membership in the National Society of Leadership and Success, Sigma Alpha Pi. The Institute emphasizes the creation of new visions and integrates the concepts of service learning and leadership development. In addition, KSLI offers students the opportunity to participate in a diverse series of events and activities. More information is available in the Office of Student Life, room C-123.

KCC Community Service Leadership Program

Kingsborough Community College encourages service for many reasons, including bringing students into closer contact with their community, improving students' commitment to their school and providing networking opportunities for students as a strategy to increase civic engagement. Performing acts of kindness may also be a way of enabling students to respond positively to the needs of others. All interested students should come to the Office of Student Life (room C-123) for more information.

Sigma Alpha Pi

Sigma Alpha Pi is a National Leadership Honor Society associated with the National Society for Leadership and Success. The mission of Sigma Alpha Pi is to help individuals create the lives they desire by helping them discover what they truly want to do, and giving them support, motivation, and tools to achieve their goals. For more information, go to the Office of Student Life, room C-123).

Partners in Academic Success and Support (PASS)

The mission of the Pass Program is to enrich the educational experience of Liberty Partnership Program students by linking them with a Kingsborough Community College student. By providing high school students with an introduction to higher education, the students may establish future career goals and realize that education is necessary to attain their goals. More information regarding the PASS program may be obtained in the Office of Student Life, room C-123.

Student Activities Resumé

The Student Activities Resumé Program provides students with official documentation of involvement in campus activities that would be of value when applying for senior college or a professional position. More information is available in the Office of Student Life (room C-123) upon request, or you may phone 718-368-5597.

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.

Center for Career Development, Placement and Transfer, Room C-102, ext. 5115

The Center for Career Development, Placement and Transfer offers career counseling to all Kingsborough students from their first day on campus through graduation. The mission of the Center is to prepare students with specific knowledge to find, organize and utilize career resources as they progress through various stages of career exploration. Career counselors assist students in career planning and in the development of skills needed in the job search. Listings of part- and full-time jobs, as well as internships, are available to students via the KCC Online Jobs Board. The Career Center recruitment events, such as Career Day and Job Expos, bring representatives from major corporations, government and social service agencies to the campus. Assistance in job placement is offered to all students through resume writing and interview technique workshops. On-campus recruitment brings employers to Kingsborough and internet utilization guides students to job database websites.

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

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

A limited number of Kingsborough's students' children, ages 2.6 through 5 years, are accepted to the Child Development Center each semester on a first-come, first-served basis. The children receive professional care and education at this licensed and accredited facility from September through July each year. A small summer program for young school-aged children is available for the month of July in a separate location. The low parent fees for enrolling children are a result of the Center's receipt of public funds.

College Discovery, Room L-516, ext. 5520

The College Discovery Program 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.

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

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

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

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

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

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

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

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

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. In addition, Peer Advisors give service to the college community in general.

High School Ambassadors, Room C-123, ext. 5597

High School Ambassadors are students who work directly with the Admissions Information Center in recruiting students from their respective high schools. Ambassadors also conduct telephone outreach to newly entering students when necessary.

Access-Ability Center (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 disabilities. Prospective students are invited to visit the college before applying for admission. Students who require accommodations should provide adequate documentation. Contact the Access-Ability Center to arrange for a meeting.

Veterans Affairs Program, Room A-216, ext. 5563

All veterans and eligible dependents should visit the Veterans Liaison Office for information and assistance relating to educational benefits.

Additional information regarding jobs, housing, insurance, personal and business loans, dental and medical referrals, vocational rehabilitation and other entitlements can be found at **V.A.S.O. (Veterans Affairs Student Office)** in room S-228, ext. 5472. A copy of Federal Benefits for Veterans and Dependents is also available.

Financial Aid, Room U-201, ext. 4644

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

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

NEW YORK STATE TUITION ASSISTANCE PROGRAMS

The Tuition Assistance Program (TAP)

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

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

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

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

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

Eligibility for TAP

To be eligible for TAP, students must be:

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

Satisfactory Academic Standing to Continue TAP Awards

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

Pursuit of Program/Academic Progress

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

Program Pursuit Chart

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

Chart for first-time undergraduate students beginning 2006-07 (Use in conjunction with the program pursuit chart):

To Be Eligible For TAP Payment	Minimum Cumulative Credits Earned	Minimum Cumulative Grade Point Average
1	0	0
2	3	.5
3	9	.75
4	18	1.30
5	30	2.00
6	45	2.00
*7	60	2.00
*8	75	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 subsequent semester.

B. Students on probation or continued probation who make satisfactory academic progress during this probationary period and continue to maintain their academic standing will maintain their eligibility for TAP.

C. A repeated credit course cannot be included as part of a student's minimum full-time or part-time, course load for New York State financial aid purposes, except in the following cases: (1) when the repeated course was previously failed (2) when the course was previously passed but with a grade too low to be accepted in the enrolled curriculum, or (3) when a course may be repeated and credit earned each time.

D. A repeated non-credit (developmental or remedial) course cannot be included as part of a student's minimum full-time or part-time course load for New York State financial aid purposes: (1) if students have already received two payments for that course, or (2) if students have previously received passing grades for that course.

E. Loss of TAP eligibility: Students who fail to meet the standards of academic program pursuit, academic progress, and/or attendance will lose their TAP eligibility. In addition, any student who registers for courses without having met these standards will be liable and billed for the full amount of their TAP award, retroactively.

F. Transfer students or students making a change of curriculum should review their status with an academic adviser and a financial aid counselor in order to insure their continuing TAP eligibility status at Kingsborough Community College.

G. Waiver Policy: Students who can demonstrate that exceptional circumstances beyond their control caused them to have a substandard academic record may be eligible for a one-time, undergraduate waiver of the TAP regulations. Waivers will be granted in these exceptional cases only when: (1) there is a reasonable probability that the student will regain good academic standing; (2) the student is able to present full documentation; (3) the waiver is recommended by the Committee on Academic Standing after the student has met with an appropriate college official, and; (4) the waiver is approved by the Committee on Academic Standing. Students who wish to apply for a TAP waiver must submit a written appeal to the Registrar's Office, room A-101. There are three types of TAP waivers: one time; "C"; and Medical/Health (student-health-related).

Aid for Part-Time Study (APTS)

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

Eligibility for APTS

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

APTS Awards

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

Satisfactory Progress for APTS

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

Part-Time Tuition Assistance Program

Part-Time TAP is a new program from New York State implemented in the 2007-2008 academic year. It allows students to receive partial TAP payments for taking between 6-11 credits. This program is available to CUNY students who meet the specified requirements.

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

Be a New York State resident

- Submit the FAFSA and the TAP application before May 1st, 2008 for the 2007-2008 academic year
- Be admitted into a degree program
- Be a first-time freshmen in the 2006-2007 academic year or thereafter
- Have earned 12 credits or more in each of the two consecutive preceding semesters, for a minimum of 24 credits
- Maintain a cumulative Grade Point Average of 2.0 or higher
- Register for at least 6 credits, but less than 12 credits
- Maintain good academic standing

Federal PELL Grants

Matriculated students attending college on at least a less than half-time basis may apply for this Federal grant program. Students should use the Free Application for Federal Student Aid (FAFSA) available on-line at *www.fafsa.ed.gov* (application PIN is requested at *www.pin.ed.gov*). Applications are also available in the Financial Aid Office, Room U-201, beginning in the early spring of each year. The award year at Kingsborough Community College is Fall>Winter>Spring>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 and required documentation are received in the Financial Aid Office before students' registration dates, tuition and fees will be reduced by the amount of the 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 awarded the amount of money for which they are eligible later in the school year.

Eligibility for PELL

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

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

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

Federal Supplemental Educational Opportunity Grants (FSEOG)

FSEOG grants are available to exceptionally-needy full-time and part-time (at least half-time) students. These grants range from $200 to $2,000 annually. Students may apply for a "PIN" at

www.pin.ed.gov, and then apply for this and all federal aid programs together at *www.fafsa.ed.gov* and must maintain satisfactory academic progress as stated under the PELL program. Checks are distributed several times each semester. The check distribution schedule is available online at *www.kbcc.cuny.edu*.

Federal Perkins Loan Program (FPL)

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

Satisfactory Academic Standing to Continue Title IV Awards

In order to be making satisfactory academic progress toward a degree, for the purposes of receipt of Title IV Federal Student Assistance, an undergraduate student must achieve at least the GPA required for probationary status at the institution; after two years of enrollment at the college, 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:

A. Accumulated credits are equal to or greater than two-thirds of the attempted credits at the institution.

B. 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.)

C. For the Associate degree, the conditional standard is: accumulated credits equal to or greater than [.875 x credits attempted] – 21.

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 a student's permanent record, will be included as attempted credits and will have an effect on meeting the appropriate standard. A retroactive "non-punitive" withdrawal may result in cases where students repay any assistance received as a result of their enrollment at the time of receipt of the assistance.

E. Courses with incomplete grades are included as attempted credits. However, these courses cannot be used as credits.

F. Repeated courses can generally be accepted toward degree requirements. However, each time students attempt courses, they are included as part of the attempted credit record. Therefore, repeated courses, regardless of the prior grade, reduce students' capacities to meet the appropriate credit accumulation standard.

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

G. Details on how to appeal the loss of financial aid can be found in the financial aid portion of the Kingsborough website.

H. Non-standard admissions situations:

   1. Readmitted students
   2. Transfer students
   3. Second degree students

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

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

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

Federal Work-Study Program (FWS)

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

Federal Direct Loans

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

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

There are two types of Federal Direct Loans:

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

Federal Parent Loan for Undergraduate Students (PLUS)

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

ACADEMIC AND SERVICE AWARDS

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

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

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

ACADEMIC AWARDS

Department of Art:
- The Fine Arts Award
- The Graphic Design and Illustration Award

Department of Behavioral Sciences:
- The Behavioral Sciences Award
- Mental Health and Human Services Program Award
- The Early Childhood Education Award
- Education Studies Award
- The Substance Abuse Counseling Program Award

The Department of Biological Sciences:
- The Biological Sciences Department Award
- The Physical Therapist Assistant Program Award

Department of Business:
- The Accounting Program Award
- The Business Administration Program Award
- The Office Administration and Technology Award
- The Retail Merchandising Program Award

Department of Communications and Performing Arts:
- The Communications Award
- The Speech Communication Award
- The National Association of Student Financial Aid Administrators (NASFAA) Award
- The Performing Arts Award
- The Broadcasting Award
- 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 Award

Department of Health, Physical Education and Recreation:
- The Health, Physical Education and Recreation Award
- The Physical Education Program Award
- The Recreation and Recreation Therapy Award
- The Community Health Program Award
- The Exercise Science/Personal Training Program Award

Department of History, Philosophy and Political Science:
- The Political Science Award
- The History Studies Award
- The Philosophy Studies Award
- The Bernard Klein Memorial Award for Excellence in History, Philosophy & Political Science

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
- The Surgical Technology Award

Department of Physical Sciences:
- The Chemistry Award
- The Engineering Science Award
- The Physics Program Award

The Department of Student Development:
- The New Start Program Award

Department of Tourism and Hospitality
- The Tourism and Hospitality Award
- Virtual Enterprise Award
- The Maritime Technology Award

The Women's Studies Program Award

The Liberal Arts Award

SPECIAL AWARDS

- The Patricia Hazlewood Spirit of Community Health Award
- The David B. Silver Scholarship Award
- The Lucille Nieporent Memorial Award
- The Cope Award For Academic Excellence
- The Charlotte Keller Marmaros Scholarship For Promising Professionals In Gerontology
- The Student Leadership Service Award
- The Honors Program Award
- The Rachelle Goldsmith College Now Honors Program Award
- The Science Scholars Award
- The Israel And Julia Glasser Scholarship For Political Science
- The Leon M. Goldstein Scholarship Award For Academic Excellence And Community Service
- The Otis Hill Scholarship Award
- The KCC Alumni Association Scholarship Award
- The President's Award For Distinguished Scholarship
- The Valedictorian Award
- The Presidential Honors Scholar Certificate

WAVE SCHOLARSHIP AWARDS

STUDENT SERVICE AWARDS

- Certificate of Recognition
- Bronze Awards
- Silver Awards
- Gold Awards

SPECIAL SERVICE AWARDS

- The Library Award
- The Childcare Center Memorial Service Award
- The Peer Advisor Service Award
- The Student Service Award
- The Anthony F. Russo Student Leadership Service Award

For information about Academic Awards, contact the Department Chair.

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

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

SPECIAL PROGRAMS

Behavioral Sciences Research Methodology Project, Room V101, ext. 5170

This program offers high schools students the opportunity to learn about research methodology by taking two 4-credit college courses: Introduction to Research (BEH 07000) during their upper junior year and Conducting Research (BEH 07100) during the fall term of their senior year.

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

College Now Program, Room V101, ext. 5170

College Now is a nationally recognized City University of New York/Department of Education initiative designed to help students make a smooth transition from high school to college. The program, conceived at Kingsborough Community College in 1983 and expanded by the University in 1998, operates at over 250 public high schools throughout New York City and at all CUNY colleges. Kingsborough Community College currently offers College Now programs at 30 New York City high schools.

The program is open to eleventh and twelfth grade students. Those who express interest in the program take developmental and/or college-level coursework tailored to their academic needs and interests. Among the college-level offerings are courses in Business (BA 01000), Social Sciences (BSS 00100), Communications (COM 01100), Humanities (HUM 00100), Science (SCI 00100) and Student Development – (SD 01000, SD 01100). Developmental offerings include courses in English (ENG 0BW00, ENG 0W100, ENG 0W200, ESL 0BW100, ESL 0BW200 and Mathematics (MAT 01000, MAT 03000). The courses are offered before or after the regular school day. Students may earn up to 16 college credits, tuition free, while in the program.

Cultural Affairs, Room P-100, ext. 5996

Part of Kingsborough's mission is to enrich the lives of people who live, work, and study in our community. Our season includes free and affordable weekend performances of traditional and contemporary music and dance; free outdoor summer concerts featuring rock, folk, jazz, world music, salsa, pops, and swing; Family Arts, ticketed events for families and schoolchildren; and a free series of lively and informal talks by best-selling authors. Discounted tickets are often available for KCC students, staff, and groups. For information about upcoming events or to purchase discounted student/staff tickets, call (718) 368-5596; stop by the box office in room P-100; or visit us online at *www.kbcc.cuny.edu/events*.

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

The City University of New York Baccalaureate Program for Unique and Interdisciplinary Studies (formally known as the CUNY Baccalaureate Program) allows academically able students to design an individualized program of study that complements their academic, professional, and personal goals. The program is well-suited for students who wish to pursue an area of concentration not available as a major at their CUNY college or within the university system, as well as for working adults who need a flexible program to earn their degree and those who can benefit from the program's comprehensive transfer policy.

The program is offered under the auspices of The CUNY Graduate School and University Center. Working one-on-one with CUNY faculty mentors, students create their own "areas of concentration" (majors), many of which are interdisciplinary. Examples include Disability Studies, Engineering Psychology, Marketing Anthropology, Middle Eastern Studies, Community Development and Technology, Artistic Traditions in Religion, and Environmental Biology. Students may take courses at any CUNY college, including The CUNY Graduate Center, The CUNY School of Professional Studies, and the City College Center for Worker Education and are encouraged to pursue independent research, fieldwork, study abroad, and other academic opportunities.

The CUNY program accepts up to 60 transfer credits earned at a community college toward the 120 credits needed for the degree. Qualified Kingsborough students can be in the program while taking courses at KCC towards their associate's degree. To be eligible for admission to the program, students must have completed 15 college credits (beyond developmental courses) and have maintained a GPA of at least 2.50. For more information, speak with the KCC Campus Program Coordinator in Room M-386 or visit *www.cuny.edu/cunyba*.

Family College Program, Room V-101E, ext. 5170

The Family College Program at Kingsborough Community College began in 1992 as a collaborative effort between the City University of New York, the New York City Department of Education and the Human Resources Administration. The program offers high school graduates 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 pre-kindergarten through second grade at the Department 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 program participants to develop their educational and career skills in a supportive environment, enabling them to earn an associate degree, obtain employment and become economically self-sufficient. Support services include group and individual counseling, registration assistance, HRA guidance, technology support, career planning and job placement.

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

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

Leon M. Goldstein High School for the Sciences

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

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

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

Single Stop, Room V-231, ext. 5411

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

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.

Technology Services

The Office of Information Technology Services at Kingsborough, working in collaboration with Academic Affairs and Student Services, aims to promote the effective integration of technology into teaching and learning. The Office provides students with college email accounts, laptop loan privileges, Blackboard e-learning platform access and training, and access to computer labs throughout the college. The computing facilities at the college are provided for the use of registered students, faculty and staff. All computer users are responsible for using the facilities in an effective, efficient, ethical and lawful manner.

To learn more about the services and policies of the Office of Information Technology Services, visit the Kingsborough website at *www.kbcc.cuny.edu*.

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

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

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

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

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

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

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

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

Village Center for Enrollment Services, Room V-100

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

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

Kingsborough offers courses in Women's Studies as electives which fulfill general distribution requirements and it offers a concentration in Women's Studies under the Liberal Arts degree. Students may take Women's Studies courses in art history, American history, literature, psychology, film genre, anthropology, sociology, business, health, and biology as electives. For complete course descriptions, check within the respective departments.

Also, special Women's Studies sections of basic courses in 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 course on Women in the Social Sciences. In addition, they must take 9 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 Brooklyn, Hunter, Medgar Evers, Queens, and York colleges. For further information, visit room F-115 or call ext. 5162.

Affiliated Faculty:

Susan Aranoff .....Business
Carla Beeber .....Biological Sciences
Eleanor Cory .....Communications & Performing Arts
Mary Dawson .....Biological Sciences
Elizabeth Dill .....English
Janice Farley .....Art
Susan Farrell .....Behavioral Sciences
Eileen Ferretti .....English
Lea Fridman .....English
Libby Garland .....History
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
Beth King .....Behavorial Sciences
Miriam Kittrell .....Biological Sciences
Frances Kraljic.....History
Suzanne LaFont .....Behavioral Sciences
Vanetta LaRosa.....Behavorial Sciences
Joanne Lavin .....Nursing
Janice Mehlman .....Art
Susan O'Malley .....English
Katherine Opello .....History
Mary Ortiz .....Biological Sciences
Hope Parisi .....English
Catarina Pierre .....Art
Anna Procyk .....History
Jennie Roman .....Student Development
Cecilia Salber .....Library
Jacqueline Scerbinski .....Business
Michael Sokolow .....History
Loretta Taras .....Biological Sciences
Elizabeth Tompkins .....Library
Barbara Walters .....Behavioral Sciences
Sheri Weinstein .....English
Marvin Williams .....Communications & Performing Arts
Eben Wood .....English
Gordon Young .....Communications & Performing Arts
Tara Weiss .....English
Judith Wilde .....Art

HONORS

THE HONORS PROGRAM

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

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

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

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

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

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

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

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

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

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

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

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

DEAN'S LIST

Room M-386, ext. 5029, *www.kbcc.cuny.edu/DeansList*

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

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

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

DEAN'S LIST SCHOLARSHIP

The Dean's List Scholarship Award is available to a select number of Dean's List students as a way to further honor their achievement and encourage them to continue to pursue academic excellence. Students who enter Kingsborough as freshmen, place on the Dean's List their first two semesters, and attend Kingsborough full-time for a third semester may qualify for the award. (Transfer students and students who receive the WAVE scholarship are not eligible.) Students do not need to apply to be considered for the award. If eligible, they will be automatically contacted.

HONORS SOCIETIES

PHI THETA KAPPA

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

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

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

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

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

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

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

MU ALPHA THETA

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

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

PHI BETA LAMBDA

Business Department, Room M-355, ext. 5555

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

STUDY ABROAD PROGRAM

Room M-386, ext. 5029, *www.kbcc.cuny.edu/studyabroad*

The growing Study Abroad Program at KCC aims to provide eligible students with a global perspective and valuable international experience. The International Study Program at the Salzburg Global Seminar in Salzburg, Austria, is an intensive, on-week global citizenship experience offered to Kingsborough students during the spring break. It is an international experiential component of the Global Ethics course at KCC. Interested students must apply for the Salzburg Global Program and, once selected, must enroll in the Global Ethics course. The expenses to travel to Salzburg are covered by a college scholarship.

Kingsborough also collaborates with the Global College of Long Island University (*www.brooklyn.liu.edu/globalcollege*) to offer a four-week summer session in Costa Rica. This international experience provides students an opportunity to take a 3-credit Spanish language class (beginner, intermediate or advanced) and a 3-credit Sociology of Conflict class. No previous knowledge of Spanish language is required. A foundation scholarship funds up to 80% of expenses for the selected students. Students are responsible for the remaining cost, which could range from $1,000 to $1,400.

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

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

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

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

ENRICHED OFF-CAMPUS PROGRAMS

Vassar College Exploring Transfer/Research Program
Room M-386, ext. 5029

The award-winning Vassar College Exploring Transfer/Research Program (*http://eter.vassar.edu*) is a five-week summer program designed to give qualified community college students the opportunity to explore their transfer opportunities while experiencing education at a four-year residential college. Students enroll in two interdisciplinary courses team-taught by community college and Vassar faculty, earning 6 academic credits. In addition, special transfer counseling is provided. All expenses are paid for students. Participants in the Vassar Program have gone on to continue their education at outstanding colleges and universities such as Vassar College, Columbia University, Yale University, Middlebury College, New York University, Mount Holyoke College, and Smith College.

National Model United Nations (NMUN)
Room M-386, ext. 5029

Kingsborough students participate annually in the National Model United Nations (*www.nmun.org*) which brings together about 4200 students from all over the world to NYC in April for an intensive 5-day international conference, simulating the actual workings of the United Nations. Students interested in participating in NMUN should apply, and if selected, must take a 3-credit preparation course, called "International Organizations." Each year, Kingsborough prepares a delegation of 12 students, accompanied by a faculty mentor, to represent an assigned country in NMUN. All expenses for students for this co-curricular enrichment program under the Global Civic Education Project at Kingsborough are covered by the Coordinated Undergraduate Education (CUE) Initiative at KCC.

Students interested in either of these programs should contact the Office of the Associate Provost of Academic Affairs in room M-386 or call 718-368-5029.

SPORTS*

Room G-201, ext. 5696

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

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

Intramurals

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

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

Recreation

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

Athletics

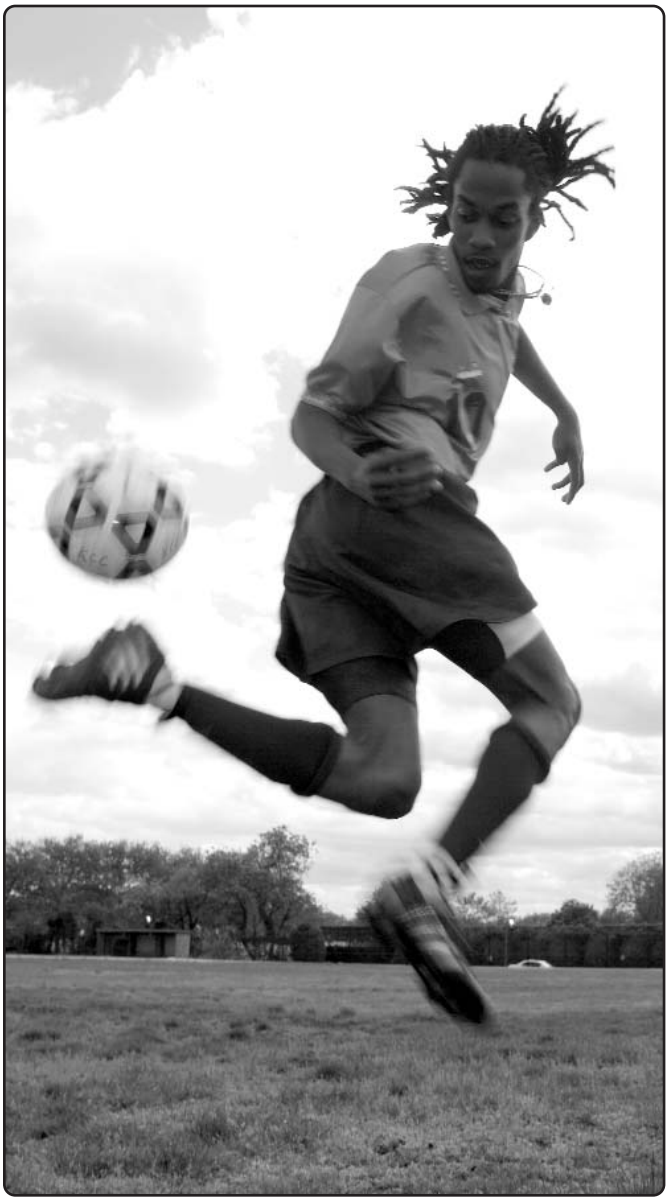
The Athletic Program is renowned in the northeastern part of the United States, offering men and women opportunity to participate in a wide range of sports. Emphasis is placed upon promoting enjoyment, fitness, skill development, knowledge and sportsmanlike competition.

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

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

Kingsborough is a member of the City University of New York Athletic Conference (CUNYAC), Region XV, District of the NJCAA. There are 24 regions and ten more encompassing districts geographically within NJCAA. Victorious teams in the Regional structure compete against each other to determine District champions in each sport. 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. In 2004, the

individual women's tennis team members qualified for the National Championship and the track and field team had four All Americans; two in the 400M, one in the 200M and one in the triple jump. In 2006-2007 season Cross Country, Indoor and Outdoor Track and Field teams qualified for the National Championships. The Men's & Women's Outdoor Track & Field team placed sixth at the National Championships. Head Coach, Dave Loobie, of Track & Field was the recipient of NJCAA Coach of the Year Award for Women's Track & Field. Track and Field had 10 All Americans; the Women's team received All Americans in the 4X100M relay, 4X400M relay, 4X800M relay, and 400M. The Men team received All Americans for the 4X400M relay, 4X800M relay, 400M and 800M. The Women's team set a title at the event as they are the first team to win all three relays.



ACADEMIC INFORMATION

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

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

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

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

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

A. Meet requirements in 1, 2 and 3 listed before.

B. Have an official copy (copies) of previous college(s) transcript(s) on file in the Registrar's Office.

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

Consult the Academic Calendar for filing dates and deadlines.

TESTING

Room T-602, ext. 4975

The City University of New York mandates that all incoming degree-seeking students, as well as students entering the upper division, meet standards of proficiency in the basic skill areas of reading, writing and mathematics. In addition, the University requires students in both associate and baccalaureate programs to demonstrate their command of certain vital academic skills by the time they reach their 60th credit. Specifically, the CUNY Proficiency Examination (CPE) tests students' ability to understand and think critically about ideas and information presented in print and the ability to write clearly, logically, and correctly. Students must pass the CPE to be granted a CUNY degree.

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

Freshman Course Placement

AFTER acceptance by the College, but BEFORE registration, entering matriculated students (and non-degree students attempting to achieve matriculation) will be required to take the COMPASS Math Skills Test and the CUNY/ACT in Reading and Writing. Results of these mandatory tests determine specific course assignments in appropriate English and mathematics classes.

Skills Assessment Testing

The Dean of Instructional Services is directly responsible for the administration of the CUNY skills assessment tests (COMPASS Math Skills Test and the CUNY/ACT in Reading and Writing). Approximately 5,000 students are tested each year. The tests evaluate student skills in reading, writing and mathematics. All incoming degree-seeking students are required to take these examinations. The results of the examinations are key to determining the need for developmental instruction.

Basic Skills Proficiency

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

CUNY Proficiency Examination (CPE)

As of September 1, 2003 all students pursuing an associate or bachelor's degree at CUNY must take and pass the CPE. Passing the exam is a requirement for the associate degree; students pursuing a bachelor's degree must pass by the time they have completed their 60th credit. Effective September 1, 2003, these requirements apply to all students pursuing these two degrees, regardless of when they first entered CUNY. Exemptions are no longer in effect for freshmen who had matriculated at CUNY before Fall 1999 and for transfers who first arrived before Fall 2000. Students who have earned a bachelor's degree or higher from an accredited program verified by CUNY are exempt from the CPE requirement. This exemption applies only to students who can document their prior degree at the time of application for admission to the college. Additional information and practice tests can also be found at *www.kbcc.cuny.edu/cpe* and *www.cuny.edu/cpe*.

- **Eligibility:** Students must take the CPE for the first time in the regular semester immediately after completing their 45th credit. Students in good academic standing may take the CPE for the first time during the semester in which they register for their 45th credit. Students whose GPA is below 2.0 and students who have not met the CUNY basic skills requirements in reading and writing are not eligible to take the CPE.

- **Transfer Students:** Students transferring from outside CUNY and with no previous attendance at CUNY must take and pass the CPE. Students transferring to a senior college who enter with 45 or more credits must take the CPE in their first semester at CUNY and must pass the exam by their 60th credit. Students with previous attendance at CUNY must take and pass the CPE, regardless of when they first enrolled at CUNY.

  Students transferring within CUNY must fulfill the CUNY basic skills requirements before transferring. Students with more than 45 credits should have taken the CPE at least once before transferring. Senior colleges may (but are not required to) admit CUNY students to a baccalaureate program if they have completed all requirements for the associate degree except passing the CPE. Like other transfer students, these students must take the exam during the first semester of baccalaureate study and thereafter as required. They are not eligible for the benefits accorded by the articulation policy of 2000 to associate degree recipients at the senior colleges until they pass the CPE and are awarded the associate degree. Under the articulation policy, students who have completed an associate degree are able to transfer all of their credits to the senior college.

- **Appeals:** Students may appeal to request a deferral, remove a forfeit, or petition for additional opportunities to test. Students may also appeal to receive permission to take the CPE early (before registering for the 45th credit), or to take the test when lacking one of the pre-requisites. Appeals to have exams re-read are not accepted; all exams are re-scored automatically if the total score from the first reading is one or two points below the minimum passing score. ESL students taking ESL courses may request a deferral from the CPE until they are deemed ready to take the examination. For information about the CPE appeals process or to file a CPE appeal, go to room M-386.

CURRICULA

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

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

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

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

Graduates who successfully complete the courses prescribed for the program of their choice can earn the degree that curriculum carries: the Associate in Arts (A.A.) degree, the Associate in Science (A.S.) degree and the Associate in Applied Science (A.A.S.) degree. 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 their 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.

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, Nutrition Science and Physician Assistant Transfer Options and concentrations in Marine Biology and Biotechnology); Chemistry; Community Health (with a concentration in Gerontology); Computer Science; Educational Studies; 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 (with a concentration in Entrepreneurial Studies); 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; Physical Education; Recreation and Recreation Therapy; and Tourism and Hospitality.

GRADUATION REQUIREMENTS

Eligibility for graduation requires the completion of one of the programs of study, as outlined within the Programs and Courses section of this catalog, with an overall minimum cumulative grade point average of 2.00 (at least a "C" average) for all courses taken at Kingsborough Community College, and a passing score on the CUNY Proficiency Examination (CPE). Students can review their progress towards graduation online anytime by checking DegreeWorks. All students must file application for graduation by the deadline given in the Academic Calendar in order to have their records reviewed. Each of the three filing periods (for an August, January, or June degree) has a deadline.

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

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

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

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.

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

Students who fail to achieve these standards will be placed on probation for one 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 the 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

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:

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

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

Developmental Courses

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

Equated Credits

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

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

Basic Courses (+)

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

Advanced Courses

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

EXAMINATIONS

Mid-Term

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

Final

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

Students can access their final grades on the web.

Makeup Final

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

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

Students pay $15 for the first makeup exam plus $5 for each additional exam.

GRADES

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

Standard Grades

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

Kingsborough Community College OFFICIAL GRADING SYSTEM

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

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

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

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

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

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

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

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

"R" Grade

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

Grade Change Appeals

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

Scholastic Standing

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

CHANGE OF CURRICULUM

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

The new curriculum goes into effect the 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 filed with the Registrar's Office, A-101. The date that change of program or withdrawal form is competed and submitted to the Registrar's Office—NOT the last date of class attendance—is considered the official date of withdrawal from the course.

NOTE: 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 College's web page 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 and whose index was below 2.00, can be readmitted in good standing. Any prior failing grades, while still reflected in their record, would not be calculated in their grade point average to determine their standing.

Students who have been away from the institution at least 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 "WN" 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 (3.00 index) in the subject area, with departmental approval.

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

TOPICAL AND PILOT COURSES

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

TRANSFER TO SENIOR COLLEGES AND UNIVERSITIES

CUNY ARTICULATION POLICY:

Associate in Arts (A.A) Degree

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

Please note the following:

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

Associate in Science (A.S.) Degree

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

Please note the following:

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

Associate in Applied Science (A.A.S.) Degree

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

Please note the following:

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

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

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

SUNY TRANSFER POLICY

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

PRIVATE COLLEGE TRANSFER POLICIES

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

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

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 their Student Development (SD) 10 classes. Day students who do not enroll in SD-10 receive a card in the mail that they must bring to room F-102 and exchange for a catalog and handbook. Evening students not enrolled in SD 10 should bring their card to room C-102 and redeem it for a catalog and handbook.

The catalog lists all the courses required for each particular degree, along with course descriptions to help students decide which electives are of the greatest interest and value to them. The catalog also alerts students to specific college requirements, rules and regulations and the special opportunities and advantages available on campus. In addition, 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 describes course content and other details that may be needed in order to properly evaluate credits. The catalog information may also be useful and helpful for employment opportunity consideration.

The Kingsborough catalog is printed in very limited quantities and replacements may not be possible. Students are urged to carefully keep the catalog they receive. An online version of the catalog is available on the Kingsborough website. For the most current program information, please consult your advisor.

Prospective students who are interested in attending Kingsborough should request publications about the college from the Admission Information Center in room F-123.

OFFICE OF ACADEMIC SCHEDULING, EVENING STUDIES AND WEEKEND COLLEGE

Academic Scheduling, Room A-113, Ext 5686

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

eSIMS Help Center, Ext. 6551

The mission of the eSIMS Help Center is to provide real-time support to students as they navigate the CUNY/eSIMS online registration system. Its goal is to empower students to complete their registration transaction. The eSIMS Help Center staff answers questions regarding a student's ability to register. By empowering tudents with information during eSIMS registration, students have the opportunity to clear issues, which are barriers to completing the online registration process. For more information, see the eSIMS section on the Current Students page on the Kingsborough website, *www.kbcc.cuny.edu,* or email eSIMShelp@kbcc.cuny.edu.

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

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

The Weekend College Program serves all students including:

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

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

Programs of Study

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

For information regarding matriculated and degree status, contact the Admission Information Center in room F-123, ext. 4600 or the Office of Academic Scheduling in room A-113, ext. 5686.

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

GIFTS AND BEQUESTS

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

Funds to 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 Boulevard, Brooklyn, NY, 11235-2398. To reach College Advancement office by phone, call 718-368-4539.

Notice:

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

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

2009-2010

programs and course requirements

DEGREE & CERTIFICATE PROGRAMS*

Associate in Arts (A.A.)

	Program Requirements	HEGIS CODE
HISTORY, PHILOSOPHY AND POLITICAL SCIENCE		
Criminal Justice	Page 35	2105.00
LIBERAL ARTS	Page 36	5649.00
Secondary Education Concentration		
Women's Studies Concentration		

Associate in Science (A.S.)

	Program Requirements	HEGIS CODE
ART		
Fine Arts	Page 45	5610.00
Art History Concentration		
Ceramics Concentration		
Drawing and Painting Concentration		
Photography Concentration		
Sculpture Concentration		
BEHAVIORAL SCIENCES AND HUMAN SERVICES		
Education Studies	Page 43	5503.00
Early Childhood Concentration		
Childhood Education Concentration		
Mental Health and Human Services	Page 47	5216.00
Substance Abuse Counseling Concentration		
Domestic Violence Counseling Concentration		
BIOLOGICAL SCIENCES		
Biology	Page 40	5604.00
Biotechnology Concentration		
Marine Biology Concentration		
Preparation for Teaching (Secondary Education)		
Allied Health Sciences		
Health & Nutrition Science Transfer Option		
Occupational Therapy Transfer Option		
Pharmacy Transfer Option		
Physician Assistant Transfer Option		
COMMUNICATIONS AND PERFORMING ARTS		
Speech Communication	Page 48	5606.00
Speech Pathology Concentration		
Public Communication Concentration		
Theatre Arts	Page 49	5610.00
ENGLISH		
Journalism and Print Media	Page 46	5008.00
HEALTH, PHYSICAL EDUCATION & RECREATION		
Community Health	Page 42	5299.00
Gerontology Concentration		
Health Administration Concentration		
Health Education & Promotion		
Exercise Science/Personal Training	Page 44	5299.30
MATHEMATICS AND COMPUTER SCIENCES		
Computer Science	Page 43	5103.00
Mathematics	Page 46	5617.00
PHYSICAL SCIENCES		
Chemistry	Page 41	5619.00
Engineering Science	Page 44	5609.00
Physics	Page 48	5619.00

Associate in Applied Science (A.A.S.)

	Program Requirements	HEGIS CODE
ART		
Graphic Design and Illustration	Page 55	5012.00
BEHAVIORAL SCIENCES AND HUMAN SERVICES		
Early Childhood Education/Child Care	Page 54	5503.00
Infancy/Toddler Development Concentration		
BIOLOGICAL SCIENCES		
Physical Therapist Assistant	Page 59	5219.00
BUSINESS		
Accounting	Page 52	5002.00
Tax Accounting Concentration		
Business Administration	Page 53	5004.00
Entrepreneurial Studies Concentration		
Office Administration and Technology	Page 57	5005.00
Stenographic Major		
Executive, Legal, Medical, School concentration		
Non-stenographic Major		
Word/Information Processing concentration		
Medical Word/Information Processing concentration		
Retail Merchandising	Page 59	5004.00
Fashion Concentration		
Marketing Management Concentration		
Website Development & Administration	Page 61	5104.00
COMMUNICATIONS AND PERFORMING ARTS		
Broadcasting Technology & Management	Page 52	5008.00
Music Technology Concentration		
HEALTH, PHYSICAL EDUCATION & RECREATION		
Physical Education, Recreation and Recreation Therapy	Page 58	5506.10
Therapeutic Recreation Transfer Option		
Baccalaureate Programs Transfer Option (Teaching Physical Education K-12)		
MATHEMATICS AND COMPUTER SCIENCES		
Computer Information Systems	Page 53	5101.00
NURSING		
Nursing	Page 56	5208.10
Surgical Technology	Page 60	5211.00
TOURISM AND HOSPITALITY		
Tourism & Hospitality		
Tourism Concentration	Page 60	5011.10
Hospitality Concentration	Page 60	5011.10
Maritime Technology	Page 55	5403.00

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

Certificate Programs:

BEHAVIORAL SCIENCES AND HUMAN SERVICES		
Alcoholism & Substance Abuse Counseling	Page 63	5506.00
BUSINESS		
Entrepreneurial Studies	Page 63	5004.00
Medical Office Assistant	Page 65	5214.00
HEALTH, PHYSICAL EDUCATION & RECREATION		
Exercise Science/Personal Training	Page 64	5299.30
Gerontology	Page 64	5506.00
TOURISM AND HOSPITALITY		
Aviation and Cruise Operations	Page 63	5011.10
Culinary Arts and Food Management	Page 63	5010.00
Food Service Operations	Page 64	5011.10
Hospitality and Meeting Planning	Page 64	5011.10
Marine Technology: Deck Speciality	Page 65	5406.00
Maritime Technology: Marine Mechanic	Page 65	5406.00

COURSE DESCRIPTIONS BY DEPARTMENT

Art .....page 67

Behavioral Sciences and Human Services .....page 70

Biological Sciences .....page 76

Business .....page 81

Communications and Performing Arts.....page 88

English .....page 94

Foreign Languages .....page 98

Health, Physical Education and Recreation.....page 102

History, Philosophy and Political Science .....page 108

Mathematics and Computer Science .....page 112

Nursing .....page 117

Physical Sciences .....page 123

Tourism and Hospitality .....page 126

2009-2010

associate in arts

THE ASSOCIATE IN ARTS (A.A.) DEGREE

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

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

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

A.A. DEGREE PROGRAMS

Criminal Justice
Requirements, page 35
Course Descriptions, page 111

Liberal Arts
Requirements, page 36
Course Descriptions, see Departmental pages

A.A. CRIMINAL JUSTICE • TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

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

ENG 01200 .....4 credits
ENG 02400 3
HPE 01200 3

If required:

ENG 00400, 09100, 09200 &/or 09300 0
MAT 0M100 & 0M200 or MAT 0R300 proficiency 0

DEPARTMENT REQUIREMENTS §

Introduction to Criminal Justice (POL 06300).....3 credits
Crime and Punishment (POL 06400) 3
Constitutional Law (POL 06600) 3
The American Legal System; The Courts (POL 06700) 3
Policing (POL 06900) or Corrections and Sentencing (POL 07000) 3

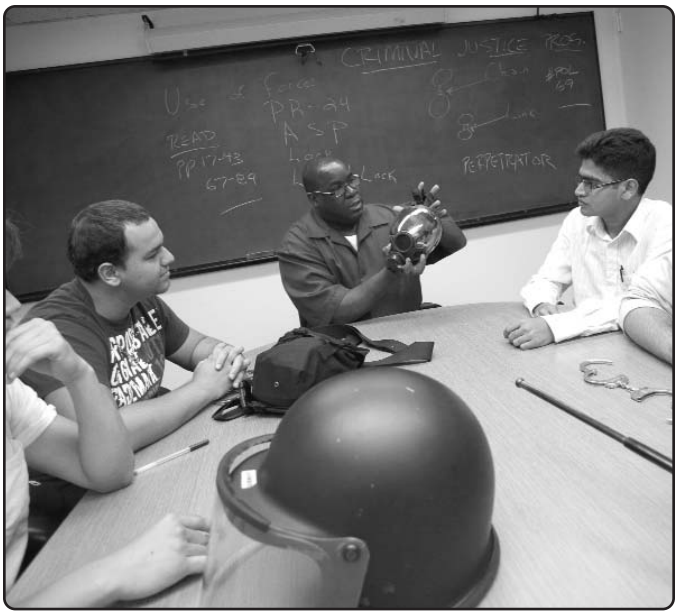
GROUP REQUIREMENTS 35 CREDITS §

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

I. SPE 01100 or SPE 02100 and ART or MUS elective .....6 credits
II. PHI 07100 or PHI 07200 and English Literature elective 6
(choose one for English Literature elective: ENG 03100, ENG 03200, ENG 03500, ENG 07300 or ENG 07400)
III. POL 05100 and History elective (choose one for History elective:....9
HIS 05100 or HIS 05200)
IV. SOC 03100 and SOC 03600.....6
V. MAT 01300 and BIO 03300 8

ELECTIVES

A course in computer applications is recommended.....3



A.A. LIBERAL ARTS •TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

ENG 01200 .....4 credits
ENG 02400 3
HPE 01200 3

If required:

ENG 00400, 09100, 09200 &/or 09300 0
MAT 0M100 & 0M200 or MAT 0R300 proficiency 0

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) .....9 credits
Art - Music - Speech - Theatre Arts

II. Language and Literature (2 areas).....9
Foreign Language - Literature – Philosophy

III. Social Sciences (any) 9
Economics - History - Political Science

IV. Behavioral Sciences (2 areas) 9
Anthropology - Psychology – Sociology

V. Mathematics and Sciences (2 areas) 11
A minimum of one Mathematics course and one laboratory science course and the remaining credits from: Biological Sciences – Mathematics & Computer Science – Physical Sciences

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 or 3 courses 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 9 credits or 3 courses in one discipline (see choices in Groups I-V).

Educational Psychology (PSY 03500).....3

I. Performing and Visual Arts (2 areas).....9
(Excluded are Art and Music Studio -Theatre Production and Technique courses)
Art - Music - Speech - Theatre Arts

II. Language and Literature (2 areas or 1 if chosen as a major) 9
Foreign Language - Literature – Philosophy

III. Social Sciences (any) 9
Economics - History - Political Science

IV. Behavioral Sciences (2 areas or 1 if chosen as a major) 9
Anthropology - Psychology – Sociology

V. Mathematics and Sciences.....11
A minimum of one Mathematics course and one laboratory science course and the remaining credits from: Biological Sciences – Mathematics & Computer Science – Physical Sciences

WOMEN'S STUDIES CONCENTRATION

Students who choose to complete this concentration are required to take HIS 06600 and 9 credits from 3 of the 5 groups (I through V).

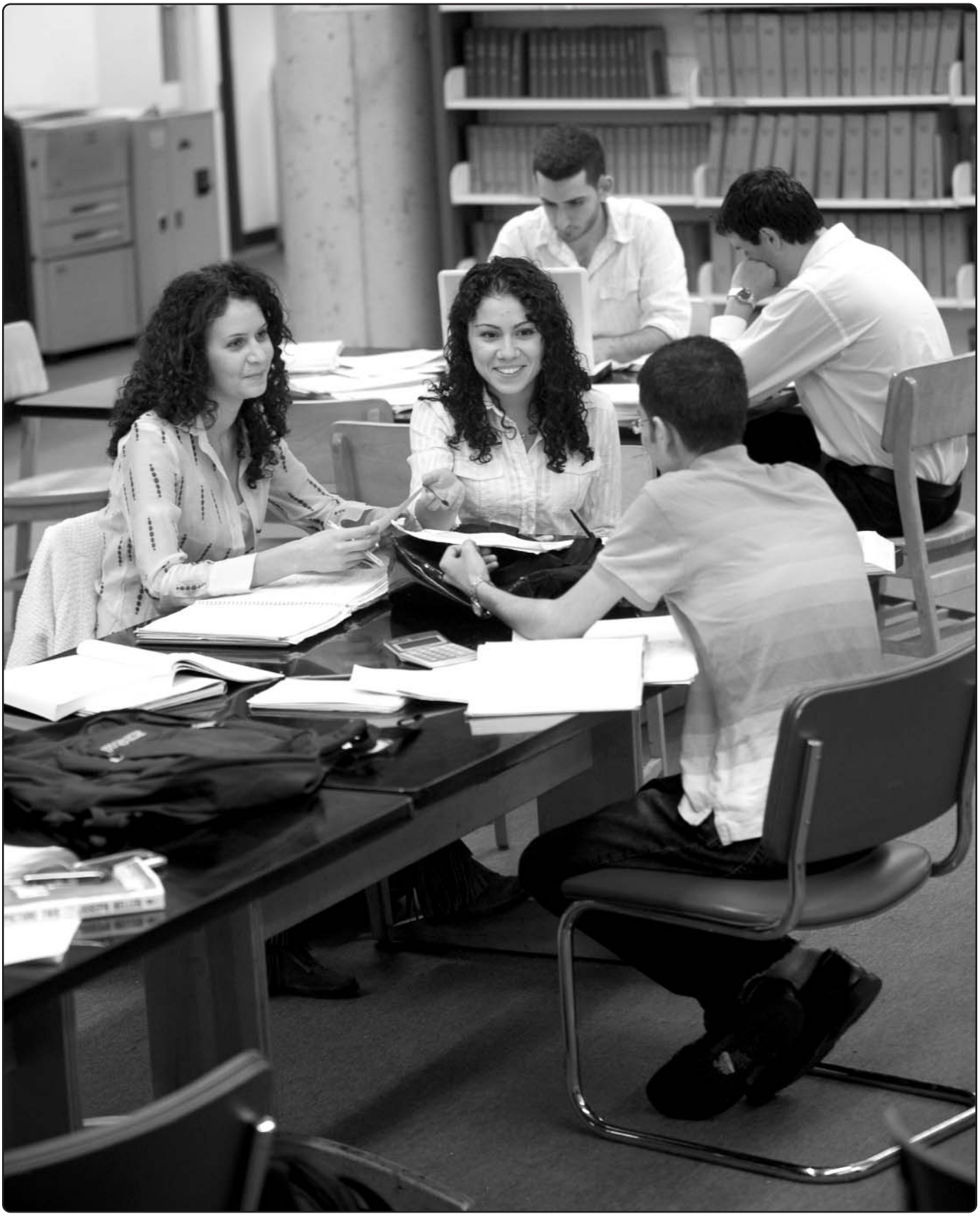
Group I ART 03900 or THA 04800 or Women's Studies sections of MCM 03000 or MCF 04400 or MUS 03100
Group II ENG 06700
Group III HIS 06800
Group IV ANT 03900 or PSY 03700 or SOC 03800 or Women's Studies sections of SOC 03100
Group V BIO 02800

ELECTIVES:

Sufficient to meet required total of 60 credits

§Consultation with the Department Advisor is required.

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



2009-2010

associate in science

THE ASSOCIATE IN SCIENCE (A.S.) DEGREE

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

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

PROGRAMS

- Biology (with concentrations in Biotechnology, Marine Biology, Nutrition Science, Occupational Therapy, Pharmacy Transfer Options, Physician Assistant and Preparation for Teaching)
- Biotechnology
- Chemistry
- Community Health (with concentrations in Gerontology, Health Education and Promotion, and Substance Abuse Counseling)
- Computer Science
- Education Studies
- Engineering Science
- Exercise Science/Personal Training
- Fine Arts (with concentrations in Art History, Drawing and Painting, Photography, Ceramics and Sculpture)
- Journalism and Print Media
- Mathematics
- Mental Health and Human Services (with concentrations in Substance Abuse Counseling and Domestic Violence Counseling)
- Theatre Arts
- Physics
- Speech Communication (with concentrations in Speech Pathology and Public Communication)

A.S. DEGREE PROGRAMS

Biology
Requirements, page 40
Course Descriptions, page 77

Chemistry
Requirements, page 41
Course Descriptions, page 123

Community Health
Requirements, page 42
Course Descriptions, page 102

Computer Science
Requirements, page 43
Course Descriptions, page 112

Education Studies
Requirements, page 43
Course Descriptions, page 72

Engineering Science
Requirements, page 44
Course Descriptions, page 124

Exercise Science/Personal Training
Requirements, page 44
Course Descriptions, page 102

Fine Arts
Requirements, page 45
Course Descriptions, page 67

Journalism and Print Media
Requirements, page 46
Course Descriptions, page 98

Mathematics
Requirements, page 46
Course Descriptions, page 115

Mental Health and Human Services
Requirements, page 47
Course Descriptions, page 73

Physics
Requirements, page 48
Course Descriptions, page 124

Speech Communication
Requirement, page 48
Course Descriptions, page 91

Theatre Arts
Requirements, page 49
Course Descriptions, page 92

A.S. BIOLOGY•

TOTAL CREDITS: 60—64

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

ENG 01200 ..... 4 credits
ENG 02400 3
HPE 01200 3

If required:

ENG 00400, 09100, 09200 &/or 09300 0
MAT 0M100 & 0M200 or MAT 0R300 proficiency 0

DEPARTMENT REQUIREMENTS §

+General Biology I and II (BIO 01300–01400) ..... 8 credits
Biology Laboratory courses
(excluding BIO 00700–01100–01200, BIO 03300 and BIO 05100) 8
General Chemistry I and II (CHM 01100–01200) 8
+Analytic Geometry and Pre-Calculus Math (MAT 01400) 4
Introductory Computer Applications course
(BA 06000 or CP 01100 or TEC 02500) 3-4

MARINE BIOLOGY CONCENTRATION

Please note that for this concentration, HE 03600 is required: not HPE 01200.

+General Biology I and II (BIO 01300-01400) ..... 8 credits
Marine Biology (BIO 05200) and and any one of the following Biology major electives (BIO 02100, 02200, 05000, 05300, 05400, 05500 or BIO 05900) 8
General Chemistry I and II (CHM 01100-01200) 8
Analytic Geometry and Pre-Calculus Math (MAT 01400) 4
Introductory Computer Applications course
(BA 06000 or CP 01100 or TEC 02500) 3-4

BIOTECHNOLOGY CONCENTRATION

+General Biology I and II (BIO 01300-01400) ..... 8 credits
General Microbiology (BIO 05000) and Genetics (BIO 05900) 8
General Chemistry I and II (CHM 01100-01200) 8
Analytic Geometry and Pre-Calculus Math (MAT 01400) 4
Introductory Computer Applications course
(BA 06000 or CP 01100 or TEC 02500) 3-4
Recommended electives:
Biotechnology: Cell Culture and Cloning (BIO 057000) 4
Recombinant DNA Technology (BIO 05800) 4

SECONDARY EDUCATION

+General Biology I and II (BIO 01300-01400) ..... 8 credits
PSY 03500 (Educational Psychology) 3
Biology Laboratory Courses (excluding
BIO 00700–01100–01200, BIO 03300 and BIO 05100) 8
General Chemistry I and II (CHM 01100-01200) 8
+Analytic Geometry and Pre-Calculus Math (MAT 01400) 4
Introductory Computer Applications course
(BA 06000 or CP 01100 or TEC 02500) 3-4

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

+General Biology I and II (BIO 01300-01400) ..... 8 credits
+Research Methods in Nutrition Science (BIO 06100) 1
+Human Physiology (BIO 08267) 4
+Chemistry for Nutritional Sciences (CHM 00500) 5
Introduction to Community Health Services (COH 01100) 3
Critical Issues in Community Health (COH 01200) 3
Analytic Geometry and Pre-Calculus Math (MAT 01400) 4
Introductory Computer Applications course
(BA 06000 or CP 01100 or TEC 02500) 3
+General Microbiology (BIO 05000) 4
Introductory Foods: Principles and Preparation (COH 08210) 3

Choose from the following to satisfy Groups II, III and IV:
ENG 03000 or 04000 **or** PHI 07100 or 07200 3
Introduction to Anthropology (ANT 03700) **or**
General Psychology (PSY 01100) 3
Europe: Napoleon to Hitler, 1789 to 1945 (HIS 03100) **or**
The Ancient World (HIS 05100) 3

ALLIED HEALTH SCIENCES

OCCUPATIONAL THERAPY TRANSFER OPTION

Human Anatomy and Physiology I and II (BIO 01100–01200) ..... 8 credits
General Biology I and II (BIO 01300–01400) 8
General Chemistry I (CHM 01100) 4
Elements of Statistics (MAT 02000) 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 01100–01200) ..... 8 credits
General Biology I and II (BIO 01300–01400) 8
General Chemistry I and II (CHM 01100–01200) 8
Organic Chemistry I and II (CHM 03100–03200) 10
+Calculus I (MAT 01500) 4
Recommended
General Physics I (PHY 01100) 4

PHYSICIAN ASSISTANT TRANSFER OPTION

Biology (BIO 01300–01400),
Chemistry (CHM 01100–01200), Mathematics (MAT 01400) ... 20 credits
Human Anatomy and Physiology (BIO 01100–01200) 8
Microbiology in Health and Disease (BIO 05100) 4
General Psychology (PSY 01100) 3
Human Growth and Development (PSY 03200) 3
Elements of Statistics (MAT 02000) 3
3 Recommended Electives:
Science of Nutrition (BIO 07000) 3
Cardiopulmonary Resuscitation (HE 02000) 1
Emergency Health Care (NUR 04100) 2
Organic Chemistry I and II (CHEM 03100–03200) 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.

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.

GROUP REQUIREMENTS / 9 CREDITS

Select a minimum of three credits each from at least three different groups within Groups I thru IV. 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 requirements)*
Biological Sciences - Mathematics & Computer Science - Physical Sciences

ELECTIVES

Sufficient to meet required total of 60—64 credits

•These programs are within the Biological Sciences Department.

§Consultation with the Department Advisor is required.

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

A.S. CHEMISTRY•

TOTAL CREDITS: 60—64

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

ENG 01200 .....4 credits
ENG 02400 3
HPE 01200 3

If required:

ENG 00400, 09100, 09200 and/or 09300 0
MAT 0M100 & 0M200 or MAT 0R300 proficiency 0

DEPARTMENT REQUIREMENTS §

General Chemistry I and II (CHM 01100–01200)
(see prerequisites) .....8 credits
Organic Chemistry I and II (CHM 03100–03200) 10
Advanced General Physics I and II (PHY 01300–01400) 8
Calculus I and II (MAT 01500–01600) 8

GROUP REQUIREMENTS / 9 CREDITS

Select a minimum of three credits each selected from at least three different groups within Groups I thru IV. 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 requirements)*

ELECTIVES

Sufficient to meet required total of 60—64 credits

•This program is within the Physical Sciences Department.

§Consultation with the Department Advisor is required.

A.S. COMMUNITY HEALTH•

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

ENG 01200 .....4 credits
ENG 02400 3
HPE 01200 3

If required:

ENG 00400, 09100, 09200 &/or 09300 0
MAT 0M100 & 0M200 or MAT 0R300 proficiency 0

DEPARTMENT REQUIREMENTS §

ALL MAJORS MUST TAKE:
Introduction to Community Health (COH 01100) .....3 credits
Critical Issues in Community Health (COH 01200).....3
Principles of Epidemiology (COH 01300).....3
Community Health Interventions (COH 02000) 3
General Psychology (PSY 01100).....3
Human Growth and Development (PSY 03200) 3
Introduction to Sociology (SOC 03100) 3
Introduction to Computer Concepts (BA 06000) or Office Computer Applications (TEC 02500)* or the equivalent 3-4
Credit-bearing Mathematics course. *Elements of Statistics (MAT 02000) preferred for Health Administration concentration*.....3-4
Any credit-baring laboratory Biological Sciences course. *Biology of Aging (BIO 03900) preferred for Gerontology Concentration. Introduction to Modern Concepts of Biology (BIO 03300) preferred for Health Administration concentration*.....3-4

PLUS, SELECT ONE OF THE FOLLOWING OPTIONS:

GERONTOLOGY

Introduction to Gerontolgy (MH 03500) 3
Therapeutic Recreation for Individuals with Disabilities I or II (RPE 03100 or RPE 03500).....3
Perspectives on Death and Dying (NUR 04300) 3

HEALTH ADMINISTRATION

Fundamentals of Business (BA 01100).....3
Organizational Behavior and Management (BA 03100).....3
Macroeconomics (ECO 01200) **OR** Microeconomics (ECO 01300).....3

HEALTH EDUCATION AND PROMOTION

Two of the following:
Women's Health Issues (HE 03800), Drugs: The Individual and Society (HE 04000), Nutrition and Health (HE 04200), or Human Sexuality (HE 05200).....6 credits
Plus:
Field Experience in Community Health (COH 091E1) 3

GROUP REQUIREMENTS

For Health Administration, 9 credits should be selected from Groups I and II only. For all other concentrations, choose 9 credits from at least two different groups, Group I through III. Choose courses in consultation with a faculty advisor so that courses chosen transfer well to the baccalaureate program.

I. Performing and Visual Arts
(Excluded are Art & Music Studio, Theatre Production & Technique courses)
Art - Music - Speech - Theatre Arts
Recommended Courses: The Visual Experience (ART 03100), The Musical Experience (MUS 03100), Effective Public Speaking (SPE 02100), or Introduction to Theatre Arts (THA 05000)

II. Language and Literature
Foreign Language - Literature – Philosophy
Recommended Courses: Ethics: A Study of Ethical Problems (PHI 07400) or Ethics and Morality in the Health Professions (PHI 07600)

III. Social Sciences
Economics - History - Political Science

IV. Behavioral Sciences *(Satisfied by Department requirements)*

V. Mathematics and Sciences *(Satisfied by Department requirements)*

ELECTIVES

Sufficient to meet required total of 60 credits

Departmental requirements may be used to satisfy groups I-V requirements.

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

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

A.S. COMPUTER SCIENCE•

TOTAL CREDITS: 60—64

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

ENG 01200 .....4 credits
ENG 02400 3
HPE 01200 3

If required:

ENG 00400, 09100, 09200 &/or 09300 0
MAT 0M100 & 0M200 or MAT 0R300 proficiency 0

DEPARTMENT REQUIREMENTS §

Introduction to Computing (CS 01200) .....4 credits
Computer and Assembly Language Programming (CS 01400) 5
Discrete Structures (CS 03500) 5
Advanced Programming Techniques (CS 013A0) 4
+Calculus I, II and III (MAT 01500, 01600, 02100) 12
Differential Equations (MAT 05500) **or** 3
Linear Algebra (MAT 05600)
Physics I and II (PHY 01100–01200) **or** 8
Advanced General Physics I and II (PHY 01300–01400)

GROUP REQUIREMENTS / 9 CREDITS

Select a minimum of three credits each from at least three different groups within Groups I thru IV. 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 Arts 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 requirements)*

ELECTIVES

Sufficient to meet required total of 60—64 credits

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

§Consultation with the Department Advisor is required.

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

A.S. EDUCATION STUDIES•

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

ENG 01200 .....4 credits
ENG 02400 3
HPE 01200 3

If required:

ENG 00400, 09100, 09200 &/or 09300 0
MAT 0M100 & 0M200 or MAT 0R200 proficiency 0

Department Requirements §

Foundations of Education (EDC 02000) .....3 credits
Art Workshop in Education (EDC 02200) 2
Music & Movement Workshop in Education (EDC 02300) 2
Practicum in Teacher Development I (EDC 09000) 3
General Psychology (PSY 01100) 3
Psychological Disorders in Children (PSY 02400) 3
Human Growth and Development (PSY 03200) 3
Introduction to Sociology (SOC 03100) 3
Development of Literacy in Children (HUM 08100) 1

EARLY CHILDHOOD EDUCATION CONCENTRATION (Birth-2nd Grade)

Social Science in Education (EDC 02100) 3
Liberal Arts (Groups I-V) Electives 3

CHILDHOOD EDUCATION CONCENTRATION (Kindergarten - 6th Grade)

Social Science in Education (EDC 02100) 3
Urban Sociology (SOC 03200) 3

GROUP REQUIREMENTS / 21 CREDITS

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

I. Any non-studio Art or Music course 3

II. Social Sciences (choose one from each area) 6
History - Political Science

IV. Behavioral Sciences *(Satisfied by Department requirements)*
Anthropology – Psychology – Sociology

V. Mathematics and Sciences 12
MAT 00700 **plus** choice of SCI 03400 or BIO 03300 **plus** choice of EPS 03100 or 03200 or 03300 or 03600 or 03800 or SCI 02500 or SCI 03700

ELECTIVES

One course from Groups I-V for 3 credits 60 credits

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

§Consultation with the Department Advisor is required.

A.S. ENGINEERING SCIENCE•

TOTAL CREDITS: 66–70

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

ENG 01200 ..... 4 credits
ENG 02400 3
HPE 01200 3

If required:

ENG 00400, 09100, 09200 &/or 09300 0
MAT 0M100 & 0M200 or MAT 0R300 proficiency 0

DEPARTMENT REQUIREMENTS §

General Chemistry I and II (CHM 01100, 01200) ..... 8 credits
+Calculus, I, II and III, (MAT 01500, 01600, 02100) 12
Differential Equations (MAT 05500) 3
Linear Algebra (MAT 05600) 3
Introduction to Computing (CS 01200) 4
Advanced General Physics I and II (PHY 01300, 01400) 8
Engineering Design (EGR 02100) 3
Introduction to Electrical Engineering (EGR 02200) 3
Introduction to Engineering Thermodynamics (EGR 02300) 3

Group Requirements / 9 Credits

Select a minimum of three credits each from three different groups within Groups I thru IV. 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 requirements)*

ELECTIVES

Sufficient to meet required total of 66–70 credits

•This program is within the Physical Sciences Department.

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

§Consultation with the Department Advisor is required.

A.S. EXERCISE SCIENCE / PERSONAL TRAINING•

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

ENG 01200 ..... 4 credits
ENG 02400 3
HPE 01200 3

If required:

ENG 00400, 09100, 09200 &/or 09300 0
MAT 0M100 & 0M200 or MAT 0R300 proficiency 0

DEPARTMENT REQUIREMENTS §

Human Anatomy & Physiology I and II (BIO 01100-01200) ..... 8 credits
Science of Nutrition (BIO 07000) 3
Introduction to Personal Training (EXS 00900) 3
Kinesiology of Exercise (EXS 01000) 3
Physiology of Exercise (EXS 01100) 3
Health Risk Appraisal (EXS 01200) 3
Fitness Assessment & Exercise Prescription (EXS 01300) 3
Muscular Fitness Training Techniques (EXS 01500) 3
Field Experience in Exercise Science (EXS 09100) 3
General Psychology (PSY 01100) 3
First Aid and Personal Safety (HE 03500) 2
Cardiopulmonary Resuscitation (HE 02000) 1

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

Group A
Walk, Jog, Run (PEC 00200)
Aerobic Dance (PEC 01900)

Group B
Swimming for Fitness (PE 03300)
Aqua Exercise (PEC 06500)

Group C
Tai Chi Chuan (PEC 02500)
Introduction to Hatha Yoga (PEC 02900)
Pilates System of Exercise (PEC 08210)
Beginning Karate and Self-Defense (PEC 02700)
Personal Self-Defense for Women (PEW 02100)

GROUP REQUIREMENTS / 9 CREDITS

Select a minimum of three credits each from at least two different groups within Groups I - III. Must be 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)*
V. Mathematics and Sciences *(Satisfied by Department requirements)*

ELECTIVES

Sufficient to meet required total of 60 credits

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

§Consultation with the Department Advisor is required.

A.S. FINE ARTS•

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

ENG 01200 .....4 credits
ENG 02400 3
HPE 01200.....3

If required:

ENG 00400, 09100, 09200 &/or 09300 0
MAT 0M100 & 0M200 or MAT 0R200 proficiency 0

DEPARTMENT REQUIREMENTS §

ALL Fine Arts Majors MUST TAKE:

Survey of Art History I and II (ART 03300–03400) .....6 credits
Design I (ART 05500) 3
Drawing I (ART 05700) 3

PLUS, SEQUENCES IN FINE ARTS CONCENTRATIONS

ART HISTORY

Modern Art I and II (ART 03500–03600) .....6 credits
African, Oceanic and Native American Art (ART 03700) 3
Renaissance Art (ART 03800) 3
Recommended Electives.....6

CERAMICS

Ceramics I (ART 06300) 3
Ceramics II (ART 06400) 3
Ceramics Sculpture (ART 08072) 3
Recommended Electives..... 7–9

DRAWING AND PAINTING

Drawing II (ART 05800) 3
Painting I and II (ART 05900–06000).....7
Recommended Electives 7–9

PHOTOGRAPHY

Photography I (ART 05100) 3
Photography II (ART 05200) 3
The Art of Digital Photography (ART 09400).....3
Recommended Electives 6

SCULPTURE

Sculpture I and II (ART 06100–06200) 7
Figure Modeling (ART 08300) 3
Recommended Electives 7–9

GROUP REQUIREMENTS / 18 CREDITS

Select a minimum of three credits each from at least two different groups within Groups II thru IV. Must be Basic Courses.....12 credits

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

2—5 credits sufficient to meet required total of..... 60 credits

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

•*This program is within the Art Department.*

§*Consultation with the Department Advisor is required.*

A.S. JOURNALISM AND PRINT MEDIA•

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses maybe required.

ENG 01200 .....4 credits
ENG 02400 3
HPE 01200 3

If required:

ENG 00400, 09100, 09200 &/or 09300.....0
MAT 0M100 & 0M200 or MAT 0R300 proficiency.....0

DEPARTMENT REQUIREMENTS §

Journalism: Basic and Advanced (JRL 03100–03200) .....6 credits
Feature and Magazine Writing (JRL 04400) 3

GROUP REQUIREMENTS 32-37 CREDITS

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

I. SPE 02100 or ART 07300 or ART 07400 .....3 credits
II. Foreign For. Lang. I and/or II (PHI elective if exempt from For. Lang.); 2 courses in English Literature, (ENG 03000 and 04000 recommended) ** 9-14
III. HIS 01100 or HIS 03100 and POL 05100.....6
IV. SOC 03100 and PSY 01100.....6
V. MAT 00700 and a Laboratory Science Course.....8

ELECTIVES

Sufficient to meet required total of 60 credits

•This program is within the English Department.

§Consultation with the Department Advisor is required.

*** Minimum of 1 semester of Foreign Language must be taken unless exempt based on Foreign Language Proficiency, High School Regents Exams, CLEP or other proficiency exams. English electives must be selected in consultation with Program Advisor*

A.S. MATHEMATICS•

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

ENG 01200 .....4 credits
ENG 02400 3
HPE 01200 3

If required:

ENG 00400, 09100, 09200 &/or 09300 0
MAT 0M100 & 0M200 or MAT 0R300 proficiency 0

DEPARTMENT REQUIREMENTS §

+Calculus I, II and III (MAT 01500, 01600, 02100) .....12 credits
Differential Equations (MAT 05500) 3
Linear Algebra (MAT 05600) 3
Introduction to Computing (CS 01200).....4
Choose two courses from:
CS 013A0, CS 01400, CS 03500, MAT 02000 or MAT 01100 8
Laboratory Science 8

GROUP REQUIREMENTS / 9 CREDITS

Select a minimum of three credits each from at least three different groups within Groups I thru IV . 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 requirements)*

ELECTIVES

Sufficient to meet required total of 60 credits

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

§Consultation with the Department Advisor is required.

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

A.S. MENTAL HEALTH AND HUMAN SERVICES•

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

ENG 01200 .....4 credits
ENG 02400.....3
HPE 01200 3

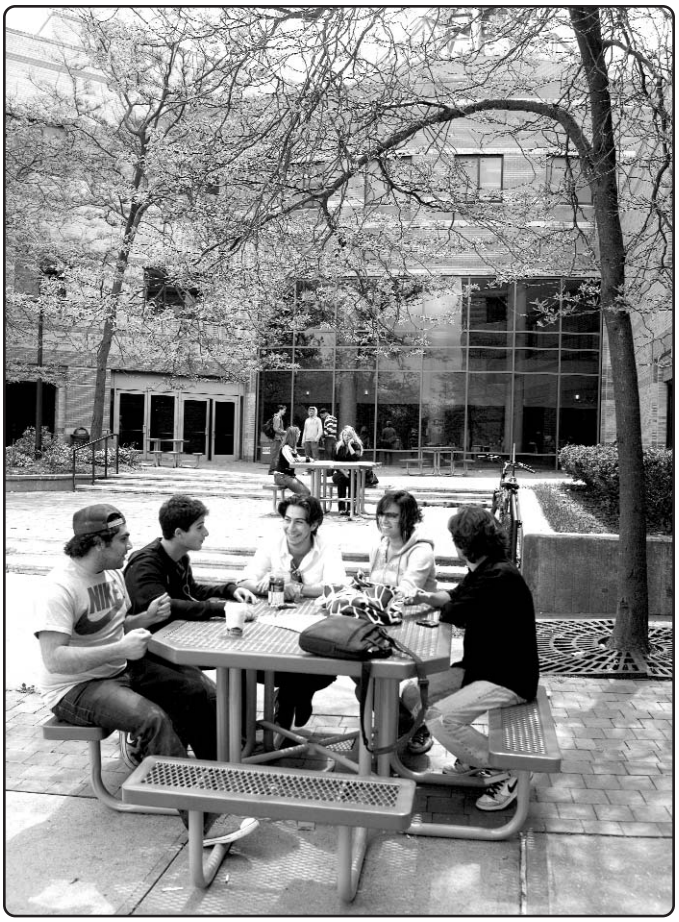
If required:

ENG 00400, 09100, 09200 &/or 09300 0
MAT 0M100 & 0M200 or MAT 0R300 proficiency 0

DEPARTMENT REQUIREMENTS §

All Majors must take:

General Psychology (PSY 01100) .....3 credits
Human Growth and Development (PSY 03200) 3
Abnormal Psychology (PSY 03600) 3
Introduction to Sociology (SOC 03100).....3
Introduction to Human Services (MH 01100) 3
Human Services Organizations (MH 03000) 3
Principles of Interviewing and Group Leadership (MH 03100) 3
Supervised Instructional Experience in Mental Health (MH 09801–MH 09802) 6



PLUS, FOR MENTAL HEALTH AND HUMAN SERVICES MAJORS (WITHOUT CONCENTRATION)

Any Sociology elective or Anthropology 03700 or ANT 03900 or SAC 02000.....3
Mental Health Practices with Vulnerable Populations (MH 03400) 3
Introduction to Gerontology (MH 03500).....3

PLUS, FOR MAJORS WITH CONCENTRATION IN SUBSTANCE ABUSE COUNSELING

Introduction to Alcoholism and Substance Abuse Counseling (SAC 02000).....3
Basic Counseling Techniques in Substance Abuse Field I (SAC 02200)...3
Confidentiality, Ethics and the Counselor/Client Relationship in Substance Abuse Counseling (SAC 02600) 3

PLUS, FOR MAJORS WITH CONCENTRATION IN DOMESTIC VIOLENCE COUNSELING

Introduction to Domestic Violence (MH 03700).....3
Assessment and Intervention with Domestic Violence Survivors (MH 03800).....3
Any Sociology, Anthropology or Psychology elective (inc. PSY 03700)...3

GROUP REQUIREMENTS / 12 CREDITS

Select a minimum of three credits from two different groups within Groups I thru III. Must be Basic Courses .....6 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
Economics - History - Political Science

IV. Behavioral Sciences *(Satisfied by Department requirements)*

V. Mathematics and Sciences .....6 credits
Biological Sciences - Mathematics & Computer Sciences - Physical Sciences

ELECTIVES

2 credits sufficient to meet required total of 60 credits

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

§Consultation with the Department Advisor is required.

A.S. PHYSICS•

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

ENG 01200 .....4 credits
ENG 02400 3
HPE 01200 3

If required

ENG 00400, 09100, 09200 &/or 09300 0
MAT 0M100 & 0M200 or MAT 0R200 proficiency 0

DEPARTMENT REQUIREMENTS §

Advanced General Physics I and II (PHY 01300-01400).....8 credits
Advanced Electives, **choose**: .....8 – 11

Either MAT 05500 or MAT 05600 (only one) **or**
Either EGR 02200 or EGR 02300 (only one) **or**
Either EPS 03300 or EPS 03500 or EPS 03600 (only one) **or**
Physics 081xx (1-3 credits)

General Chemistry I and II (CHM 01100-01200) 8
+Calculus I and II (MAT 01500-01600).....8

GROUP REQUIREMENTS / 9 CREDITS

Select a minimum of three credits from at least three different groups within Groups I thru IV. 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 requirements)*

ELECTIVES

Sufficient to meet required total of 60 credits

•This program is within the Physical Sciences Department.

§Consultation with the Department Advisor is required.

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

A.S. SPEECH COMMUNICATION•

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

ENG 01200.....4 credits
ENG 02400.....3
HPE 01200.....3

DEPARTMENT REQUIREMENTS§

All Majors MUST TAKE:
Career Communication (SPE 02400) .....3 credits
Small Group Communication (SPE 02500).....3
Oral Interpretation (SPE 02700).....3
Voice & Articulation (SPE 02900).....3

SPEECH PATHOLOGY CONCENTRATION

Phonetics (SPE 04000).....3 credits
Interpersonal Communication (SPE 01200) OR
Intercultural Communication (SPE 02600) 3
Language Development (SPE 04100).....3

COMMUNICATION STUDIES CONCENTRATION

Interpersonal Communication (SPE 01200).....3 credits
Effective Public Speaking (SPE 02100) 3
Intercultural Communication (SPE 02600) 3

GROUP REQUIREMENTS

Select at least three credits from EACH Group II-IV. Must be Basic Courses.

I. Performing and Visual Arts *(Satisfied by Department requirements)*
II. Language and Literature ..... 4–6 credits
Foreign Language - Literature – Philosophy
III. Social Sciences.....6
Economics - History - Political Science
IV. Behavioral Sciences.....6
Anthropology - Psychology - Sociology
V. Mathematics and Sciences..... 7–8 credits
Biological Sciences - Mathematics & Computer Science - Physical Science

ELECTIVES

SPEECH PATHOLOGY CONCENTRATION:
2-5 credits sufficient to meet required total of 60 credits

COMMUNICATION STUDIES CONCENTRATION:
3-6 credits sufficient to meet required total of 60 credits

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

§ Consultation with Department Advisor is required.

A.S. THEATRE ARTS•

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

ENG 01200 ..... 4 credits
ENG 02400 3
HPE 01200 3

If required:

ENG 00400, 09100, 09200 &/or 09300 0
MAT 0M100 & 0M200 or MAT 0R300 proficiency 0

DEPARTMENT REQUIREMENTS§

All Theatre Arts majors MUST TAKE:
Introduction to Theatre Arts (THA 05000) ..... 3 credits
Play Analysis (THA 05100) 3
Acting I: Beginning Acting (THA 05200) 3
Stage Craft (THA 05500) 3
History of Theatre (THA 06800) 3
Play Production (THA 05900) ....1 *(must repeated for a total of 3 credits)*

Choose from the following Program Electives: 6
THA 02000, 02500, 04600, 05300, 05500, 05600, 06000, 06300, 06500, 06600, 06700, 081xx; MUS 03000, 03100, 04800, 09121; SPE 02700, 02900; PEC 02000, 03800, 03900

PLUS, select one of the following concentrations:

PERFORMANCE CONCENTRATION:

Select two of four courses:
Training the Performing Voice (THA 04600) ..... 3 credits
Acting II: Scene Study (THA 05300) 3
Musical Theatre Performance (THA 05800) 3
Directing: The Fundamentals (THA 06600) 3

TECHNICAL PRODUCTION CONCENTRATION:

Select two of five courses:
Basic Lighting (THA 05600) 3
Costume Design (THA 06000) 3
Basic Sound Technology (THA 06300) 3
Scenic Design (THA 06500) 3
Directing: The Fundamentals (THA 06600) 3

GROUP REQUIREMENTS

Select at least three credits from at least two different groups – II-IV.
Must be Basic Courses. ..... 12 credits

I. Performing and Visual Arts *(Satisfied by Department requirements)*
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 Science

ELECTIVES

Sufficient to meet required total of 60 credits

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

2009-2010

associate in applied science

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

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

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

PROGRAMS

- Accounting (with a concentration in Tax Accounting)
- 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 (with a concentration in Infant/Toddler Development)
- Graphic Design and Illustration
- Maritime Technology
- Nursing
- Office Administration and Technology (with concentrations in Executive, Legal, School, Word/Information Processing and Medical Word/Information Processing)
- Physical Education, Recreation and Recreation Therapy (with a transfer option in teaching Physical Education K-12)
- Physical Therapist Assistant
- Retail Merchandising (with concentrations in Fashion and Marketing Management)
- Surgical Technology
- Tourism and Hospitality
- Website Development and Administration

A.A.S. DEGREE PROGRAMS

Accounting
Requirements, page 52
Course Descriptions, page 81

Broadcasting Technology and Management
Requirements, page 52
Course Descriptions, page 88

Business Administration
Requirements, page 53
Course Descriptions, page 83

Computer Information Systems
Requirements, page 53
Course Descriptions, page 112

Early Childhood Education/Child Care
Requirements, page 54
Course Descriptions, page 70

Graphic Design and Illustration
Requirements, page 55
Course Descriptions, page 67

Maritime Technology
Requirements, page 55
Course Descriptions, page 128

Nursing
Requirements, page 56
Course Descriptions, page 117

Office Administration and Technology
Requirements, page 57
Course Descriptions, pages 82 and 86

Physical Education, Recreation and Recreation Therapy
Requirements, page 58
Course Descriptions, page 104

Physical Therapist Assistant
Requirements, page 59
Course Descriptions, page 79

Retail Merchandising
Requirements, page 59
Course Descriptions, page 85

Surgical Technology
Requirement, page 60
Course Descriptions, page 121

Tourism and Hospitality
Requirements, page 60
Course Descriptions, page 126

Website Development and Administration
Requirements, page 61
Course Descriptions, page 86

A.A.S. ACCOUNTING•

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

ENG 01200 .....4 credits
ENG 02400 3
HPE 01200 3

If required:

ENG 00400, 09100, 09200 &/or 09300.....0
MAT 0M100 & 0M200 or MAT 0R300 proficiency.....0

DEPARTMENT REQUIREMENTS §

Fundamentals of Accounting I and II (ACC 01100–01200).....8 credits
Intermediate Accounting I and II (ACC 02100–02200) 6
Cost Accounting (ACC 03100) 4
Federal Taxation (ACC 04100) 4
Fundamentals of Business (BA 01100) 3
Business Law (BA 01200) 3
Introduction to Computer Concepts (BA 06000) 3
Macroeconomics (ECO 01200) 3
Money and Banking (ECO 01400) 3
Recommended
Advanced Federal Taxation (ACC 04200) 3
New York Taxes (ACC 04300) 3

GROUP REQUIREMENTS / 13 CREDITS

Select a minimum of three credits each from at least three different groups within Groups I thru IV. Must be 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 01200 and 01400 may not be used to satisfy Group III)
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

TAX ACCOUNTING CONCENTRATION §

NOTE: For the Tax Accounting Concentration, Federal Taxation II (ACC 04200) is required in place of ACC 03100. New York Taxes (ACC 04300) is highly recommended.

•This program is within the Business Department.

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

A.A.S. BROADCASTING TECHNOLOGY AND MANAGEMENT•

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses maybe required.

ENG 01200 .....4 credits
ENG 02400 3
HPE 01200 3

If required:

ENG 00400, 09100, 09200 &/or 09300 0
MAT 0M100 & 0M200 or MAT 0R300 proficiency 0

DEPARTMENT REQUIREMENTS §

Introduction to Broadcasting (MCB 03500) .....3 credits
Radio Operation (MCB 03900).....3
Introduction to Television (MCB 04100).....3
Broadcast Technology (MCB 04600).....2
Audio/Visual Digital Editing I (MCB 04900) 3
Mass Media (MCM 03000) 3
Writing for the Electronic Media (MCB 05000) 3
Choose from the following program electives:
MCB 03400, 03600, 03700, 03800, 04000, 04800, 05100, 081xx, 092xx; MCF 04000, 04300, 04400; MUS 04000-04200; THA 02000, 02500, 05500, 05600, 06000, 06300.....6-12

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

PLUS, FOR MAJORS WITH MUSIC TECHNOLOGY CONCENTRATION, THE FOLLOWING COURSES MAY BE SUBSTITUTED FOR SOME PROGRAM ELECTIVES*:

Rudiments of Theory (MUS 03000) .....3 credits
Music Theory/Ear Training (MUS 04800) 3

GROUP REQUIREMENTS / 13-19 CREDITS

Select a minimum of three and a maximum of five credits each from at least two different groups within Groups II thru IV. Three of the courses must be basic courses. .....9 credits

I. Performing and Visual Arts *(Satisfied by Department requirements)*

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.

§ Consultation with the Department Advisor is required.

**The Music Technology Concentration requires a total of 12 credits of Music Theory or Studio.*

A.A.S. BUSINESS ADMINISTRATION•

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

ENG 01200 .....4 credits
ENG 02400 3
HPE 01200.....3

If required:

ENG 00400, 09100, 09200 &/or 09300 0
MAT 0M100 & 0M200 or MAT 0R300 proficiency 0

DEPARTMENT REQUIREMENTS §

Fundamentals of Accounting I and II (ACC 01100-01200) .....8 credits
Organizational Behavior and Management (BA 03100) 3
Advertising: Theory and Practice (BA 05200) OR.....3
Field Experience in Business Administration***(BA 09229)
Introduction to Computer Concepts (BA 06000).....3
Macroeconomics (ECO 01200).....3
Money and Banking (ECO 01400).....3

Plus, select one of the following concentrations:

BUSINESS ADMINISTRATION

Fundamentals of Business (BA 01100) 3
Business Communications (BA 03300) 3
Business Law (BA 01200) 3
Principles of Marketing (BA 01400) 3

ENTREPRENEURIAL STUDIES

The Entrepreneurial Small Business Perspective (ES 05100).....3
Legal Issues for the Entrepreneurial Small Firm (ES 05200) 3
Entrepreneurial Strategic Planning (ES 05500) 3
Cases in Entrepreneurial Strategies (ES 05700) 3

GROUP REQUIREMENTS / 13 CREDITS

Select a minimum of three credits each from at least three different groups within Groups I thru IV. Must be 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 ECO 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
Biological Sciences - Mathematics & Computer Science - Physical Sciences

ELECTIVES

Sufficient to meet required total of 60 credits

§Consultation with the Department Advisor is required.

•This program is within the Business Department.

****BA 09229 must be taken in lieu of BA 05200 for A.A.S. Business Administration students with G.P.A. > = 3.0.*

A.A.S. COMPUTER INFORMATION SYSTEMS•

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses maybe required.

ENG 01200 .....4 credits
ENG 02400.....3
HPE 01200 3

If required:

ENG 00400, 09100, 09200 &/or 09300.....0
MAT 0M100 & 0M200 or MAT 0R300 proficiency.....0

DEPARTMENT REQUIREMENTS §

Introduction to Computer Programming (CP 00500)
C Programming 1 (CP 02100)
C Programming 2 (CP 02200)
Introduction to Operating Systems (CIS 01200)
Applied Computer Architecture (CIS 01500)
Introduction to Database (CIS 03100)
Fundamentals of Accounting I (ACC 01100)

Choose ONE of the following (NOTE: Prerequisites REQUIRED):
Finite Mathematics (MAT 01100)
Analytic Geometry and Pre-Calculus Math (MAT 01400) .....29 credits

+Choose THREE of the following:
JAVA Programming 2 (CP 06200)
Programming In UNIX/LINUX (CP 07100)
Introduction to Webpage Development (CIS 02100)
HTML Authoring and JavaScript (CIS 02200)
Network Server Administration (CIS 04500)
Advanced Network Server Administration (CIS 04600)
Advanced Database Programming (CIS 03200) ..... 12 credits

GROUP REQUIREMENTS / 9 CREDITS

Select a minimum of three credits each from at least three different groups from within Groups I - IV. 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*

ELECTIVES

Sufficient to meet required total of 60 credits

§Consultation with the Department Advisor is required.

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

A.A.S. EARLY CHILDHOOD EDUCATION / CHILD CARE•

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses maybe required.
- ENG 01200 .....4 credits
- ENG 02400 3
- HPE 01200 3

If required:
- ENG 00400, 09100, 09200 &/or 09300 0
- MAT 0M100 & 0M200 or MAT 0R300 proficiency 0

DEPARTMENT REQUIREMENTS §

General Psychology (PSY 01100) .....3 credits
Psychological Disorders in Young Children (PSY 02400).....3
Human Growth and Development (PSY 03200) 3
Introduction to Sociology (SOC 03100) **OR** 3
Introduction to Anthropology (ANT 03700)
Foundations of Education (EDC 02000) 3
Social Science in Education (EDC 02100).....3
Art Workshop for Students in Education (EDC 02200) 2
Music and Movement Workshop for Students in Education (EDC 02300) 2
Techniques in Math, Science and Technology Teaching for Early Childhood (EDC 02800).....2
Supervised Instructional Experience in Education II (09300) 3
Early Literacy and Children's Literature (HUM 00200) 2

PLUS, FOR EARLY CHILDHOOD EDUCATION / CHILDCARE MAJORS

Supervised Instructional Experience in Education I (EDC 09105) 3
Seminar and Practicum in Education (EDC 03000) 3

PLUS, FOR MAJORS WITH CONCENTRATION IN INFANCY / TODDLER DEVELOPMENT

Infant/Toddler Development (EDC 03200) 3
Supervised Instructional Experience in Infant/Toddler Education (EDC 09400) 3

GROUP REQUIREMENTS

Select one basic course from Group I or II for .....3 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.....3 credits
History or Political Science

V. Mathematics and Sciences (2 areas) .....7 credits
Biological Sciences - Mathematics & Computer Science - Physical Sciences

ELECTIVES

2 credits to be chosen from Groups I-V to meet required total of 60 credits

•This program is within the Behavioral Sciences and Human Services Department. Department requirements may be used to satisfy groups I -V requirements where applicable.

§Consultation with the Department Advisor is required.

A.A.S. GRAPHIC DESIGN AND ILLUSTRATION•

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.
- ENG 01200 .....4 credits
- ENG 02400 3
- HPE 01200 3

If required:
- ENG 00400, 09100, 09200 &/or 09300 0
- MAT 0M100 & 0M200 or MAT 0R300 proficiency 0

DEPARTMENT REQUIREMENTS §

Choose one of the following four Art History courses: .....3 credits
- Art Survey I (ART 03300)
- Art Survey II (ART 03400)
- Modern Art I (ART 03500)
- Modern Art II (ART 03600)

Design I (ART 05500) 3
Drawing I (ART 05700) 3
Illustration (ART 06800) and Illustration Style (ART 06900) 6
Publication Design (ART 07300) 3
Experimental Typography (ART 07400) and Designing with Type (ART 04000) 6
Digital Art Illustration (ART 04300) 3
Computer Art (ART 04500) 3
Computer Assisted Illustration (ART 04600) 3
Introduction to Graphic Design & Advertising (ART 07500).....3

GROUP REQUIREMENTS / 10 CREDITS

Select a minimum of three credits each from at least two different groups from within Groups II—IV. Must be Basic Courses. .....6 credits

I. Performing and Visual Arts *(Satisfied by Department requirements)*

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

§Consultation with the Department Advisor is required.

A.A.S. MARITIME TECHNOLOGY•

TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

ENG 01200 .....4 credits
ENG 02400 3
HE 02000, CPR 1
HE 03500, First Aid 2

If required:

ENG 00400, 09100, 09200 &/or 09300.....0
MAT 0M100 & 0M200 or MAT 0R300 proficiency.....0

DEPARTMENT REQUIREMENTS §

Vessel Technology I and II (MT 03300, 03400) .....6 credits
Marina Operations (MT 04300) 3
Coastal Piloting and Seamanship, (MT 04600) 4
Introduction to Outboard Motors (MT 05000) 2
Introduction to Diesel Engines (MT 05100).....2
Welding (MT 05200) 2
Fiberglass and Hydraulic Repairs (MT 05300).....2
Low Voltage Electrical Systems (MT 05400).....2
Marine Electronics (MT 05500).....2
Introduction to Computer Concepts (BA 06000) 3
Oceanography (EPS 03200) 4

GROUP REQUIREMENTS**9 CREDITS

Select a minimum of three credits each from at least three different groups within Groups I thru IV. Must be Basic Courses.

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

II. Language and Literature
Foreign Language - Literature – Philosophy

III. Social Sciences
Economics - History - Political Science

IV. Behavioral Sciences
Anthropology - Psychology – Sociology

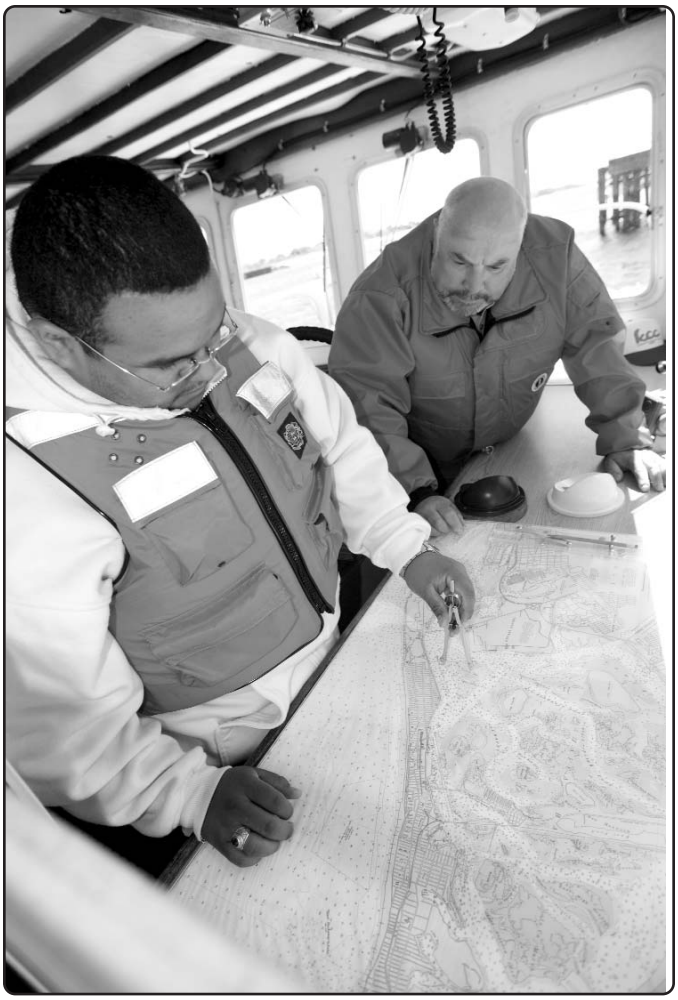
V. Mathematics and Sciences *(Satisfied by Department requirements)*

ELECTIVES

9 credits to meet required total of 60 credits

•*This program is administered by the Office of the Director of Maritime Technology (Department of Tourism & Hospitality).*

§Consultation with the Department Advisor is required.



A.A.S. NURSING•

TOTAL CREDITS 66-67

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

ENG 01200 .....4 credits
ENG 02400 3

If Required

ENG 00400, 09100, 09200 &/or 09300 0
MAT 0M100 & 0M200 or MAT 0R300 proficiency 0

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

1) U.S. Citizenship

2) Permanent Residency

3) International Student with F1 Status

4) Granted Asylum, Refugee Status, Temporary Protected Status, Withholding of Removal, Deferred Enforced Departure; or Deferred Action Status by the U.S. government

DEPARTMENT REQUIREMENTS §

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

First Semester (Pre-Clinical Component)

Applied Physical Sciences for
Allied Health Careers (SCI 02500) .....3 credits
General Psychology (PSY 01100).....3
Human Anatomy and Physiology (BIO 01100)
NOTE: Prerequisite REQUIRED 4
Freshman English I (ENG 01200) 4

Second Semester (Clinical Component)

Human Anatomy and Physiology II (BIO 01200) 4
Human Growth and Development (PSY 03200) 3
Drug Calculations in Nursing (NUR 01700).....1
Fundamentals of Nursing (NUR 01800) 7

Third Semester

Microbiology in Health and Disease (BIO 05100).....4
Nursing the Ill Adult I (NUR 02100) 9

Fourth Semester

Freshman English II (ENG 02400).....3
Nursing the Emotionally Ill (NUR 02000).....4
Nursing the Ill Adult II (NUR 02200) 5

Fifth Semester

Introduction to Sociology (SOC 03100) 3
Family-Centered Maternity Nursing (NUR 01900) 4
Nursing of Children (NUR 02300).....5
Issues in Nursing (NUR 02400) 1

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

Developmental Math (0M100 and 0M200, or MAT 0R200)
English Skills (ENG 00400, 09100, 09200 &/or 09300)
Preparatory Biology (BIO 01000)

ELECTIVES

Sufficient to meet required total of 66-67 credits

•This program is within the Nursing Department.

§Consultation with the Department Advisor is required.

The Nursing Program is accredited by the National League for Nursing Accrediting Commission (NLNAC). Information is available by contacting the National League for Nursing Accrediting Commission, 61 Broadway, New York, N.Y. 10006.

A.A.S. OFFICE ADMINISTRATION AND TECHNOLOGY•

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

ENG 01200 .....4 credits
ENG 02400.....3
HPE 01200.....3

If required:

ENG 00400, 09100, 09200 &/or 09300 0
MAT 0M100 & 0M200 or MAT 0R300 proficiency 0

DEPARTMENT REQUIREMENTS §

All Majors must take:

••Elementary Keyboarding (TEC 01100) .....2 credits
••Intermediate Keyboarding (TEC 01200) 2
Advanced Keyboarding (TEC 01300) 2
Office Administration (TEC 03400).....3
Business Communications (ADM 03700).....3
Field Experience (ADM 09200) 3

PLUS, FOR STENOGRAPHIC MAJORS WITH CONCENTRATIONS IN:

Executive

••Elementary Shorthand (ADM 01500) .....3 credits
••Intermediate Shorthand (ADM 01700) 3
Advanced Shorthand and Transcription (ADM 03000).....4
Computer Applications I (TEC 02500) **OR** Introduction to Computer Concepts (BA 06000) **OR** Microcomputer Applications (CP 01100)....3-4

Legal

••Elementary Shorthand (ADM 01500) 3
••Intermediate Shorthand (ADM 01700) 3
Advanced Shorthand and Transcription (ADM 03000).....4
Legal Terminology and Law Office Transcripts (TEC 05000) 3
Computer Applications I (TEC 02500) **OR** Introduction to Computer Concepts (BA 06000) **OR** Microcomputer Applications (CP 01100)....3-4

School

••Elementary Shorthand (ADM 01500) 3
••Intermediate Shorthand (ADM 01700) 3
Advanced Shorthand and Transcription (ADM 03000) .....4 credits
School Secretary I and II (ADM 05300, 05400) 4
School Records and Accounts (ADM 05500).....2
Computer Applications I (TEC 02500) **OR** Introduction to Computer Concepts (BA 06000) **OR** Microcomputer Applications (CP 01100)....3-4

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

Word/Information Processing

Basic Word/Information Processing (TEC 02100) .....3 credits
Machine Transcription (TEC 02300) 3
Office Systems and Procedures (ADM 02400) 3
Office Computer Applications I (TEC 02500) 3
Office Computer Applications II (TEC 02600) 3

Medical Word/Information Processing

Basic Word/Information Processing (TEC 02100) .....3 credits
Machine Transcription (TEC 02300).....3
Office Systems and Procedures (ADM 02400) 3
Office Computer Applications I (TEC 02500) 3
Office Computer Applications II (TEC 02600) 3
Terminology and Electronic Transcription (TEC 06100) 4
Computer Applications for Medical Office (TEC 06200) 3

GROUP REQUIREMENTS / 13 CREDITS

Select a minimum of three credits each from at least three different groups within Groups I thru IV. Must be Basic Courses. .....9 credits

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

8-9 credits sufficient to meet required total of 60 credits

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

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

•This program is within the Business Department.

§Consultation with the Department Advisor is required.

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

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

TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

ENG 01200 .....4 credits
ENG 02400 3
HPE 01200.....3

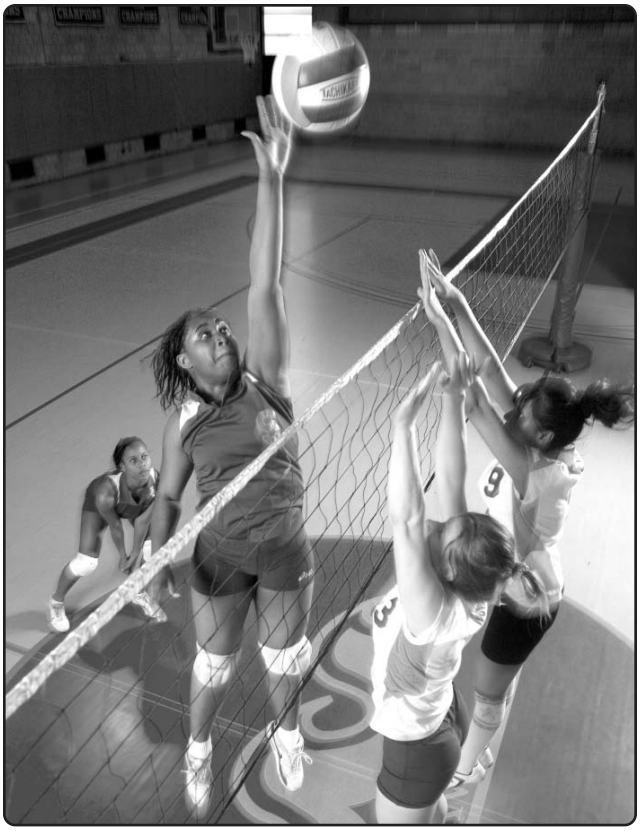
If required:

ENG 00400, 09100, 09200 &/or 09300 0
MAT 0M100 & 0M200 or MAT 0R300 proficiency 0

DEPARTMENT REQUIREMENTS §

All Majors must take:

Introduction to Recreation (RPE 01100).....3 credits
Leadership in Recreation and Physical Education (RPE 01200) 3
Methods and Materials for Teaching Folk and Square Dance (RPE 01600) 2
Therapeutic Recreation for Individuals with Disabilities I (RPE 03100) 3
Organization and Administration of Recreation Programs (RPE 03200) 3
+Field Experience in Physical Education, Recreation and Recreation Therapy (RPE 09152).....3
General Psychology (PSY 01100).....3
Introduction to Sociology (SOC 03100).....3
First Aid and Personal Safety (HE 03500) 2



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

A. PLAN OF STUDY FOR RECREATION AND RECREATION THERAPY

Social Recreation (RPE 01300) 3
Methods and Materials in Arts and Crafts (RPE 03400) 3
Therapeutic Recreation for Individuals with Disabilities II (RPE 03500) 3
The Assessment Process in Therapeutic Recreation (RPE 03600) 2
+Field Experience in Recreation and Recreation Therapy (RPE 09253) 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 01500) 2
Outdoor Recreation (RPE 01400) 2
Sport and American Society (RPE 04000) 3
Methods of Teaching Fitness and Recreation Activities (RPE 07000) 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 / 10 CREDITS

Minimum of three credits each from at least two different groups, I thru III. Courses selected must be in Basic Courses. ....6 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
Economics - History - Political Science

IV. Behavioral Sciences *(Satisfied by Department requirements)*

V. Mathematics and Sciences .....4 credits
Biological Sciences – Mathematics & Computer Science – Physical Sciences

ELECTIVES

Sufficient to meet required total of 60 credits

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

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

§Consultation with the Department is required.

+Requires approval of Program Director.

A.A.S. PHYSICAL THERAPIST ASSISTANT•

TOTAL CREDITS: 68

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.
- ENG 01200 ..... 4 credits
- ENG 02400 3

If required:
- ENG 00400, 09100, 09200 &/or 09300 0
- MAT 0M100 & 0M200 or MAT 0R300 proficiency 0

DEPARTMENT REQUIREMENTS §

Human Anatomy and Physiology I and II (BIO 01100 and 01200) ..... 8 credits
General Psychology (PSY 01100) 3
Foundations of Human Anatomy and Physiology (BIO 00700) 3
Foundations of Physical Therapy (PTA 00100) 3
Kinesiology/Applied Anatomy (PTA 00200) 4
Pathology (PTA 02000) 3
Introduction to Physical Therapy (PTA 01000) 3
Foundations of Physical Therapy II (PTA 00300) 3
Modalities and Procedures I (PTA 00400) 5
Therapeutic Exercise (PTA 00500) 5
Clinical Practicum I (PTA 00600) 3
Modalities and Procedures II (PTA 00700) 4
Selected Topics in Physical Therapy (PTA 00800) 5
Clinical Practicum II (PTA 00900) 3

Group Requirements / 6 Credits

Select a minimum of three credits each from at least three different groups within Groups I thru III. 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 *(Satisfied by Department requirements)*
Anthropology - Psychology – Sociology

V. Mathematics and Sciences *(Satisfied by Department requirements)*

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.

§Consultation with the Department Advisor is required.

A.A.S. RETAIL MERCHANDISING•

TOTAL CREDITS: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.
- ENG 01200 ..... 4 credits
- ENG 02400 3
- HPE 01200 3

If required:
- ENG 00400, 09100, 09200 &/or 09300 0
- MAT 0M100 & 0M200 or MAT 0R300 proficiency 0

DEPARTMENT REQUIREMENTS §

All Majors must take:

Fundamentals of Business (BA 01100) ..... 3 credits
Business Law (BA 01200) 3
Principles of Marketing (BA 01400) 3
Introduction to Computer Concepts (BA 06000) 3
Elements of Marketing Management (RM 03100) 3
Salesmanship (RM 03300) 3
Merchandising Planning & Control (RM 03400) 3
Seminar & Field Experience (RM 09200) 3

Plus, select one of the following concentrations:

FASHION MERCHANDISING:

Textile & Non-Textile Analysis (FM 03500) 3
Visual Merchandising and Display (FM 03600) 3
Fashion Merchandising (FM 03700) 3
Fashion Sales Promotion (FM 03900) 3

MARKETING MANAGEMENT:

Fundamentals of Accounting I and II (ACC 01100 and 01200) 8
Advertising: Theory and Practice (BA 05200) 3

GROUP REQUIREMENTS / 13 CREDITS

Select a minimum of three credits each from at least three different groups from within Groups I thru IV. Courses must be 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 01400 may not be used to satisfy Group III)
Economics - History - Political Science

IV. Behavioral Sciences
Anthropology - Psychology – Sociology

V. Mathematics and Sciences ..... 4 credits
Biological Sciences - Mathematics & Computer Science - Physical Science

ELECTIVES

Sufficient to meet required total of 60 credits

•This program is within the Business Department.

§Consultation with the Department Advisor is required.

A.A.S. SURGICAL TECHNOLOGY•

TOTAL CREDITS: 63

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

ENG 01200 ..... 4 credits
ENG 02400 3

If required:

ENG 00400, 09100, 09200 &/or 09300 0
MAT 0M100 & 0M200 or MAT 0R300 proficiency 0

DEPARTMENT REQUIREMENTS §

Principles of Mathematics (MAT 00700) ..... 4 credits
Human Anatomy and Physiology I and II (BIO 01100 and 01200) 8
Microbiology of Health and Disease (BIO 05100) 4
Pharmacology (NUR 04500) 3
Surgical Technology I (ST 00100) 3
Surgical Technology II (ST 00200) 2
Surgical Technology III (ST 00300) 4
Practicum I (ST 03P00) 2
Surgical Procedures (ST 00400) 4
Practicum II (ST 04P00) 3
Advanced Surgical Procedures (ST 00500) 4
Practicum III (ST 05P00) 3
Professional Strategies for the Surgical Technologist (ST 00600) 1
Practicum IV (ST 06P00) 3

GROUP REQUIREMENTS

Select a minimum of three credits each from Groups I, II and IV. Must be Basic Courses.

I. Performing and Visual Arts .....
(Excluded are Art & Music Studio, Theatre Production & Technique courses)
II. Language and Literature
Foreign Language - Literature – Philosophy
IV. Behavioral Sciences .....
Anthropology - Psychology - Sociology

ELECTIVES

Sufficient to meet required total of 64 credits

• *This program is within the Nursing Department*

§ Consultation with the Department Advisor is required.

A.A.S. TOURISM AND HOSPITALITY•

TOTAL CREDITS 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

ENG 01200 ..... 4 credits
ENG 02400 3
HPE 01200 3

If required:

ENG 00400, 09100, 09200 &/or 09300 0
MAT 0M100 & 0M200 or MAT 0R300 proficiency 0

DEPARTMENT REQUIREMENTS §

All Majors must take:
Introduction to Tourism and Hospitality (TAH 00100) ..... 3 credits
Destination Geography (TAH 00200) 3
Introduction to Computer Concepts (BA 06000) 3
Fundamentals of Business (BA 01100) or Entrepreneurship (ES 05100) 3
Principles of Marketing (BA 01400) or Salesmanship (RM 03300) 3
Professional Portfolio (TAH 09100) 1
Field Experience in Tourism and Hospitality (TAH 09200) 3
Case Studies in Tourism and Hospitality (TAH 01800) 3
Tourism and Hospitality Technology (TAH 01700) 3
The Virtual Enterprise (TAH 09000) 3
The Business of Tourism and Hospitality (TAH 01900) 3

Plus, for majors with concentration in:

TOURISM

Students must take two of the following courses:
Tourism Entrepreneurship (TAH 01200) 3
Cruises and Specialty Markets (TAH 01500) 3
Airport and Aviation Management (TAH 06500) 3

HOSPITALITY

Students must take two of the following courses:
Front Office Operations (TAH 02200) 3
Introduction to Meeting Planning (TAH 04100) 3
Event Catering Management (TAH 04300) 3
Restaurant and Food Service Operations (TAH 07200) 3

GROUP REQUIREMENTS / 13 CREDITS

Select a minimum of three credits each from at least three different from within Groups I thru IV. Must be 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
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.*

§Consultation with the Department Advisor is required.

A.A.S. WEBSITE DEVELOPMENT AND ADMINISTRATION•

TOTAL CREDITS 60

Requirements for Matriculants

College Requirements

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

ENG 01200 .....4 credits
ENG 02400 3
HPE 01200 3

If required:

ENG 00400, 09100, 09200 &/or 09300 0
MAT 0M100 & 0M200 or MAT 0R300 proficiency 0

Department Requirements §

All Majors must take:

Office Communication Skills (ADM 03700) or
Business Communication (BA 03300) .....3 credits
The Computer as a Design Tool (TEC 05700) 3
Office Computer Applications (TEC 02500) 3
Photodigital Illustration (TEC 05900) 3
JAVA Programming I (CP 06100).....4
JAVA Programming 11 (CP 06200).....4
HTML Authoring and JavaScript (CIS 02200) 4
Field Experience (ADM 09200) 3
Website Technology I (TEC 05300) 3
Website Technology II (TEC 05400) 3
Website Technology III (TEC 05500) 3
Professional Portfolio Development (TEC 09100) 1

** Basic Desktop Publishing (TEC 05800) is strongly recommended. Students should have experience navigating the internet for this major.*

GROUP REQUIREMENTS / 13 CREDITS

Select a minimum of three credits each from at least three different groups from within Groupsl thru IV. Must be 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
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 Business Department.

§Consultation with the Department Advisor is required.

2009-2010

certificate programs

CERTIFICATE IN ALCOHOLISM AND SUBSTANCE ABUSE COUNSELING•

TOTAL CREDITS: 15-25

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

ENG 01200 .....4 credits

CERTIFICATE REQUIREMENTS §

Introduction to Alcoholism and Substance Abuse Counseling (SAC 02000).....3 credits
Counseling Techniques in the Substance Abuse Field I (SAC 02200).....3
Counseling Techniques in the Substance Abuse Field II (SAC 02400).....3
Confidentiality, Ethics, & the Counselor/Client Relationship (SAC 02600) 3
Approaches to Treatment Varieties of Alcohol & Substance Abuse Counseling Field Internships I and II (SAC 091A0 & SAC 091B0) 7

Total Credits 15-25

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

§Consultation with the Department Advisor is required.

CERTIFICATE IN AVIATION AND CRUISE OPERATIONS•

TOTAL CREDITS: 16

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

ENG 01200 .....4 credits

CERTIFICATE REQUIREMENTS §

Tourism Entrepreneurship (TAH 01200) .....3 credits
Airport and Aviation Management (TAH 06500) 3
Cruiseline Marketing and Sales (TAH 08204).....3
The Virtual Enterprise (TAH 09096) 3
Professional Portfolio (TAH 09160) 1
Field Experience in Tourism and Hospitality (TAH 09250).....3

Total Credits 16

•Courses will be offered at Lehman College's CUNY on the Concourse campus through Kingsborough Community College's Center for Economic & Workforce Development Office, 718 368-5582.

§ Consultation with the Department Advisor is required.

CERTIFICATE IN CULINARY ARTS AND FOOD MANAGEMENT•

TOTAL CREDITS: 15

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

DEPARTMENT REQUIREMENTS §

Introduction to Tourism and Hospitality (TAH 00100) .....3 credits
Virtual Enterprise (TAH 09096).....3
Field Experience in Tourism and Hospitality (TAH 09250).....3
Event Catering Management* (TAH 04300).....3
Restaurant and Foodservice Operations* (TAH 07200) 3

Total Credits 15

•This program is within the Department of Tourism and Hospitality.

§Consultation with the Department Advisor is required.

**Includes National Restaurant Association Pro/Management Certification*

CERTIFICATE IN ENTREPRENEURIAL STUDIES•

TOTAL CREDITS: 25

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

DEPARTMENT REQUIREMENTS §

All Majors must take:

Fundamentals of Accounting I (ACC 01100).....4 credits
Small Business and the Entrepreneurial Perspective (ES 05100) 3
Legal Issues for the Entrepreneurial and Small Firm (ES 05200) 3
Entrepreneurial Strategic Planning (ES 05500) 3
Cases in Entrepreneurial Strategies (ES 05700) 3
Introduction to Computer Concepts (BA 06000) 3
Effective Public Speaking (SPE 02100) 3
General Psychology (PSY 01100) **OR**
Introduction to Sociology (SOC 03100) 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

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required. If required:

ENG 00400, 09100, 09200 &/or 09300 0
MAT 0M100 & 0M200 or MAT 0R300 proficiency 0

DEPARTMENT REQUIREMENTS §

Human Anatomy and Physiology I and II (BIO 01100, 01200) ...8 credits
The Science of Nutrition (BIO 07000) 3
Kinesiology of Exercise (EXS 01000) 3
Physiology of Exercise (EXS 01100) 3
Health Risk Appraisal (EXS 01200) 3
Fitness Assessment and Exercise Prescription (EXS 01300) 3
Muscular Fitness Training Techniques (EXS 01500) 3
Any PEC course (except PEC 00400, 00500) 1
Cardiopulmonary Resuscitation (HE 02000) 1
First Aid and Personal Safety (HE 03500) 2

Total Credits 30

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

§Consultation with the Department Advisor is required.

CERTIFICATE IN FOOD SERVICE OPERATIONS•

TOTAL CREDITS: 16

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required. If required:

ENG 00400, 09100, 09200 &/or 09300 0
MAT 0M100 & 0M200 or MAT 0R300 proficiency 0

CERTIFICATE REQUIREMENTS

Tourism Entrepreneurship (TAH 01200) ..... 3 credits
Event Catering Management (TAH 04300) 3
Restaurant and Food Service Operations (TAH 07200) 3
The Virtual Enterprise (TAH 09096) 3
Professional Portfolio (TAH 09160) 1
Field Experience in Tourism and Hospitality 3

Total Credits 16

•Courses will be offered at Lehman College's CUNY on the Concourse campus through Kingsborough Community College's Center for Economic & Workforce Development Office, 718 368-5582.

§ Consultation with the Department Advisor is required.

CERTIFICATE IN GERONTOLOGY•

TOTAL CREDITS: 24

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required. If required:

ENG 00400, 09100, 09200 &/or 09300 0
MAT 0M100 & 0M200 or MAT 0R300 proficiency 0

CERTIFICATE REQUIREMENTS

Introduction to Community Health (COH 01100) ..... 3 credits
Helping Skills for Community Health Majors (COH 02000) 3
Introduction to Gerontology (MH 03500) 3
Biology of Aging (BIO 03900) 3
Wellness, Personal Health and Fitness (HPE 01200) 3
Perspectives of Death and Dying (NUR 04300) 3
Introduction to Sociology (SOC 03100) 3
General Psychology (PSY 01100) 3

Total Credits 24

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

CERTIFICATE IN HOSPITALITY AND MEETING PLANNING•

TOTAL CREDITS: 16

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.

ENG 01200 ..... 4 credits

CERTIFICATE REQUIREMENTS §

Tourism Entrepreneurship (TAH 01200) ..... 3 credits
Front Office Operations (TAH 02200) 3
Introduction to Meeting Planning (TAH 04100) 3
The Virtual Enterprise (TAH 09096) 3
Professional Portfolio (TAH 09160) 1
Field Experience in Tourism and Hospitality (TAH 09250) 3

Total Credits 16

•Courses will be offered at Lehman College's CUNY on the Concourse campus through Kingsborough Community College's Center for Economic & Workforce Development Office, 718 368-5582.

§ Consultation with the Department Advisor is required.

CERTIFICATE IN MARITIME TECHNOLOGY: DECK SPECIALTY•

TOTAL CREDITS: 14

CERTIFICATE REQUIREMENTS

Fall Semester

Coastal Piloting and Seamanship (MT 04600) .....4 credits
Low Voltage Electrical Systems (MT 05400).....2
Marine Electronics (MT 05500).....2

Spring Semester

Vessel Technology I (MT 03300) 3
Vessel Technology II (MT 03400) 3

Total Credits 14

•This program is administered by the Office of the Director of Maritime Technology (Department of Tourism and Hospitality).

CERTIFICATE IN MARINE MECHANIC•

TOTAL CREDITS: 24

CERTIFICATE REQUIREMENTS

Marine Operations (MT 04300).....3 credits
Introduction to Outboard Motors (MT 05000).....2
Introduction to Diesel Engines (MT 05100).....2
Welding (MT 05200).....2
Fiberglass and Hydraulic Repairs (MT 05300).....2
Low Voltage Electrical Systems (MT 05400).....2
Marine Electronics (MT 05500).....2
Advanced Outboards (MT 05600) 3
Vessel Systems (MT 05700) 3
Advanced Welding (MT 05800).....3

Total Credits 24

•This program is administered by the Office of the Director of Maritime Technology (Department of Tourism and Hospitality).

CERTIFICATE IN MEDICAL OFFICE ASSISTANT•

TOTAL CREDITS: 24

CERTIFICATE REQUIREMENTS

Keyboarding for Business Communications (TEC 01400).....2 credits
Office Communications Skills (ADM 03700).....3
Office Computer Applications I (TEC 02500).....3
Office Computer Applications II (TEC 02600) 3
Medical Terminology and Electronic Transcription (TEC 06100).....4
Medical Office Computer Applications (TEC 06200).....3
Medical Coding (TEC 08200) 3
Field Experience (ADM 09229) 4

Total Credits 24

•This program is within the Business Department.

2009-2010

departments and course descriptions

ART DEPARTMENT

Room S-155 • ext. 5718

John Descafino, *Assistant Professor*

Janice Farley, *Professor and Chairperson*

Brian Hack, *College Laboratory Technician*

Michel Kanter, *Professor*

Bryan Kite, *College Laboratory Technician*

Manel Lledos, *Professor*

Peter Malone, *Chief College Laboratory Technician*

Mary Marino, *College Laboratory Technician*

Janice Mehlman, *Professor*

Anthony Padovano, *Professor*

Caterina Pierre, *Assistant Professor*

Judith Wilde, *Professor*

ALL NON-STUDIO COURSES (3 CRS. 3 HRS.) MEET GROUP I DISTRIBUTION REQUIREMENTS FOR ALL DEGREES. STUDIO COURSES MEET DISTRIBUTION REQUIREMENTS FOR AA DEGREE ONLY.

+ ART 03100 – 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 03200 – ART IN SPAIN (3 crs. 3 hrs.)
Introduction to the different periods of art in Spain. Examination of achievements in Spanish art including the prehistoric paintings of the Caves of Altamira, the monuments of Roman Spain, the medieval cathedrals as well as painters such as Velazquez, El Greco, Goya and 20th century artists such as Picasso.

+ ART 03300 – SURVEY OF ART HISTORY: FROM ANCIENT TO RENAISSANCE ART (3 crs. 3 hrs.)
Comprehensive, chronological introduction to the history of art and architecture from ancient civilizations to the Renaissance. Consideration of the cultural context of artistic developments and styles.
Required of Art Majors in first year. See Department Advisor.

+ ART 03400 – SURVEY OF ART HISTORY: FROM RENAISSANCE TO 19TH CENTURY ART (3 crs. 3 hrs.)
Major movements in Western art from the Renaissance through the late nineteenth century focusing on formal as well as historical issues.

+ ART 03500 – MODERN ART: FROM 1880 TO 1945 (3 crs. 3 hrs.)
An introduction to the development of modern art, beginning in late nineteenth-century France. The course traces the emergence of various art movements, the rise of the historical avant-garde in Europe, and the development of abstract art.

+ ART 03600 – MODERN ART: FROM 1945 TO PRESENT (3 crs. 3 hrs.)
An introduction to movements in painting, sculpture and architecture in the aftermath of World War II. The course begins with the rise of New York as the international center of the art world and continues through recent developments in visual arts.

+ ART 03700 – AFRICAN, OCEANIC AND NATIVE AMERICAN ART (3 crs. 3 hrs.)
An overview of the arts of Africa, Oceania and the indigenous cultures of North America, with an emphasis placed on the cultural context of the art.

+ ART 03800 – RENAISSANCE ART (3 crs. 3 hrs.)
History of the development of art from the Gothic movement through the rise of Humanism. The Renaissance in Florence, Italy and Northern Europe and an analysis of its new conception of nature, history and man. A general introduction to Renaissance artists in Florence and Spain.

ART 03900 – HISTORY OF WOMEN IN ART (3 crs. 3 hrs.)
Survey of the artistic works of women from the ancient world through the present. The class will consider formal issues, the representation of the female in the visual arts, the biographies of female artists, the art historical context of the work of women artists, and the rise of feminist art.

ART 04000 – 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 04200 – 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 05500 and ART 05700

+ ART 04300 – DIGITAL ART ILLUSTRATION (3 crs. 4 hrs.)
Learn to use the computer as a design tool for creating and manipulating images combining them with typography and for the creation of a graphic design and portfolio.
Prerequisite: ART 05500

ART 04400 – 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 05900 or Department Permission

ART 04500 – 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 05500

ART 04600 – COMPUTER-ASSISTED ILLUSTRATION (3 crs. 4 hrs.)
Introduction to core features and functions of a computer-assisted illustration program. To be used as an image manipulation tool, an image re-touching tool, an effects tool, an illustration and paint program, as well as a tool to import and scan images and perform color and tonal corrections.
Prerequisites: ART 04500 and ART 05500

ART 04700 – 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 05100 – PHOTOGRAPHY I (3 crs. 4 hrs.)
Learn to see photographically while using your 35mm camera. Develop black and white film and print your own enlargements during this intensive introduction to photographic image-making.

+ ART 05200 – PHOTOGRAPHY II (3 crs. 4 hrs.)
Students refine the ideas and techniques presented in Photography I. Emphasis is placed on developing a personal vision, while improving darkroom skills, lighting situations and putting together a cohesive portfolio of prints.
Prerequisite: ART 05100

ART 05300 – 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 05100

ART 05400 – PHOTOJOURNALISM II (3 crs. 4 hrs.)
Designed for students who have studied photography and journalism. Combines the photo essay with spot news reporting. The concept of photojournalism as it applies to the daily newspaper, illustrated magazine and photo agency will be discussed.
Prerequisite: ART 05300

+ ART 05500 – 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 05600 – 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 05500

+ ART 05700 – DRAWING I (3 crs. 4 hrs.)
Introduction to the basic concepts of drawing. In order to cultivate the ability to see, to create form, and to enjoy visual experiences, students will draw from still life model and from the live model.
Required for Art Majors in first semester. See Department Advisor.

ART 05800 – DRAWING II (3 crs. 4 hrs.)
Continued study of various drawing media. Exploration of traditional and experimental drawing techniques.
Prerequisite: ART 05700 or Department permission.

+ ART 05900 – 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 06000 – PAINTING II (4 crs. 6 hrs.)
Continuation of ART 05900 gives students an opportunity for advanced work in painting, self-expression and creativity.
Prerequisite: ART 05900 or Department permission

+ ART 06100 – SCULPTURE I (3 crs. 4 hrs.)
Study and work in a studio setting. Techniques and aesthetics of modern sculptural concepts emphasized.

ART 06200 – SCULPTURE II (4 crs. 6 hrs.)
Advanced students in creative sculpture explore new techniques.
Prerequisite: ART 06100 or Department permission

+ ART 06300 – 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 06400 – CERAMICS II (3 crs. 4 hrs.)
Students are involved with solutions to the intermediate problems in ceramic design. Emphasis is on further use of the potter's wheel, glazing and handbuilding.
Prerequisite: ART 06300

ART 06500 – 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 06600 – 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 05500 or ART 05700 or Department permission

ART 06700 – 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 06600

+ ART 06800 – ILLUSTRATION (3 crs. 4 hrs.)
Basic concepts and skills of illustration including drawing, painting and various media. Acquiring illustration techniques appropriate for the field of visual communication and the development of a portfolio.

ART 06900 – ILLUSTRATION STYLE (3 crs. 4 hrs.)
A studio course for the development of a personal style of illustration that can have mass market appeal as its base.

ART 07200 – 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 04600 and either ART 07400 or ART 04000

+ ART 07300 – PUBLICATION DESIGN (3 crs. 4 hrs.)
Design for the printed page, such as: newspapers, magazines, book jackets, brochures, etc. For the development of a portfolio of conceptual problem-solving capabilities.

+ ART 07400 – EXPERIMENTAL TYPOGRAPHY (3 crs. 4 hrs.)
A studio course using typography as a design tool with a focus on the creative and aesthetic use of letter forms for visual communication problem-solving.

+ ART 07500 – 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 07900 – 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 05900

ART 08072 – 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 06300

ART 081XX – 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 082XX (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 08348 – FIGURE MODELING AND CARVING (3 crs. 4 hrs.)
The human figure at rest is studied from the anatomical, analytical and compositional point of view. A live model, slides and demonstration of figurative works are part of the course.
Prerequisite: ART 06100

ART 08452 – 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 08348

ART 08547 – 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 05900

ART 08651 – INTERMEDIATE LANDSCAPE PAINTING (3 crs. 4 hrs.)
The experimental approach to landscape painting will be extended within a more personally directed context.
Prerequisite: ART 08547

ART 08746 – 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 05900

ART 08850 – INTERMEDIATE WATERCOLOR PAINTING (3 crs. 4 hrs.)
Advanced study of transparent watercolor painting, using wet-into-wet and glazing techniques.
Prerequisite: ART 08746

ART 09063 – 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 06100

ART 09400 – THE ART OF DIGITAL PHOTOGRAPHY (3 crs. 4 hrs.)
Students will develop and define their own creative ideas through independent projects using digital photographic tools. Emphasis will be placed upon gaining a thorough working knowledge of Adobe Photoshop.

ART 09500 – HISTORY OF MODERN ARCHITECTURE (3 crs. 3 hrs.)
A study of major developments in the history and theory of architecture in Europe and the United States, from the late nineteenth century through present day.

ART 09600 – THE ART OF ANIMATION (3 crs. 4 hrs.)
Introduction to animation exploring the basic principles and applications to different media, encompassing techniques from analog animation (Claymation and hand drawn) through digital production techniques (web and 3-D). Programs include Photoshop, Flash, After Effects and Blender/Cinema4/D/Maya.
Prerequisites: ART 04600 and ART 05700

ART 09700 – CERAMIC DESIGN (3 crs. 6 hrs.)
The practical applications of ceramics from both a functional and decorative approach. Production techniques for creating multiples such as tableware, tiles and architectural details will be explored.
Prerequisite: ART 06300

ART 09800 – HISTORY OF MODERN SCULPTURE (3 crs. 3 hrs.)
A study of the major developments in the history and theory of sculpture in Europe and the United States, focusing on the nineteenth and twentieth centuries, and continuing through to sculpture of the present day.

+ Basic Course

A. S. Degree
FINE ARTS
Requirements - page 45

A.A.S. Degree
GRAPHIC DESIGN AND ILLUSTRATION
Requirements – page 55

BEHAVIORAL SCIENCES AND HUMAN SERVICES DEPARTMENT

Room D-309 • ext. 5630

Leslie Arberman, *Assistant Professor*

Avri Beard, *Lecturer*

William Burger, *Professor and Chairperson*

Geraldine Chapey, *Professor*

Susan Ednie, *Instructor*

Susan Farrell, *Professor*

Peter Fiume, *Assistant Professor*

Lourdes Follins, *Assistant Professor*

Delores Friedman, *Professor*

Ilsa Glazer, *Associate Professor*

Charles Guigno, *Assistant Professor*

Helaine Harris, *Associate Professor; Director, Mental Health & Human Services Program*

Anna Karpathakis, *Associate Professor*

Laura Kates, *Assistant Professor*

Beth King, *Assistant Professor*

Oliver Klapper, *Professor*

Susan Lachman, *Lecturer*

Suzanne LaFont, *Professor*

Fred Malamet, *Professor*

Michael Miranda, *Assistant Professor*

Juan Morales-Flores, *Assistant Professor*

Katia Perea, *Lecturer*

Sharon Prince, *Lecturer*

Florence Schneider, *Assistant Professor*

Joan Standora, *Lecturer, Director, Alcoholism and Substance Abuse Counseling Program*

Charles Swift, *Lecturer*

Petra Symister, *Assistant Professor*

Jason VanOra, *Assistant Professor*

Barbara R. Walters, *Associate Professor*

Juann Watson, *Assistant Professor*

Barbara Weiserbs, *Associate Professor, Director, Early Childhood Education/ Child Care and Education Studies Programs*

William Winter, *Assistant Professor*

ALL ANTHROPOLOGY, PSYCHOLOGY AND SOCIOLOGY COURSES MEET GROUP IV DISTRIBUTION REQUIREMENTS FOR ALL DEGREES.

ANTHROPOLOGY

+ ANT 03700 – 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 03900 – SEXUALITY AND CULTURE (3 crs. 3 hrs.)
Approaches human sexuality from a unique perspective by incorporating theories from anthropology, sociology, psychology, women's studies and queer theory. Course explores the ways in which sexual behavior has changed over time and how it varies cross-culturally. It will also address current issues such as pornography, sex worker, gender and sexual diversity, sex tourism, same-sex sexuality, sexual rights, and cyber sex. Prerequisites: ANT 03700 or SOC 03100 or PSY 01100

EARLY CHILDHOOD EDUCATION/ CHILD CARE PROGRAM

Due to the special nature of the Early Childhood Education / Childcare Program, students are evaluated at the end of each semester to determine if it is advisable for them to continue in the program. A grade of C or better is required for all courses for advancement to the next course. Early Childhood courses may only be repeated once. These include: EDC 02000, 02100, 02200, 02300, 02800, 03000, 09105 and HUM 00200 and 08181. Unless otherwise indicated, EDC courses are only open to students in the Early Childhood/Childcare sequence.

EDC 00200 – Social Foundations of Education (3 crs. 3 hrs. plus two school visit assignments)
The social underpinnings of education are traced through a study of the history of education, including the development of its practices and philosophies. The social forces that currently influence education and gaps between ideals and the realities of education are analyzed. Reports requiring school visits will be assigned.

+ EDC 02000 – FOUNDATIONS OF EDUCATION (3 crs. 3 hrs.)
The effects of society, culture and institutions on the developmental needs of children with emphasis on the impact of urban life and the role of the educational system.

EDC 02100 – SOCIAL SCIENCE IN EDUCATION (3 crs. 3 hrs. plus two field hours per week)
Survey of the objectives of the Social Sciences as reflected in the selection, guidance and evaluation of curricula in Education. Prerequisite: EDC 02000 with a grade of C or better for A.S. Pre or co-requisite: a history or political science course. Corequisite: EDC 03000. *For ECE Majors in A.A.S. Program only.*

EDC 02200 – 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 02100 & EDC 03000 or department permission with a grade of C or better
Co-requisite: EDC 090A4 or EDC 09105 or EDC 09400

EDC 02300 – 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.

Pre-requisite: EDC 02000

EDC 02800 – 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 03000 – SEMINAR AND PRACTICUM IN EARLY CHILDHOOD EDUCATION CURRICULUM (3 crs. 4 hrs.)

Working directly with materials, students explore and become familiar with the methods and materials used in an Early Childhood Education setting as developmentally appropriate practice and the integrated approach to education is emphasized. 10 hours per semester working with children in Early Childhood curriculum activities.
Prerequisite: EDC 02000 with a grade of C or better
Corequisite: EDC 02100

EDC 03100 – 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 02000 with a grade of C or better
Pre or corequisites: ENG 01200 and a history or political science course

EDC 03200 – INFANT/TODDLER DEVELOPMENT (3 crs. 3 hrs.)

Study of educational theories and approaches as well as cultural influences on the development of the young child.
Prerequisite: EDC 02000 with a grade of C or better

EDC 04100 – 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 01100

EDC 081XX – 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 090A4 – SEMINAR AND PRACTICUM IN TEACHER DEVELOPMENT I (3 crs. 10 hrs.)

Seminar and supervised field work stressing multicultural factors. Students apply knowledge of child development in agency settings working with young children, in seminars with peers and in individual conferences with supervisors.
Not open to students who completed ECE or EDC 09100.
Prerequisites: EDC 02100 and HUM 08181 with grade of "C" or better, overall GPA of 2.75 or better, ENG 01200, and passing scores on the COMPASS Math Skills Test.
Pre or corequisite: PSY 03200
Corequisite: EDC 02200

EDC 09105 – SUPERVISED INSTRUCTIONAL EXPERIENCE IN EDUCATION I (3 crs. 6 hrs.)

Students are assigned to work with children in a specific education center such as a Day Care Center, Nursery School, Kindergarten, or School for Exceptional Children. Students concentrate on objective observations of child behavior in order to help develop skills in understanding children and their learning needs. **For ECE Majors only.**
Prerequisites: EDC 02100, EDC 03000 and HUM 00200 all with a grade of "C" or better and passing scores on CUNY/ACT in Reading and Writing
Corequisite: EDC 02200

EDC 09307 – 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: Grade of "C" or better in EDC 02200, EDC 02800 and EDC 09105 and passing score on the COMPASS Math Skills Test

EDC 09400 – SUPERVISED INSTRUCTIONAL EXPERIENCE IN INFANT/TODDLER EDUCATION (3 crs. 6 hours)

A practicum stressing the unique needs of infants and toddler, in which students apply knowledge of child development. Developmentally appropriate practice in agency setting working with infants and toddlers. Students participate in seminars with their peers and meet in individual conferences with their supervisor.
Prerequisites: EDC 03200, EDC 02100 with a grade of "C" or better
Co-requisites: EDC 02200

HUM 08181 – DEVELOPMENT OF LITERACY IN CHILDREN (1 cr. 1 hr.)

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

HUM 00200 Early Literacy and Children's Literature (2 crs. 2 hours)

Children's literature and early literacy skills in the Early Childhood curriculum. Students will read, discuss and write about children's literature and its relationship to whole language and literacy.

EDUCATION

EDU 02500 – 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 02400 or Department permission.

EDU 02600 – 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 02400 or Department permission

EDU 02700 – 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 02400 or Department permission

EDU 02800 – TECHNIQUES IN MATH, SCIENCE AND SOCIAL STUDIES TEACHING FOR EARLY CHILDHOOD EDUCATION (2 crs. 2 hrs.)

Knowledge and understanding of methods of teaching pre-mathematics, science and social studies in early childhood classrooms. Experiential methods that permit young children to learn through discovery will be given special emphasis as well as the theoretical underpinnings of these methods. Course cannot be taken more than two times.

EDU 02900 – MULTICULTURAL INSTRUCTIONAL STRATEGIES (2 crs. 2 hrs.)

Experiential approach to designing materials and providing instruction for multicultural education. Emphasis is on art projects. Literature and folklore of diverse cultures will be covered.

+ # EDU 03300 – 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 03400 – 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 03300 & PSY 01100

* # EDU 03500 – 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 03400, ENG 01200, ENG 02400

* # EDU 03600 – 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 03500, MUS 03100 & ART 03100

+ EDU 03700 – HISTORICAL DEVELOPMENT OF EDUCATION IN THE UNITED STATES (3 crs. 3 hrs.)

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

EDU 04500 – SIGN LANGUAGE IN THE CLASSROOM I (2 crs. 2 hrs.)

Designed to help students use Signed English and American Sign Language. Special emphasis will be placed on uses in the classroom. At the conclusion, students will be familiar with the various forms of communication used by the Deaf/Hard of Hearing Community, and the uses of ASL and Signed English in the classroom, Deaf culture and the special needs of Deaf/hard of hearing students.

EDU 04600 – SIGN LANGUAGE IN THE CLASSROOM II (2 crs. 2 hrs.)

A continuation of EDU 04500. Students will continue to build their receptive and expressive sign language skills for the classroom, and their interpreting skills through oral and written exercises. At the conclusion of the course students will possess a functional vocabulary for use with the Deaf and Hearing Impaired community, as well as basic interpreting skills for use in the classroom.
Prerequisite: EDU 04500

EDU 04700 – SIGN LANGUAGE III (2 crs. 2 hrs.)

A continuation of EDU 04600. Emphasis on conversational sign language skills re q u i red 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 04600

EDU 05000 – EDUCATIONAL TECHNOLOGY FOR PARAPROFESSIONALS (3 crs. 3 hrs.)
Introduction to computer operating systems and industry standard software; evaluation, discussion and demonstration of educationally-based software. Guided exploration of how computers and other technologies can support instruction; use of technology to access information and enhance personal productivity and productivity as a member of the classroom team.

EDU 05100 – COLLABORATION IN THE CLASSROOM (3 crs. 3 hrs.)
Paraprofessionals and teachers develop knowledge and skills required for design and delivery of effective instruction through collaborative teaching. Roles of paraprofessional and teacher, strategies to identify and capitalize on personal strengths and interpersonal styles.

EDU 05200 – INTRODUCTION TO INCLUSIVE CLASSROOMS: STRATEGIES FOR EFFECTIVE INSTRUCTION (3 crs. 3 hrs.)
The design and delivery of effective instruction for all pupils in inclusive classrooms, those with disabilities and those without, including those whose special learning needs may not be formally diagnosed.

EDU 05500 – THE NYS STANDARDS AS FRAMEWORK: SOCIAL STUDIES (ELEMENTARY GRADES) (2 crs. 2 hrs.)
Introduction to a Social Studies curriculum which is theme-base and has a strong emphasis on literacy and the framework for both curriculum and assessment in Social Studies established by the New York State Standards.

 # Required for Education Associate Majors

MENTAL HEALTH AND HUMAN SERVICES

The program is designed for students who wish to pursue careers in such human services fields as: social work, psychology, special education, counseling and mental health. The emphasis is on learning ways of helping people lead satisfying, productive lives, and/or preventing the onset of serious emotional or psychological problems.

+ MH 01100 – 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 03000 – HUMAN SERVICES ORGANIZATION (3 crs. 3 hrs.)
Development, functions, and purposes of human services organizations. Types of human services organizations are described with emphasis on the duties and roles of workers and supervisors and the effects of policies, practices, and pressures of the agency upon the worker.

* MH 03100 – 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 01100 *Open to Program majors only.*

* MH 03400 – 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 01100 *Open to Program majors only.*

+ MH 03500 – 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 03700 – INTRODUCTION TO DOMESTIC VIOLENCE COUNSELING (3 crs. 3 hrs.)
An overview of the definitions, causes and theoretical paradigms of domestic violence. Focus is primarily on violence perpetrated by spouses and intimate partners, as dating violence and elder abuse, the dynamics of abusive relationships, the response modalities and an introduction to strategies of advocacy and the legal system.

+ MH 03800 – ASSESSMENT AND INTERVENTION MODALITIES WITH DOMESTIC VIOLENCE SURVIVORS (3 crs. 3 hrs.)
Assessment and evaluation techniques of domestic violence survivors: adult victims, children and batterers. Learning to identify those at risk and treatment planning, and professional ethics and multicultural approaches are covered.
Prerequisite: MH 03700

MH 081XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)
Conflict and conflict resolution are present in every human endeavor. This independent study is designed to explore various aspects of conflict resolution as it relates to our contemporary mental health and human services system in the United States. Specific areas of research will be developed individually between the student and faculty member and must be approved by the department.

* MH 09801 – SUPERVISED INSTRUCTIONAL EXPERIENCE IN MENTAL HEALTH I (3 crs. 6 hrs.)
Students, under faculty supervision are assigned to work in a social service agency or a community advocacy internship.
Prerequisites: MH 01100, MH 03500 and either MH 03100 or MH 03400, or department permission required

*** MH 09802 – SUPERVISED INSTRUCTIONAL EXPERIENCE IN MENTAL HEALTH II (3 crs. 6 hrs.)**
Students, under faculty supervision are assigned to work in a social service agency or a community advocacy internship.
Prerequisites: MH 01100, MH 03500 and either MH 03100 or MH 03400, or department permission required

PSYCHOLOGY

+ PSY 01100 – GENERAL PSYCHOLOGY (3 crs. 3 hrs.)
Introduction to psychology as a science. Topics covered in this survey course include: historical background, fields and divisions, scientific methods, biological underpinnings of thought and behavior, learning and memory.

PSY 02400 – 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 01100 and PSY 03200

PSY 02800 – 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 01100

PSY 03000 – THE PSYCHOLOGY OF CHILD AND ADOLESCENT DEVELOPMENT (3 crs. 3 hrs.)
Human growth and development from conception through adolescence, including physical, cognitive and psycho-social domains. The effects on development of culture, ethnicity, race, gender, sexual orientation, socioeconomic status and disability will be examined.
Prerequisite: PSY 01100

PSY 03200 – 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 01100

PSY 03400 – PSYCHOLOGY OF PERSONALITY (3 crs. 3 hrs.)
An examination of the phenomenon of personality; including psychodynamic, social-cognitive, and contemporary neurobiological perspectives; topics include personality development, typology, pathology, growth, and the construction of meaning.
Prerequisite: PSY 01100

PSY 03500 – 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 01100

PSY 03600 – 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 01100

PSY 03700 – 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 01100

PSY 081XX – 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 082XX – (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 02800 – CONTEMPORARY ISSUES IN HEALTH CARE (3 crs. 3 hrs.)
(Also listed as BA 02800 and NUR 02800)
The sociological, ethical, legal and economic impact of managing health care in the 21st century.

+ SOC 03100 – INTRODUCTION TO SOCIOLOGY (3 crs. 3 hrs.)
The social dimensions of human existence with stress on social structure and culture as governing factors in the lives of individuals with an introduction to basic concepts of sociology, major theoretical positions, and research methods. Meets the needs of students who want an introduction to the field as well as those who wish to undertake further study.

SOC 03200 – URBAN SOCIOLOGY (3 crs. 3 hrs.)
The origin of the world's cities, industrialization and the global spread of cities, post-industrial cities and cities of the future. Urban research methods. The development and contemporary life of multicultural American cities.
Prerequisite: SOC 03100 or ANT 03700

SOC 03300 – SOCIAL PROBLEMS: INSTITUTIONS IN CRISIS (3 crs. 3 hrs.)
Focusing on problems whose origins lie outside the individual and how their effects are reflected in the behavior of individuals and the institutions of society. Students will explore problems relating to health care, education, criminal justice, inequality, etc.
Prerequisite: SOC 03100 or ANT 03700

SOC 03500 – SOCIOLOGY OF THE FAMILY (3 crs. 3 hrs.)
The sociology of the family study areas include: definitions, pattern variations, developmental theories and specialized functions and their effect on socialization, courtship, marriage, divorce and the life cycle.
Prerequisite: SOC 03100

SOC 03600 – 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 03100

SOC 03800 – SOCIOLOGY OF GENDER (3 crs. 3 hrs.)
An exploration of the ways people construct gender and how gender structures our everyday lives and society in general. Issues that are covered include: how gender is produced, the relationship of gender to biology, gender and sexuality, the social evolution of gender, the gendered division of labor in the home and the workforce, gender and religion, micropolitics of gender and race, class and gender as intertwined systems of inequality.
Prerequisite: SOC 03100

SOC 03900 – THE SOCIOLOGY OF RELIGION (3 crs. 3 hrs.)
Introduction to the study of religion and society: basic definitions and concepts, methods, organizational structures, secularization, church-state, immigration and multi-cultural environments, inter-active effects with socio-economic status, ethnicity and gender.
Prerequisite: SOC 03100 or PSY 0100 or ANT 03700

SOC 081XX – 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 082XX – (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 07000 – INTRODUCTION TO RESEARCH (4 crs. 4 hrs.)
To produce research projects in the Behavioral Sciences with the skill and knowledge necessary for carrying out individual research projects, students are familiarized with theoretical issues in scientific research, methodology, and statistical measurement.
Prerequisite: Enrollment in "College Now" Program

BEH 07100 – CONDUCTING RESEARCH (4 crs. 4 hrs.)
To carry out and bring to completion an individual research project in the areas of the Behavioral Sciences, course work includes actual testing of subjects and of hypotheses, collection of data, statistical analysis, assessing the implications of research findings for further investigation. The format of the written report will conform to the American Psychological Association guidelines.
Prerequisite: BEH 07000

SUBSTANCE ABUSE & ALCOHOLISM COUNSELING

SAC 02000 – INTRODUCTION TO ALCOHOLISM AND SUBSTANCE ABUSE COUNSELING (3 crs. 3 hrs.)
Overview of core concepts in chemical dependency. Physical, psychological and legal aspects of alcohol and substance abuse. A variety of treatment approaches will be explored with particular attention to the special needs of this population along with counselor qualifications and skills.

SAC 02200 – COUNSELING TECHNIQUES IN SUBSTANCE ABUSE FIELD I (3 crs. 3 hrs.)
Students will learn the communication skills necessary to engage the substance abuse client, from the basic screening process through discharge planning. Major evaluation instruments and interview techniques will be introduced and students will learn to develop and evaluate client treatment planning and assessment histories.
Pre or corequisite: SAC 02000

SAC 02400 – COUNSELING TECHNIQUES IN THE SUBSTANCE ABUSE FIELD II (3 crs. 3 hrs.)
Continuation of Counseling Techniques I and provides student with more advanced skills in working with the chemically dependent client. Personality and behavioral problems, HIV/AIDS, relapse prevention and vocational/educational concerns will be addressed.
Prerequisite: SAC 02200

SAC 02600 – CONFIDENTIALITY, ETHICS AND THE COUNSELOR/CLIENT RELATIONSHIP IN SUBSTANCE ABUSE COUNSELING (3 crs. 3 hrs.)
Confidentiality regulations from both Federal and State law for the protection of substance abuse clients are discussed with emphasis on disclosure exceptions and the proper handling of written and verbal communications regarding clients. Required for any student seeking assistance with an internship placement.
Pre or corequisite: SAC 02000

SAC 02800 – APPROACHES TO TREATMENT: VARIETIES OF ALCOHOLISM AND SUBSTANCE ABUSE MODALITIES (3 crs. 3 hrs.)
Overview of treatment is covered as well as a review of the roles filled by counselors in each modality and setting. Client case examples provide practical instruction in the use of these treatment settings.
Prerequisite: SAC 02000
Corequisite: SAC 02200

SAC 091A0 – ABUSE COUNSELING – FIELD INTERNSHIP (4 crs. 11 hrs./wk. for 10 weeks)
Students participate in counseling activities with program clients, supervision meetings and other professional activities at NYS licensed treatment agencies under the supervision of both program staff and college faculty.
Prerequisite: SAC 02000; SAC 02200, SAC 02600
Pre or corequisite: SAC 02400, SAC 02800

SAC 091B0 – ABUSE COUNSELING PROGRAM – FIELD INTERNSHIP (3 crs. 10 hrs./wk. for 5 weeks)
Students participate in counseling activities with program clients, supervision meetings and other professional activities at NYS licensed treatment agencies under the supervision of both program staff and college faculty.
Prerequisite: SAC 02000; SAC 02200, SAC 02600
Pre or corequisite: SAC 02400, SAC 02800

* Required for Mental Health Majors

+ Basic Course

A.S. Degree
EDUCATION STUDIES
Plus Concentration in
Early Childhood and Childhood Education
Requirements – Page 43

A.A.S. Degree
EARLY CHILDHOOD EDUCATION/CHILD CARE
Plus Concentration in
Infancy/Toddler Development
Requirements - page 54

A.S. Degree
MENTAL HEALTH AND HUMAN SERVICES — plus Concentration in Substance Abuse Counseling
Requirements – Page 47

Certificate
ALCOHOLISM & SUBSTANCE ABUSE COUNSELING
Requirements - page 63

BIOLOGICAL SCIENCES DEPARTMENT

Room S-244 • ext. 5502

John Acevedo, *Senior College Laboratory Technician*

Carla Beeber, *Associate Professor*

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

Carol Biermann, *Professor*

Loretta Brancaccio Taras, *Professor*

Victor Broder, *College Laboratory Technician*

Eulalee Cambridge, *College Laboratory Technician*

Christina Paulette Colon, *Assistant Professor*

Mary Dawson, *Associate Professor*

James C. Goetz, *Assistant Professor*

Ivan Shun Ho, *Assistant Professor*

Z.M.G. Sarwar Jahangir, *Assistant Professor*

Phillip Joseph, *College Laboratory Technician*

Miriam Kittrell, *Professor*

Mohamed Lakrim, *Associate Professor*

Georgia Lind, *Assistant Professor*

John Lopez, *Lecturer*

Theodore C. Markus, *Professor*

Katherine McEntee, *Assistant Professor*

Christina McVey, *Assistant Professor; Co-Director, Physical Therapist Assistant Program*

Maria Norako, *College Laboratory Technician*

Mary Theresa Ortiz, *Professor*

Peter Pilchman, *Professor*

Kristin Polizzotto, *Assistant Professor*

Marion T. Saccardi, *Chief College Laboratory Technician*

Gary B. Sarinsky, *Assistant Professor*

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

Anthea Stavroulakis, *Professor*

Farshad Tamari, *Assistant Professor*

Arthur N. Zeitlin, *Professor and Chairperson*

ALL CREDIT-BEARING BIOLOGY COURSES MEET GROUP V DISTRIBUTION REQUIREMENTS FOR ALL DEGREES.

+ BIO 01100, 01200 – HUMAN ANATOMY AND PHYSIOLOGY I and II (4 crs. 7 hrs. each semester)

A one-year, two-semester course in human anatomy and physiology. Examines complementary relationships between structure and function; dynamic aspects, integration of organs and organ systems in the maintenance of normal functioning of the whole organism. Dissections and other laboratory experiences including computer-assisted study of physiological principles. This course **does not** satisfy the Biology major elective requirement.
Prerequisites for BIO 01100: Passing scores on the CUNY/ACT Reading and Writing and the COMPASS Math Skills Test or BIO 01300.
Prerequisite for BIO 01200: BIO 01100

+ BIO 01300, 01400 – GENERAL BIOLOGY I AND II (4 crs. 6 hrs. each semester)

A one-year, two-semester course for students who plan to major in biological sciences, or prepare for a pre-professional program. Classroom and laboratory sessions focus on biological topics as they apply to all life, to recent scientific findings and how they advance understanding classical concepts, the interaction of environmental and biological forces to produce life.
Prerequisites for BIO 01300: Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test
Prerequisite for BIO 01400: BIO 01300

BIO 02100 – 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 01400

BIO 02200 – DEVELOPMENTAL BIOLOGY (4 crs. 6 hrs.)

Embryonic development and its regulatory mechanisms will be studied in representative invertebrate and vertebrate species, including the processes of gametogenesis and fertilization. Current experimental molecular and cellular techniques and results are interwoven with the historical evidence of the subject. Microscopic studies, films, drawings, models and student experiments are used to show the major stages of development and the dynamic processes of embryogenesis. *This course satisfies the elective credit requirement for Biology majors.*
Prerequisite: BIO 01400
Pre or corequisite: CHM 01100

+ BIO 02500 – 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 01200 level or Department permission

BIO 02600 – FIELD INVESTIGATIONS IN MARINE ENVIRONMENTS (3 crs. 3 hrs.)

During intensive five to ten day field experiences studying marine biological habitats, the relationship between the fauna of the marine environment and the surrounding biotic and abioitic environment is highlighted.
Prerequisite: BIO 01300 or BIO 02500 or Department permission

+ BIO 02800 – 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 03200 – 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 03300 – 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 03500 – INTRODUCTORY HORTICULTURE (3 crs. 3 hrs.)

Emphasizes the structure, growth and cultivation of horticultural plants and the physical and biological environmental factors which affect them. Practical applications, including soil improvement techniques, plant identification, gardening and landscaping. *This course **does not** satisfy the Biology major elective requirement.*

+ BIO 03700 – 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, chromosonial 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 03900 – 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 04900 – PEOPLE AND THE ENVIRONMENT – BIOLOGICAL EMPHASIS (3 crs. 3 hrs.)
To promote understanding of humankind's interdependence with the environment and to instill responsibility for environmental quality, the biological sciences are emphasized, including pollution control, ecological balance in nature, growth and control of human populations and identifying environmental issues. *This course **does not** satisfy the Biology major elective requirement.*

BIO 05000 – GENERAL MICROBIOLOGY (4 crs. 6 hrs.)
Examines the diverse structure and activities of microbes in a wide number of environs, including the use of microbes in food production, antibiotic production, and bioremediation. Basic microbiological techniques are conducted such as staining, aseptic transfer, and pure culture techniques. More advanced laboratories are performed demonstrating the interdisciplinary nature of microbiology including collection of marine water and sediment samples for cultivation of algae and the isolation of antibiotic-producing microbes, and studies of various microbial relationships using plants. *This course satisfies the elective credit requirement for Biology majors.*
Prerequisites: BIO 01400, CHM 01100
Recommended: CHM 01200

BIO 05100 – MICROBIOLOGY IN HEALTH AND DISEASE (4 crs. 6 hrs.)
For students preparing for Nursing, Physician's Assistant and other allied health sciences only.
This course examines the role of microbes as infectious agents responsible for a wide variety of diseases and medical conditions. Disease transmission, treatment, and prevention are considered. The laboratory focuses on the basic methods to cultivate, identify and control microbial growth. *This course **does not** satisfy the Biology major elective requirement.*
Prerequisite: BIO 01200
FOR NURSING STUDENTS ONLY: BIO 05100 must be taken BEFORE or WITH NUR 02100. Students who withdraw from BIO 05100 cannot continue in NUR 02100.

BIO 05200 – 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 01400, CHM 01100

BIO 05300 – 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 01400

BIO 05400 – 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 01400
Pre or corequisite: CHM 01100

BIO 05500 – 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 01400
Pre or corequisite: CHM 01100

BIO 05700 – BIOTECHNOLOGY: CELL CULTURE AND CLONING (4 crs. 6 hrs. / 2hrs lecture, 1hr recitation, 3 hrs laboratory)
Biological principles underlying animal and plant tissue culture and cloning techniques are taught using current cell culture research publications. The formation and maintenance of primary and continuous culture, monolayer and suspension cultures, cell separation techniques, and cell cloning studies are conducted. Cell morphology in vitro, callus formation, cytochemistry, immunocytochemistry, autoradiography, chromosome spread preparation and karyotyping, western blotting and enzyme-linked immunoabsorbance assays are performed and analyzed. Photomicroscopy and independent research projects on the initiation and maintenance of primary cell cultures from such sources as chick embryos are also performed.
Prerequisite: 01400, CHM 01100 or Department Permission

BIO 05800 – RECOMBINANT DNA TECHNOLOGY (4 crs. 6 hrs. / 2hrs lecture, 1hr recitation, 3 hrs laboratory)
The theory and application of recombinant DNA techniques includes study of genomics and proteomics, molecular aspects of recombinant DAN technology and genetic engineering, microbial, animal and plant protein expression. Ethical, legal and social concerns surrounding the field of biotechnology are addressed. Basic biotechnological laboratory techniques required for the study of genomics, genetic engineering and recombinant DNA technology are conducted.
Prerequisites: BIO 01400, CHM 01100 or Department Permission

BIO 05900 – 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 01400, CHM 01100

BIO/CIS 06000 – COMPUTER APPLICATIONS IN BIOINFORMATICS (3 crs., 4 hrs – 2 hrs. lecture, 2 hrs. lab)
Introduction to biochemistry topics, genomics, and computer-related applications in Bioinformatics. Analyses of genetic sequences and their corresponding three-dimensional structures, computer-aided sequence searches and comparisons (homologies). The algorithms used to perform searches and comparisons are provided. Computers are used to implement gene analyses in the area of DNA, protein, and RNA prediction of sequences and structures. The course includes a computer laboratory and biological, wet laboratory in genomics.
Prerequisites: MAT 01400, BIO 01300

BIO 06100 – RESEARCH METHODS (2 crs. 2 hrs.)
Introduction to the nature of scientific investigation and acquiring skills needed to develop a research problem. Emphasis placed on reading primary sources of scientific literature, experiment design, data presentation and analysis, and preparation of a literature review.
Prerequisites: Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test and 111 Department Permission.
Corequisite: BIO 06200

BIO 06200 – BIOLOGICAL INSTRUMENTATION (2 crs. 3 hrs.)
Theory and practical operation of basic laboratory instruments and techniques, including analytical balances, Ph meters, UV/VIS spectrophotometers, atomic absorption spectroscopy, chromatography, gel electrophoresis, computer-based instrumentation and other techniques.
Prerequisites: Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test and Department Permission.
Corequisite: BIO 06100

BIO 06400 – RESEARCH METHODS FOR NUTRITION SCIENCE (1 crs. 2 hrs.)
Introduction to the nature of scientific investigation and the skills needed to develop and analyze research problems. The development of technical skills needed for laboratory research. Emphasis on reading and critiquing primary sources of scientific literature in nutrition science as well as experimental design, data presentation and analysis.
Prerequisites: Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test and permission of the administrators of the Nutrition Science Concentration.

BIO 06500 – MOLECULAR AND CELLULAR BIOLOGY (3 crs., 6 hrs. – 3 hrs lecture, 3 hrs. lab)
The structure and functions of cell components are covered. Emphasis will be placed on the molecular composition of cells and the molecular mechanisms a cell uses to grow and divide. Experiments and computer exercises are designed around fundamental questions in eukaryotic cell biology with an emphasis on biochemical and molecular biological techniques.
Prerequisites: BIO 01400, CHM 01100
Fulfills group V Distribution Requirements.

+ BIO 07000 – 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 081XX – 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 082XX – (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.

SCI 00100 – ISSUES AND ADVENTURES IN SCIENCE (3 crs. 3 hrs.)
The most recent and important discoveries in the biological and physical sciences are presented, observed, discussed, and experimented with, to acquaint students with the world around them. Brain research, studies of aging, disease, fertility, immunity, and the origin of life are explored. Studies emphasize relations to mankind's place in the universe, self-explorations and technological achievements.
Prerequisite: Enrollment in "College Now" Program

+ Basic Course

PHYSICAL THERAPIST ASSISTANT

PTA 00100 – 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 01100
Corequisites: PTA 00100, PTA 00200, PTA 02000

PTA 00200 – 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 01100
Corequisites: PTA 00100, PTA 01000 and PTA 02000

PTA 00300 – FOUNDATIONS OF PHYSICAL THERAPY II (3 crs. 5 hrs.)
A continuation of PTA 00100, 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 00100, PTA 00200, PTA 01000, PTA 02000 and BIO 01100

PTA 00400 – 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 00300; Pre or corequisite: BIO 01200
Corequisite: PTA 00500

PTA 00500 – 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 00300; Pre or corequisite: BIO 01200
Corequisite: PTA 00400

PTA 00600 – 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 00500

PTA 007010 – 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 00300, PTA 00400, PTA 00500, PTA 00600 and BIO 01200
Corequisite: PTA 00800

PTA 00800 – 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 00400, PTA 00500, PTA 00600 and BIO 01200
Corequisite: PTA 00700

PTA 00900 – CLINICAL PRACTICUM II (3 crs. 35 hrs.)
Concluding eight-week, full-time clinical experience as assigned by the Academic Coordinator of Clinical Education. Under the supervision of clinical faculty at a facility providing physical therapy services, students interact with patients, provide physical therapy treatment and assist therapists in measurements and complex procedures. Students practice the skills of transfer and gait training, modalities application and therapeutic exercise. Students skills and competence in these areas are assessed by the program faculty prior to participation in this course and must be assessed as competent in all previous coursework prior to this clinical practicum.
Prerequisite: PTA 00800 113

PTA 01000 – INTRODUCTION TO PHYSICAL THERAPY (3 crs. 3 hrs.)
Introduction to the physical therapy profession. Topics include: the history of physical therapy, pertinent laws governing practice, code of conduct, the role of the professional association, the role of the physical therapist and physical therapist assistant, definition of the rehabilitation population, communication skills and psycho-social aspects of disabilities.
Pre or corequisite: BIO 01100
Corequisites: PTA 00100, PTA 00200 and PTA 02000

PTA 02000 – 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 01100
Corequisites: PTA 00100,PTA 00200, PTA 01000

A.S. Degrees
BIOLOGY
Plus Options in
BIOTECHNOLOGY
MARINE BIOLOGY
HEALTH & NUTRITION SCIENCE
OCCUPATIONAL THERAPY
PHARMACY
PHYSICIAN ASSISTANT
PREPARATION FOR TEACHING (SECONDARY EDUCATION)
Requirements – Page 40

A.A.S. Degree
PHYSICAL THERAPIST ASSISTANT
Requirements – Page 59

BUSINESS DEPARTMENT

Room M-355 • ext. 5555

Norman Adise, *Associate Professor*

Susan Aranoff, *Professor*

Audrey Cohen, *Assistant Professor*

Joseph Consolo, *Lecturer*

Donald Donin, *Professor*

Alan Friedenthal, *Lecturer*

Jay Gelbein, *Professor*

Shereen Grossman, *Lecturer*

Joseph Guardino, *Professor*

Amy Haas, *Professor*

Charles Kee, *Professor*

Jeffrey Lax, *Assistant Professor*

Rose Litvack, *Professor*

Consolacion Magdangal, *Assistant Professor*

Edward Martin, *Professor and Chairperson*

Theresa Mastrianni, *Lecturer*

Fredric Mayerson, *Professor*

Maxine McGarvey, *Lecturer*

Thomas McManus, *Assistant Professor*

Andre Montero, *Professor*

Darry Romano, *Lecturer*

Eric Rothenburg, *Professor*

Jacqueline Scerbinski, *Assistant Professor*

William Yenna, *Associate Professor*

ACCOUNTING

+ ACC 01100 – FUNDAMENTALS OF ACCOUNTING I (4 crs. 4 hrs.)
This first half of this two-semester course introduces the accounting cycle, the fundamental concepts and techniques of accounting for business transactions: business records, journals and ledgers, theory of debit and credit, analysis of business transactions, adjusting and closing entries, worksheets, preparation of financial statements, payroll preparation, taxation, the computer and accounting.
Prerequisite: MAT 0M100 or passing score on Part I of the COMPASS Math Assessment Test

ACC 01200 – FUNDAMENTALS OF ACCOUNTING II (4 crs. 4 hrs.)
The second half of this two-semester course covers partnership, corporation and manufacturing financial transactions (including accounting for long-term debt), financial statement analysis and introduction to cost accounting, the use of accounting data and analysis for managerial decision-making.
Prerequisite: ACC 01100

ACC 02100 – INTERMEDIATE ACCOUNTING I (3 crs. 3 hrs.)
Study of financial accounting, accounting standards, and the conceptual framework underlying financial accounting. The accounting information system is reviewed, including the accounting cycle as applied to the corporate organization. Preparation and understanding of the major financial statements—the classified balance sheet, income statement, statement of retained earnings, and statement of cash flows. Also covered: revenue recognition, management and control of cash, recognition and valuation of accounts receivable.
Prerequisite: Minimum grade of "C" in ACC 01200

ACC 02200 – INTERMEDIATE ACCOUNTING II (3 crs. 3 hrs.)
Continued study of financial accounting concepts including inventories, tangible, intangible and other non-current assets, liabilities, stockholder's equity, reporting requirements, earnings per share, accounting for investments and the time value of money. The impact of recent accounting developments on financial statements and generally accepted accounting principles are illustrated and discussed.
Prerequisite: ACC 02100

ACC 03100 – 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 01200

+ACC 04100 – FEDERAL TAXATION (4 crs. 4 hrs.)
Study of current federal income tax law regulations include: concepts of taxable gross and net income, deductions and exemptions as applied to various classes of individual taxpayers. Preparation of individual income tax returns on actual governmental forms required.
Pre or corequisite: ACC 01200 or Department permission

ACC 04200 – 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 01200 and ACC 04100

ACC 04300 – 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 04100

ACC 06000 – 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 01200 and BA 06000 or equivalent.

ACC 07000 – FINANCIAL INVESTIGATION (2 crs. 2 hrs.)
The examination of financial investigative techniques used by criminal and civil financial investigators in the course of conducting a financial investigation. A mix of formal classroom and independent field work.
Prerequisites: ACC 01100

ACC 081XX – 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 082XX – (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.

ADMINISTRATION

+ ADM 01500 – 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 01600 – BASIC DICTATION (1 cr. 2 hrs.)
Timed dictation at basic levels on previewed materials, automatizing brief forms, and the transcription of short business letters with correct spelling and punctuation. Shorthand theory in Gregg is reviewed through homework assignments and classroom participation.

ADM 01700 – GREGG SHORTHAND (INTERMEDIATE) (3 crs. 4 hrs.)
Continued development of Gregg Shorthand language skills and pre-transcription training. Emphasis is on taking dictation at sustained speeds and reading shorthand fluently. (With approval, students who satisfactorily completed the equivalent of this course may be exempt.)
Prerequisite: ADM 01500 or department permission

+ ADM 02400 – 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 03000 – 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 01700

ADM 03700 – OFFICE COMMUNICATION SKILLS (3 crs. 3 hrs.)
The principles of writing effective business communications, including letters, reports, memoranda, directives, organization, language arts, human relations and the application of business psychology in writing.
Open to Program Majors only.
Prerequisites: Passing scores on CUNY/ACT in Reading and Writing

ADM 04400 – INTERMEDIATE SHORTHAND: INTENSIVE (4 crs. 4 hrs.)
Develops skill attainment levels of ADM 01500, and ADM 01700, for students with educational and/or experiential background that includes the complete Gregg Shorthand and ability to take dictation at 60 wpm for two minutes with 95 percent accuracy. Each student is evaluated by the instructor to measure understanding the Gregg Shorthand principles, level of dictation and transcription skills. Individual prescriptions include the use of tapes for development of shorthand principles and the ability to take dictation, the completion of transcription projects in the secretarial laboratory, and tutorial instruction.
Prerequisite: Department permission

+ ADM 05300-05400 – 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 05500 – 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 081XX – 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 082XX – (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 09229 – FIELD EXPERIENCE (3 crs. 9 hrs.)
Eight hours per week of supervised work experience in appropriate site placements in the community, and one hour a week of classroom discussion of the on-the-job experience are course requirements.
Corequisite: TEC 03400

BUSINESS ADMINISTRATION

+ BA 01100 – FUNDAMENTALS OF BUSINESS (3 crs. 3 hrs.)
The interrelationships among management, labor, and government in both the domestic and global environments. Emphasis is placed on business objectives, strategies, and operational implementation. Contemporary trends are studied in the areas of management, marketing, human resources and finance, including legal and ethical implications.
This course is not open to students who have completed BA 010000

+ BA 01200 – BUSINESS LAW I (3 crs. 3 hrs.)
The American legal system: analysis of the essential principles of law in the operation of a business entity, with emphasis on the application of the laws of torts and contracts. Review of appropriate Appeals Court decisions.

BA 01300 – 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 01200

BA 01400 – 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 01100 or ES 05100

BA 02000 – THE BUSINESS OF SHOW BUSINESS (3 crs. 3 hrs.)
(BA 02000 IS NOW LISTED AS PER 02000)

BA 02800 – CONTEMPORARY ISSUES IN HEALTH CARE (3 crs. 3 hrs.)
(Also listed as SOC 02800 and NUR 02800) . The sociological, ethical, legal and economic impact of managing health care into the next century. *NOTE: Meets Group IV Distribution Requirements for all degrees.*

BA 03100 – 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 01100 or ES 05100

+ BA 03300 – BUSINESS COMMUNICATIONS (3 crs. 3 hrs.)
The principles of writing effective business communications, including letters, reports, memoranda, directives. Emphasis on organization, language, personal relations and application of business psychology in writing.
Prerequisite: Passing score on the CUNY/ACT in Writing.

BA 05200 – 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 01400

+ BA 06000 – INTRODUCTION TO COMPUTER CONCEPTS (3 crs. 4 hrs.)
Lab-oriented course introduces microcomputer hardware and software, emphasizing the "Big Four" business applications: word processing, electronic spreadsheets, database management, and presentation graphics. Conceptual and operational skills necessary to successfully compete in the modern technological business environment. NOT open to Computer Information System Majors. Students who completed CP 01100 or CIS 01100 will NOT receive credit for this course.

BA 06100 – SPREADSHEET APPLICATIONS IN BUSINESS (3 crs. 3 hrs.)
Advanced and intensive work with electronic business spreadsheets in a lab-oriented course using Microsoft Excel. Includes ranges, functions, charts, conditional functions and lookups, data sorting and queries, macros, multiple worksheets, security, and linking data.
Prerequisite: BA 06000 or equivalent

BA 07700 – BUSINESS IMAGES IN THE MEDIA (3crs. 3 hrs)
Examines business concepts as reflected in film. Perspective is historical and contemporary focusing on sociological, psychological and philosophical events, tends, values, and changes that have taken place in the business world.
Prerequisite: BA 01100 or department permission

BA 081XX – 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 082XX – (1-3 crs. 1-3 hrs.)
This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

BA 09229 – FIELD EXPERIENCE IN BUSINESS ADMINISTRATION (3 credits, 9 hours - with a minimum of 8 hours of field work)
A capstone experience for students, allowing them to apply the theories and principles learned in class to the practical business environment. Students work directly with managers and employees in marketing, human resources management, and information systems management. *This course is only open to Business Administration majors.*
BA 09229 must be taken in lieu of BA 05200 for A.A.S. Business Administration students with G.P.A. > = 3.0
Prerequisite: BA 01400

BA 01000 – BUSINESS ADMINISTRATION: INTRODUCTION TO BUSINESS (3 crs. 3 hrs.)
The dynamic world of the business environment. Included are: the business organization, from the sole proprietor (entrepreneur) to the corporate entity; four functions of management (planning, organizing, leading and controlling); four elements of the marketing mix (product, price, promotion and distribution). Practical applications of management and marketing skills in small business, and in large corporations, the profit motive as a key feature in the American free enterprise system, legal aspects of operating a business, and the role of computers in business.
This course is equivalent to BA 01100.
Prerequisite: Enrollment in the "College Now" Program.

ECONOMICS

+ ECO 01200 – MACROECONOMICS (3 crs. 3 hrs.)
A macroeconomic study of the American economy. An analysis of the fundamental institutions, functions, and goals of the basic sectors in American capitalism; current macroeconomic issues; national income accounting; application of economic principles and concepts to the U.S. economy; the effects of money, banking, monetary, and fiscal policies. Includes analysis of U.S. economic growth and its role in the global economy and a microeconomic analysis of supply and demand in a perfectly competitive market structure.
Prerequisite: MAT 0M100 or passing score on Part I of the COMPASS Math Assessment Test

+ ECO 01300 – MICROECONOMICS (3 crs. 3 hrs.)
An analysis of the determination of price under alternative market structures. Particular emphasis will be placed on understanding the economic behavior of the household, the business firm, and government.
Prerequisite: MAT 0M100 or passing score on Part I of the COMPASS Math Assessment Test

+ ECO 01400 – MONEY AND BANKING (3 crs. 3 hrs.)
A comprehensive study of the nature of money and monetary standards; the development, structure, and functions of American central banking; commercial banking; non-bank financial intermediaries; investment banking; and financial markets. Federal and State bank regulation and supervision, major monetary theories. Analysis of the impact and major role of the American banking system on the economy. Includes a study of international finance.

+ ECO 02000 – 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 082XX – (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 01200 and 01400 DO NOT meet Group III Distribution Requirements for students majoring in Accounting or Business Administration. However, these courses do meet Group III Distribution Requirements for all other degrees.

ENTREPRENEURIAL STUDIES

+ES 05100 – SMALL BUSINESS AND THE ENTREPRENEURIAL PERSPECTIVE (3 crs. 3 hrs.)
Contemporary issues in the interrelationships among management, labor, and government in both the domestic and global environments. Solutions are evaluated within an entrepreneurial perspective. Emphasis on how small entrepreneurial organizations deal with environmental uncertainty and set forth business objectives, strategies, and operational implementation. Contemporary trends in the areas of management, marketing, human resources and finance, including legal and ethical implications.

+ ES 05200 – LEGAL ISSUES FOR THE ENTREPRENEURIAL AND SMALL FIRM (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 recent Federal and State Appeals Court decisions are reviewed to highlight the legal issues under consideration with special emphasis on those issues affecting the small entrepreneurial enterprise.

ES 05500 – ENTREPRENEURIAL STRATEGIC PLANNING (3 crs. 3 hrs.)
A strategic planning approach for the successful growth of the small entrepreneurial firm. Through the use of virtual activities and simulations, this course provdes a framework with which competitive advantage can be maintained and enhanced. An analysis of macro and micro aspects of the small entrepreneurial firm enables students to better exploit opportunities while avoiding potential threats.
Corequisite: ES 05100

ES 05700 – CASES IN ENTREPRENEURIAL STRATEGIES (3 crs. 3 hrs.)
Principles of effective business communication are examined through a case analysis approach with an emphasis on small entrepreneurial firms. Examination of cases involves both written and oral reports. Emphasis on organization, language, personal relations and applications of business psychology in writing.
Corequisite: ES 05500

RETAIL MERCHANDISING

+ RM 03100 – 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 03300 – 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 03400 – 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 03100 or MM 03100

FM 03500 – TEXTILE AND NON-TEXTILE ANALYSIS (3 crs. 3 hrs.)
Fashion fabrics and non-textile merchandise information, including their identification, characteristics, merits, limitations and care. Study of fibers, yarns, construction, finishes, coloring of fabrics, leather, furs, jewelry, and other non-textile products, and their success in the marketplace. Characteristics of a wide range of fabrics and products are explored.
Prerequisite: RM 03100 or MM 03100

FM 03600 – 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 03100 or MM 03100

FM 03700 – 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 03900 – 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 03700 or MM 03700 or MM 03800

FM 04000 – FASHION DESIGN (3 crs. 3 hrs.)
A laboratory-based introduction to professional fashion design concepts and techniques. Students will learn how to design garments using draping and flat pattern techniques.
Prerequisites: FM 03500

RM 081XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)
Independent study of Retail Merchandising is developed individually between student and faculty member and must be approved by the Department.

RM 082XX – (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 09229 – FIELD EXPERIENCE IN RETAIL MERCHANDISING (3 crs. 9 hrs.)
A capstone course for Retail Merchandising majors. Eight hours per week of supervised field experience in fashion or marketing management, plus one hour seminar a week devoted to developing strategies for personal and career success. *For Retail Merchandising seniors only.*

+ Basic Course

ECO 01200 and ECO 01400 DO NOT meet the Group III requirements for students majoring in Accounting and Business Administration.

TECHNOLOGY

+ TEC 00100 – NEW STUDENT TECHNOLOGY SKILLS (1 cr. 1 hr.)
(Also listed as BA 00100 and DP 00100)

Basic technology skills on the computer and Internet necessary for research and term paper preparation.

+ TEC 01100 – 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 01200 – COMPUTER KEYBOARDING II (2 crs. 4 hrs.)
Keyboarding speed and control. Beginning production skill in keying business forms including letters, tabulated materials, business reports, and manuscripts emphasizing business standards. (With approval, students who satisfactorily completed the equivalent of this course may be exempt.)
Prerequisites: TEC 01100 or department permission

TEC 01300 – 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 01200 or TEC 04100 or department permission

+TEC 01400 – 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 02100 – 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 02300 – 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 01100 or Department permission

TEC 02500 – OFFICE COMPUTER APPLICATIONS I (3 crs. 4 hrs.)
Knowledge, skill and understanding the uses of integrated software in the electronic office. Electronic spreadsheets, database management, word processing, graphics, telecommunications are applied to office information processing.

TEC 02600 – OFFICE COMPUTER APPLICATIONS II (3 crs. 4 hrs.)
The advanced functions of Microsoft Office Software suite. The application of Microsoft Word to create and edit business correspondence; Microsoft Excel to format and create spreadsheets, charts, and macros; Microsoft Access to create an enhanced database; and in Microsoft PowerPoint to create slides for professional presentations.
Prerequisites: TEC 02500, BA 06000 or CP 01100

TEC 02700 – PRESENTATION GRAPHICS FOR THE OFFICE (3 crs. 4 hrs.)
Use of integrated software and development of multimedia presentations. Practice with presentation graphics to organize, plan and create slide shows, notes and outlines for the office.
Prerequisites: TEC 02500, BA 06000 or CP 01100 or Department permission

TEC 03400 – 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 09229

TEC 04100 – INTENSIVE COMPUTER KEYBOARDING II (4 crs. 4 hrs.)
Develop skill attainment levels of TEC 01100 and TEC 01200, for students with educational and/or experiential background of 30 wpm for five minutes with a 3 percent error limitation. Students are evaluated by the instructor, and individual prescriptions are prepared to eliminate gaps in knowledge, understanding, and/or skills inadequacies. Completion of special skills projects in secretarial laboratories, development of mailability standards, and tutorial instruction.
Prerequisite: Department permission

TEC 04200 – INTENSIVE COMPUTER KEYBOARDING III (4 crs. 4 hrs.)
Develops skill attainment and production levels of TEC 01200 and TEC 01300, 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 05000 – LEGAL TERMINOLOGY AND LAW OFFICE TRANSCRIPTION (3 crs. 3 hrs.)
Legal terms in basic areas of law. Training in transcribing and formatting legal correspondence and legal documents electronically.
Prerequisite: TEC 01200

TEC 05300 – WEBSITE TECHNOLOGY I (3 crs. 4 hrs.)
Basic conventions of website construction, technology and terminology. Websites will be constructed for publication on the World Wide Web.
Pre or co-requisite: TEC 05700

TEC 05400 – WEBSITE TECHNOLOGY II (3 crs. 4 hrs.)
Second course in website technology will further refine skills learned in Website Technology I, explore requisite computer skills for building e-commerce websites and the non-technical concepts upon which e-commerce is based.
Prerequisite: TEC 05300 or departmental permission

TEC 05500 – WEBSITE TECHNOLOGY III (3 crs. 4 hrs.)
Third course in website technology build on skills learned in Website Technology I and II. Focus on critical analysis of websites on the Internet, websites developed by course participants and case studies.
Prerequisite: TEC 05300 or departmental permission

TEC 05700 – THE COMPUTER AS A DESIGN TOOL (3 crs. 4 hrs.)
Illustrators, designers and desktop publishers learn basic concepts and receive hands-on experience in the use of a major computer illustration program which can be applied to commercial and fine art illustrations.
Prerequisite: College-level computer course or Department permission

TEC 05800 – 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 05900 – 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 06100 – MEDICAL TERMINOLOGY AND ELECTRONIC TRANSCRIPTION (4 crs. 4 hrs.)
The basic principles of medical word building to develop comprehensive medical vocabulary in the respiratory, cardio-vascular, 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 01100 or TEC 01400 or Department permission
Equivalent courses and Department permission may be accepted in lieu of these requirements.

TEC 06200 – MEDICAL OFFICE COMPUTER APPLICATIONS (3 crs. 3 hrs.)
This course is for anyone interested in learning how to convert the management of a medical office to a computerized operation.
Required for all Medical Office Administration Majors.
Prerequisite: TEC 01100 or TEC 01400

TEC 07000 – 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 081XX – 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 08200 – MEDICAL CODING (3 cr. 4 hr.)
Principles of ICD/9-CM coding, procedural coding based on the principles of Current Procedural Terminology (CPT) coding, and third party reimbursement procedures are covered. Students will learn the fundamentals of a classification system used in the health care industry and enables students to obtain a working knowledge of the coding process.

TEC 09101 – PROFESSIONAL PORTFOLIO DEVELOPMENT (1 cr. 1 hr.)

Projects created in previous coursework will be analyzed and developed to produce a portfolio to present to potential clients and employers.
Pre-corequisites: TEC 05400, TEC 05500, TEC 05700 and TEC 05900

+ Basic Course

A.A.S. Degree
ACCOUNTING
Plus concentration in Tax Accounting
Requirements – page 52

A.A.S. Degree
BUSINESS ADMINISTRATION
Plus concentration in Entrepreneurial Studies
Requirements – page 63

A.A.S. Degree
OFFICE ADMINISTRATION AND TECHNOLOGY–concentrations in Stenographic Major (Executive, Legal, Medical, and School), Word/Information Processing, Medical Word/Information Processing
Requirements – page 57

A.A.S. Degree
RETAIL MERCHANDISING–concentrations in Fashion and Marketing Management
Requirements – page 59

A.A.S. Degree
WEBSITE DEVELOPMENT AND ADMINISTRATION
Requirements – page 61

Certificate
ENTREPRENEURIAL STUDIES
Requirements – page 63

Certificate
MEDICAL OFFICE ASSISTANT
Requirements – page 65

COMMUNICATIONS AND PERFORMING ARTS DEPARTMENT

Room E-309 • ext. . 5591

John Acosta, *Assistant Professor*

Scott Cally, *Assistant Professor*

Eleanor Cory, *Professor*

David Costello, *Lecturer*

Kaitlin Cruz, *Lecturer*

Cindy Greenberg, *Professor*

Matthew Gregory, *Assistant Professor*

Robert Herklotz, *Senior College Laboratory Technician*

Cliff Hesse, *Professor*

Ryan McKinney, *Assistant Professor*

Maureen Minielli, *Assistant Professor*

Gloria Nicosia, *Professor and Chairperson*

Edward Rohrlich, *Senior College Laboratory Technician*

Arnold Rosner, *Associate Professor*

Wendy Schatzman-Sherry, *Lecturer*

Greg D. Sutton, *Associate Professor*

Samuel Taitt, *Assistant Professor*

Holly Krech Thomas, *Assistant Professor*

Marvin Williams, *Lecturer*

Gordon Young, *Assistant Professor*

MASS COMMUNICATIONS

ALL MCF COURSES AND MCM 03000 FULFILL GROUP I DISTRIBUTION REQUIREMENTS FOR ALL DEGREES.

+ MCB 03400 – 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 03500 – 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 03600 – ANNOUNCING – RADIO AND TELEVISION (3 crs. 3 hrs.)
Techniques of broadcasting, theory underlying use of the equipment employed and practical aspects of their proper use. Correct voice production procedures for announcing, methods of sight reading and oral reading.
Prerequisite: Passing score on the CUNY/ACT in Reading

MCB 03700 – 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 01200

MCB 03800 – 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 03500

+ MCB 03900 – RADIO STUDIO OPERATIONS (3 crs. 5 hrs.)
Introduction to operational and technical aspects of broadcast audio equipment, and of the media. Various uses of all studio equipment.

MCB 04000 – AUDIO PRODUCTION AND EDITING (3 crs. 5 hrs. / 1 hr lecture, 4 hrs. lab/week)
Radio Studio Operations (MCB 03900) introduces the student to basic recording and editing techniques in the audio studio environment. In this advanced course, the student will learn remote audio recording and editing and apply advanced techniques in audio studio operations to create projects.
Prerequisite: MCB 03900

+ MCB 04100 – 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 04600 – BROADCAST TECHNOLOGY (2 crs. 2 hrs.)
Basic broadcasting technology skills utilized in the field of radio and television and other audio and video applications. Topics include set-up, alignment, synchnonization, interfacing of various equipment with an emphasis on professional industry trends and workflows. This is a required course for all Broadcast majors.

MCB 04800 – ADVANCED VIDEO PRODUCTION (3 crs. 3 hrs.)
Exploration of video production for use in television, cable, computer, CD and DVD formats. Television planning and coordination will be examined through group production of subject-oriented programming.
Prerequisite: MCB 04100

MCB 04900 – DIGITAL AUDIO/VISUAL PRODUCTION AND EDITING (3 crs. 5 hrs. / 1 hr lecture, 4 hrs. lab/week)
Video production from remote (not studio) locations with digital video cameras. Non-linear digital editing workstations are used to transform the digital video collected into a finished piece of work.

MCB 05000 – WRITING FOR THE ELECTRONIC MEDIA (3 crs. 3 hrs.)
Introduction to the various types of writing used in the electronic media and research necessary for each: commercials, news, reports, promotional and programming material, public service announcements, industrial/educational programs, drama, comedy and story boards.
Prerequisite: Passing scores on the CUNY/ACT in Reading and Writing

MCB 05100 – DIGITAL VIDEO/AUDIO PRODUCTION AND EDITING II (3 crs. 5 hrs. / 1 hr lecture, 4 hrs. lab/week)
Exploration of the capabilities of digital video cameras and non-linear editors as they apply to television news broadcast and web streaming. Students work in groups to write, produce, shoot and edit two types of new-style reports with one an on camera reporter and a second with voice over narration.
Prerequisite: MCB 04100, MCB 04900

MCB 081XX – 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 092XX – INTERNSHIP (3 crs. 3 hrs.)
Applied work/study at professional broadcasting organizations.

+ MCF 04000 – 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 04300 – FILM GENRE (3 crs. 3 hrs.)
The mass medium of film and its ability to reflect and influence a wide variety of sociological and psychological events and trends, as seen through a particular genre. The genre will change each semester (i.e., film noir, animation, the documentary, western).
Recommended-not required: MCF 04000

MCF 04400 – 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 03000 – MASS MEDIA (3 crs. 3 hrs.)
Analysis of mass media to discover the way information is perceived and influences behavior. Extensive use is made of films, tapes, recordings and video tapes to examine the message systems employed by individuals, groups, institutions and politics. Focus is on radio, television, newspapers, magazines, film and advertising.

COM 01100 – MASS COMMUNICATIONS (3 crs. 3 hrs.)
The study of mass communications and their effects on society and interpersonal communication through both historical and contemporary views. Communications systems, including print, film, and electronic media, will be considered with an emphasis on relevant speaking skills.
Prerequisite: Enrollment in the "College Now" Program

PERFORMING ARTS

MUSIC

MUSIC COURSES FROM MUS 02100 TO MUS 02700 AND MUS 03100 MEET GROUP I DISTRIBUTION REQUIREMENTS FOR ALL DEGREES. STUDIO COURSES INCLUDING MUS 02300, 03000, 04000, 04100, 04200, 04600, 04800, 09121 THROUGH 096A5 MEET GROUP I DISTRIBUTION REQUIREMENTS FOR LIBERAL ARTS (A.A. DEGREE) ONLY.

+ MUS 02100 – 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 02200 – 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 02300 – 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: Passing scores on CUNY ACT in Reading and Writing and MUS 03000

+ MUS 02400 – 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 02700 – 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 03000 – 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 03100 – 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 04000 – INTRODUCTION TO MIDI AND COMPUTER MUSIC PRODUCTION (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.

MUS 04100 – ADVANCED SEQUENCING AND COMPUTER MUSIC TECHNIQUES (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.
Pre or Co-Prerequisite: MUS 04000

MUS 04200 – DIGITAL AUDIO, SAMPLING AND PRO TOOLS IN THE STUDIO (2 crs. 2 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.
Pre or co-requisite: MUS 04000

MUS 04600 – LABORATORY IN KEYBOARD PRACTICUM (1 cr. 1 hr.)
The twelve-tone chromatic scale, harmony, dissonance and melody patterns will be discussed and practiced.

MUS 04800 – 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 03000

MUS 081XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)
Independent study of Music is developed individually between student and faculty member and must be approved by the Department.

MUS 082XX – (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 09121 – CHORUS (1 cr. 3 hrs.)
May be repeated up to three times. (Spring and Fall)

HUM 00100 – MODERN HUMANITIES: ARTS AND IDEAS (3 crs. 3 hrs.)
Course explores literature, drama, art, and music in today's world. Attempts are made to place 20th century developments into an historical context and illustrate the continuity of culture.
Prerequisite: Enrollment in "College Now" Program

SPEECH

SPE 02400 MEETS GROUP I DISTRIBUTION REQUIREMENTS FOR LIBERAL ARTS (A.A. DEGREE) ONLY. ALL OTHER SPEECH COURSES EXCEPT SPE 01500 AND SPE 01600 MEET GROUP I DISTRIBUTION REQUIREMENTS FOR ALL DEGREES.

+ SPE 01100 – LISTENING AND SPEAKING SKILLS (3 crs. 3 hrs.)
To strengthen oral language abilities and improve listening proficiency, students are made aware of the nature of their language. Focus is on vocabulary enrichment, word pronunciation, attention to grammar, verbal self-expression, listening as a skill and note-taking techniques.
Not open to students at ENG 01200 level or higher.
Recommended for students at the ENG 91,92 OR 93 level..

+ SPE 01200 – 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 01500 – TEACHING SPEECH AND LANGUAGE TO GRADES PRE-K THROUGH 6 (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 01600 – SURVEY OF SPEECH, LANGUAGE AND HEARING DISORDERS (3 crs. 3 hrs.)
A survey of speech, language and hearing disorders. Students gain an understanding of communication disorders and their effects on those with the disorders.

+ SPE 02100 – 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 02200 – THE ART OF CONVICTION AND PERSUASION (3 crs. 3 hrs.)
An introduction to the art of discourse and its practical application to law, politics, literature and science. The development of critical thinking skills while analyzing controversial issues, constructing logical arguments in a convincing manner.
NOTE: Open only to students in the Honors Option Program.

+ SPE 02300 – PRONUNCIATION SKILLS FOR ESL STUDENTS (3 crs. 3 hrs.)
To speak English more effectively students study the formation of word pronunciation, and the correct stress and rhythm in phrases and sentences. Practice in conversation, reading aloud and informal speech.

+ SPE 02400 – 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 02500 – 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 02600 – INTERCULTURAL COMMUNICATION (3 crs. 3 hrs.)
How culture shapes the communication process, similarities and differences in cultural representations, linguistic practices, non-verbal communication, and societal norms and meanings. Acquiring competence in intercultural communication settings are emphasized.

SPE 02700 – 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 02800 – LANGUAGE AND SPEECH FOR ESL STUDENTS (3 crs. 3 hrs.)
To extend speaking and comprehension abilities of ESL students. Those admitted to this course must have a fair ability in the English language, and must be intelligible to the average listener. Emphasis is on: oral production of English language grammar, elimination of articulatory, stress, and intonation errors; spoken production and comprehension of expanded English vocabulary, and American colloquialisms. Opportunities for practice to improve and further develop spoken English through the use of taped recordings.

+ SPE 02900 – 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 04000 – PHONETICS (3 crs. 3 hrs.)
Introduction to different aspects of phonetics and their relationship to language. The sounds of English and the International Phonetic Alphabet which symbolizes those sounds will be included. Theoretical foundations of phonetics will be explored as they relate to normal and abnormal language development as well as speech correction and improvement.

SPE 04100 – LANGUAGE DEVELOPMENT (4 crs. 4 hrs.)
An understanding of normal language development including issues of speech and hearing. Aspects of second language development as it relates to first language acquisition will be included. Language development will be discussed as it relates to motor, perceptual, cognitive, emotional and social issues.

SPE 081XX – INDEPENDENT STUDY (1-3 crs. 1-3 hrs.)
Independent study of Speech Communication is developed individually between the student and faculty member and must be approved by the Department.
Prerequisite: Speech Communication Major in last year of study and permission of Program Director.

SPE 082XX – (1-3 crs. 1-3 hrs.)
This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

THEATRE

THEATRE COURSES THA 05000, 05100, 06700, MEET GROUP I DISTRIBUTION REQUIREMENTS FOR ALL DEGREES. THA COURSES 05200, 05300, 06200, 06600, MEET DISTRIBUTION REQUIREMENTS FOR LIBERAL ARTS (A.A. DEGREE) ONLY.

+ * THA 02000 – ARTS ADMINISTRATION MANAGEMENT (3 crs. 3 hrs.)
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.

*** THA 02500 – VIRTUAL ARTS ADMINISTRATION (3 crs. 3 hrs.)**
Creation and management of simulated entertainment business. Students will simulate all of the planning, development, marketing and production video, audio, film or live theatrical and concert tours for other virtual companies.
Prerequisite: THA 02000

*** THA 04600 – TRAINING THE PERFORMING VOICE (3 crs. 3 hrs.)**
Introduction to basics of vocal technique, consideration of performance experience, culminating in the performance of a song or monologue in a student recital.

THA 05000 – 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 05100 – 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 05200 – ACTING I: BEGINNING ACTING (3 crs. 3 hrs.)
The basic techniques of sensory awareness, memory, improvisation, voice, character study and role preparation with emphasis on the works of Constantin Stanislavsky. Special projects include presentations and rehearsal techniques for scene study.

*** THA 05300 – ACTING II: SCENE STUDY (3 crs. 3 hrs.)**
Advanced classroom and laboratory furthers sensory awareness, memory and character study for role preparation. Basic vocal and body techniques explore the psychophysical actions, objectives and super objectives of characters. Acting theories studied are put into practice in scenes selected from modern plays and musicals.
Prerequisite: THA 05200

*** THA 05500 – STAGE CRAFT (3 crs. 4 hrs.)**
Introduction to scenery for live entertainment with special emphasis on the practice of scenic construction and installation. Participation in a theatrical production will be incorporated when possible. Basic backstage and workshop safety will also be covered.

*** THA 05600 – BASIC LIGHTING (3 crs. 4 hrs.)**
Introduction to the technology and application of stage lighting, how to focus and hang various types of stage lighting fixtures, operate basic computer lighting consoles and work with lighting design paperwork. Student will apply the learned skills in productions when possible. Basic electricity and safety will be covered.

*** THA 05800 – MUSICAL THEATRE PERFORMANCE (3 crs. 3 hrs.)**
Introduction to the theories, techniques and practices of musical theatre performance. The development of appropriate musical, acting and movement skills in conceptualizing, preparing and performing solos, duets, and ensembles. Individual, small group and ensemble performances culminating in final performances of selected material. Students will also develop audition material and compile an audition book.

*** THA 05900 – PLAY PRODUCTION (1 cr. – must be repeated for a total of 3 credits, 3 hrs.)**
Performance, technical theatre production, stage management, publicity, marketing, run crews, house staff, and box-office management are some of the areas covered in producing a play. Students who participate in theatre production can earn up to a total of four credits for successful contribution in a particular job for a production.

*** THA 06000 – INTRODUCTION TO COSTUME AND MAKEUP (3 crs. 3 hrs.)**
Fundamentals of visual design theory and aesthetics for theatrical costume will be learned through theoretical as well as experimental application. Students will learn the common practices of the design process through sketches, collages, and rendering techniques. Students will also be introduced to the basic sewing techniques necessary for the current entertainment industry.

*** THA 06200 – 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: Department permission

*** THA 06300 – BASIC SOUND TECHNOLOGY (3 crs. 3 hrs.)**
Basic principles and operation of sound equipment and the proper methods for using recording technology, microphones, amplifiers and mixers in relation to designed productions for the stage, screen and airwaves. Analysis of equipment and methods of operation are applied in class, laboratory and in actual production.

*** THA 06500 – SCENIC DESIGN (3 crs. 3 hrs.)**
Fundamentals of visual design theory and aesthetics for theatrical scenery will be learned through the application of technical as well as conceptual solutions. Students will learn to evolve the design process through sketches, mechanical drafting, rendering and modeling techniques. Technology will also be integrated into course content with such elements as computer aided drafting and design and digital projections.

*** THA 06600 – 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 05000

+ THA 06700 – HISTORY OF THE AMERICAN MUSICAL THEATRE (3 crs. 3 hrs.)
Development of the Broadway musical theatre from European operetta and American jazz backgrounds to the present day. Emphasis is on the musical and theatrical traditions of this form as well as on the changing styles in music, staging, and production values.

THA 06800 – HISTORY OF THE THEATRE: ORIGINS TO JACOBEAN (3 crs. 3 hrs.)
A survey of the history of the theatre from primitive origins to Jacobean times. Through the use of historical documents, contemporary writings, and illustrations of architecture and costumes, the major periods of theatrical history covered are seen from an artistic and cultural point of view. Theatre as a cultural force set in its historical context is a major theme of this study. This course is recommended for students interested in liberal arts, fina arts and those interested in a professional career.

THA 088XX – 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 082XX – (1-3 crs. 1-3 hrs.)
This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

\+ Basic Course

* Fulfills Group I Distribution Requirement for A.A. in Liberal Arts only.

A.S. Degree
SPEECH COMMUNICATION with concentrations in Speech Pathology and Communication Studies
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A.S. Degree
THEATRE ARTS
Requirements – page 49

A.A.S. Degree
BROADCASTING TECHNOLOGY AND MANAGEMENT– concentration in Music Technology
Requirements – page 52

ENGLISH DEPARTMENT

Room C-309 • ext. 5849

Anthony C. Alessandrini, *Assistant Professor*
Steven Amarnick, *Associate Professor*
Stephen Armstrong, *Assistant Professor*
Marcia Babbitt, *Professor and Chairperson*
Sylviane Baumflek, *Lecturer*
Robert Blaisdell, *Associate Professor*
Jacqueline Brady, *Assistant Professor*
Lesley Broder, *Instructor*
Johel Brown-Grant, *Assistant Professor*
Liza Bruna, *Instructor*
Robert Cowan, *Assistant Professor*
Martha Clark Cummings, *Assistant Professor*
Ann Del Principe, *Assistant Professor*
Elizabeth Dill, *Assistant Professor*
Maureen Fadem, *Instructor*
Eileen Ferretti, *Associate Professor*
Lea Fridman, *Professor*
Kate Garretson, *Associate Professor*
Matthew Gartner, *Associate Professor*
Karlene Gooding, *Lecturer*
Janine Graziano-King, *Associate Professor*
Leonard Green, *Associate Professor*
Linda Holman, *Assistant Professor*
Christine Hutchins, *Assistant Professor*
Gabrielle Kahn, *Assistant Professor*
Kevin Kolkmeyer, *Lecturer*
Thomas Lavazzi, *Associate Professor*
Ronna Levy, *Assistant Professor*
Natasha Lvovich, *Professor*
Betsy McCully, *Associate Professor*
Gene McQuillan, *Professor*
Norma Miles, *Assistant Professor*
Rebecca Mlynarczyk, *Professor*
Mary Lynn Navarro, *Assistant Professor*
Karen Niles, *Lecturer*
Susan O'Malley, *Professor*
Hope A. Parisi, *Associate Professor*
Frank Percaccio, *Assistant Professor*
Christine Rudisel, *Assistant Professor*
Vanessa Santaga, *Instructor*
Maria Scordaras, *Assistant Professor*
Robert Singer, *Professor*
Denis Sivack, *Assistant Professor*
Bailin Song, *Professor*
Enid Stubin, *Assistant Professor*
Jack H. Taub, *Lecturer*
Julie Torrant, *Assistant Professor*
Tisha Ulmer, *Instructor*
Sheri Weinstein, *Associate Professor*
Jane Weiss, *Assistant Professor*
S. Tara Weiss, *Assistant Professor*
Sheryl Williams, *Lecturer*
Eben Wood, *Assistant Professor*

FRESHMAN ENGLISH PROGRAM

At CUNY'S community colleges the CUNY/ACT 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/ACT in Reading and Writing.

FRESHMAN ENGLISH

Kingsborough's Freshman English requirement consists of a two course sequence, ENG 01200 (4 credits) followed by ENG 02400 (3 credits). ENG 01200 is a pre or corequisite for all credit-bearing English courses.

+ ENG 01200 – 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. Prerequisites: Passing scores on the CUNY/ACT in Reading and Writing.

+ ENG 02400 – 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.
Prerequisites: ENG 01200 or 0C200 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/ACT in Reading and Writing. Upon completing the top level course, students retake the CUNY/ACT in Reading and Writing.

READING/WRITING

Students are placed into Reading/Writing courses on the basis of their scores in reading and writing. Students who do not pass both CUNY/ACT in Reading and Writing or whose score on either test is at the introductory level enroll in and ESL course (00700, 00900, or 09100) or ENG 091A5, as appropriate. Students who fail both tests at the intermediate level enroll in ENG 092A6. Combined Reading/Writing courses allow students to progress as quickly as possible through required developmental work.

~ ENG 091A5 – DEVELOPING FLUENCY IN READING AND WRITING (0 crs. 8 hrs. – 8 equated crs.)

A course in reading, writing, and critical thinking for students who are at the basic level of developmental work. Required of entering students who score 6 or below on the CUNY/ACT in Writing and/or at the 91 level on the CUNY/ACT in Reading unless ESL placement is indicated.

~ ENG 092A6 – 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/ACT in Writing and who have failed the CUNY/ACT in Reading at the ENG 09200/00400 level. Also required of students who completed ENG 091A5.

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 00400 (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/ACT in Reading.

~ + ENG 00400 – 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/ACT in Reading but who have passed the CUNY/ACT in Writing.

~ ENG 00R00 – PREPARATION FOR CUNY READING TEST @ (0 crs. 2 hrs. – 2 equated crs.)

The course will familiarize students with the computer-adaptive testing modality, as well as with drawing distinctions among different question types. Course will increase the reader's ability to sustain close attention to brief texts.
Prerequisite: Passing score on the English Departmental Reading Exam. This course is also open to students with transfer credits for Freshman English from another institution pending passing of the CUNY/ACT in Reading.

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 09300, 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 093A9 – 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/ACT in Writing with a passing score on the CUNY/ACT in Reading. Also required of students who have taken ENG 091A5 and/or 092A6 but have not satisfied the writing requirements for entrance into ENG 01200.

~ ENG 00W00 – PREPARATION FOR CUNY WRITING TEST @ (0 crs. 2 hrs. – 2 equated crs.)

Elective course for students who scored 6 on the CUNY/ACT in Writing and passed ENG 093A9. Designed to help students improve their writing and enable them to pass the CUNY/ACT in Writing. Students may not take ENG 00W00 unless they have passed ENG 093A9 or the writing component of ENG 092A6.

ESL

English courses open only to students who are non-native speakers of English. Students are placed into the following English as a Second Language (ESL) courses on the basis of their performance on CUNY/ACT in Reading and Writing.

 # ~ ESL 00700 – BASIC READING AND WRITING FOR STUDENTS LEARNING ENGLISH AS A SECOND LANGUAGE (0 crs. 10 hrs. – 10 equated crs.)
This is the first course in an ESL sequence designed for students whose first language is not English and whose results on the CUNY/ACT in Reading and Writing 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 00900 – INTERMEDIATE READING AND WRITING FOR STUDENTS LEARNING ENGLISH AS A SECOND LANGUAGE (0 crs. 10 hrs. – 10 equated crs.)
This is the second course in an ESL sequence designed for students whose first language is not English and whose results on the CUNY/ACT in Reading and Writing 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 091A7 – DEVELOPING FLUENCY IN READING AND WRITING FOR ESL STUDENTS (0 crs. 8 hrs. – 8 equated crs.)
This is the third course in an ESL sequence designed for students whose first language is not English and whose results on the CUNY/ACT in Reading and Writing indicate that they need work on their reading and writing at the high intermediate level. This course emphasizes reading, writing, and critical thinking skills. Also required of students who have successfully completed ESL 00900.

ELECTIVES

ALL ENGLISH ELECTIVES (ENG 03000 THROUGH ENG 082XX) MEET GROUP II DISTRIBUTION REQUIREMENTS FOR ALL DEGREES UNLESS OTHERWISE NOTED.

+ @ ENG 03000 – 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 01200

+ @ ENG 03100 – CLASSICAL AND BIBLICAL LITERATURE (3 crs. 3 hrs.)
Readings include the Bible, Homer, Greek dramatists, Plato, Aristotle and Virgil.
Prerequisite: ENG 01200

+ @ ENG 03200 – WORLD LITERATURE (3 crs. 3 hrs.)
Readings, primarily from the 13th to the 19th century, include authors such as Dante, Austen, Cervantes, Voltaire, Goethe, Flaubert, and Balzac.
Prerequisite: ENG 01200

+ @ ENG 03500 – 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 01200

+ @ ENG 04000 – SHORT FICTION (3 crs. 3 hrs.)
Survey of short fiction in various genres and eras from its origins to the present, with focus on the unique position of the short story in literature. Includes writers such as Poe, Hawthorne, Chekhov, de Maupassant, Chopin, Hemingway, Borges, Baldwin, Achebe and Mukherjee.
Prerequisite: ENG 01200

+ @ ENG 04200 – 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 01200

+ @ ENG 04300 – DRAMA (3 crs. 3 hrs.)
An analysis of dramatic structure and a study of plays representing major dramatic styles.
Prerequisite: ENG 01200

+ @ ENG 04400 – 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 01200

+ @ ENG 04500 – THE COMIC SPIRIT (3 crs. 3 hrs.)
Comedy in prose and verse, its meaning, use, and techniques.
Prerequisite: ENG 01200

ENG 05500 – 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 01200

@ ENG 05600 – 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 01200
Course does NOT satisfy Group II "Literature" requirement.

@ ENG 05700 – CREATIVE WRITING: POETRY (3 crs. 3 hrs.)
Instruction and practice in writing traditional and new forms of poetry.
Prerequisite: ENG 01200
Course does NOT satisfy Group II "Literature" requirement.

+ @ ENG 06300 – SHAKESPEARE (3 crs. 3 hrs.)
Survey of Shakespeare's work, emphasizing his plays, includes some consideration of his non-dramatic verse.
Prerequisite: ENG 01200

+ @ ENG 06400 – 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 01200

+ @ ENG 06500 – 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 01200

+ @ ENG 06600 – 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 01200

+ @ ENG 06700 – 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 01200

+ @ ENG 06800 – GOTHIC AND HORROR FICTION (3 crs. 3 hrs.)
Study of major works of horror fiction, including 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 01200

+ @ ENG 07300 – THEMES IN AMERICAN LITERATURE I: BEGINNINGS TO 1865 (3 crs. 3 hrs.)
A survey of American literature and literary history from the early "discovering" and colonizing of America to the mid-nineteenth century. Consideration of many well-known writers (Franklin, Hawthorne, Poe) as well as writings by women, Native Americans, Latinos and African Americans. Students will acquire a greater comprehension of the historical, philosophical, political, religious and literary forces that shaped American life before the Civil War.
Prerequisite: ENG 01200

+ @ ENG 07400 – THEMES IN AMERICAN LITERATURE II: 1865 TO PRESENT (3 crs. 3 hrs.)
A survey of American literature and literary history from the end of the Civil War to the present. Consideration of many well-known writers (James, Hemingway, and Frost) as well as writings by women, Native Americans, Latinos and African Americans. Students will acquire a greater comprehension of the historical, philosophical, political, religious and literary forces that shaped American life during this period. Questions of what America represents and how it is represented in literary texts and history will be discussed.
Prerequisite: ENG 01200

+ @ ENG 07700 – 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 01200

+ @ ENG 07800 – CONTEMPORARY BLACK LITERATURE (3 crs. 3 hrs.)
Development and study of black literature in the United States from 1950 to the present.
Prerequisite: ENG 01200

ENG 081XX – 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 082XX – (1-3 crs. 1-3 hrs.)
This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

COLLEGE NOW

~ ESL BW100 – FOUNDATIONS FOR COLLEGE-LEVEL READING AND WRITING FOR ESL STUDENTS, 1 (0 crs. 4 hrs.)
Low intermediate portfolio-based course designed to help students develop the fluency, focus, analytical and organizational skills needed to become successful college writers. Readings are from various multi-cultural genres and of varying lengths. First part of a two-semester course sequence.
Prerequisite: Students must be designated as ESL

~ ESL BW200 – FOUNDATIONS FOR COLLEGE-LEVEL READING AND WRITING FOR ESL STUDENTS, 2 (0 crs. 4 hrs.)
High intermediate/advanced portfolio-based course that is the second part of a two-semester course sequence designed to develop reading competence and writing fluency in students with English as a second language.
Prerequisite: Students must be designated as ESL.

~ ENG 0BW00: FOUNDATIONS FOR COLLEGE-LEVEL WRITING (0 crs. 4 hrs.)
A portfolio-based course that develops thinking skills and competency in reading and writing needed for both high school exit and college entrance English classrooms.

~ ENG 0W100 – INTENSIVE WRITING 1 (0 crs. 2 hrs.)
Development of critical thinking and writing skills needed for freshman-level college coursework. Students create portfolios based on freshman-level reading assignments in the sciences.
Corequisite: Students are urged to participate in a 3-credit "College Now" course.

~ ENG 0W200 – INTENSIVE WRITING 2 (0 crs. 2 hrs.)
Course builds on the work of ENG 0W100. Based on readings in psychology, students develop advanced critical thinking and writing skills required for success in English classes during and beyond the freshman year.
Corequisite: Students are urged to participate in a 3-credit "College Now" course.

JOURNALISM

+ JRL 03100 – BASIC JOURNALISM (3 crs. 3 hrs.)
Introductory course on the history of journalism: writing leads, rewrites, reporting, hard news stories, covering beats, copy preparation, research, operation of a campus newspaper, special interests.
Pre or corequisite: ENG 01200

JRL 03200 – ADVANCED JOURNALISM (3 crs. 3 hrs.)
Further study of newspaper techniques: advanced research, in-depth coverage, interviews, sidebars, profiles, basic reviews, writing styles, headlines and typefaces, copy reading and proofreading, editorials, freedom of the press, legalities.
Prerequisite: JRL 03100

JRL 04400 – 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 03100

Studies are supplemented each week by required small group instruction in the Reading and Writing Center.

~ Developmental Course

@ Appropriate writing assignments

+ Basic Course

A.S. Degree
JOURNALISM AND PRINT MEDIA
Requirements – page 46

FOREIGN LANGUAGES DEPARTMENT

Room E-309A• ext. . 5403

Alfonso García Osuna, *Professor and Chairperson*

Alfredo Munoz Alarcon, *Lecturer*

Maria Hernández, *Assistant Professor*

Frantz A. Leconte, *Professor*

Eduardo Lolo, *Professor*

Joachim Oppenheim, *Instructor*

Gloria Pollack, *Professor*

Angela Toscano, *Lecturer*

ALL BASIC FOREIGN LANGUAGE COURSES MEET GROUP II DISTRIBUTION REQUIREMENTS FOR ALL DEGREES UNLESS OTHERWISE NOTED.

ARABIC

ARB 08201 – ELEMENTARY ARABIC 1 (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.*

ARB 08202 – ELEMENTARY ARABIC 2 (4 crs. 4 hrs.)
Further development language skills, comprehension, speaking, reading and writing.
Prerequisite: ARB 08201 or acceptable Language Placement Examination score

CHINESE

+ CHI 00100 – ELEMENTARY CHINESE I (4 crs. 4 hrs.)
Introduction to Mandarin for students with no previous training in the language. Emphasis on pronunciation and basic sentence structure for conversational Chinese using the pinyin Romanization system. The Chinese writing system in simplified characters also introduced for reading purposes.
(Note: Not open to native speakers.)

+ CHI 00200 – ELEMENTARY CHINESE II (4 crs. 4 hrs.)
One-year course in Mandarin for students with no previous training in the language. Further development of skills for conversing in Chinese. Emphasis on the learning of basic pronunciation, reading and writing are taught in characters.
Prerequisite: CH 00100
Fulfills Group II Distribution Requirement.

+ CHI 082XX – (4 crs. 4 hrs.)
This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

FRENCH

+ FR 00100 – 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)

+ FR 00200 – ELEMENTARY FRENCH II (4 crs. 4 hrs.)
Further development of language skills, comprehension, speaking, reading and writing.
Prerequisite: FR 00100 or acceptable Language Placement Examination score

+ FR 00300 – 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 00200 or acceptable Language Placement Examination score

FR 00400 – INTERMEDIATE FRENCH II (3 crs. 3 hrs.)
Advanced grammar, composition and reading of modern French authors.
Prerequisite: FR 00300 or acceptable Language Placement Examination score

+ FR 02200 – FRENCH CONVERSATION (3 crs. 3 hrs.)
Practice in conversational patterns and basic vocabulary leading to fluency in everyday situations.
Prerequisite: FR 00100 or acceptable Language Placement Examination score

FR 05700 – 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 081XX – 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 082XX – (1-3 crs. 1-3 hrs.)
This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

HEBREW

+ HEB 00100 – 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)

+ HEB 00200 – ELEMENTARY HEBREW II (4 crs. 4 hrs.)
Further development of language skills, comprehension, speaking, reading, and writing.
Prerequisite: HEB 00100 or acceptable Language Placement Examination score or two years of high school Hebrew or equivalent.

+ HEB 00300 – 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 00200 or acceptable Language Placement Examination score or three years of high school Hebrew or equivalent.

+ HEB 03000 – 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 03100 – 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 081XX – 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 082XX – (1-3 crs. 1-3 hrs.)
This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

ITALIAN

+ IT 00100 – 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.

+ IT 00200 – ELEMENTARY ITALIAN II (4 crs. 4 hrs.)
Further development of language skills, comprehension, speaking, reading and writing.
Prerequisite: IT 00100 or acceptable Language Placement Examination score

+ IT 00300 – 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 00200 or acceptable Language Placement Examination score

IT 00400 – INTERMEDIATE ITALIAN II (3 crs. 3 hrs.)
Advanced grammar, composition and reading of modern Italian authors.
Prerequisite: IT 00300 or acceptable Language Placement Examination score

+ IT 02200 – ITALIAN CONVERSATION (3 crs. 3 hrs.)
Practice in conversation on an elementary level. Emphasis on the vocabulary and idioms of everyday usage.
Prerequisite: IT 00100 or equivalent

+ IT 03000 – 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 01200

IT 07000 – ITALIAN CINEMA (3 crs. 3 hrs.)
History of Italian Cinema from the silent era and Fascist period to the present, with emphasis on postwar neorealism and the major directors of the sixties and seventies. Films in Italian with English subtitles. Instruction is in English. Does not meet distribution for Group II requirement.
Prerequisite: ENG 01200

IT 081XX – 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 082XX – (1-3 crs. 1-3 hrs.)
This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

SPANISH

+ SPA 00100 – 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.*

+ SPA 00200 – ELEMENTARY SPANISH II (4 crs. 4 hrs.)
Further development language skills, comprehension, speaking, reading and writing.
Prerequisite: SPA 00100 or acceptable Language Placement Examination score

+ SPA 00300 – 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 00200 or acceptable Language Placement Examination score

SPA 00400 – READINGS IN HISPANIC LITERATURE (3 crs. 3 hrs.)
Advanced grammar and composition through selected readings in Hispanic literature.
Prerequisite: SPA 00300 or acceptable Language Placement Examination score

+ SPA 01100 – 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 01200 – 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 01100 or equivalent

+ SPA 01700 – INTENSIVE REVIEW OF SPANISH GRAMMAR (3 crs. 4 hrs. – 1 equated cr.)
For students who have had three or more years of high school Spanish but have not studied the language for a substantial period of time, or for Spanish native speakers with limited formal training in the language.
Prerequisite: Acceptable Language Placement Examination score

+ SPA 01800 – PROPER MODELS O F SPANISH GRAMMAR AND CONVERSATION FOR NATIVE SPEAKERS (3 crs. 3 hrs.)
For Spanish-speaking students, stress on improvement of reading and writing skills.
Prerequisites: Native conversational ability, acceptable Language Placement Examination score and Department permission

+ SPA 02200 – 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 00200 or three years of high school Spanish or Department permission

+ SPA 03000 – READINGS IN PENINSULAR SPANISH LITERATURE IN TRANSLATION (3 crs. 3 hrs.)
A study, analysis and discussion of the most outstanding literary productions of Spain, from the Middle Ages to contemporary texts. The course will be taught entirely in English.
Pre or corequisite: ENG 01200

+ SPA 03100 – READINGS in SPANISH–AMERICAN LITERATURE IN TRANSLATION (3 crs. 3 hrs.)
For students who wish to explore the high points of Spanish-American literature. Instruction is entirely in English.
Open to all students.

+ SPA 03300 – 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 00200, 02200 or Department permission

+ SPA 03400 – 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 00400 or 01800 or Department permission

+ SPA 03500 – THE CONTEMPORARY LATIN AMERICAN SHORT STORY (3 crs. 3 hrs.)
A study of contemporary Latin American culture as revealed in the short story genre. Examining texts in translation will reveal the elements in the writing which combine to create their particular qualities. The course will be taught entirely in English.
Prerequisite: ENG 01200

+ SPA 03600 – 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 01800 or acceptable Language Placement Examination score

SPA 04400 – 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 00300 or Department permission

SPA 05300 – 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 00400 or equivalent or Department permission

SPA 05500 – HISTORY AND CIVILIZATION OF SPAIN (3 crs. 3 hrs.)
Chronological study of major Spanish historical trends and developments to the present. Political, literary and artistic movements, highlight important individuals, ideas and periods are examined as selected texts representative of each period are read. Instruction is in Spanish and English.

SPA 07000 – SPANISH CINEMA (3 crs. 3 hrs.)
Study of the best films and film scripts in the Spanish cinema. Instruction is in English with a view toward developing appreciation of the history, art and aesthetics of the Spanish cinema and increasing Spanish language experience.
Does not meet Distribution Requirement for Group II.

SPA 07100 – PUERTO RICAN FOLKLORE (3 crs. 3 hrs.)
Study of folkloric compositions of the Puerto Rican people in all forms–literary, musical, superstitions, etc; their sources and formation as influenced by all three cultural groups in Puerto Rican history: Indian, Spanish, and Black, and how they influence the Puerto Rican of today. Instruction is in Spanish and English.

SPA 07400 – LATIN AMERICAN CINEMA (3 crs. 3 hrs.)
Exploration of the culture of Latin America through film. All films are subtitled in English and the course will be taught entirely in English.
Does not meet Distribution Requirement for Group II.

SPA 081XX – 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 082XX – (1-3 crs. 1-3 hrs.)
This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

YIDDISH

YD 03000 – 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 01200

YD 082XX (1-3 crs. 1-3 hrs)
This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for maximum of two semesters.

+ Basic Course

HEALTH, PHYSICAL EDUCATION AND RECREATION DEPARTMENT

Room G-201 • ext. . 5696

Rebecca Arliss, *Professor, Co-Director, Community Health Program*

Michele Bracco, *Lecturer*

Herman Charles, *Assistant Professor*

Catherine A. Dachtera, *Director, Athletic Sports & Recreation Complex, Adjunct Lecturer*

Christine Fey, *Lecturer, Director of Exercise Science/Personal Training*

Ronald Gerwin, *Professor*

Karen Goldman, *Assistant Professor*

Walter Hanula, *College Laboratory Technician*

Donald Hume, *Assistant Professor, Co-Director, Physical Education, Recreation and Recreation Therapy*

David Lawson, *College Laboratory Technician*

Gail Levine, *Associate Professor*

Jose Nanin, *Assistant Professor*

Samuel Scherek, *Professor and Chairperson*

Louis Shor, *Assistant Professor*

Nicholas Skirka, *Assistant Professor, Co-Director, Physical Education, Recreation and Recreation Therapy*

Silvea Thomas, *Associate Professor*

COMMUNITY HEALTH

+ COH 01100 – 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 01200 – 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 01300 – EPIDEMIOLOGY (3 crs. 3 hrs.)

Introduction to factors which determine occurrence of disease in populations. Applies basic principles to disease prevention and health promotion at institution and community levels.
Prerequisite: Passing score on the COMPASS Math Skills Exam or the equivalent.

+ COH 01400 – PRINCIPLES OF COMMUNITY HEALTH EDUCATION (3 crs. 3 hrs.)

Introduction to the profession of health education, its code of ethics, scope and future. Overview of learning and behavior change theories, health education and promotion core competencies, and strategies and interventions for protecting and promoting community health.

COH 02000 – COMMUNITY HEALTH INTERVENTIONS (3 crs. 3 hrs.)

Intervention strategies that promote and protect community health, including education, outreach, community organizing, advocacy, and health communication campaigns.

COH 091E1 – FIELD EXPERIENCE IN COMMUNITY HEALTH (3 crs. 1 class hour plus 100 field hours)

Under Agency and Department supervision working in the field (100 hours are required), students broaden knowledge and deepen understanding of current Community Health issues. They work on Community Health problems, meet experienced professionals, familiarize themselves with the practices and methods used to ensure and protect the community and experience the "real life" challenges of the Community Health professional.
Prerequisites: COH 01100, COH 01200, COH 01300 and COH 02000 or Department permission.

EXERCISE SCIENCE AND PERSONAL TRAINING

EXS 00900 – INTRODUCTION TO PERSONAL TRAINING (3 crs. 3 hrs.)

This course is the introduction course to the Personal Training major. All aspects of personal training will be covered, including the necessary qualifications and responsibilities of a trainer, the various job opportunities that are available, legal considerations, psychological and motivational factors in working with different types of individuals, and how to set up and run a personal training business.
Open to all students

EXS 01000 – 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.
Pre/Corequisite: BIO 001100

EXS 01100 – 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 save and productive physical training programs.
Pre/Corequisites: BIO 001100

EXS 01200 – HEALTH RISK APPRAISAL (3 crs. 3 hrs.)

Risk factors for coronary heart disease, chronic disease, pathophysiology, medications, biological and lifestyle risk factors, contraidications for exercise, and ethical concerns. Health risk appraisal instrumentation and methodology.
Pre/Corequisite: EXS 01000

EXS 01300 – FITNESS ASSESSMENT AND PROGRAM DESIGN (3 crs. 3 hrs.)
Techniques to assess human performance and how this information is utilized to develop appropriate exercise prescriptions.
Pre/Corequisite: EXS 01000

EXS 01500 – MUSCULAR FITNESS TECHNIQUES (3 crs. 3 hrs.)
Methods and techniques for designing and implementing muscular fitness training programs, the use of various modalities designed for improving muscular fitness and how to effectively teach others on the proper us of equipment or the performance of an exercise.
Prerequisite: EXS 01000

EXS 091X6 – 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 00900, EXS 01000, EXS 01100, EXS 01200, EXS 01300 and EXS 01500
Open only to Exercise Science Majors. Hours to be arranged by Department.

HEALTH EDUCATION

+ HPE 01200 – CONCEPTS OF WELLNESS (3 crs. 3 hrs.)
This fundamental course covers a broad spectrum of health-related topics to make students aware of the causes of mental and physical illnesses and their prevention, and demonstrates how lifestyle, perceptions, and decisions affect health. Guidelines and criteria presented to determine good mental, emotional, and physical health. Opportunities for personal assessment.
*HPE 01200 REQUIRED OF ALL students except students majoring in Nursing, Physical Therapy Assistant, Surgical Technology and Maritime Technology.

+ HPE 01500 – 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 02000 – 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 02100 – EMERGENCY CARDIAC CARE (1 cr. 1 hr.)
Knowledge and skill required to meet cardiac emergencies including Adult CPR and use of the automated external defibrillator. Upon successful completion, students will receive the Red Cross Certificate for Adult CPR and AED.

+ HE 03300 – 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 03400 – 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 03500 – 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 03600 – 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 03800 – 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 04000 – 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 04200 – HEALTH AND NUTRITION (3 crs. 3 hrs.)
The role of nutrition in disease prevention and health promotion as outlined in the Surgeon General's report to the nation, Healthy People 2010. Students analyze the research linking foods, nutrients, phytochemicals, supplements, and herbs to the leading causes of morbidity in the United States. Students will design an optimal nutritional plan for lifelong wellness.

+ HE 05000 – WEIGHT MANAGEMENT (3 crs. 3 hrs.)
Students will design a weight management program that emphasizes healthy food choices and consistent patterns of physical activity. Behavioral self-monitoring logs and in-class physical activity included.

+ HE 05200 – HUMAN SEXUALITY (3 crs. 3 hrs.)
Information on the biological basis of sex, sexual behavior, attitudes and values, sexual problems, sex therapy, and the social, cultural and ethical aspects of sexuality.

HE 082XX – (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 00200 – WALK, JOG, RUN (1 cr. 2 hrs.)
Introduction to the principles and practices for assessing and improving cardiovascular fitness.

+ PEC 00400 – 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 00500 – 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 00600 – PHYSIOLOGICAL FITNESS AND DEVELOPMENT: TRAINING WITH WEIGHTS (2 crs. 3 hrs.)
To increase muscle strength, endurance and card i o - 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 00400 will not receive credit for this course.

+ PEC 01100 – BEGINNING TENNIS (1 cr. 2 hrs.)
Basic tennis skills develop appreciation of tennis as a lifetime sport. Students learn forehand and backhand drives, Beginner's Serve, service return, volley, rules of the singles and doubles game and an understanding of fundamental techniques and basic strategies. (Students must supply their own rackets and tennis balls.)

PEC 01200 – TENNIS 3 (1 cr. 2 hrs.)
Introduction to intermediate tennis skills: the lob, mid-court volley, flat and slice serves, ball spin, and use of offensive strategy in competition. (Students must supply their own rackets and tennis balls.)
Prerequisite: PEC 01100 or previous tennis experience or Department permission

+ PEC 01700 – 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 01900 – 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 02000 – BEGINNER'S BALLET (1 cr. 2 hrs.)
Introduction to the principles and techniques inherent in the art of classical ballet. Includes Exercises and movement combinations leading to body alignment, endurance, strength, and fluidity of movement.

+ PEC 02500 – 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 02600 – 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 02700 – 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 02900 – 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 03000 – 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 03100 – LIFE GUARDING (1 cr. 2 hrs.)
The knowledge and skills necessary to safely assist, and/or effect water rescues, and supervise swimmers in a safe environment. At the conclusion of the course, students will be able to pass both written examination and skills test.
Pre or corequisites: Swimming skills equivalent to American Red Cross Swimmer Course, Standard First and CPR skills.

PEC 03200 – 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 03300 – 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 03400 – 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 03800 – 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 03900 – 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 04000 – 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 04100 – 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 04400 – 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 01100

PEC 04500 – 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 01200

PEC 05600 – PILATES SYSTEM OF EXERCISE (1 cr. 2 hrs.)
Introduction to a progressive series of exercises based on Joseph H. Pilates' method of conditioning the body. It accommodates all fitness levels to increase muscle strength, flexibility and balance of the entire body.

PEC 06400 – DEEP WATER EXERCISE FOR FITNESS (1 cr. 2 hrs.)
Introduction to the components of fitness achieved through the utilization of non-impact movements performed in deep water. The development of muscular strengths, flexibility and increased aerobic capacity will be stressed as students work in a non-impact exercise environment.
Prerequisite: Each student will be required to swim 25 meters (1 lap) and demonstrate the ability to stay afloat by treading water for a two-minute time period.

PEC 06500 – 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 06600 – INTERMEDIATE YOGA (1 cr. 2 hrs.)
Techniques for deepening one's practice of classical yoga postures; exploring various lineages, styles and traditions of Yoga including Iyengar, Ashtanga and Vinyasa; posture variations, backbends and inversions, intermediate pranayama (breathing) techniques and the use of yoga props.
Prerequisites: PEC 02900 or PEC 082XX or permission of instructor

PEC 06700 – Yoga and Meditation (2 crs. 2 hrs.)
Application of the fundamental principles of yoga and meditation. An overview of the philosophy and psychology of yoga and meditation; an understanding of asanas and chakras; an explanation for the contraindications for certain asanas or meditative techniques; and a review of physical and psychological health conditions that may derive significant benefit from yoga and meditation.
Prerequisite: PEC 02900 or other yoga experience with permission of instructor

PEC 06800 – 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 01100 or PEC 01200 or permission of instructor.

PEC 082XX – (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 00200 – 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 00500 – 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 00700 – 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 082XX – (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 00200 – BASKETBALL
Learn about basketball, develop individual skills required to participate successfully and learn strategies necessary for team play.

+ PEW 02100 – PERSONAL SELF DEFENSE FOR WOMEN (1 cr. 2hrs.)
This course is designed to provide women with the skills necessary for women to protect themselves in violent or potentially violent situations. Women will learn to spot danger before it begins; survival tips for safety problem areas in daily life, strategies for controlling panic and remaining calm, and practical self defense techniques.

+ PEW 00600 – 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 00700 – POWER VOLLEYBALL
Introduction to the techniques of a highly skilled game of volleyball called power volleyball, including history, rules, scoring, terminology, general conditioning, individual volleyball skills, team play elements, specific offense and defense tactics.

PHYSICAL EDUCATION, RECREATION AND RECREATION THERAPY (PERRT)

+ RPE 01100 – INTRODUCTION TO RECREATION (3 crs. 3 hrs.)
Historical and philosophical foundations of recreation and leisure, study of institutions providing recreation services, and the socio-economic factors which influence the growth and development of recreation.
For Program Majors only

+ RPE 01200 – 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: RPE 01100

RPE 01300 – SOCIAL RECREATION (3 crs. 3 hrs.)
How to conduct, plan and program social recreation activities in camps, centers, clubs, institutions and playgrounds. Under supervision, leadership is developed and performance evaluated.
Pre or corequisite: RPE 01100

RPE 01400 – OUTDOOR RECREATION (2 crs. 2 hrs.)
Trends in outdoor recreation, place of the recreation leader in outdoor programs, scope and extent of programs in conservation, camping, aquatics and nature. Weekend camping trip required.

RPE 01500 – SUMMER CAMP LEADERSHIP (2 crs. 2 hrs.)
To prepare as future camp counselors, students examine basic camping philosophy, camping objectives, problems in the camping field, acquire skills and leadership essential in camp life.

+ RPE 01600 – FOLK AND SQUARE DANCE TEACHING TECHNIQUES (2 crs. 2 hrs.)
Folk and square dance basic movement, positions, etiquette and terminology are linked with teaching techniques.

+ RPE 03100 – THERAPEUTIC RECREATION FOR INDIVIDUALS WITH DISABILITIES I (3 crs. 3 hrs.)
The philosophy and history of Therapeutic Recreation (TR). The physical, social and psychological barriers to access as well as the principles of normalization and inclusion. An emphasis on the TR process and provision of a continuum of services based on clients' needs. Students learn how to adapt activities (e.g., aquatics, arts and crafts, dance) to meet the needs, interests and abilities of individuals with specific disabilities.
For Program Majors only
Prerequisites: RPE 01100 and RPE 01200; or COH 01100

+ RPE 03200 – ORGANIZATION AND ADMINISTRATION OF RECREATION PROGRAMS (3 crs. 3 hrs.)
Underlying principles for effective recreation programming, considers operation of recreation facilities, including budget, public relations, records, reports, equipment and evaluation.
For Program Majors only
Prerequisites: RPE 01100, RPE 01200, RPE 01600, and RPE 03100
Pre or corequisitie: RPE 09152

RPE 03300 – SKILLS IN ARTS AND CRAFTS (2 crs. 2 hrs.)
Opportunities to develop skills with various materials and to teach the use of clay, paper, paint, yarn, wire, soap and wood. Encourages creativity and provides enjoyment for all ages and special groups.

RPE 03400 – METHODS AND MATERIALS IN ARTS AND CRAFTS (3 crs. 3 hrs.)
Develop maximum skill levels in arts and crafts projects. Recreational values in different programs, different techniques necessary for proper presentation of arts and crafts programs to groups of diverse ages and physical abilities; various methods of teaching the developed skills to special groups.

RPE 03500 – THERAPEUTIC RECREATION FOR INDIVIDUALS WITH DISABILITIES II (3 crs. 3 hrs.)
The biopsychosocial approach to understanding the later part of the lifespan and the contribution leisure and recreation make to quality of life. A continuum of services in a range of settings is examined. Students acquire an understanding of normal and abnormal psychological and emotional development. Students learn how to plan recreation programs to meet the needs of the elderly and those with emotional/psychological disorders.
For Program Majors only.
Prerequisite: RPE 03100 or COH 01100

RPE 03600 – ASSESSMENT PROCESS IN THERAPEUTIC RECREATION (3 crs. 3 hrs.)
Through clinical case simulations and analysis of videotaped interviews with patients, students will gain competency developing individualized treatment goals for patients. Practice in observation, reporting and writing various types of documentation, including parts of the MDS (Minimum Data Set) Plus and other assessments. Assessment as it applies to Long Term Care and Psychiatric populations will also be covered in the course.
Pre or corequisites: PSY 01100, REC 03100

RPE 04000 – SPORT AND AMERICAN SOCIETY (3 crs. 3 hrs.)
The development of selected sports as well as related contemporary and controversial issues in America approached from a sociological point of view. Additional topics include economic and media influences, and future trends.

RPE 04500 – ADVANCED ARTS AND CRAFTS (2 crs. 2 hrs.)
To familiarize students with methods of design and decoration, a series of wood projects will be completed as the use of stencil, paint, varnish and hand detailing techniques are mastered.
Pre or corequisite: RPE 03300 or RPE 03400

RPE 07000 – METHODS OF TEACHING FITNESS AND RECREATION ACTIVITIES (3 crs. 3 hrs.)
Develop techniques, methods, skills and philosophy required to teach fitness and recreation activities.

RPE 07200 – EXPLORING LEISURE TO PROMOTE WELLNESS (2 crs. 2 hrs.)
The social, historical and cultural influences that shape attitudes towards leisure. Emphasis is on the contribution of leisure experiences to psycho/social/emotional and physical well-being. Through an experiential approach inside and outside class, students are encouraged to expand their leisure awareness.

RPE 082XX – (1-3 crs. 1-3 hrs.)
This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

+ RPE 09152 – FIELD EXPERIENCE IN PHYSICAL EDUCATION, RECREATION AND RECREATION THERAPY (3 crs. 6 hrs.)
Students are assigned to supervised field work in a variety of community recreation agency settings. One-hour seminar, field reports and class discussions of the experiences are included.
For Program Majors only
Prerequisites: RPE 01100, RPE 01200, RPE 01600 and RPE 03100
Pre or corequisite: RPE 03200

RPE 09253 – FIELD EXPERIENCE IN RECREATION AND RECREATION THERAPY (3 crs. 6 hrs.)
Advanced field experience involves increased participation in the assigned recreation agencies, assignment to a second type of agency for varied experience, and one-hour seminar.
For Program Majors only
Prerequisite: RPE 09100
Pre or corequisite: RPE 03500

+ Basic Course

A.S. Degree
COMMUNITY HEALTH
Requirements – page 42

A.S. Degree
EXERCISE SCIENCE/PERSONAL TRAINING
Requirements – page 44

A.A.S. Degree
PHYSICAL EDUCATION, RECREATION AND RECREATION THERAPY
— with Options for Therapeutic Recreation and Baccalaureate Programs in Teaching Physical Education K-12
Requirements – page 58

Certificate
EXERCISE SCIENCE/PERSONAL TRAINING
Requirements – page 64

Certificate
GERONTOLOGY
Requirements – page 64

HISTORY, PHILOSOPHY AND POLITICAL SCIENCE DEPARTMENT

Room D-309A• ext. 5417

Adeline Apena, *Assistant Professor*

Michael Barnhart, *Professor*

Christopher Chapman, *Assistant Professor*

Voorhees E. Dunn, *Associate Professor*

Abraham Edelheit, *Assistant Professor*

M. Reza Fakhari, *Professor and Associate Dean for Academic Affairs*

Joseph Felser, *Associate Professor*

Libby Garland, *Assistant Professor*

Sidney Helfant, *Professor*

Frances Kraljic, *Professor and Chairperson*

Martin Matthew, *Instructor*

Vernon Mogensen, *Professor*

Katherine Opello, *Assistant Professor*

Anna Procyk, *Associate Professor*

Ricardo Repetti, *Instructor*

Jacob Segal, *Assistant Professor*

Harry Schwartz, *Assistant Professor*

Michael Spear, *Assistant Professor*

Stuart Suss, *Professor and Provost*

Michael Sokolow, *Associate Professor*

Grace Trotman, *Assistant Professor*

Morton Wagman, *Professor*

ALL HISTORY AND POLITICAL SCIENCE COURSES, UNLESS OTHERWISE NOTED, MEET GROUP III DISTRIBUTION REQUIREMENTS FOR ALL DEGREES. PHILOSOPHY COURSES, UNLESS OTHERWISE NOTED, MEET GROUP II DISTRIBUTION REQUIREMENTS FOR ALL DEGREES.

AMERICAN HISTORY

+ HIS 01100 – 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 01200 – 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 01500 – 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 02000 – 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 02100 – 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 04100 – 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 05000 – AFRICAN-AMERICAN HISTORY (3 crs. 3 hrs.)
Study of Black Americans within the context of American civilization. Their role in the growth of the nation is examined to understand their contributions, their problems and the attitudes of all Americans, black and white, on the issue of race.

+ HIS 05500 – 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 05900 – 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 06200 – 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 06300 – 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 06600 – WOMEN IN THE SOCIAL SCIENCES (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 06800 – 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 06900 – 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 03100 – 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 03200 – MODERN CHINA (3 crs. 3 hrs.)
The reshaping of China and its revolutionary role in the modern world.

+ HIS 03300 – 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 03400 – 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 03600 – 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 03700 – 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 04200 – 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 04300 – THE HISTORY OF PUERTO RIC0 (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 04400 – 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 05100 – 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 05200 – 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 05300 – 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 05600 – 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 05700 – 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 06400 – 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 06500 – 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 06700 – 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 07000 – 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 081XX– 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 082XX – (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 07000 – PROBLEMS IN PHILOSOPHY: GOD, HUMANITY AND NATURE (3 crs. 3 hrs.)
Evaluation of enduring questions in the three main fields of philosophical inquiry through the lens of three major philosophical issues, i.e., God, human nature, and the nature of reality of the universe. Is there a Creator? What is reality? Is there such a thing as human nature? Do we have souls? How do we know anything? What is the meaning of life? How should we live? In addition to the Traditional methods in Western philosophy, students will explore alternative perspectives, e.g., Asian, African, Native American, mystical, and other approaches.

+ PHI 07100 – 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 07200 – 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, Nietzche, Kierkegaard.

+ PHI 07300 – 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 07400 – 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 07500 – PHILOSOPHY OF THE BEAUTIFUL – AESTHETICS (3 crs. 3 hrs.)
Study of the aesthetic experience in the philosophies of Plato, Aristotle, Schopenhauer, Nietzche and Kierkegaard. Examination of the criteria of the theories of beauty with reference to art, literature and music.

+ PHI 07600 – 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 07700 – 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 07800 – 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 081XX – 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 082XX – (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 05000 – 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 05100 – 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 05200 – 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 05300 – 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 05400 – 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 05500 – 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 05600 – 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 05700 – 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 05800 – 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 05900 – 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 06100 – 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 06300 – INTRODUCTION TO CRIMINAL JUSTICE (3 crs. 3 hrs.)
Introduction to the criminal justice system in the United States, includes study of crime and the three elements which comprise the criminal justice system: police, courts and corrections. Attention is given to civil liberties issues which involve the procedural due process rights of persons accused of crime.

+ POL 06400 – CRIME AND PUNISHMENT (3 crs. 3 hrs.)
Focus will be on "Crime" and on "Punishment," the two major aspects of the criminal justice system. Course will consider the three sections: The Institution of Punishment, Crime and Criminals, Controlling Crime through Punishment.

+ POL 06500 – 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 06600 – 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 06700 – 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 06800 – WOMEN AND THE CRIMINAL JUSTICE SYSTEM (3 crs. 3 hrs.)
Women and their involvement in the various aspects of crime. The motivations, roles, and concerns of women who are living in institutions and correctional facilities, and women who have become criminal justice professionals.

POL 06900 – POLICING (3 crs. 3 hrs.)
A study of policing in America. Historical development, selection and training, police culture, organization and administration, patrol, criminal investigation, ethics and corruption, civilian review board, women and minorities in policing and challenges for the future are covered.
Pre/Co-requisite: POL 06300

POL 07000 – CORRECTIONS AND SENTENCING (3 crs. 3 hrs.)
The policies and practices of the criminal justice system following the offender's arrest and conviction for a crime. The history of corrections is reviewed, and the functions of agencies that provide correctional services are covered; jails, probation, prisons, parole and intermediate sanctions. The course also considers important controversies and major trends in contemporary correctional practice.Pre/Co-requisite: POL 06300

POL 081XX – 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 082XX – (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 00100 – BEHAVIORAL AND SOCIAL SCIENCE: THE INDIVIDUAL AND HIS/HER WORLD (3 crs. 3 hrs.)
The concepts and methodologies of sociology, psychology, economics, political science and history helps students understand issues of current significance.
Prerequisite: Enrollment in "College Now" Program

+ Basic Course

A.A. Degree
CRIMINAL JUSTICE
Requirements – page 35

MATHEMATICS AND COMPUTER SCIENCE DEPARTMENT

Room F-309B • ext. 5931

Igor Balsim, *Assistant Professor*

Gordon Bassen, *Professor*

Aleksandr Davydov, *Assistant Professor*

Elie Feder, *Assistant Professor*

Ronald Forman, *Assistant Professor*

Samuel Gale, *Professor*

Isaak Garber, *Associate Professor*

David Greenberger, *Lecturer*

Nataniel Greene, *Assistant Professor*

Daniel Grimaldi, *Assistant Professor*

Chi-Shun Huang, *Assistant Professor*

Ayalur Krishnan, *Assistant Professor*

Eileen Lichtenthal, *Lecturer*

Stephen Majewicz, *Assistant Professor*

Max Mlynarski, *Professor*

Ari Nagel, *Lecturer*

Mariya Petrova, *Lecturer*

Robert Putz, *Lecturer*

Julius I. Rosenthal, *Assistant Professor*

David Salb, *Associate Professor*

Dale Siegel, *Associate Professor*

Richard Staum, *Professor*

Rachel Sturm-Beiss, *Assistant Professor*

Max Tran, *Assistant Professor*

Rina J. Yarmish, *Professor and Chairperson*

COMPUTER INFORMATION SYSTEMS

(Computer Information Systems courses do not satisfy Group V requirements.)

+ CIS 01100 – MICROCOMPUTER APPLICATIONS (4 crs. 4 hrs.)
Introduction to microcomputer applications used in information systems environments including: microcomputer hardware, microcomputer operating systems, word processing systems, and electronic spreadsheets. *Students who have completed BA 06000 or CP 00500 or CP 02800 or CP 01100 or TEC 02500 WILL NOT receive credit for this course.*
Prerequisite: Passing scores on the Arithmetic and Algebra portions of the COMPASS Math Skills Test.

CIS 01200 – INTRODUCTION TO OPERATING SYSTEMS (4 crs. 4 hrs.)
Microcomputer applications used in information systems environments including: microcomputer operating systems, graphics, microcomputer architecture and hardware, telecommunications, connecting personal computers via a local area network, and other selected topics.
Prerequisites: CP 00500

+ CIS 01500 – APPLIED COMPUTER ARCHITECTURE (1 cr. 1 hr.)
Preparation for CompTIA's A+ Exam for both the hardware and software portions of the test.
Pre or corequisite: CIS 01200

CIS 02100 – INTRODUCTION TO WEB PAGE DEVELOPMENT (4 crs. 4 hrs.)
An introduction to the design and development of web pages. Students will develop their own web pages using web page development software. *Students who have taken DP 00800 may not receive credit for this course.*
Prerequisite: CP 01100 or CP 00500 or CIS 0100 or BA 06000 or TEC 02500

CIS 02200 – HTML AUTHORING 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 00900 may not receive credit for this course.*
Prerequisite: CIS 02100 or TEC 05300 or Department permission

CIS 03100 – INTRODUCTION TO DATABASE (4 crs. 4 hrs.)
Microcomputer applications used in an information systems environment. Introduction to database management systems, and integrated software systems and packages.
Prerequisite: CP 00500 or BA 06000 or CP 01100 or CIS 01100 or TEC 02500

CIS 03200 – ADVANCED DATABASE PROGRAMMING (4 crs. 4 hrs.)
Concepts and features of a contemporary database language. Emphasis is on fundamentals of good programming style and the use of the language syntax to develop database applications.
Prerequisite: CIS 03100

CIS 04100 – 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 01200 or Department permission.

CIS 04200 – 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 04100

CIS 04500 – NETWORK SERVER ADMINISTRATION (4 crs. 4 hrs.)
An introduction to concepts of networking and administration. Students will be guided in installing, configuring, and administering Microsoft Windows. Server network operating systems. A computer laboratory is available for hands-on training sessions.
Prerequisites: CIS 01200

CIS 04600 – ADVANCED SERVER ADMINISTRATION (4 crs. 4 hrs.)
A second course in Windows server administration emphasizing the skills needed to manage, monitor, and troubleshoot common Windows Server configurations. A computer laboratory is available for hands-on training sessions.
Prerequisites: CIS 04500

CIS 06100 – SYSTEMS ANALYSIS (4 crs. 4 hrs.)
Tools and methods used by management to develop systems for computer applications including: system investigation, input design, output design, file design, documentation, system testing, system implementation, hardware and software.
Prerequisite: ONE of the following: CP 02100, 04100 or CIS 03100

CIS 081XX – 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 082XX – (1-3 crs. 1-3 hrs.)
This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

+Basic Course

COMPUTER PROGRAMMING

(Computer Programming courses are offered as electives to all students who have satisfied course prerequisites.)

CP 00500 – INTRODUCTION TO COMPUTER PROGRAMMING (4 crs. 4 hrs.)
Introduction to microcomputer programming used in data information environments including: microcomputer hardware, microcomputer operating systems, algorithm design using flowcharts and computer programming. *Students who have completed BA 06000 or CP00500 or CP 02800 or CIS 01100 or TEC 02500 will not receive credit for this course.*
Prerequisite: A passing score on the CUNY COMPASS Test.

+ CP 01100 – INTRODUCTION TO COMPUTERS AND COMPUTER APPLICATIONS (4 crs. 4 hrs.)
Computer literacy course introducing uses of computers; components of a computer system; input/output devices; flowcharting and programming in a contemporary programming language. Computer Applications include word processing, spreadsheets, graphics, and database management systems; computer concepts and information processing. *Computer Information Systems Majors and students who completed BA 06000 or CP 00500 or CP 02800 or CIS 01100 or TEC 02500 WILL NOT receive credit for this course.*
Prerequisite: Passing Score on CUNY Mathematics Assessment Test.

CP 02100 – C PROGRAMMING 1 (4 crs. 4 hrs.)
Introduction to Programming in the C language including: variables, definitions, pointers, functions, loops, arrays, screen handling and interfaces to UNIX and other languages. *Students who have completed CS 013A0 WILL NOT receive credit for this course.*
Prerequisite: CP 00500

CP 02200 – C PROGRAMMING 2 (4 crs. 4 hrs.)
Covers advanced aspects of the C language, including pointers, compile and run-time storage allocation, data structures such as linked lists, sorting, searching and recursion. *Students who have completed CS 01200 WILL NOT receive credit for this course.*
Prerequisite: CP 02100

+ CP 02800 – 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 06000, CP 01100 or CIS 01100 or TEC 02500 WILL NOT receive credit for this course.*
Prerequisites: Passing grade on the COMPASS Math Skills Test, part 1 & 2 or Bachelor's Degree.

+ CP 03100 – 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 00900

CP 03300 – 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 03100

CP 04000 – MULTIMEDIA PROGRAMMING (4 crs. 4 hrs.)
Course combines text, sound graphics and motion to execute a multimedia presentation. Application of techniques for interactive use of the new technology to create mixed media materials. Leading multimedia authoring programs will be discussed.
Prerequisite: Any programming language.

CP 06100 – JAVA PROGRAMMING 1 (4 crs. 4 hrs.)
An introduction to the Java programming language, including algorithms, data representation, debugging and verification of programs and object-oriented programming concepts.
Prerequisite: Passing grade on the CUNY Mathematics Assessment Test and one course in a programming language.

CP 06200 – JAVA PROGRAMMING 2 (4 crs. 4 hrs.)
Second course in JAVA programming with an emphasis on Object-Oriented Programming (OOP), advanced programming concepts (Data Structures, Recursion), JAVA Graphics (advanced applet design) and additional selected topics.
Prerequisite: CP 06100 or CP 00500

CP 06600 – COMPUTER GRAPHICS AND DESIGN (4 crs. 4 hrs.)
The concepts and structures of modern computer graphics and computer-aided design. Applications for presentation and business graphics, computer-aided design and drafting, engineering graphics. Hands-on experience with computers for programming practice and assignments.
Prerequisite: CP 00500 or CP 01100 or BA 06000 or TEC 02500 or CIS 01100 or Department permission.

CP 06700 – COMPUTER GRAPHICS AND DESIGN II (4 crs. 4 hrs.)
Advanced computer graphics and technical drawing using AutoCAD LT and Auto Sketch.
Prerequisite: CP 06600

CP 07100 – PROGRAMMING IN UNIX/LINUX (5 crs. 5 hrs.)
Introduction to the UNIX operating system and to programming using its functions and subprograms including: file structures, directories, security, utility programs, pointers, functions, screen handling with term cap definitions and interfaces to languages and databases.
Prerequisites: CIS 01200 PLUS one of the following: CP 05100, 05400, 04100, CIS 03100

CP 09100 – Programming using Statistical Analysis System (SAS®) (3 crs. 4 hrs.)
How to organize, manipulate, analyze, report and display results from various types of data by writing SAS® programs. The objective of the course is to learn programming techniques in SASÝ and perform basic statistical procedures routinely used in business, finance and the pharmaceutical industry.
Prerequisites: Passing grade on Parts 1 and 2 of the COMPASS Math Skills exam.
Co-requisite: MAT 02000

+ Basic Course

COMPUTER SCIENCE

ALL COMPUTER SCIENCE COURSES (CS) MEET GROUP V DISTRIBUTION REQUIREMENTS FOR ALL DEGREES UNLESS OTHERWISE NOTED.

+CS 01200 – 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 02100 will not receive credit for this course.
Pre or corequisite: MAT 01400

CS 013A0 – ADVANCED PROGRAMMING TECHNIQUES (4 crs. 4 hrs.)
A second course in programming designed to introduce advanced techniques. Program reliability, maintainability, and reusability are emphasized. Topics include: Module design and multifile programs; file organizations, indexing and processing, abstract data types and storage classes; addresses, pointers, and dynamic storage allocation; program testing and debugging; recursion and function parameters. Students who have completed CP 02200 will not receive credit for this course.
Prerequisite: CS 01200

CS 01400 – COMPUTERS AND ASSEMBLY LANGUAGE PROGRAMMING (5 crs. 5 hrs.)
Computer structure, machine language and assembly language programming. Digital representation of data; addressing techniques; macro, machine and assembly instruction sets. Emphasis on computing techniques for numerical applications is supplemented by several computer projects.
Prerequisite: CS 01200

CS 03500 – 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 01500

CS 03700 – 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 013A0

CS 081XX – 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 082XX – (1-3 crs. 1-3 hrs.)
This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.
(Data Processing courses do not satisfy Group V requirements.)

+DP 00100 – NEW STUDENT TECHNOLOGY SKILLS (1 cr. 1 hr.)
(Also listed as BA 00100 and TEC 00100)

Basic technology skills on the computer and Internet necessary for research and term paper preparation.

+ DP 00700 – 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 online in hands-on sessions.
Prerequisite: Passing scores on the Arithmetic and Algebra portions of the COMPASS Math Skills Test.

MATHEMATICS

ALL BASIC MATHEMATICS (MAT) COURSES MEET GROUP V DISTRIBUTION REQUIREMENTS FOR ALL DEGREES UNLESS OTHERWISE NOTED.

~ MAT 0M100 – BASIC MATHEMATICS (0 crs. 4 hrs. – 4 equated crs.)
Arithmetic stressing quantification and manipulative skills and applications for students who are deficient in that subject. Required of all students who fail the Arithmetic portion of the COMPASS Math Skills Test and have passed the CUNY/ACT in Reading.

~ MAT 0M200 – INTRODUCTORY ALGEBRA (0 crs. 4 hrs. – 4 equated crs.)
Course stresses solution of elementary algebraic equations, word problems and applications. Introductory Algebra for students who fail the Algebra portion and pass the Arithmetic portion of the COMPASS Math Skills Test.

~ MAT 0R300 – ALGEBRA (0 crs. 4 hrs. – 4 equated cr.)
Topics in elementary algebra for students who pass the Arithmetic portion and score between 30 and 45 on the Algebra portion of the COMPASS Math Skills Test.

~ MAT 0X100 – PRE-ALGEBRA (0 crs. 1/2 hr. – 1/2 equated cr.)
An express course offered to students who achieve a specific non-passing score on the Pre-Algebra portion of the COMPASS Math Skills Test.
Prerequisite: Passing score on the CUNY reading exam.

~ MAT 0X200 – ALGEBRA (0 crs. 1/2 hr. – 1/2 equated cr.)
An express course offered to students who achieve a specific non-passing score on the Algebra portion of the COMPASS Math Skills Test.
Prerequisite: Passing score on the Pre-Algebra portion of the COMPASS Math Skills Test.

+ MAT 00100 – ELEMENTARY ALGEBRA (0 crs. 4 hrs.)
Designed to help students pass the Mathematics A High School Regents Exam. Topics include: number concepts, algebraic reasoning, introductory geometry, the coordinate plane and probability.
Prerequisite: Students that the high school identifies as being in need of extra assistance in order to pass the Mathematics A Regents Exam on the first try or students who have taken and failed the Mathematics A Regents Exam.
Prerequisite: Enrollment in the "College Now" Program

+ MAT 00300 – INTERMEDIATE ALGEBRA (0 crs. 4 hrs.)
Designed to help students pass the Mathematics B High School Regents Exam. Inequalities, rational expressions, exponents, quadratic equations, radicals, complex numbers, functions, logarithms and exponential functions.
Prerequisite: Students that the high school identifies as being in need of extra assistance in order to pass the Mathematics B Regents Exam on the first try or students who have taken and failed the Mathematics B Regents Exam.
Prerequisite: Enrollment in the "College Now" Program

+ MAT 00600 – 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 00900

+ MAT 00700 – PRINCIPLES of MATHEMATICS (4 crs. 4 hrs.)

A basic course in mathematical discovery. Students participate in the development and investigation of topics such as: number sequences, calculating devices, extrapolation, mathematical mosaics and curves, probability and topology. Not open to students who have taken a mathematics course number 9 or higher or third-year sequential mathematics.
Prerequisite: MAT OM200 or passing scores on both the Arithmetic and Algebra portions of the COMPASS Math Skills Test.

+ MAT 00800 – PRACTICAL MATHEMATICS FOR TODAY'S WORLD (4 crs. 4 hrs.)

Critical-thinking and mathematical skills useful in making informed decisions on many aspects of modern life involving quantitative concepts. Topics include logical analysis and inference, mathematics of finance, statistical reasoning and probability.
Prerequisite: MAT 0M200 or passing scores on the COMPASS Arithmetic and Algebra exam.

MAT 00900 – COLLEGE ALGEBRA (3 crs. 4 hrs. – 3 equated crs.)

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.
Prerequisite: A grade of 45 to 55 on the Algebra portion of the COMPASS Math Skills Test and successful completion of the Arithmetic portion of the COMPASS Math Skills Test or passing grade in MAT OR300.

+ MAT 01000 – 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 00900 but not trigonometry.
Prerequisite: MAT 00900 or KCC Mathematics Placement code of 5 or higher.

+ MAT 01100 – 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 00900 or KCC Mathematics Placement code of 5 or higher.

+ MAT 01200 – 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 01200 and/or MAT 01300 during the same or different semesters in either order.
Prerequisite: MAT 00900 or KCC Mathematics Placement code of 5 or higher.

+ MAT 01300 – SURVEY OF MATHEMATICS AND COMPUTER CONCEPTS (4 crs. 4 hrs. – 4 equated crs.)

To introduce A.A. and A.A.S. students to several branches of mathematics, topics include: probability and statistics, computer programming, logic, the real number system, and linear programming. Students may take MAT 01200 and/or MAT 01300 during the same or different semesters in either order.
Prerequisite: MAT 0R200 or MAT 0R300, or an "A" grade in MAT 00700 or KCC Mathematics Placement code of 4 or higher.

+MAT 01400 – 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 00900 or KCC Mathematics Placement code of 5 or higher.

MAT 01500 – 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 01400 or KCC Mathematics Placement code of 7 or higher.
Pre or corequisite: MAT 01000

MAT 01600 – CALCULUS II (4 crs. 4 hrs.)

Continuation of MAT 01500, with emphasis on transcendental functions and special methods of integration.
Prerequisite: MAT 01500

+ MAT 02000 – ELEMENTS OF STATISTICS (3 crs. 3 hrs. – 3 equated crs.)

Introduction to probability and statistics including: tabulation and graphing of distributions, central and dispersion tendencies, comparison techniques, correlations and predictive techniques. Recommended for students planning careers in economics, education, psychology, sociology, computer information systems, occupational therapy and physician assistant.
Prerequisite: MAT 0R200 or MAT 0R300 or KCC Mathematics Placement code of 4 or higher.
Not open to students who have taken MAT 02200.

MAT 02100 – CALCULUS III (4 crs. 4 hrs.)

Continuation of MAT 01600 with emphasis on partial differentiation, polar coordinates, multiple integration, solid geometry, vectors, and hyperbolic functions.
Prerequisite: MAT 01600 with "C" grade or better.

MAT 02200 – BUSINESS STATISTICS (4 crs. 4 hrs.)
An introduction to probability and statistics as they apply to business applications including data summary measures, discrete measures, discrete random variables and probability distributions, sampling methodologies and analysis, hypothesis testing and regression analysis. Special emphasis will be given to solutions of practical business problems..
Prerequisite: Passing grade on the Arithmetic portion of the COMPASS Math Skills Test, and a grade of at least 45 on the Algebra portion of the COMPASS Math Skills Test. Not open to students who have taken MAT 02000.

MAT 02500 – 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 00900

MAT 05500 – 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 01600 with "C" grade or better

MAT 05600 – LINEAR ALGEBRA
(4 crs. 4 hrs. – 4 equated crs.)
Study of vector spaces, matrix algebra transformation, and vector analysis.
Prerequisite: MAT 01500 with a "C-" grade or better

MAT 081XX – 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 082XX – (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

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NURSING DEPARTMENT

Room M-401 • ext. 5522

James Ahearn, *Distinguished Lecturer*

Tamara Bellomo, *Distinguished Lecturer*

Lucille Cichminski, *Assistant Professor*

John Donahue, *Coordinator for Nursing Learning Resources*

MaryAnn Edelman, *Associate Professor*

Carmel Ficorelli, *Associate Professor*

Richard Fruscione, *Assistant Professor*

Barbara Ann Gattulo, *Assistant Professor*

Denise Giachetta-Ryan, *Professor and Director, Surgical Technology Program*

Valerie Gill, *Assistant Professor*

Valerie Haskell, *Assistant Professor*

Deborah Hyland, *Distinguished Lecturer*

Coleen Kumar, *Assistant Professor*

Joanne Lavin, *Professor and Acting Chairperson*

Diane McDevitt, *Distinguished Lecturer*

Marjorie McDonough, *Associate Professor*

Catherine Olubummo, *Assistant Professor*

Dolores Shrimpton, *Professor*

Margaret Vanderbeek, *Distinguished Lecturer*

Bridget Weeks, *Assistant Professor, Deputy Chairperson for Clinical Affiliations*

NURSING

THE A.A.S. IN NURSING HAS A LIMITED NUMBER OF SEATS AVAILABLE FOR ADMISSION EACH SEMESTER.

ALL FIRST-TIME FRESHMAN AND TRANSFER STUDENTS NOT ACCEPTED INTO PRE-CLINICAL NURSING UPON ADMISSION ARE ENROLLED AS LIBERAL ARTS (A.A.) STUDENTS TAKING A SEQUENCE OF COURSES WHICH, ONCE SATISFACTORILY COMPLETED, COULD LEAD TO ENTRANCE INTO THE CLINICAL NURSING MAJOR.

The Nursing Program consists of two components: Pre-Clinical and Clinical.

To be considered for the Clinical component of the Program, students must comply with the following:

1. be enrolled in the Pre-clinical Component;
2. complete any required remediation before completion of the four courses in the Pre-Clinical Sequence;
3. complete the four courses in the Pre-Clinical Sequence (if exempt form BIO 01200): ENG 01200 or ENG 02400, PSY 01100, BIO 01100 and SCI 02500;

4. complete the four courses in the Pre-Clinical Sequence with at least a grade point average of 2.5 and earn at least 2 B's (one of which must be in SCI 02500 or BIO 01100);
5. students who have repeated and/or withdrawn from any of the Pre-Clinical sequence courses may not be considered for admission to the Nursing program;
6. all grades received for courses taken in the Pre-Clinical Sequence at Kingsborough will be included in the Pre-Clinical average computation;
7. submit transcripts from other colleges (NOTE: Letter grades received in the Pre-Clinical sequence courses at other colleges will be used to determine eligibility for admission); *any biological sciences course more than 10 years old will not be accepted for exemption or credit;*
8. perform satisfactorily on the National League for Nursing Pre-Admission RN Examination, and;
9. pass CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or meet all requirements for existing remediation.
10. transfer students from other colleges must be in good standing. Students who are on academic probation or have been administratively dismissed from a Nursing program at a previous school are not eligible for admission to the Nursing program.

Students who successfully complete the prescribed Pre-Clinical Sequence requirements may formally file for enrollment into the Clinical component of the Nursing Program. Application forms for the Clinical component of the Nursing Program are available in the Nursing Department Office (M-401). The completed form should be filed in that office during the Fall or Spring semester in which the student expects to complete the pre-clinical requirements. **Students completing the requirements during the Summer or Winter module should file their applications in the following semester. Specific filing dates are available in the Nursing Department Office.**

Completion of the above conditions (1 - 9) does NOT guarantee admission into the Clinical component of the Nursing Program. Admission into the Clinical component will be based on space availability, the Pre-Clinical -Sequence average and the NLN examination results.

Qualified applicants who are not admitted to the Clinical component due to lack of available space will NOT be placed on a waiting list or be given preferential admission into a later class. These students should consult with a nursing coordinator in Room M-101 to discuss further options.

After having attempted 25 credits at Kingsborough, Nursing students who are not admitted into the Clinical component of the Nursing Program MUST FILE for a change of curriculum into another degree program or they will be automatically transferred into Liberal Arts. Exception to this rule can be made only by the Nursing Department Admissions Committee.

Licensed Practical Nurses who are accepted into the Clinical phase of the Nursing Program may receive credit for NUR 01800 (Fundamentals of Nursing) by earning a "C" or better in the National League for Nursing (NLN) ACE exam. Credit for NUR 01700 (Calculations for Medication Administration), may be earned by passing the Nursing Department examination with a grade of "C" or higher.

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

1) U.S. Citizenship

2) Permanent Residency

3) International Student with F1 Status

4) Granted Asylum, Refugee Status, Temporary Protected Status, Withholding of Removal, Deferred Enforced Departure; or Deferred Action Status by the U.S. government

Transfer Students

Students who wish to transfer into the nursing curriculum from other colleges must meet the criteria for admission into the nursing curriculum. Transfer students are not admitted directly into the nursing curriculum. They must meet with a nursing counselor in Room M-101 and file an Application for Advanced Standing, during the time period noted on the Academic Calendar, with the Registrar.

Official transcripts must be sent to the Registrar's Office and an evaluation of previous courses will be done. As per college policy, no more than 30 credits may be transferred. All grades for pre-clinical courses will be used to calculate the pre-clinical grade point average.

Upon acceptance to the college, transfer students must file an application for a Change of Curriculum during the period noted on the Academic Calendar (the dates noted on the calendar are strictly adhered to). This application is obtained in the Registrar's Office. The student must see a nursing counselor to discuss their academic performance and obtain the counselor's signature on the form. The Change of Curriculum Form is submitted to the Nursing Department.

Retention Criteria

A large number of those students who are accepted into the Clinical component of the Nursing Program, complete the Nursing Program.

Criteria for retention in the Nursing Program mandates that students:

1) receive no grades below a "C" in any of the co-requisite courses;
2) earn a minimum a "C" grade in every required Nursing course with a clinical component;
3) students who fail a clinical nursing course achieving a grade of not less than "C–" may apply to repeat the course one time only in the semester immediately following the failure. Repeating the course is subject to space availability.
4) Students must submit an "Intent to Return to Nursing Courses Form" outlining what they thought caused them to be unsuccessful and include a plan for success that demonstrates significant changes in how they will approach the course when repeated

5) 5. A second earned grade of less than a "C" in any nursing course with a clinical component will result in dismissal from the Nursing program.

Nursing students who enter Nursing 17 and Nursing 18 for the first time MUST complete the Nursing Program within four years from the date of entry into the core nursing courses. Any student who has not attended nursing courses for two or more consecutive semesters cannot be readmitted into the Nursing Program unless qualifying examinations have been passed in sequential order in the courses previously completed. In accordance with the retention criteria of the Nursing Department, qualifying examinations may be repeated only once.

Drug Calculation Policy

As of Fall 1989, NUR 01700, "Calculations for Medication Administration" is a pre or corequisite for NUR 18 and a prerequisite to all other nursing courses. Throughout the rest of the program, drug knowledge and skills will be integrated and tested in every nursing course.

Pre-NCLEX RN Examination

All students must take the NLN Diagnostic Readiness Test (DRT) examination while enrolled in their last clinical nursing course.

Malpractice Insurance – Health Clearance – CPR Certification

Prior to registration, students entering nursing courses in which there are laboratory experiences in hospitals and other health agencies, are required to have malpractice insurance, health clearance and a CPR (BLS) certificate. The insurance policy, CPR (BLS) certificate, and health clearance must be satisfactory for the entire semester. Information on malpractice insurance and/or CPR is available in the Nursing Department Office (M-40l); information on health requirements, from the Health Services Office (A-108).

NOTE: (a) Clinical Nursing students incur the expenses of purchasing a required uniform and equipment necessary for clinical practice in health care agencies.

(b) The academic requirements in the Nursing curriculum are demanding and students are cautioned to plan their work schedules or extra-curricular activities with this in mind.

Legal Limitations for State Licensure

Requirements for licensure as a Registered Professional Nurse (RN) in New York State includes: having attained the age of eighteen years or more, the successful completion of the A.A.S. Degree Program in Nursing, passing the National Council Licensing Examination and being of good moral character. The Office of Professional Discipline investigates all applicants with prior criminal conviction(s) and/or pending criminal charges (felony or misdemeanor). Following its investigation, a determination will be made as to the applicant's eligibility for licensure.

The majority of students who complete the Nursing Program requirements and graduate from Kingsborough pass the licensing examination (NCLEX-RN) on their first attempt. Most graduates are employed in acute care or long-term care facilities.

+ NUR 01700 – 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 grade on the COMPASS Math Skills Test
Pre or corequisite: NUR 01800 or the equivalent

+ NUR 01800 – 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 nursing homes or other health agencies.
Prerequisites: BIO 01100, PSY 01100; SCI 02500; ENG 01200 or ENG 02400 if exempt from ENG 01200
Pre or corequisites: NUR 01700, BIO 01200

NUR 01900 – 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 02000 and NUR 02200
Pre or corequisites: SOC 03100, ENG 02400

NUR 02000 – 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 02100
Pre or corequisite: PSY 03200
Recommended: SOC 03100 and ENG 02400

NUR 02100 – 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 01700, NUR 01800
Pre or corequisite: BIO 05100

NUR 02200 – NURSING THE ILL ADULT II (5 crs. 17 hrs. One-half semester)

During this continuation of NUR 02100, 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 02100
Pre or corequisite: PSY 03200
Recommended: SOC 03100 and ENG 02400

NUR 02300 – 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 02000, NUR 02200
Pre or corequisites: SOC 03100, ENG 02400

NUR 02400 – 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 02000, NUR 02200
Pre or corequisites: NUR 01900, NUR 02300, SOC 03100, ENG 02400

ELECTIVES:

NUR 02700 – PATHOPHYSIOLOGY (3 crs. 3 hrs.)

Physiologic and pathophysiologic mechanisms that act singly or in concert to produce alterations on a cellular, tissue, organ, system level as well as on the total human organism. Emphasis is placed on underlying concepts that create recurrent patterns of cellular dysfunction and progression to alterations in system function and interweaves development across the lifespan with disease processes.
Pre/Corequisites: BIO 01200, SCI 02500 or department permission required

NUR 02800 – CONTEMPORARY ISSUES IN HEALTH CARE (3 crs. 3 hrs.)

(Also listed as SOC 02800 and BA 02800)
The sociological, ethical, legal and economic impact of managing health care into the next century.

NUR 02900 – 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 04100 – 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 04200 – 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 04300 – 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 01100 or SOC 03100 or Department permission
Open to all students.

NUR 04400 – 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 01100

NUR 04500 – PHARMACOLOGY IN HEALTH AND DISEASE (3 crs. 3 hrs.)

Intended for individuals of any background who desire information regarding safe use of prescription and non-prescription drugs. Emphasis will be placed on the impact of safe drug use on promoting and maintaining health. This course will also examine how drugs affect the body by changing many of its normal mechanisms and thereby contributing to health problems.
Prerequisite: Course is only open to pre-clinical, clinical and surgical technology students.

NUR 04600 – 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 03700 or SOC 03100 or Department permission

NUR 04700 – HOME HEALTH CARE: PATTERNS AND NEEDS (3 crs. 3 hrs)

Introduction to current home health care delivery systems; regulatory agencies; reimbursement mechanisms (insurance, private pay, Medicaid, Medicare); and roles and levels of care providers. Proposed Federal, State, City and private initiatives, planned changes in utilization and providers as well as accreditation and quality assurance programs will be explained. Options and skills to negotiate and obtain home care services for individuals and families will be discussed.

NUR 04800 – 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 01800

NUR 04900 – 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 01800 or Department permission

NUR 05000 – PAIN MANAGEMENT STRATEGIES (3 crs. 3 hrs.)
The role of the nurse, physician, other health care professionals, and caretakers in the pain management of clients, including a focus on the terminally ill as well as the chronically pained client In this course, students will gain knowledge of both traditional pharmacological strategies as well as non-traditional alternative therapies.
Prerequisite: PSY 01100

NUR 05100 – END OF LIFE ISSUES, HOSPICE AND PALLIATIVE CARE (3 crs. 3 hrs.)
The role of the nurse, physician, other health care professional, and caretakers in the provision of care for the dying patient and family members. The students will gain knowledge of end of life issues, care, understand the philosophy of hospice and palliative care, and identify appropriate interventions when working with the terminally ill patient and grieving family members.
Prerequisite: PSY 01100 and/or Department permission

NUR 082XX (1-3 crs. 1-3 hrs.)
This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

A.A.S. IN SURGICAL TECHNOLOGY

The A.A.S. in Surgical Technology has a limited number of seats available for admission. The courses are offered once per academic year.

The Surgical Technology Program provides the professional skills required for a career in health care. The program introduces the student to the theory and practice of Surgical Technology and Perioperative practice in the classroom, laboratory and actual clinical setting. Students are prepared to function as a professional member of the surgical team by demonstrating knowledge of aseptic techniques, surgical procedures and instrumentation. The learning environment for students facilitates the development of knowledge, skills and values for professional development. The students garner sufficient background to be able to assimilate the policies and procedures of any health care institution consistent with their scope of practice in New York State. Upon completion of the program, graduates are eligible to take the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Career Opportunities

Surgical Technologists are crucial members of the surgical team. They are employed in hospital operating rooms, delivery rooms, cast rooms, ambulatory care units and central supply departments. They are utilized in clinic, ophthalmologists, physician and dentists' offices. With a broad educational background combined with the specialized focus they possess, Surgical Technologists' function very well in diverse areas as medical sales, product development and research, laser technology and bio-medical engineering.

Admission Requirements

To be considered for the Surgical Technology Program, students must pass the CUNY ACT in Reading and Writing and the COMPASS Math Skills Test.

The student must achieve a minimum average of 2.5 in all courses required for the program. Courses from other colleges to be applied toward program requirements must have grades submitted for them.

Retention Criteria

Criteria for retention in the Surgical Technology Program mandates that students:

1. Receive no more that two grades below "C" in any of the pre or co-requisite courses.
2. Earn a minimum of "C" in all Surgical Technology Courses.
3. Students earning less than a "C" grade in a Surgical Technology Course may repeat the course one time (subject to space availability).
4. A second earned grade of less the "C" in any Surgical Technology course will result in dismissal from the Program.
5. Clinical Performance in the Practicum must be at a satisfactory level to remain in the program.

Any student who has not attended nursing courses for two or more consecutive semesters cannot be readmitted into the Surgical Technology Program unless qualifying examinations have been passed in sequential order in the courses previously completed. In accordance with the retention criteria of the Nursing Department, these examinations can be repeated only once. In addition, the student must demonstrate clinical competency by passing a Clinical Practicum examination prior to returning to any of the clinical courses.

Practicum Courses

Following the successful completion of the first semester of the program, students will enroll in Practicum Courses and will participate in actual surgical procedures in the operating rooms at various clinical agencies.

Practicum Requirements

Course Completion:

The student must complete and achieve a grade of "C" in the following courses prior to placement in the first practicum:

ENG 01200
BIO 01100
ST 00100
ST 00200

Health Clearance – Malpractice Insurance – CPR Certification

Prior to registration for the practicum, students in Surgical Technology are required to obtain health clearance from the Kingsborough Community College Office of Health Services (A108). Students should obtain information regarding annual physical examination, immunization, tuberculosis testing and forms from the Office of Health Services (A-108). Students must obtain malpractice insurance that is valid for the entire semester and provide documentation of this to the Nursing Department

(M- 401) prior to registration. Students must also obtain CPR (BLS) certification and provide documentation to the Nursing Department prior to registration in the first Practicum.

Information on obtaining BLS certification and malpractice insurance is available in the Nursing Department office, MAC 401.

Students are required to purchase a lab coat and KCC patch. They may opt to purchase individual protective goggles.

The academic requirements are demanding and students are cautioned to plan their work schedules and extra curricular activities with this in mind.

SURGICAL TECHNOLOGY

ST 00100 - SURGICAL TECHNOLOGY I (3 credits, 3 hours)

Comprehensive study of the operative environment, professional roles, communications techniques and ethical responsibilities.
Corequisite: ST 00200
Pre/Corequisites: ENG 01200, BIO 01100

ST 00200 - SURGICAL TECHNOLOGY II (2 credits, 6 hours (2 lecture, 4 lab)

Provides theoretical knowledge for the application of essential skills during the perioperative phase of patient care. It introduces the student to the practice of surgical technology with a focus on those skills necessary for function in the scrub role.
Corequisite: ST 00100
Pre/Corequisites: ENG 01200, BIO 01100

ST 00300 - SURGICAL TECHNOLOGY III (4 credits, 4 hours)

Principles and the practice of surgical technology with a focus on those functions that impact the circulating role. Introduction to surgical pharmacology, anesthesia and wound healing physiology.
Prerequisite: ST 00100, ST 00200
Corequisite: ST 03P00

ST 00400 - SURGICAL PROCEDURES (4 credits, 4 hours)

Introduction to each anatomical system with a focused review of pathology in conjunction with those specific procedures performed. The instrumentation and surgical modalities of each specialty will be covered as they relate to the practice of Surgical Technology. Surgical specialties include General, Gastrointestinal, Biliary, Gynecologic, Ear-Nose and Thoracic Surgery, Plastic and Pediatric Surgery.
Pre/Corequisites: BIO 01100, NUR 04500

ST 00500 - Advanced Surgical Procedures (4 credits, 4 hours)

Continuation of anatomical systems with a focused review of pathology in conjunction with specific procedures performed. The instrumentation and surgical modalities of each specialty will be covered as they relate to the practice of Surgical Technology. The advanced surgical specialties include Opthalmic, Vascular, Orthopedic, Neurosurgery, Thoracic, Cardiac, Trauma and Transplant.
Prerequisite: ST 00400, ST 04P00
Corequisite: ST 05P00
Pre/Corequisite: BIO 05100

ST 00600 - PROFESSIONAL STRATEGIES FOR THE SURGICAL TECHNOLOGIST (1 credit, 2 hours)

Prepares students for both certification and life in the work force. It is both a review course for certification as well as development of job-seeking skills to ensure that the student succeeds in a career path. Resume writing and interviewing techniques are covered as a requirement for the Certified Surgical Technologist for recertification and continuing education throughout his/her career.
Prerequisite: ST 00500, ST 05P00
Corequisite: ST 06P00

ST 03P00 - PRACTICUM I (2 credits, 8 clinical hours)

Provides the student individualized experience in practice in the field. Emphasis is placed demonstrating proficiency necessary to participate in surgical procedures
Prerequisite: ST 00100, ST 00200
Corequisite: ST 00300

ST 04P00 - PRACTICUM II (2 credits, 8 clinical hours)

Provides the student with individualized experience in practice in the field. Emphasis is placed on demonstrating proficiency in skills necessary and participating in basic surgical procedures.
Prerequisite: ST 00300, ST 03P00
Corequisite: ST 00400

ST 05P00 - PRACTICUM III(3 credits, 16 clinical hours)

Continuation of individualized experiences in practice in the field. Emphasis is placed on demonstrating proficiency in skills necessary for participating in the advanced specialties.
Prerequisite: ST 00400, ST 04P00
Corequisite: ST 00500

ST 06P00 - PRACTICUM IV (3 credits, 16 clinical hours)

Provides the student with individualized experience in the field. Emphasis is placed on demonstrating proficiency in skills necessary for independent practice.
Prerequisite: ST 00500, ST 05P00
Corequisite: ST 00600

+ Basic Course

A.A.S. Degree
NURSING
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A.A.S. Degree
SURGICAL TECHNOLOGY
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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.

The Surgical Technology Program of Kingsborough Community College has received initial accreditation from the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Information is available by contacting CAAHEP, 1361 Park Street, Clearwater, Florida 33756 (727) 210-2350

PHYSICAL SCIENCES DEPARTMENT

Room S-243A• ext. 5746

Grigoriy Aizin, *Professor*

Kathryn Chapman, *Assistant Professor*

Harold C. Connolly, *Associate Professor*

Aston G. Gillies, *Chief College Laboratory Technician*

Cyrena Goodrich, *Assistant Professor*

John Lawrence, *College Laboratory Technician, Adjunct Lecturer*

Jose Lenis, *College Laboratory Technician*

Patrick M. Lloyd, *Assistant Professor*

Jay Mancini, *Professor*

John Mikalopas, *Assistant Professor and Chairperson*

Varattur Reddy, *Associate Professor*

Natasha Roth, *College Lab Technician*

Michael K. Weisberg, *Professor*

Hanying Xu, *Assistant Professor*

ALL BASIC PHYSICAL SCIENCE COURSES, UNLESS OTHERWISE NOTED, MEET GROUP V DISTRIBUTION REQUIREMENTS FOR ALL DEGREES.

CHEMISTRY

~ CHM 00100 – PREVIEW of GENERAL CHEMISTRY (0 crs. 2 hrs. – 2 equated credits)
Lecture and workshop introduces chemical nomenclature, symbolism, structure of atoms and molecules, isotopes and atomic weight, simple chemical reactions and balancing chemical equations. Mathematics necessary for chemistry included. Critical reading of chemistry texts. Students receive intensive help with weak areas.
Pre or corequisite: MAT 00900
Required of all students who wish to enroll in CHM 01100 and do not meet the prerequisites.

CHM 00500 – CHEMISTRY FOR THE NUTRITIONAL SCIENCES (5 crs. 7 hrs)
Principles of general chemistry with applications to biological systems and processes. Intended for students who wish to pursue a career in nutrition or other health-related fields. Not open to students who have completed CHM 01100. Utilization of the metric system, conversions, physical and chemical properties of matter, chemical nomenclature, symbolism, atomic and molecular structure, nuclear processes, the basics of chemical bonding and reactions, stoichiometry, and the properties of the states of matter, solids, liquids and gases. Students will also be introduced to the chemistry of solutions and colloids, acids and bases, which are integral in nutritional processes. Students will be able to proceed on to organic chemistry courses in health related fields.
Prerequisites: Permission of the Department and passing scores on CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test.

+ CHM 01100 – 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 00900 or passing score on the COMPASS Math Skills Test and either CHM 00100 or passing exemption exam for CHM 00100. Contact department for exemption exam information.

CHM 01200 – 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 01100

CHM 03100 – 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 01200

CHM 03200 – 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 03100

CHM 081XX – 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 082XX – (1-3 crs. 1-3 hrs.)
This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

~ Developmental Course

+ Basic Course

ENGINEERING SCIENCE

EGR 02100 – ENGINEERING DESIGN (3 crs. 5 hrs.)
For a beginning engineering students, hand-on investigations and an appreciation of the importance of engineering in our society. In the laboratory, students will investigate problems relevant to the study of engineering, including mechanical, robotic and bridge design. Computers will be utilized for all relevant laboratory sessions. Lecture discussions will include preparation for the labs and discussions of approaches engineers have used to solve difficult problems.
Prerequisite: Passing scores on the CUNY/ACT in Reading and Writing and MAT 00900
Corequisite: MAT 01400

EGR 02200 – 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 02100, PHY 01400.
Corequisite: MAT 05500

EGR 02300 – 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 01200, PHY 01400
Corequisite: CS 01200

EARTH AND PLANETARY SCIENCE

+ EPS 03100 – METEOROLOGY (4 crs. 6 hrs.)
Fundamental physical and chemical structure of the atmosphere including weather, climate, meteorological instrumentation, and air pollution.
Prerequisites: Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or department permission

+ EPS 03200 – OCEANOGRAPHY (4 crs. 6 hrs.)
Factors that have a major influence on the physical and chemical structure of the oceans includes tides, waves, currents, oceanographic instrumentation and coastal oceanography. Course includes a laboratory component.
Prerequisites: Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or department permission

+ EPS 03300 – PHYSICAL GEOLOGY (4 crs. 6 hrs.)
Study of the nature of the Earth and its processes includes: mineral and rock classification; analysis of the agents of weathering and erosion; dynamics of the Earth's crust as manifest in mountain building, volcanoes and earthquakes; recent data concerning the geology of other planets; field and laboratory techniques of the geologist.
Prerequisites: Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or department permission

+ EPS 03500 – INTRODUCTION TO ASTRONOMY (4 crs. 6 hrs.)
Concepts and methods of astronomical science, the early theories of the universe, astronomical instruments, the solar systems and its members, stars, galaxies, recently discovered objects, and study of modern cosmological ideas. Course includes a laboratory component.
Prerequisites: Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or department permission

+ EPS 03600 – PLANETOLOGY: A TRIP THROUGH THE SOLAR SYSTEM (4 crs. 6 hrs.)
Introduction to the planets, moons and smaller bodies that occupy our Solar System, and to current Space Science research and technology. Topics include the origin and evolution of our solar system, the geological and chemical characteristics of the planets, moons, asteroids, comets and life in the solar system.
Prerequisites: Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or department permission

+ EPS 03800 – INTRODUCTION TO EARTH SCIENCE (4 crs. 5 hrs.)
The earth's environment, meteorology, geology, astronomy, and oceanography. Field trips and laboratory work included.
Prerequisites: Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or department permission.

+Basic Course

PHYSICS

PHY 00100 – PREVIEW OF GENERAL PHYSICS (0 crs. 2 hrs. – 2 equated crs.)
Topics covered include:measurements mathematical background, vectors, motion in a straight line, motion in a plane, forces, work, energy, power, momentum, impulse and angular motion in a plane.
Pre/Corequisite: MAT 00900

+ PHY 01100 – 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 01400.
Recommended for students in liberal arts, pre-medical, pre-dental, pre-pharmacy, pre-optometry and allied health.

PHY 01200 – GENERAL PHYSICS II (4 crs. 6 hrs.)
Second term of General Physics. Includes sound, electricity, magnetism and optics. Laboratory sessions included.
Prerequisite: PHY 01100

PHY 01300 – ADVANCED GENERAL PHYSICS I (4 crs. 6 hrs.)
First term of calculus two-semester lecture and laboratory course in classical and modern physics. Includes the study of mechanics, heat, hydrostatics and hydrodynamics, harmonic motion and waves. Physical principles demonstrated and "hands on" laboratory experience.
Pre or corequisite: MAT 01500
Recommended for science, engineering, pre-medical and allied health students who desire a more comprehensive treatment than given in PHY 01100.

PHY 01400 – ADVANCED GENERAL PHYSICS II (4 crs. 6 hrs.)
Second term of PHY 01300. Topics include sound, electricity, magnetism and optics. Laboratory sessions included.
Prerequisite: PHY 01300
Pre or corequisite: MAT 01600

PHY 04200 – IDEAS OF MODERN PHYSICS (3 crs. 3 hrs.)
The origin, ideas and scientific developments of modern physics including a brief description of Classical Physics; The Theory of Special and General Relativity; and Quantum Mechanics.
Prerequisite: Passing scores on the CUNY/ACT Reading and Writing and the COMPASS Math Skills Tests.

+Basic Course

SCIENCE

+ SCI 02500 – APPLIED PHYSICAL SCIENCES FOR ALLIED HEALTH CAREERS (3 crs. 5 hrs.)
Lecture and laboratory course on chemistry and physics topics with direct bearing on health services. Includes: mechanics, electricity, optics, atomic energy, radioactivity, atomic structure, chemical bonding, chemical equations, behavior of gases, respiration and oxygen therapy, properties of liquids and solutions including hydrostatics and hydrodynamics, acids and bases, plus an introduction to organic and biochemistry and drug calculations.
For Nursing Majors only.
Prerequisites: Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test. *For Nursing Majors only or Department permission.*

+ SCI 03700 – CHEMISTRY AND TECHNOLOGY (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 05100 – CHEMISTRY AND THE ENVIRONMENT (3 crs. 3 hrs.)
An investigation of important topics that involve the state of the environment from a scientific perspective. This course will cover topics that include global warming, stratospheric ozone depletion, acid rain, the carbon and nitrogen cycles, chemical and industrial pollution, the impact of fossil fuels, nuclear energy, and treatment.
Note: This is a Basic Course. It does NOT require any prerequisite.

+ SCI 05100LB – CHEMISTRY AND THE ENVIRONMENT (1 crs. 2 hrs.)
The gathering, analysis, interpretation, and presentation of scientific data. The measure of selected physical, chemical and geological properties that influence the structure and function of ecological systems. Selected standard techniques used to observe, sample and describe natural systems.
Prerequisite: SCI 05100

+ SCI 07000 – 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.
Prerequisites: Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or Department permission.

+Basic Course

A.S. Degree
CHEMISTRY
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A.S. Degree
ENGINEERING SCIENCE
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A.S. Degree
PHYSICS
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TOURISM AND HOSPITALITY DEPARTMENT

Room V-226 • ext. 5143

Anne Babette Audant, *Lecturer*

Anthony Borgese, *Associate Professor*

Rosemary Bufano, *Lecturer*

Jonathan Deutsh, *Assistant Professor*

Anthony DiLernia, *Associate Professor*

Richard Graziano, *Professor and Chairperson*

Laxman Kanduri, *Lecturer*

Robynne Maii, *Lecturer*

Laurel Marshall, *Assistant Professor*

Stuart Schulman, *Professor*

Robert Stiglitz, *Senior College Laboratory Technician*

Edgar Troudt, *Instructor*

Christine Zagari, *College Laboratory Technician*

TOURISM AND HOSPITALITY

+ TAH 00100 – INTRODUCTION TO TOURISM AND HOSPITALITY (3 crs. 3 hrs.)

Overview of the many and varied organizations and agencies that make up the tourism and hospitality industry, their roles and interrelationships. Topics include transportation, lodgings, restaurants, wholesale and retail operations, attractions, government owned parks and facilities, trade organizations, and governmental agencies.

+ TAH 00200 – DESTINATION GEOGRAPHY (3 crs. 3 hrs.)

Destination development topics include: travel motivation; man-made and natural attractions, and activities in their geographic context; major tourism destination areas; selling techniques used when counseling clients.
Pre or corequisite: TAH 00100

TAH 01200 – TOURISM ENTREPRENEURSHIP (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.
Pre or corequisite: TAH 00100

TAH 01500 – CRUISES AND SPECIALTY MARKETS (3 crs. 3 hrs.)

Presents various specialty, niche travel markets to the student. These markets include: cruises, Adventure Tourism, Heritage Tourism, Spa and Fitness Tourism, Special Interest Sports Tourism, Gaming and Casino operations.
Pre or corequisite: TAH 00100

TAH 01700 – TOURISM AND HOSPITALITY TECHNOLOGY (3 crs. 4 hrs.)

Surveys critical technology components in travel and tourism, hospitality and food service. Students develop a basic understanding of these systems and their application to each industry through workplace simulations and online activities.
Pre or corequisite: TAH 00100

TAH 01800 – CASE STUDIES IN TOURISM AND HOSPITALITY (3 crs. 3 hrs.)

The case method is used to examine the various components of the tourism and hospitality industry. Each case contains details of actual operations that can be viewed from various perspectives in reaching solutions. Relevant technology and analytical tools are utilized throughout the course.
Pre or corequisite: TAH 00100

TAH 01900 – THE BUSINESS OF TOURISM & HOSPITALITY (3 crs. 3 hrs.)

Survey of critical business competencies and applied technology strategies to manage, market, create and promote tourism and hospitality products and services. Relevant reports and documents are prepared by students through simulated activities. Entrepreneurial activities are placed in a Tourism and Hospitality context.
Pre or corequisite: TAH 00100

TAH 02200 – FRONT OFFICE OPERATIONS (3 crs. 3 hrs.)

Survey of front office operations within a hotel including front desk, reservations, customer service, night audit, marketing and human resources. Students master and apply critical skills and competencies for careers in the Hospitality industry.
Pre or corequisite: TAH 00100

TAH 04100 – INTRODUCTION TO MEETING PLANNING (3 crs. 3 hrs.)

The basic essentials and elements of meeting planning plus an introduction to the opportunities and responsibilities in this growing field.
Pre or corequisite: TAH 00100

TAH 04200 – 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 04100

TAH 04300 – EVENT CATERING MANAGEMENT (3 crs. 3 hrs.)

Introduction to the basic skills and competencies required for catering, food and beverage operations, and the opportunities and responsibilities of this sector of the hospitality and tourism industry.
Pre or corequisite: TAH 00100

TAH 05100 – INTERPRETIVE GUIDING (3 crs. 3 hrs.)

Basic components of Tour Guiding including duties and responsibilities of a tour guide and how to handle tour groups in various settings. New York City will be the reference point for sight and attraction guiding. Requirements for the New York City Tour Guide license.

TAH 05200 – INTERNET APPLICATIONS IN TOURISM AND HOSPITALITY (3 crs. 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.
Pre or corequisite: TAH 00100

TAH 05300 – GEOGRAPHIC HIGHLIGHTS (3 crs. 3 hrs.)
The financial, sociocultural, physical resource and environmental consequences of tourism developmental decisions. The application of this information in the competition for market share.
Prerequisites: TAH 00100, TAH 00200

TAH 05400 – 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 00100, TAH 00200

TAH 06100 – 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 00100, TAH 00200

TAH 06500 – AIRPORT AND AVIATION MANAGEMENT (3 crs. 3 hrs.)
This course will impart to students a broad understanding of the air transportation industry and an appreciation of the major management functions within an airline and airport. The characteristics, scope and economic significance of airports and air transportation are explored in detail.
Prerequisites: TAH 00100

TAH 07100 – 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.
Pre or corequisite: TAH 00100

TAH 07200 – RESTAURANT AND FOOD SERVICE OPERATIONS (3 crs. 3 hrs.)
An introduction to restaurant concepts and operations for students who want to open their own restaurant, or manage a restaurant or catering establishment. The course is a blueprint for how to proceed from the conceptual development stage through the marketing, operations and management of a restaurant or catering facility.
Pre or corequisite: TAH 00100

TAH 07300 – CULTURAL FOODS: GEOGRAPHY OF FOOD AND WINE (3 crs. 3 hrs.)
Will introduce students to the relationship between areas of food and wine production, culture, preparation and consumption. The role of food and wine as a component of the tourism and hospitality industry will be explored.
Pre or corequisite: TAH 00100

TAH 07400 – MENU AND DINING ROOM MANAGEMENT (3 crs. 3 hrs.)
The role and importance of proper wait service to the tourism and hospitality industry. Case studies, cost, and control factors in the construction and management of a function menu will be covered. New trends and developments will be explored as they relate to catering, trade shows and professional meetings.
Pre or corequisite: TAH 00100

TAH 081XX – 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 08204 – CRUISELINE MARKETING AND SALES (3 crs. 3 hrs.)
Introduction to the specialized marketing and sales concepts, strategies and unique challenges of the cruise line industry. Industry-specific technology and applications, customer service strategies, communication and presentation skills, research marketing and sales planning and implementation.

TAH 082XX – (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 09096 – THE VIRTUAL ENTERPRISE (3 crs. 3 hrs.)
Introduction to business operations of tourism, hospitality, aviation, international transportation, and the food service industries through the development operation of a simulated business environment. Utilizing technology, students trade products and services, and form decision-making teams that conceive, organize and operate business transactions.

TAH 09160 – PROFESSIONAL PORTFOLIO (1 cr. 1 hr.)
Will direct students in the preparation and assembly of a professional portfolio consisting of a career development package, research write-up and work samples. The portfolio will serve as a professional vitae for students in their internship fieldwork placement. A supervised practical experience evaluation completes the professional portfolio.
Pre or corequisite: TAH 00100

TAH 09250 – FIELD EXPERIENCE IN TOURISM AND HOSPITALITY (3 crs. 9 hrs.)
(8 hrs. in field plus 1 hr. on-campus seminar)
To integrate theory and practice by applying acquired skills in an actual work environment, eight hours per week of supervised field experience in travel and hospitality plus one hour a week on campus, of seminar discussion of relevant topic.
Pre or corequisite: TAH 00100

+ Basic Course

MARITIME TECHNOLOGY

MT 03000 – INTRODUCTION TO MARITIME TECHNOLOGY (3 crs. 4 hrs.) [2 hrs. lecture, 2 hrs. lab]
An introduction to seamanship, including Maritime career opportunities and required training, nautical terminology, boating laws and regulations and types of engines.
Prerequisites: Enrollment in the College Now Program

MT 03300 – VESSEL TECHNOLOGY I (3 crs. 5 hrs.)
Seamanship theory and fundamentals of vessel operations, including vessel handling, piloting, major phases of applied engineering technology, operating rigging and deck machinery. Extensive on-board training for operations in tight quarters and open sea. Consideration of Coast Guard procedures, towing, vessel stability and meteorology.
Open only to Maritime Technology Majors

MT 03400 – VESSEL TECHNOLOGY II (3 crs. 5 hrs.)
Practical experience aboard vessels engaged in party-and-charter-boat fishing, oceanographic survey work, vessel delivery and cruising. Day and overnight cruises aboard the R/V CUNY at Kingsborough vessel. Introduction to maritime industry opportunities.
Prerequisites: MT 03300

MT 04300 – MARINA OPERATIONS (3 crs. 4 hrs.)
Basic skills required to operate a full service marina or boatyard includes: dock and storage facilities; parts and service department; boat engine sales; ship's store; business and marketing. Consideration of marina products in relation to operations and clientele.

MT 04600 – COASTAL PILOTING AND SEAMANSHIP (4 crs. 6 hrs)
Introduction to nautical chart work, coastal piloting and the principles of general seamanship. Marine compass, nautical charts, piloting, tides and currents, position determination, navigational aids and electronic navigation are covered. Also included are the seamanship principles of life saving, fire fighting, the Rules of the Road and marlinspike seamanship. Two "hands-on" cruises; Jamaica Bay and New York Harbor, are included.

MT 05000 – INTRODUCTION TO OUTBOARD MOTORS (2 crs. 3 hrs)
The principles of the internal combustion gasoline engine are covered. Included are the topics of construction, testing and maintenance of these engines as well as the methods of converting the generated energy into vessel propulsion. Propulsion topics primarily focus on outboards and out-drives.

MT 05100 – INTRODUCTION TO DIESEL ENGINES (2 crs. 3 hrs.)
The principles of the diesel engine operation, construction, testing and maintenance are covered. Troubleshooting and the emergency repairs of these engines as well as the difference between two-cycle and four-cycle diesel are reviewed.

MT 05200 – WELDING (2 crs. 3 hrs.)
This course covers the basicc skills required for maintaining and repairing steel and aluminum vessels; also included is the fabrication of stainless steel items. Emphasis is placed on welding safety and making emergency repairs. Class work consists of one hour of lecture and two hours of laboratory each week.

MT 05300 – FIBERGLASS, REFRIGERATION AND HYDRAULIC REPAIRS (2 crs. 3 hrs.)
This course covers the basicc skills required for maintaining and repairing fiberglass hulls. The basic principles of hydraulic and refrigeration systems and common ship board system designs are presented. Installation, application, operation, maintenance and troubleshooting of vessel hydraulic and refrigeration systems are covered.

MT 05400 – LOW VOLTAGE ELECTRICAL SYSTEMS (2 crs. 3 hrs.)
This course is designed to give the student the background necessary to be able to read and implement the directions common in most marine electronics manuals. The course focuses on series and parallel circuits, low voltage AC and DC systems, hull wiring, and the installation of common marine electronics including echo-sounders, chart plotters, RADAR, loran, GPS, VHF, and SSB radios.

MT 05500 – MARINE ELECTRONICS (2 crs. 3 hrs.)
This course is designed to give the student the background necessary to be able to read and implement the directions common in most marine electronics users manuals as well as develop the skills necessary to properly operate representative models of the more common forms of marine electornics. Through lecture and lab work in the college's ship bridge simulator, the student will develop skills in radio telephones, RADAR, SONAR, GPS, and electronic chart plotters as well as LORAN-C. Utilizing the ship simulator, students will learn the proper radio protocal and procedures and how to send a distress signal.

MT 05600 – ADVANCED OUTBOARDS (3 crs. 3 hrs.)
Builds upon the theory and practical knowledge learned in Introduction to Outboards, as it applies to current outboard technology. Ignition Systems, Electronic Fuel Injection Systems: Lower Units/Gear Cases: and Periodic Maintenance are covered. The course is divided into theory/lecture section (2 hrs.) and a laboratory (practical application) section (2 hrs.), total 4 hrs/week.
Prerequisites: MT 05000

MT 05700 – VESSEL SYSTEMS, THEORY, MAINTENANCE AND TROUBLESHOOTING (3 crs., 4 hrs. – 2 hrs. lecture, 2 hrs. lab)
Builds upon knowledge of the following systems: domestic water and sanitation plumbing, engine cooling systems, fuel systems tanks, delivery and external filtering, AC power generators and distribution, steering systems, and advanced data and power distribution networks, including NMEA 0183, NMEA 2000, and CAN Bus networks. Emphasis will be placed on troubleshooting and repair of each system. Students will use Microsoft Visio® software to document vessel systems for service purposes.
Prerequisites: MT 05300, MT 05400

MT 05800 – ADVANCED WELDING (3 crs. 3 hrs.)
Builds on the knowledge and skills acquired in the prerequisite Welding course. Two new processes will be covered; Tungsten Inert Gas welding (TIG) and Shielded Metal Arch Welding (SMAW). Emphasis is placed on safe and proper setup and operation of equipment.
Prerequisites: MT 05200

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MARITIME TECHNOLOGY
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A.A.S. Degree
TOURISM AND HOSPITALITY – concentrations in Tourism and Hospitality
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Certificate
AVIATION AND CRUISE OPERATIONS
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Certificate
CULINARY ARTS AND FOOD MANAGEMENT
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Certificate
FOOD SERVICE OPERATIONS
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Certificate
HOSPITALITY AND MEETING PLANNING
Requirements – Page 64

Certificate
MARITIME TECHNOLOGY: DECK SPECIALTY
Requirements – Page 65

LIBRARY DEPARTMENT

Room L-200 • ext. 5637

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Kamini Karran, *College Laboratory Technician*

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THE ROBERT J. KIBBEE LIBRARY

The Library and Media Center is the major learning resource facility at the college. Students and faculty are provided with a rich variety of materials to support the curriculum; meet information needs; and assist in study, in research, in stimulating cultural development, satisfying special interests and academic curiosity. Professional librarians offer reference and research services and are available to promote and facilitate full utilization of all library resources.

The Library's high-quality collection includes more than 160,000 carefully selected reference and circulating books; over 500 current periodicals; more than 20,000 bound periodicals; and over 9,900 micro-films. Additional resources include 16,000 pamphlets, government documents, career briefs, and special collections of maps and college catalogs. The Library also has an online public access catalog (CUNY+) which provides access to Kingsborough's library holdings and those of the other CUNY colleges as well. Also available is Web access to over 100 electronic databases (full text and bibliographic).

Additional services include: computer work stations with access to the Internet; library instruction sessions to faciliate information literacy; home access to most electronic databases; e-mail notices of books being held and of overdue books; online renewal of Kingsborough library books; photocopiers (nominal charge); microfilm reader/ printers; prominent display of new books which may be borrowed; exhibits in wall and floor display cases; and bulletin boards for notice of campus events. In the Media Center (Room L-115, ext. 5044) are a variety of non-print materials and media services that serve the needs of several departments, students and faculty. Among materials available are audio and video recordings; slides/ film-strips/cassette

machines; and numerous music and language recordings. The Center contains an audio studio for taped lessons, programs for playback and developmental use. Media reference service is available throughout the academic year. The "Learning Lab," which consists of a 40-carrel audio listening facility (L-102) is available to students as a class. Classes in foreign languages and other disciplines are taught in this lab.

CONTINUING EDUCATION AND COMMUNITY RELATIONS

Room A-214 • ext. 5051

Dr. Saul W. Katz, *Dean; Director, Community Relations*

John L. Aaron, *Director, Continuing Education, Marketing, Promotion, Advertising, Contracts and Grant Outreach*

Christine Buite-Beckner, *Director, Continuing Education*

Frank Milano, *Director, ESL Programs and CUNY Language Immersion Program*

Karolina Rasa, *Director, Continuing Education Programs*

In addition to serving students of all ages who matriculate in credit and degree programs, the College supports its mission as an educational institution for the community through its Continuing Education program, for those who seek courses and programs on a not-for-credit basis. It also promotes learning outside of classrooms with on-site training programs, online courses, and by making its rich resources as a collegiate institution — its scholars, artists and performers, campus facilities, print and technology resources —available to the community.

Recognizing the importance of inter-connected networks of educational institutions, corporate entities, civic and governmental bodies, the College, its President, faculty and administrators are all active in these networks in order to secure the future, not only of the institution itself but also of the City of New York as all continue to advance in the twenty-first century.

COMMUNITY RELATIONS

The College's vital links with its community are enhanced in several ways: through public events; through provision of meeting places and facilities; and by making scholarly and civic expertise available to the community in addressing community issues.

BUSINESS TRAINING AND DEVELOPMENT

The College, through the Office of Continuing Education, contributes to the economic vitality of the region by proactively reaching out and creating educational partnerships with business, industry and agencies, and linking the resources of the College with the workforce development needs of the organization. The College assists with management and support staff training by providing needs assessment, course design, instructional services, evaluations and certificates of completion. Offered on site or on the KCC campus, these activities provide the business community with cost effective, comprehensive, quality programs to improve competitiveness by upgrading workforce skills, and retraining for newly created jobs.

The Office of Continuing Education and the College's Center for Economic and Workforce Development are also combining resources to deliver credit /non-credit training programs funded by private and public agencies. For example, to meet NYC's growing demand for qualified customer-oriented skilled people in the tourism industry, training programs were designed for careers in hotels, restaurants convention centers, cruise ships or for the entrepreneur. A three year grant funded by the Department of

Labor will train and obtain employment for students in one of three training tracks: Food Service / Culinary Basics Hospitality; Hospitality Management; or Hospitality Sales & Marketing.

Various food service training programs have been delivered to participants in the Parks Opportunity Program, Williamsburg Works program, 1199/SEIU members, East New York residents through a grant funded by United Way and the Center for Worker Education programs. All participants are given the opportunity to achieve three certifications: ServSafe, National Restaurant Association; ManageFirst Food Production, National Restaurant Association; and Food Handler Certification, New York City Department of Health and Mental Hygiene.

OTHER BUSINESS TRAINING COLLABORATIONS:

Department of Parks–Parks Opportunity Program (POP)

Continuing Education provides training in Pharmacy Technician through a voucher issued system for clients of POP leading to certification by the National Pharmacy Technician Association and the Pharmacy Technician Certification Board.

Coney Island Hospital

The Office of Continuing Education has offered to the employees of Coney Island Hospital Contextualized Workplace English as a Second Language training, computer training, Radiology Associate courses and phlebotomy training through a Department of Health training Grant.

Astella Corporation-Coney Island

Continuing Education teamed up with Astella corporation to offer a Real Estate pre-license certification program to its constituents.

Contract Courses: Privately and Publicly Supported

Continuing Education offers courses and services for specialized target populations and program providers. Offered under the aegis of the College and various public agencies, funded programs may serve, for example, adult learners in need of: vocational counseling; literacy and English language instruction; job readiness skills; and job training. Continuing Education also designs and provides courses for the employees of local business and industry and municipal agencies.

PARTNERSHIP ENDEAVORS

American Institute of Professional Bookkeepers

In association with American Institute of Professional Bookkeepers, Continuing Education offers a certificate program for people with no prior knowledge of bookkeeping or accounting, as well as for experienced bookkeepers, to help prepare them to take this nationally recognized certification examination in bookkeeping.

National Healthcareers Association

Health care is the largest single employer in Brooklyn. With that in mind, Continuing Education has partnered with National Healthcareers Association (NHA) to deliver the best possible training for those interested in entering or advancing in the health care field. Certificate programs are offered in: Certified Patient Care Technician; Certified Billing and Coding Specialist; Certified Medical Administrative Assistant; Certified Pharmacy Technician; Certified EKG Technician; Certified Phlebotomy Technician; and Certified Medical Assistant.

PUBLICATIONS

Continuing Education publishes a catalog four times per year, which is its major promotional vehicle. Program flyers are also produced quarterly for the College for Kids programs and the S.A.T. programs. Additional flyers representing Regents Review programs, Corporate Training, Grant programs and Sailing are also printed. English as a Second Language flyers are produced in five languages and distributed in language-appropriate neighborhoods.

CONTINUING EDUCATION PROGRAMS

English as a Second Language

Diagnostic testing and counseling precede placement in appropriate-level instruction for adults whose first language is not English. Instructional levels range from survival skills for those with no command of English to advancement skills for employees in fields such as health care or business who wish to refine their English language skills.

High School Equivalency (G.E.D.)

Preparation for the G.E.D. examination includes a diagnostic/prescriptive assessment, practice in test-taking, instruction in content areas, critical thinking, writing skills development, and counseling for both career development and college admission. For adults not yet ready for high school completion, basic education courses are also provided.

Certificate Programs

Carefully designed sequences of courses comprise the certificate programs. Offered on a non-credit basis, exempt from liberal arts 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, childcare, paralegal studies, e-business and the Internet, word processing, pre-licensure and continuing education requirements for insurance and real estate.

Career Advancement Courses

Tailored to the needs of adults re-entering the job market or seeking to update or upgrade skills for current jobs, career advancement courses build skills in keyboarding, word processing, information technology, customer service, supervisory skills, and other business office skills. Career planning is facilitated by courses, which introduce the adult learner to occupational options.

CUNY Language Immersion Programs (CLIP)

The CLIP Program is designed for students who have been accepted by CUNY colleges but whose English skills need refining before they can enter CUNY as a matriculated student. It is an intensive 25-hour-a-week immersion program. Students may remain in this program for up to one year. After completing instruction, it is expected that they will enter the CUNY College of their choice.

The Taxi Institute

Continuing Education is an approved city-wide provider of the 24-hour and 80-hour test prep training for the New York City Taxi Operators (Hack) License, and the 4-hour class designed for those wishing to satisfactorily complete their probationary period. All testing is done on site at Kingsborough.

College for Kids (CFK)

Pre-teens, ages 7 through 12, can attend a combination of academic and active classes on Saturday and/or Sunday mornings; over a full-day on Saturdays (which includes a nutritious lunch); and/or during the summer for four or six weeks. The College For Kids program is designed so parents can enroll in a G.E.D. or certificate program class while their child is in the CFK program. Most classes are small and all instructors are dedicated and highly qualified so that children enjoy enrichment activities not ordinarily provided in the public schools. Courses may include, but are not limited to: reading and math, creative writing, hands-on instruction in arts, crafts, and musical instruments, fishing, cooking, photography, as well as swimming, tennis, gymnastics, dance, self-defense and soccer. A special sub-section of College for Kids offers intensive test preparation courses in language arts, mathematics, science and social studies to prepare third and fourth graders for mandatory State exams given in fourth and fifth grade.

Diploma Now

This preparation program is offered at public high schools in the College's service area. By providing preparation for the G.E.D. examination, Diploma Now offers an alternative to students whose basic skills are good but who have fallen behind in their progress toward high school graduation and are at risk of dropping out of school. Approximately one-fourth of the Diploma Now graduates subsequently enroll in credit and degree programs at Kingsborough.

S.A.T. Preparation Program

This Saturday or Sunday morning program for high school students offers instruction drill, and simulated testing in verbal, math, and test strategy skills in preparation for college entrance examinations. Counseling, advisement on college selection, the application process, financial assistance and scholarship programs are also included.

Regents Prep Program

Our Regents preparation program gives students a final chance to gain an intensive overview of subjects right before taking the exams. This new program gives them rigorous review during the two weeks before the actual exams are scheduled and the courses offer intensive coverage of the high school subject course curriculum and new higher standards.

Liberal Arts

A variety of liberal arts courses serve adults who wish to explore their current interests in the humanities, politics, psychology, foreign languages and other areas. Adults also register in short-term liberal arts courses to sample the experience of formal instruction in established disciplines, deciding whether they wish to enroll in the College's credit-based courses and degree programs.

revised 2009-2010

faculty and instructional staff

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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, restitution, 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 Affirmative Action/ Equal Opportunity Institution. The college does not discriminate, in any way, on the basis of age, gender, sexual orientation, lineage, or citizenship religion, race, color, national or ethnic origin, disability, genetic predisposition or carrier status, veteran status or marital status in its student admissions, employment, access to programs, and administration of educational policies.

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

Kingsborough's Affirmative Action/Equal Opportunity Officer is located in room A-209 and can be reached at extension 5028. The Affirmative Action Officer also serves as KCC's coordinator for Section 504 of the American Disabilities Act and coordinator of Title IX, which prohibits discrimination on the basis of gender.

For the president's message regarding Affirmative Action Policy, see *www.kbcc.cuny.edu/humanresources/affirmativeaction.htm*.

SECURITY AND PUBLIC SAFETY OFFICE

Room L-202, ext. 5069

HOLIDAYS AND EMERGENCY COLLEGE CLOSING

The Academic Calendar in the Schedule of Classes lists holidays when the college is closed and when no classes are held. This information is also available on the Kingsborough website, *www.kbcc.cuny.edu*.

In the event of emergency college closings, due to inclement weather or other factors over which the college has no control, students can get up-to-the-minute information by listening to the following radio stations for instructions or by going to the Kingsborough Community College website at *www.kbcc.cuny.edu*.

Station	Number
WKRB	90.9 fm (Kingsborough Community College Station)
WADO	1280 am
WBLS	107.5 fm
WCBS	880 am/101.1 fm
WFAS	1230 am/104 fm
WFAS	103.9fm
WFAS	106.3fm
WINS	1010 am
WLIB	1190 am
WOR	710am

CUNY Alert System

Students, faculty and staff can also receive text or voice alerts of campus emergencies or weather related closings via cell or home phone and e-mail by enrolling in the free CUNY Alert System through the Kingsborough website, *www.kbcc.cuny.edu*.

THE CITY UNIVERSITY OF NEW YORK

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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 Boardapproved college governance plan to represent the Faculty, as provided for in the *Bylaws,* shall be forwarded to the Board by the President.

COLLEGES OF THE CITY UNIVERSITY OF NEW YORK

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CUNY POLICY ON ACADEMIC INTEGRITY

Academic Dishonesty is prohibited in The City University of New York and is punishable by penalties, including failing grades, suspension, and expulsion, as provided herein.

I. **Definitions and Examples of Academic Dishonesty**

Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise.

The following are some examples of cheating, but by no means is it an exhaustive list:.

- Copying from another student during an examination or allowing another to copy your work.
- Unauthorized collaboration on a take home assignment or examination.
- Using notes during a closed book examination.
- Taking an examination for another student, or asking or allowing another student to take an examination for you.
- Changing a graded exam and returning it for more credit. Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
- Preparing answers or writing notes in a blue book (exam booklet) before an examination. Allowing others to research and write assigned papers or do assigned projects, including use of commercial term paper services.
- Giving assistance to acts of academic misconduct/ dishonesty.
- Fabricating data (all or in part).
- Submitting someone else's work as your own.
- Unauthorized use during an examination of any electronic devices such as cell phones, palm pilots, computers or other technologies to retrieve or send information.

Plagiarism is the act of presenting another person's ideas, research or writings as your own. The following are some examples of plagiarism, but by no means is it an exhaustive list:

- Copying another person's actual words without the use of quotation marks and footnotes attributing the words to their source..
- Presenting another person's ideas or theories in your own words without acknowledging the source.
- Using information that is not common knowledge without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments.

Internet plagiarism includes submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, and "cutting & pasting" from various sources without proper attribution.

Obtaining Unfair Advantage is any activity that intentionally or unintentionally gives a student an unfair advantage in his/her academic work over another student.

The following are some examples of obtaining an unfair advantage, but by no means it is an exhaustive list:

- Stealing, reproducing, circulating or otherwise gaining advance access to examination materials.
- Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
- Retaining, using or circulating examination materials which clearly indicate that they should be returned at the end of the exam.
- Intentionally obstructing or interfering with another student's work.

Falsification of Records and Official Documents

The following are some examples of falsification, but by no means is it an exhaustive list:

- Forging signatures of authorization.
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card or other college document.

Adapted with permission from Baruch College: A Faculty Guide to Student Academic Integrity. The Baruch College document includes excerpts from University of California's web page entitled "The Academic Dishonesty Question: A Guide to an Answer through Education, Prevention, Adjudication and Obligation" by Prof. Harry Nelson.

II. PROCEDURES FOR IMPOSITION OF SANCTIONS FOR VIOLATIONS OF CUNY POLICY ON ACADEMIC INTEGRITY

A. Introduction

As a legal matter, in disciplining students for violations of policies of academic integrity, CUNY, as a public institution, must conform to the principles of due process mandated by the Fourteenth Amendment to the United States Constitution — generally speaking, to provide notice of the charges and some opportunity to be heard. In the context of courtlitigated violations, questions as to how much and what kind of process was "due" turn on the courts' judgment whether the decision on culpability was "disciplinary" (a question of fact) or "academic" (a question of the instructor's expert judgment). This distinction has proved difficult to apply on campus. Accordingly, these procedures provide for alternative approaches depending on the severity of the sanction(s) being sought. If the instructor desires solely an "academic" sanction, that is, a grade reduction, less process is due than if a "disciplinary" sanction, such as suspension or expulsion, is sought.

A faculty member who suspects that a student has committed a violation of the CUNY or the college Academic Integrity Policy shall review with the student the facts and circumstances of the suspected violation whenever possible. The decision

whether to seek an academic sanction only, rather than a disciplinary sanction or both types of sanctions, will rest with the faculty member in the first instance, but the college retains the right to bring disciplinary charges against the student. Among the factors the college should consider in determining whether to seek a disciplinary sanction are whether the student has committed one or more prior violations of the Academic Integrity Policy and mitigating circumstances if any. Although not required, it is strongly recommended that every instance of suspected violation should be reported to the Academic Integrity Official on a form provided by the college as described in the third Recommendation for Promoting Academic Integrity, above. Among other things, this reporting will allow the college to determine whether it wishes to seek a disciplinary sanction even where the instructor may not wish to do so.

B. Procedures In Cases Where The Instructor Seeks An Academic Sanction Only

1. Student Accepts Guilt And Does Not Contest The Academic Sanction

   If the faculty member wishes to seek only an academic sanction (i.e., a reduced grade1 only), and the student does not contest either his/her guilt or the particular reduced grade the faculty member has chosen, then the student shall be given the reduced grade, unless the college decides to seek a disciplinary sanction, see Section I above and IV below. The reduced grade may apply to the particular assignment as to which the violation occurred or to the course grade, at the faculty member's discretion.

2. Student Denies Guilt And/Or Contests The Academic Sanction

   If the student denies guilt or contests the particular grade awarded by the faculty member, then the matter shall be handled using the college's grade appeals process, including departmental grading committees where applicable, or the Academic Integrity Committee. In either case, the process must, at a minimum, provide the student with an opportunity to be heard and to present evidence.

C. Procedures In Cases Where A Disciplinary Sanction Is Sought

If a faculty member suspects a violation and seeks a disciplinary sanction, the faculty member shall refer the matter to the college's Academic Integrity Official using the Faculty Report form, as described in the third Recommendation for Promoting Academic Integrity above, to be adjudicated by the college's Faculty-Student

Disciplinary Committee under Article 15 of the CUNY Bylaws. As provided for therein, the Faculty-Student Disciplinary may, among other things, investigate, conciliate, or hear evidence on cases in which disciplinary charges are brought[2].

Under certain circumstances, college officials other than the Academic Integrity Official may seek disciplinary sanctions following the procedures outlined above. For the reasons discussed in Item IV below, if a reduced grade is also at issue, then that grade should be held in abeyance, pending the Faculty-Student Disciplinary Committee's action.

D. Procedures In Cases In Which Both A Disciplinary And An Academic Sanction Are Sought

If a faculty member seeks to have both a disciplinary and an academic sanction imposed, it is not advisable to proceed on both fronts simultaneously lest inconsistent results ensue. Thus, it is best to begin with the disciplinary proceeding seeking imposition of a disciplinary sanction and await its outcome before addressing the academic sanction. If the Faculty-Student Disciplinary Committee finds that the alleged violation occurred, then the faculty member may reflect that finding in the student's grade. If the Faculty-Student Disciplinary Committee finds that the alleged violation did not occur, t**hen no sanction of any kind may be imposed.** The decision whether to pursue both types of sanctions will ordinarily rest with the faculty member.

E. Reporting Requirements

1. By The Faculty Member To The Academic Integrity Official

   In cases where a violation of academic integrity has been found to have occurred (whether by admission or a fact-finding process), the faculty member who seeks a disciplinary sanction should promptly file with the Academic Integrity Official a report of the adjudication in writing on a Faculty Report form (see sample attached) provided by the college as described above. The Academic Integrity Official shall maintain a confidential file for each student about whom a suspected or adjudicated violation is reported. If either the grade appeals process or the Faculty-Student Disciplinary Committee finds that no violation occurred, the Academic Integrity Official shall remove and destroy all material relating to that incident from the student's confidential academic integrity file. Before determining what sanction(s) to seek, the faculty member or the Academic Integrity Official may consult the student's confidential academic integrity file, if any, to determine whether the student has been found to have previously committed a violation of the Academic Integrity Policy, the nature of the infraction, and the sanction imposed or action taken.

2. By the Academic Integrity Official To the Faculty Member

   Where a matter proceeds to the Faculty-Student Disciplinary Committee, the Academic Integrity Official shall promptly report its resolution to the faculty member and file a record of the resolution in the student's confidential academic integrity file, unless, as indicated above, the suspected violation was held to be unfounded, in which case all reporting forms concerning that suspected violation shall be destroyed.

1 A reduced grade can be an "F," a "D-," or another grade that is lower than the grade that would have been given but for the violation.

2 Typically, disciplinary sanctions would be sought in cases of the most egregious, or repeated, violations, for example: infraction in ways similar to criminal activity (such as forging a grade form; stealing an examination from a professor or a university office; or forging a transcript); having a substitute take an examination or taking an examination for someone else; sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment; dishonesty that affects a major or essential portion of work done to meet course requirements. [These examples have been taken from a list of violations compiled by Rutgers University.]

CUNY Policies

NOTE: Copies of the policies, in their entirety, are available at the reference desk of the Kingsborough Community College Library.

I. Student Information.

A. General Notice of Possible Program Closings or Changes.
Exhibit A: Important Notice of Possible Changes dated June 22, 2004.

B. Nondiscrimination Statement.
Exhibit B: Statement of Non-Discrimination updated June 23, 2004.

C. Notification Under FERPA of Student Rights Concerning Education Records & Directory Information.
Exhibit C: Non-Disclosure form for Directory Information dated October 11, 2000, and Notification Under FERPA of Student Rights Concerning Education Records and Directory Information, dated October 17, 2000.

D. Student Immunization Requirements.
Exhibit D: Notification of Student Immunization Requirements dated August 18, 2004.

E. Freedom of Information Law (FOIL).
Exhibit E: FOIL Notice dated August 19, 2004 and CUNY Procedures for Public Access to Public Records Pursuant to Article 6 of the Public Officers Law.

F. Students in the Military.
Exhibit F: Statement on Special Provisions for students in the military dated August 17, 2004.

G. Students Unable Because of Religious Beliefs to Register or Attend Classes on Certain Days.
Exhibit G: New York State Education Law Section 224-a.

H. Withholding Student Records.
Exhibit H: Board policy last amended on November 18, 2002.

II. Student Disciplinary.

A. Academic Integrity Policy.
Exhibit I: Board policy adopted on June 28, 2004.

B. Computer User Responsibilities.
Exhibit J: CUNY policy last revised January 1995.

C. Rules and Regulations for the Maintenance of Public Order Pursuant to Article 129-A of the Education Law.
Exhibit K: Board Policy last amended on June 25, 1990. (Henderson Rules)

D. Student Organizations and Student Disciplinary Procedures.
Exhibit L: Article XV (students) of the CUNY Bylaws (pages dated 9/98).

E. Student Activity Fees and Auxiliary Enterprises.
Exhibit M: Article XVI of the CUNY Bylaws (pages dated 9/98).

III. Campus Safety and Security.

A. Workplace Violence Policy and Procedures.
Exhibit N: Board Policy adopted on June 28, 2004.

B. Disclosure of Campus Security Policy, Campus Crime Statistics and Information on Registered Sex Offenders.
Exhibit O: Notice of Access to Campus Crime Statistics, The Campus Security Report and Information on Registered Sex Offenders dated August 20, 2004.

C. Sexual Assault Prevention Information Including Policy Against Sexual Harassment.
Exhibit P: Student Advisory Memorandum dated March 5, 2004.

D. Drug, Tobacco and Alcohol Abuse Prevention.
Exhibit Q: Student Advisory Memorandum dated March 31, 2004.

E. Bias Related Crimes Prevention Information.
Exhibit R: Student Advisory Memorandum dated March 8, 2004.

IV. Consumer Information.

A. Student Right-to-Know.
Exhibit S: Student Advisory Memorandum dated November 21, 2003.

B. Athletic Program Participation Rates and Financial Support Data.
Exhibit T: Athletic Program Participation Notice dated August 20, 2004 and 20 U.S.C. § 1092(g).

C. Disclosure to Matriculated Students in New York State.
Exhibit U: Regulations of the State commissioner of Education., part 53.

D. Federal Disclosure Requirements.
Exhibit V: 34 C.F.R. §§ 668.41-48.

revised 2008-2010

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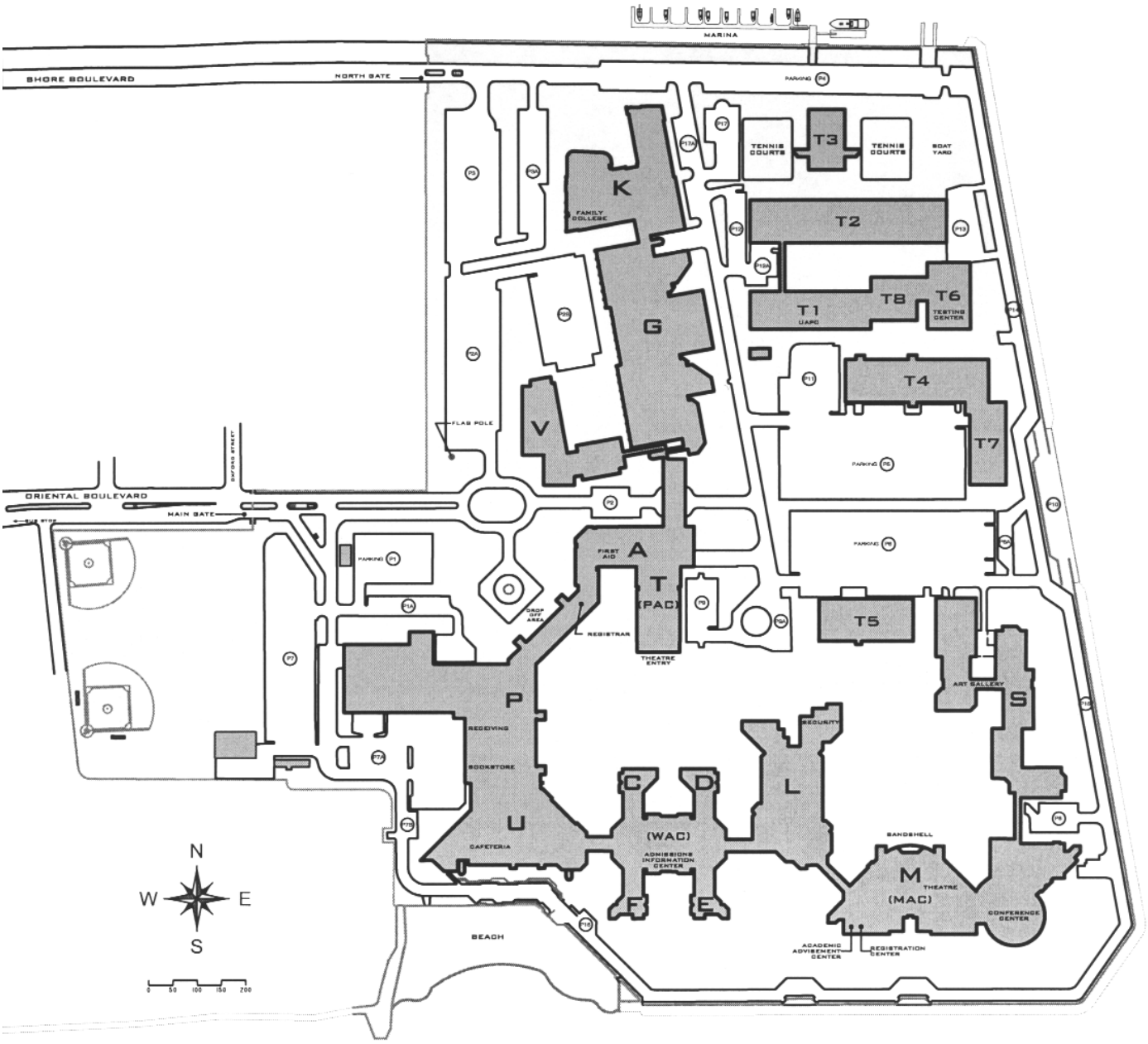


A- Administration

President
Vice President for Academic Affairs & Provost
Vice President for Finance & Administration
Dean for Student Services
Administrator for Business Affairs
Dean of Continuing Education
Dean of Instructional Services
Academic Scheduling
Admissions Services
Bursar
External Relations
Government Relations
Health Services
Human Resources & Labor Relations
Institutional Research
Payroll Distribution
Public Relations
Purchasing
Registrar
Tapestry Room

B- Beach

C/D/E/F- See W - West Academic Center (WAC)

G- Physical Education Center

Dance Studio
Gymnasium
Health, Physical Education & Recreation Department
Swimming Pool

K- The Leon M. Goldstein High School for the Sciences Family College

L- Robert J. Kibbee Library & Media Center

College Discovery
Holocaust Resource Center
Information Technology Services
Kingsborough Center for Advanced Technology Training (KCATT)
Library
Library Department
Media Center
Reading & Writing Center
Security & Public Safety
Tutorial Services

M- Marine & Academic Center (MAC)

Academic Advisement Center
Assistant Vice President for Academic Affairs & Associate Provost
Assistant Dean for College Advancement
Business Department
Coordinated Undergraduate Education (CUE) Initiative
CUNY BA Program
Dining Room & Cafeteria
Honors Program
Information Technology Services
Institutional Review Board (IRB)
Kingsborough Center for Teaching & Learning (KCTL)
MAC Rotunda (Conference Center)
Marine Aquarium
Nursing Department
Registration Center
Retail Merchandising Program
Student Publications
Technical Access-Ability Center
Writing Across the Curriculum Program/CUNY Writing Fellows
Women's Resource Center

P- Central Services

Box Office
Buildings & Grounds
Campus Facilities
Mailroom & Office Services

P- Parking: P1 - P16

S- Arts & Sciences

Art Department
Art Gallery
Biological Sciences Department
Physical Sciences Department
Science Programs
SERVE Office

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

T-5 Ceramics
Graphic Design Lab
T-6, 7, 8 College Classrooms

U- College Center

Alumni Affairs
ASAP
Black Male Initiative Office
Bookstore
Cafeteria
Dean for Institutional Research, Assessment and Planning
Financial Aid
International Hall of Flags
Multi-Purpose & Meeting Rooms
Public Occasions
WKRB-FM Radio Station

V- Academic Village

Center for Economic and Workforce Development
Collaborative Programs/College Now
Counseling
Child Development Center
Dean of Enrollment Management
Distance Learning Lab
Early Childhood Education
Family College Advisement
International Student Affairs
One Stop
Single Stop
The New American Center
Tourism & Hospitality Department

W- (West Academic Cluster) (C/D/E/F)

C- WAC

Career Counseling, Service-Learning,
Placement & Transfer
English Department
New Start Program
Office of Student Life

D- WAC

Behavioral Sciences & Human Services Department
History, Philosophy & Social Sciences Department
HELM
History, Philosophy & Social Sciences Department
Immersion Program
Mental Health & Human Services Program
Special Services
Veterans Affairs

E- WAC

Communications & Performing Arts Department
Foreign Languages Department
Speech and Hearing Center
Sports, Fitness & Therapeutic Recreation Program

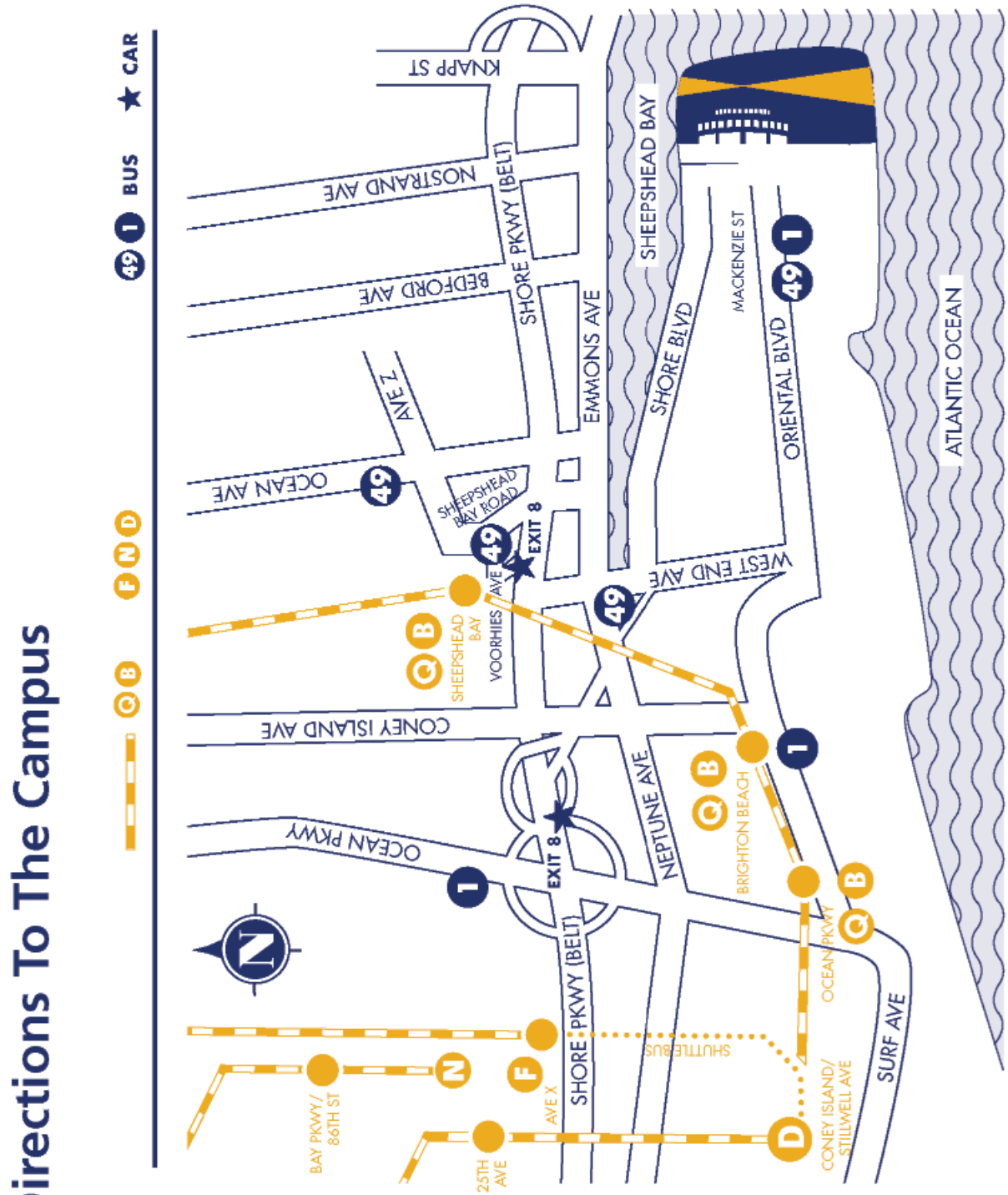
F- WAC

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 Boulevard)
SG-South (Main) Gate/(Oriental Boulevard)

Directions To The Campus



TRAVEL DIRECTIONS TO KINGSBOROUGH COMMUNITY COLLEGE

BY CAR:

From Manhattan and Staten Island: Belt Pkwy eastbound to Exit 8A (Coney Island Ave.). Cross Coney Island Ave. and continue along Guider Ave. to the traffic light. Turn right onto E. 12th St. for one block. Turn left onto Neptune Ave. at the traffic light. Turn right at traffic light onto Cass Pl. and proceed to the second traffic light. Turn right onto West End Ave. Turn left at second traffic light onto Oriental Blvd, which leads directly to the College.

From Queens and Nassau: Belt Pkwy westbound to Exit 8A (Coney Island Ave.). Turn right onto Voorhies Ave. Turn right at second traffic light to Sheepshead Bay Rd. At third traffic light turn right onto Emmons Ave. At second traffic light turn left onto West End Ave. Turn left at the third traffic light onto Oriental Blvd.

BY BUS:

Direct to the College: Take B1 or B49 to the last stop, Oriental Blvd. and Mackenzie St., then walk east on Oriental Blvd., which leads directly to the entrance of KCC

Connecting Buses:

From:	X-fer to:	From:	X-fer to:
B2	B49	B25	B49
B3	B49	B31	B49
B4	B49	B35	B49
B6	B1/B49	B36	B1
B7	B49	B43	B49
B8	B1/B49	B45	B49
B9	B49	B48	B49
B11	B49	B68	B1
B12	B49	B82	B1/B49
B16	B1	Q35	B3 to B49

FREE SHUTTLE BUS SERVICE:

Kingsborough provides free shuttle service between the college and the Coney Island/Stillwell Avenue and the Brighton Beach subway stations for KCC students, faculty and staff. The shuttle runs every 15 minutes and only operate weekdays during regularly-scheduled school days. There is no service available Saturday, Sunday and holidays. The campus shuttle bus stop is located at the drop-off circle. You must present a valid Kingsborough I.D. to gain access to the bus.

BY SUBWAY:

B or Q lines:

Take the Q or B train to the Brighton Beach Station, then transfer to the eastbound B1 bus and ride to the last stop or free shuttle bus to the campus (see below for more information) or take the Q or B train to the Sheepshead Bay Station, then transfer to the B49 bus and ride to the the last stop.

F Line:

Take the F train to the Ave. X Station, then transfer to the eastbound B1 bus and ride to the last stop.

N Line:

Take the N train to the 86th St. Station, then transfer to the eastbound B1 bus and ride to the last stop.

D Line:

Take the D train to the 25th Ave. Station, then transfer to the eastbound B1 bus and ride to the last stop.

2, 3, 4 or 5 Lines:

Take the 2, 3, 4 or 5 to the Atlantic Avenue, then transfer to the Q or B train; take the Q or B train to the Brighton Beach Station, then transfer to the eastbound B1 bus and ride to the last stop or free shuttle bus to the campus (see below for more information) or take the Q or B Line to the Sheepshead Bay Station, then transfer to the B49 bus and ride to the the last stop.

Kingsborough Community College

The City University of New York

2001 Oriental Boulevard

Brooklyn, New York 11235-2333

718-368-5000

www.kbcc.cuny.edu