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A College of The City University of New York

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

*The Board of Trustees of the City University of New York reserves the right to make changes of any nature in the academic programs and requirements of the City University of New York and its constituent colleges. All programs, requirements, and courses are subject to termination or change without advance notice. Tuition and fees set forth in this publication are similarly subject to change by the Board of Trustees of the City University of New York.*

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## ADMINISTRATIVE OFFICERS

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### t áááá-ã-hÉááÉé

Vice President for Finance & Administration, B.A., M.A., M.B.A.

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### a-î áÇ-dµã Éò

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### ^áÖÉäç-m-éé-Ö-ääç

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### t áááá-ã-` çéèÉáíá

Business Manager, A.A.S., B.S.

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Associate Dean for Finance & Administration, B.S., M.S.

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B.A., M.A., Ph.D.

### g-â=\_-óÄì éäó

Director of Human Resources and Labor Relations, B.A.

### rÇ ~-è-ÇíçêÇ

Interim Assistant Dean for Student Affairs, B.A., M.S.W., Ph.D.

# TABLE OF CONTENTS

**^`^abj f`=`^ibka^o**.....R  
**^aj fppfl kp=fkcl oj ^qfl k=C=mol `barobp**.....R  
**eb^iqe=obdri ^qfl kp=^ka=pbosf` bp**.....V  
**pqrabkq=absbil mj bkq**.....V  
**pmb`f^i=mol do^j p**.....NS  
**pml oqp**.....NU  
**^`^abj f`=`fkcl oj ^qfl k**.....NU  
**el kl op**.....OP  
**qo^kpcbo=ql =pbkfl o=` l i i bdbp**.....OQ  
**bsbkfkd=pqrafbp=^ka=t bbbkka=` l i i bdb**.....OR  
**abdobb=C=` boqfcf` ^qb=mol do^j p**.....OU  
**qeb=^ppl `f^qb=fk=^oqp=^k^k^f=abdobb**.....PN  
 Liberal Arts.....31  
**qeb=^ppl `f^qb=fk=p` fbk` b=^k^k^f=abdobb**.....PP  
 Biology.....34  
 Chemistry .....35  
 Community Health.....36  
 Computer Science.....37  
 Education Studies.....37  
 Engineering Science .....38  
 Fine Arts .....38  
 Mathematics .....39  
 Mental Health and Human Services.....40  
 Performing Arts.....41  
 Physics .....41  
 Speech Communication .....42  
**qeb=^ppl `f^qb=fk=^mmi fba=p` fbk` b=^k^k^f=abdobb**.....QQ  
 Accounting .....45  
 Broadcasting Technology and Management.....45  
 Business Administration .....46  
 Computer Information Systems.....46  
 Early Childhood Education/Child Care.....47  
 Education Associate .....47  
 Exercise Science/Personal Training .....48  
 Graphic Design and Illustration .....48  
 Journalism and Print Media .....49  
 Maritime Technology .....49  
 Nursing .....50  
 Office Administration and Technology .....51  
 Physical Education, Recreation and Recreation Therapy....52  
 Physical Therapist Assistant .....53  
 Retail Merchandising.....53  
 Surgical Technology .....54  
 Tourism and Hospitality.....54  
 Website Development and Administration .....55

**`boqfcf` ^qb=mol do^j p**  
 Certificate in Entrepreneurial Studies.....57  
 Certificate in Exercise Science/Personal Training.....57  
 Certificate in Alcoholism and  
 Substance Abuse Counseling.....57  
**abm^ojj bkqp=^ka=` l ropb=abp` ofmqfl kp**  
 Art .....59  
 Behavioral Sciences And Human Services .....62  
 Biological Sciences .....68  
 Business .....72  
 Accounting .....72  
 Communications And Performing Arts .....77  
 English .....82  
 Foreign Languages .....86  
 Health, Physical Education And Recreation .....90  
 History, Philosophy And Political Sciences.....95  
 Mathematics And Computer Science .....100  
 Nursing .....105  
 Office Administration And Technology.....110  
 Physical Sciences .....113  
 Tourism And Hospitality .....116  
 Library.....118  
 Continuing Education And Community Relations.....119  
**c^`riqv**.....NOP  
**ml if`fbpl=ori bp=^ka=obdri ^qfl kp**.....NPV  
**p^cbqv=^ka=pb` rofqv=l ccf` b**.....NQN  
**el ifa^vp=^ka=bj bodbk` v=` l i i bdb=` il pfd**.....NQN  
**qeb=`fqv=rkfsbopfv=l c=kbt =vl oh**  
 Board Of Trustees .....141  
 Officers .....141  
 History .....142  
 Special Programs.....142  
 Colleges.....143  
 Policy On Academic Integrity.....144

**fkabu**.....NQU  
**`^j mrp=j ^m**.....NRO  
**qo^sbi=afob` qfl kp**.....NRR

## KINGSBOROUGH COMMUNITY COLLEGE

### History

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

The college is located on a breathtaking 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.

### 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."

### Access

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

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

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

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

### Community Events

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.

### Community Commitment

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 (AACCC), the American Council on Education (ACE), the League for Innovation in the Community College, the Association of Colleges and Universities in the State of New York, the Council of Higher Education Institutions in New York City, Junior College Council of the Middle Atlantic States, 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 58 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 fill co-op requirements.

### ^Māēā - īāī É=^Āīāçā

Kingsborough Community College is an Affirmative Action/Equal Opportunity Institution. The college DOES NOT DISCRIMINATE in any way, on the basis of age, gender, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, disability, 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.

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

## ADMISSIONS INFORMATION & PROCEDURES

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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.

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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.

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

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

Transfer Students may transfer up to thirty credits from their previous colleges provided that each course to be transferred was completed with a satisfactory grade, the course content is equivalent to a Kingsborough course and the course is appropriate to the student's graduation requirements. Students requesting credit transfer should contact the Registrar's Office.

Matriculated students may be granted advanced standing, exemption or credit by department approval. Other sources of advanced standing are the Advanced Placement Examination of the Educational Testing Service; satisfactory score on the College

Level Examination Program or the New York State College Proficiency Examination.

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 twelve 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.

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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, New York 11235-2398  
(718) C-O-L-L-E-G-E

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.

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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.*



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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 ON THE FOLLOWING PAGE.

**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**)	\$1,540.00 (inclusive of required fees)
PART-TIME (less than 12 credits* or, less than 12 equated credits**)	
per credit* or equated credit**	120.00 (plus required fees).
NON-DEGREE – NEW YORK CITY RESIDENTS per credit*	
or equated credit**	160.00 (plus required fees).
NON-DEGREE – NON-RESIDENTS per credit+ or equated credit**	
	250.00 (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.*

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

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

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

**MATRICULATED 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).*

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Students on permit from another CUNY college will pay tuition at their home college and must contact their Registrar for the appropriate forms and submit to the Office of the Registrar A101.

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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 \$70.00 per semester is required. Please contact the MY TURN Office, F219, 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.*

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These fees are NOT refundable.

Consolidated Services Fee (ALL students)	\$15.00
Student Activity Fee Per Semester (including University Senate Fee):	
Full-time Students	60.00
Part-time Students	27.00
Technology Fee:	
Full-time Students	75.00
Part-time Students	37.50
Application (Freshman Students)	50.00
Transfer Students	50.00
Readmission to the College	
(contact Registrar at 718-368-5136, room A101)	10.00
Special or Make-up Examinations	
(College permission to take an exam at other than scheduled times):	
First examination	25.00
Additional examinations	5.00 each
Transcripts (to other than CUNY units)	7.00 each
Duplicate receipt fee	5.00 each
New York City Board of Education Cooperating Teacher	
(includes consolidated services fee)—Per semester	30.00
Accelerated Study Fee for matriculated students for academic credits in excess of 18:	
less than or equal to 2	100.00
greater than 2 but less than or equal to 4	230.00
greater than 4 but less than or equal to 6	460.00
greater than 6	690.00

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

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

**Withdrawal Refunds**

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 Date**

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.

**Financial Aid Repayment**

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**

As a result of New York State Public Health Laws 2165 and 2167, there are certain immunization requirements that must be met prior to registration:

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

NYSPL #2167 requires the College to distribute information to students on meningococcal disease (or meningitis) along with a meningococcal meningitis vaccination response form . Upon

receipt of the above, students must complete the response form and submit it to the College.

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

All 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 Mantoux PPD skin test for tuberculosis (TB) and/or chest x-ray. 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.

**Medical Records Release**

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 20
  - Matriculation Status—page 5  
Filing dates—Academic Calendar\*
  - Session (Day to Evening/Evening to Day)—page 23  
Filing dates—Academic Calendar\*
- Exams:
  - Finals—conflicts/make-ups—page 21  
Filing dates—Academic Calendar\*
  - Graduation—page 20  
Filing dates—Academic Calendar\*
- Permit to attend other CUNY colleges  
Filing dates—CUNY Portal
- Readmission
- Records access—page 139
- Transcripts—page 6
- 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 homepage.*

## 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.

### Student-Counselor Relationship

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, and Saturdays, whenever classes are in session.

Students who require extensive help with individual problems can receive professional, specialized counseling offered on a strictly confidential basis where protracted or particular help is

required, referrals are made to appropriate experts on campus or to community resources or agencies.

Some programs that offer individualized counseling include: Special Services, Honors Option, New Start, College Discovery/Bilingual Studies, Freshman Year Experience, English as a Second Language, Returning Adults, Women's Center, Non-Traditional Careers, Retention, Advanced Student Services, 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.

### Orientation Program

All incoming freshmen are invited to participate in an Orientation Program. This includes an on-campus experience as well as an informational component. An integral part of the department's offerings include a one credit-bearing course (Student Development (SD 10) to prepare students to obtain maximum personal and scholastic benefit from their attendance at Kingsborough. The Freshman Year Experience 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 respect the rights and dignity of all students. We strive to dissuade prejudice, endeavoring to enable students to learn from the differences in people, ideas and beliefs. We teach students the need to show consideration for others and to refrain from behaviors which endanger the autonomy and respect all individuals deserve. We encourage the development of close ties and strong relationships between students and other students, as well as students and our staff. It is our belief that these relationships form solid connections enhancing our goal of a student-centered environment.

### COURSE OFFERINGS

#### Student Development (SD 10)

Student Development (SD 10) is a one-credit Freshman Seminar course. The course facilitates interactive learning for students, provides information and skills important for transition to and success in college. In order to provide students with an opportunity to develop personally, academically, and socially, the course is divided into several components which include: academic policies, career exploration, human relations, learning styles, library skills, and the advisement/registration process. Students are encouraged to think critically as well as to develop an academic and life plan. The class promotes the development of a strong bond between the students and their instructor as well as with the college community.

#### Student Development (SD 10) - Career Exploration

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.

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Typical problems encountered in the college and the strategies to overcome these difficulties. An assessment of personal academic strengths and weaknesses and an examination of the internal and external barriers to academic success. All students are assigned a counselor to explore issues that often correspond to the course curriculum.

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

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

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

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

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

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

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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 (C123) for more information.

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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 (C123).

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The Student Activities Resume 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. Information regarding the Student Activities Resume is available in the Office of Student Life (C123) upon request, or you may phone 718 368 5597.

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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.

**pñ ÇÉÁí-mì Ááá-íáçáéI-oççã-j JOPMI-ÉñíK-RSMP**

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.

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

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

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 brings students to job database websites. For information contact Dr. Elizabeth Basile.

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

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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 children 6 through 10 years of age 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. For information contact Dr. Uda Bradford.

**ḂçääÉÖÉ-aæÄÇî Ééól-oççã-i JRNSI-Éñîk-RRROM**

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

**Ḃkî Kmbk-mèçÖè-ã I-oççã-qlQONSI-Éñîk-QSSM**

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

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The College Health Office reviews student medical forms and evaluates health status, facilitates the removal of physical or emotional handicaps to learning and ascertains the need for special adaptations of the college program to ensure the maximum

development of each student (see page 10). First aid, emergency treatment, educational, preventative and advisory services are provided. Registered nurses are in attendance when classes are in session to assist students with specific health problems. Any accident or illness incurred during school hours or en route to the college should be reported immediately. For information contact Dr. Delores Washington, Director.

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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. Registration fee is \$70 each semester and all penalty fees must be paid. Age and residence documentation must be submitted with the admission application. Students are accepted on a matriculated or non-degree basis subject to availability of space. To apply, check appropriate filing dates in Registrar's Office. For information contact Dr. Barbara Ginsberg.

**kÉî -pî-éí-mèçÖè-ã I-oççã-` JNMOI-Éñîk-RNNR**

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

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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. Contact Dean Angelo Pappagallo.

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

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

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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.

**THE NEW YORK STATE TUITION ASSISTANCE PROGRAMS**

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Sponsored by the State of New York, TAP provides tuition assistance for New York State residents who are matriculated and enrolled full-time, i.e., a minimum of 12 credits and/or chargeable hours in the major, a minimum of six 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](http://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.kbcc.cuny.edu/financialaid/TAPRequirements.htm](http://www.kbcc.cuny.edu/financialaid/TAPRequirements.htm) and/or [www.hesc.org](http://www.hesc.org).

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.

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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.

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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.

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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**

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

*\*Applicable to students in the College Discovery and Bilingual Programs only.*



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- 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).

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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.

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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.

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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.

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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.

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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](http://www.fafsa.ed.gov) (application PIN is requested at [www.pin.ed.gov](http://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](http://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.

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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 Kingsborough Community College Financial Aid Website at [www.kbcc.cuny.edu](http://www.kbcc.cuny.edu) for details. Application is accomplished by (1) selecting a "PIN" at [www.pin.ed.gov](http://www.pin.ed.gov), and then by accessing [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students selected for verification should refer to : <http://www.kbcc.cuny.edu/financialaid/verification.htm>. For check distribution schedule, refer to: [http://www.kbcc.cuny.edu/financialaid/FinAid\\_check\\_shed.htm](http://www.kbcc.cuny.edu/financialaid/FinAid_check_shed.htm).

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.*

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FSEOG grants are available to exceptionally needy full-time and part-time (at least half-time) students. These grants range from \$200 to \$2000 annually. Students may apply for a "PIN" at [www.pin.ed.gov](http://www.pin.ed.gov), and then apply for this and all federal aid programs together at [www.fafsa.ed.gov](http://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 at:

[http://www.kbcc.cuny.edu/financialaid/FinAid\\_check\\_shed.htm](http://www.kbcc.cuny.edu/financialaid/FinAid_check_shed.htm).

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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](http://www.pin.ed.gov), then by completing an electronic application at [www.fafsa.ed.gov](http://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. For check distribution schedule, refer to: [http://www.kbcc.cuny.edu/financialaid/FinAid\\_check\\_shed.htm](http://www.kbcc.cuny.edu/financialaid/FinAid_check_shed.htm).

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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  $[\frac{875}{100} \times \text{credits attempted}] - 21$ .

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.

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- 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 Kingsborough's Financial Aid web page. <http://www.kbcc.cuny.edu/financialaid/index.html>.

- G. Appeal procedures  
(see <http://www.kbcc.cuny.edu/financialaid/AppealsMenu.htm>).
- 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 can be researched at: <http://www.kbcc.cuny.edu/financialaid/ForeignStudents.htm>*

*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](http://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.*

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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](http://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 found at: [http://www.kbcc.cuny.edu/financialaid/FinAid\\_check\\_shed.htm](http://www.kbcc.cuny.edu/financialaid/FinAid_check_shed.htm).

### Direct Loan Program

Students seeking loans under the Direct Loan Program should first obtain a "PIN" at [www.pin.ed.gov](http://www.pin.ed.gov), then by submitting an electronic application at [www.fafsa.ed.gov](http://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 at: <http://www.kbcc.cuny.edu/financialaid/Loan.htm>.

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 \$2,625 for the freshman year and up to a maximum of \$3,500 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).

### Parental Loan Program

#### Parental Loan Program

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

### Peer Advisor Service Award

The Peer Advisor Service Award

The Student Leadership Service Award

The Student Service Award

The Wave Scholarship

The Women's Studies Program Award

## ACADEMIC AWARDS

### DEPARTMENTAL AWARDS

#### Department of Art:

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

#### Department of Behavioral Sciences:

- The Behavioral Sciences Award
- The Education Associate Program Award
- The Early Childhood Program Award
- The Early Childhood Education Program Award
- The Mental Health & Human Services Program Award

#### The Department of Biological Sciences:

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

#### Department of Business:

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

#### Department of Communications and Performing Arts:

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

#### Department of English:

- The English Award
- The Journalism and Print Media Program Award

#### Department of Foreign Languages:

- The Foreign Language Award
- Hebrew/Yiddish Scholastic Studies Scholastic Award

#### Department of History, Philosophy and Political Science:

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

#### Department of Mathematics and Computer Science:

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

#### Department of Nursing:

- The Nursing Scholastic Award

#### Department of Office Administration and Technology:

- The Office Administration Award
- The Office Administration and Technology Award
- The Word Information Processing Award

#### Department of Physical Sciences:

- The Chemistry Award
- The Engineering Science Award
- The Physics Program Award
- The Marine Technology Program Award

#### The Department of Student Development:

- The New Start Program Award
- The Department of Tourism and Hospitality Award
- Virtual Enterprise Award

## ADMINISTRATIVE AWARDS

- The Liberal Arts Award
- The Israel and Julia Glasser Scholarship for Political Science
- The Science Scholars Award
- The Library Service Award
- The Child Care Center Service Award
- The President's Award for Distinguished Scholarship
- The Valedictorian Award
- The Leon M. Goldstein Scholarship Award for Academic Excellence and Community Service
- The Otis Hill Scholarship Award

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

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

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

## SPECIAL PROGRAMS

### College Now

This program offers students in Brooklyn high schools the opportunity to learn about research methodology by taking two 3-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.

For further information, contact program coordinator Dr. Robert Pero in the Office of Collaborative Programs.

### College Now

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 200 public high schools throughout New York City and at all CUNY colleges. Kingsborough Community College currently offers College Now programs at 27 schools in Brooklyn and Staten Island.

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 11 college credits, tuition free, while in the program.

For further information, contact program director Dr. Rachelle Goldsmith in the Office of Collaborative Programs.

### Computer Center

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

### Financial Administration

(Under the auspices of the Vice President for Finance and Administration)

### Orchestra, Concert Band, Dance Band and Chorus

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

### Baccalaureate Degree

The CUNY Baccalaureate degree, awarded by the University, brings a flexible approach to the concept of a liberal arts education with maximum opportunity to take courses and work with faculty at other than the home college and permits incorporating individual research, travel, work, community activities and other off-campus activities of educational value into an individually planned course of study. Open to students who completed at least 15 credits at a CUNY college. Information and applications available from the campus coordinator or from Coordinator, CUNY B.A. Program, The Graduate School and University Center, 33 West 42nd Street, NY, N.Y. 10036. Contact, campus coordinator, Dr. M. Reza Fakhari for information.

### Family College Program

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.

For further information, contact program coordinator Karl Dettmer in the Office of Collaborative Programs.

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

### **í Éçá=j k-dçãçéíÉáá=eaÜÜ=pÁUççã=ñçè=iÜÉ=pÁáÉáÁÉè**

Goldstein High School is a Region 6 public high school located on the campus of Kingsborough Community College.

Opened in 1993, it has an enrollment of approximately 800 students. The school offers an enriched and challenging curriculum in the sciences, mathematics and humanities that exceeds city and state requirements. It also offers a variety of extracurricular activities including PSAL sports teams, theater arts, musical concerts and clubs.

Direct all inquiries to the high school at 718-368-5800.

### **eçãçèè I éíáçá=mèçÖè~ã I=ocçã=j JOMNI-ÉñíK-RPSR**

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

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

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

### **o~Çãç-pí~íáçá=t ho\_I=ocçã=rJ00TI-ÉñíK-RUNT**

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

For information contact Robert Herklotz, Faculty Adviser.

### **çÉ~ÁÜÉè-pñ ÇáÉèl=ocçã=cJNOPI-ÉñíK-RVQS**

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

For information contact Dr. Lawrence Feigenbaum, Director.

### **fáéíáíñ íÉ=çñ-qì íçéá~ãpÉéí áÁÉèl=ocçã=i SMRI-ÉñíK-RNNU**

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

### **qÜÉ=j ~íÜ=t çèãèÜçéI=ocçã=cOMSI-ÉñíK-RUMU**

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

1. Math Skills Lab: tutorial support and practice for students in developmental math classes.
2. Workshop: for all students who are taking a math class.
3. Math Computer Lab: for Math and Computer Science students.

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

For further information contact Dr. Susan Hom, Director.

### **t çã Éáñè-pñ ÇáÉè-mèçÖè~ã**

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 nine more credits in Women's Studies courses from three of the four remaining groups. Obtaining a concentration in Women's Studies does not require taking any extra group requirements.

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

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



**Affiliated Faculty:**

Susan Aronoff .....	Business
Uda Bradford .....	Student Development
Experience Bryon .....	Communications & Performing Arts
Eleanor Cory .....	Communications & Performing Arts
Mary Dawson .....	Biological Sciences
Janice Farley .....	Art
Susan Farrell .....	Behavioral Sciences
Eileen Ferretti .....	English
Lea Fridman .....	English
Jeanne Galvin .....	Library
Kate Garretson .....	English
Ilsa Glaser .....	Behavioral Sciences
Cindy Greenberg .....	Communications & Performing Arts
Amy Haas .....	Business
Helaine Harris .....	Behavioral Sciences
Patricia Hazlewood .....	Health, Physical Education and Recreation
Cliff Hesse .....	Communications & Performing Arts
Sara Holtzschue .....	Communications & Performing Arts
Anna Karpathakis .....	Behavioral Sciences
Miriam Kittrell .....	Biological Sciences
Frances Kraljic.....	History
Suzanne Lafont .....	Behavioral Sciences
Joanne Lavin .....	Nursing
Beth Lesen .....	Student Development
Janice Mehlman .....	Art
Estelle Miller .....	Kingsborough Community College Women's Center
Susan O'Malley .....	English
Mary Ortiz .....	Biological Sciences
Hope Parisi .....	English
Anna Procyk .....	History
Jennie Roman .....	Behavioral Sciences
Cecilia Salber .....	Library
Jacqueline Scerbinski .....	Business
Michael Sokolow .....	History
Loretta Taras .....	Biological Sciences
Barbara Walters .....	Behavioral Sciences
Sheri Weinstein .....	English
Tara Weiss .....	English
Judith Wilde .....	Art

**SPORTS\***

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The Department of Health, Physical Education and Recreation 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.*

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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, weigh-lifting, body-building, swimming, aerobics, water

aerobic workshops, water volleyball, volleyball, ping-pong and dodge-ball. Special events include tournaments in handball, softball and chess. All events are coeducational.

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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 and run/walk fitness hour.

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

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

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

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

**ACADEMIC INFORMATION**

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

Part-time students carry fewer than full time (12) credits and/or equated credits. It is possible to carry a full-time Evening program. However, not all KCC degree programs are available for full-time Evening Study. But 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: (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 end current 12 week term (at least a 2.00 cumulative index).

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

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

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

Consult the Academic Calendar for filing dates and deadlines.

### Acceptance Requirements

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.

### Dean of Instructional Services

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.

### Standards of 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.

### University Proficiency Exam

Effective Fall 1999 and thereafter, all new first-time freshmen admitted to a CUNY degree program are required to pass the University Proficiency Exam. The CPE tests students in aspects of academic reading, writing and critical thinking and assesses the proficiency of associate degree students prior to graduation, students seeking to transfer into the senior colleges, and senior college students advancing from the lower to the upper division. Additional information may also be obtained at [www.kbcc.cuny.edu](http://www.kbcc.cuny.edu) or [www.cuny.edu](http://www.cuny.edu).

### College Expectations

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 the prospective major.

The Associate in Arts (A.A.) degree is awarded upon satisfactory completion of the required credits for Liberal Arts.

Candidates for this degree concentrate their studies in the fields of Languages; Literature and the Arts; Mathematics and the Sciences; the Behavioral and Social Sciences.

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.

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Eligibility for graduation requires the completion of one of the programs of study, as outlined within the Program 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 College Proficiency Examination.

In order to receive a Kingsborough degree, a student is required to have completed the final 30 credits toward that degree while enrolled at Kingsborough. Where one or more credit-bearing courses to be included in this sum are to be earned at another institution, prior permission must be obtained from the Committee on Academic Review.

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

	Fall '93 & Fall '94	Fall '95 & Fall '96	Fall '97 & Fall '98	Fall '99	Fall 2000
Total Units	9	11	13	15	16
Science	1	1	1	2	2
Math	2	2	2	3	3
English	3	4	4	4	4
Social Sciences	X	X	2	2	4
Fine Arts	X	X	X	X	1
Foreign Language	X	X	X	X	2
Elective Units	3	4	4	4	0

**MAINTENANCE OF ACADEMIC STANDARDS\***

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

The grade of "W" (withdrawal without penalty) shall be awarded only when its clear that the student has good and sufficient

reasons for withdrawing from the course and is doing so at a time when passing work is being done in the course.

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

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.*

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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

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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.

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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.).

### Developmental and Compensatory Courses

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 pre-requisite 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 Status

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

### Examination Schedules

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.

### Final Examinations

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.

### Official 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:

### Grade Definitions

#### Grade Definitions

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
WU	Withdrew-Unofficial; Counts As Failure
Y	Yearly Course; Grade Assigned At The End Of Year
AUD	Audit
NC	Minimum Level Of Proficiency Not Met For Certain Specific Compensatory Courses
Z	Instructor Did Not Submit Grade
#	This Course Has Been Successfully Completed In A Subsequent Semester And Is Not Calculated In The Cumulative Average (Examples: F#, WU#)

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

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

Effective September 1, 1990, if a student repeats a course in which an "F" or an 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. In unusual and extenuating circumstances the rule may be waived by the Committee on Academic Review.

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

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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.

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

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

## CHANGE OF CURRICULUM

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

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

*\*Please refer to Nursing Department Information*

## AUDITING POLICY

To audit a course a student must:

- obtain permission from the department chairperson and course instructor.  
(Permission to remain in the class is on a space available basis.)
- 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

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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.*

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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 completed 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 "WU" grade for that course.

## INDEPENDENT STUDY

The college offers students the opportunity to take a limited number of credits outside the traditional courses structure as Independent Study, designated by the course number "08100." Students registering for such courses undertake a prescribed program of individual and/or group research and may attend seminars or workshops dealing with their field of study. All work will be conducted under the supervision of the assigned instructor and will be evaluated and graded by the instructor.

Successful completion of the "08100" courses generally requires from 1 to 3 hours per week and earns from 1 to 3 credits per semester. These courses are open ONLY to upper freshmen and sophomore students who have an overall B average (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.

## HONORS

### DEAN'S LIST:

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

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

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

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

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

## HONORS OPTION PROGRAM

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

## WITH HONORS

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

## HONORS SOCIETIES:

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

#### j ī-^æÜ~-qÜÉí-

Junior College Mathematics Honor Society

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

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National Business Honor Society

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



## TRANSFER TO SENIOR COLLEGES AND UNIVERSITIES

### CUNY ARTICULATION POLICY:

#### Associate in Arts - Liberal Arts

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 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 nine 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 - Professional

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 nine 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 Arts - Liberal Arts

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 nine 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 <http://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 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 SD-10. Day students who do not enroll in SD-10 receive a card in the mail that they must bring to F102 in exchange for a catalog and handbook. Evening students not enrolled in SD 10 should bring their card to C102 and redeem it for a catalog and handbook.

Careful reading of the catalog makes it possible to check on all the courses required for each particular degree. Course descriptions also help to make decisions about those electives which are of the greatest interest and value. Other catalog information

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alerts students to specific college requirements, rules and regulations and the special opportunities and advantages available on campus. Information on articulation agreements with senior CUNY and private colleges and universities and transfer opportunities are described.

After graduating from Kingsborough, alumni discover that many senior colleges, universities and professional schools frequently require a copy of the Kingsborough Community College catalog, (printed during the years of attendance) which describe course content and other details that may be needed in order to properly evaluate credits. The catalog information may also be useful and helpful for employment opportunity consideration.

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

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

### **ACADEMIC SCHEDULING, ROOM A-113, EXT 5686**

The Office of Evening Studies and 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 and the Weekend College Program, which is offered only during the Spring and Fall semesters. For further information, please refer to our website or contact us by email: <http://www.kbcc.cuny.edu/academicervices/index.html> or [Academic\\_Scheduling@kbcc.cuny.edu](mailto:Academic_Scheduling@kbcc.cuny.edu)

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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 students with information during eSIMS registration, students have the opportunity to clear issues, which are barriers to completing the online registration process. For further information, please refer to our website or contact us by email: <http://www.kbcc.cuny.edu/academicervices/helpcenter.html> or [eSIMShelp@kbcc.cuny.edu](mailto: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

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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 Evening Studies and Academic Scheduling in room A-113, ext. 5686. For further information on our Weekend College Program, please refer to our website or contact us by email: <http://www.kbcc.cuny.edu/academicervices/weekend.html> or [weekendcollege@kbcc.cuny.edu](mailto:weekendcollege@kbcc.cuny.edu)

## **SCHOLASTIC AWARDS**

Annual awards are given to graduating students who achieve academic excellence in their various disciplines, and to students who give outstanding service to the college through student government and student activities. The Faculty Committee on Awards, a sub-committee of the Committee on Students, administers the Annual Awards Program.

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

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

## **GIFTS AND BEQUESTS**

Kingsborough Community College receives support from student tuition and allocations from the City of New York and the State of New York. In the current economic climate, community college enrollment is increasing and the availability of public funds is decreasing. As public funds become scarcer, the college requests additional support to enhance teaching and learning at

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the institution. The college solicits funds from other public organizations, private foundations and corporations, and individuals. These funds support student scholarships, grants and loans, educational programs, faculty development opportunities, sponsor research and publication and promote the cultural life of the college community.

Funds to enhance the community college experience are raised through the Kingsborough Community College Foundation, Inc., an independent, not-for-profit charitable corporation, founded in 1982 to advance the philanthropic goals of the institution.

The Foundation office is located in the Kingsborough Community College Office for College Advancement, 2001 Oriental Boulevard, Brooklyn, NY, 11235-2398.

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## DEGREE & CERTIFICATE PROGRAMS\*

	Program Requirements	HEGIS CODE
Associate in Arts (A.A.)		
Liberal Arts	Page 31	5649
Secondary Education Concentration		
Women's Studies Concentration		
Associate in Science (A.S.)		
Arts Programs		
Fine Arts	Page 38	5610
Performing Arts	Page 41	5610
Sciences and Mathematics Programs		
Biology	Page 34	5604
Marine Biology Concentration		
Biotechnology Concentration		
Nutrition Science Transfer Option		
Occupational Therapy Transfer Option		
Pharmacy Transfer Option		
Physician Assistant Transfer Option		
Preparation for Teaching		
Chemistry	Page 35	5619
Community Health	Page 36	5299
Gerontology Concentration		
Holistic Health Concentration		
Computer Science	Page 37	5103
Education Studies	Page 37	5503
Engineering Science	Page 38	5609
Mathematics	Page 39	5617
Mental Health and Human Services	Page 40	5216
Substance Abuse Counseling Concentration		
Physics	Page 41	5619
Speech Communication	Page 42	5606
Speech Pathology Concentration		
Public Communication Concentration		
Associate in Applied Science (A.A.S.)		
Business Career Programs		
Accounting	Page 45	5002
Tax Accounting Concentration		
Broadcasting Technology and Management	Page 45	5008
Music Technology Concentration		
Business Administration	Page 46	5004
Entrepreneurial Studies Concentration		
Computer Information Systems	Page 46	5101
Retail Merchandising	Page 53	5004
Fashion & Marketing		
Management Concentrations		
Graphic Design and Illustration	Page 48	5012
Journalism and Print Media–	Page 49	5008
Writing & Reporting and		
Production Concentrations		
Maritime Technology	Page 49	5403
Office Administration and Technology	Page 51	5005
(Executive, Legal, Medical, School)		
plus—Word/Information Processing and		
Medical Word/Information Processing		
Concentrations		
Tourism and Hospitality		
Tourism & Hospitality Concentrations	Page 54	5011.10
Website Development and Administration	Page 55	5104

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

Health and Human Services Programs		
Early Childhood Education/Child Care	Page 47	5503
Infancy/Toddler Development Concentration		
Education Associate Program	Page 47	5503
Exercise Science/Personal Training	Page 48	5299.30
Nursing		
Surgical Technology	Page 50	5208.10
Physical Education, Recreation and		
Recreation Therapy	Page 52	5506.10
Therapeutic Recreation Transfer Option		
Baccalaureate Programs Transfer Option		
(teaching Physical Education K-12)		
Physical Therapist Assistant	Page 53	5219
Surgical Technology	Page 54	5211.00
Certificate Programs:		
Certificate in Entrepreneurial Studies	Page 57	5004
Certificate in Exercise Science/		
Personal Training	Page 57	5299.30
Alcoholism and Substance Abuse Counseling	Page 57	5506.00

## COURSE DESCRIPTIONS

Art Department .....	Courses—page 59
Behavioral Sciences and Human Services Department	
.....	Courses—page 62
Biological Sciences Department .....	Courses—page 68
Business Department .....	Courses—page 72
Communications and Performing Arts Department	
.....	Courses—page 77
English Department .....	Courses—page 82
Foreign Languages Department .....	Courses—page 86
Health, Physical Education and Recreation Department	
.....	Courses—page 90
History, Philosophy and Social Sciences Department	
.....	Courses—page 95
Mathematics and Computer Science Department .....	
.....	Courses—page 100
Nursing Department .....	Courses—page 105
Office Administration and Technology Department	
.....	Courses—page 110
Physical Sciences Department .....	Courses—page 113
Tourism and Hospitality Department .....	Courses—page 116

## DEGREES

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

1. College-Wide Requirements—four to seven credits in Freshman English courses. Three-credit Health and Physical Education course (HPE 12) required of ALL students except those majoring in Nursing.

Non-credit courses in developmental English and/or Mathematics may be required.



2. Department Requirements—as specified in all curricula except Liberal Arts.
3. Group Requirements—limited courses are offered within five general areas.
4. Free Electives—choices from the entire range of course offerings. In some programs, Department or Program Director consultation may be required.

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

1. College-Wide Requirements—courses which all students must take (see 1 above).
2. Group Requirements—44 credits chosen from: I) the Performing and Visual Arts; II) Language\*, Literature\*\*and Philosophy; III) the Social Sciences; IV) the Behavioral Sciences; V) Mathematics and Science. These choices are the foundation for future academic studies and depend on background, interests, area of prospective specialization, future career goals.
3. Free Electives—six credits to make up the total number of credits required for the degree. Students may choose from groups already mentioned or from any other courses offered by the College.

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

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

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

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

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## THE ASSOCIATE IN ARTS (A.A.) DEGREE

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

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

### PROGRAMS

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

### A.A. LIBERAL ARTS • TOTAL CREDITS 60

Requirements for Matriculants

#### COLLEGE REQUIREMENTS

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

*English 01200 .....	4 credits
*English 02400 .....	3
HPE 01200 .....	3

If Required

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

#### GROUP REQUIREMENTS S

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        |
| Biological Sciences - Mathematics & Computer Science -<br>Physical Sciences - Chemistry - Earth Science |           |

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

#### ᵖᵉᵃᶜᵃᶘ-ᵉᵒ-ᵇᶘᵀ ᵃ-ᵀᵃᶘᵃ-` ᶘᵃᵃᵉᵃᵀᵉ-ᵀᵃᶘᵃ

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)	
Disciplines: Art - Music - Speech - Theatre Arts	
II. Language and Literature (2 areas or 1 if chosen as a major) .....	9
Disciplines: Foreign Language - Literature – Philosophy	
III. Social Sciences (any) .....	9
Disciplines: Economics - History - Political Science	
IV. Behavioral Sciences (2 areas or 1 if chosen as a major) .....	9
Disciplines: Anthropology - Psychology – Sociology	
V. Mathematics and Sciences (2 areas or 1 if chosen as a major) .....	11
Disciplines: Biological Sciences - Mathematics & Computer Science - Physical Sciences	

#### ᵀ ᶘᵃᵃᵉᵃᵀᵉ-ᵖᵀ ᶘᵃᵉᵉ-` ᶘᵃᵃᵉᵃᵀᵉ-ᵀᵃᶘᵃ

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   |

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

Electives - Sufficient to meet required total of 60 credits

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

\*CPI Unit(s)

revised 2005-2006

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

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

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

### PROGRAMS

- Biology (with concentrations in Biotechnology, Marine Biology, Nutrition Science, Occupational Therapy, Pharmacy Transfer Options, Physician Assistant and Preparation for Teaching)
- Chemistry
- Community Health (with concentrations in Gerontology and Holistic Health)
- Computer Science
- Educational Studies
- Engineering Science
- Fine Arts (with concentrations in Art History, Drawing and Painting, Photography, Ceramics and Sculpture)
- Mathematics
- Mental Health and Human Services (with a concentration in Substance Abuse Counseling)
- Performing Arts
- Physics
- Speech Communication (with concentrations in Speech Pathology and Public Communication)

## A.S. DEGREE PROGRAMS

- Biology  
Requirements, page 34  
Course Descriptions, page 68
- Chemistry  
Requirements, page 34  
Course Descriptions, page 113
- Community Health  
Requirements, page 36  
Course Descriptions, page 90
- Computer Science  
Requirements, page 37  
Course Descriptions, page 102
- Educational Studies  
Requirements, page 37  
Course Descriptions, page 63
- Engineering Science  
Requirements, page 38  
Course Descriptions, page 114
- Fine Arts  
Requirements, page 38  
Course Descriptions, page 59
- Mathematics  
Requirements, page 39  
Course Descriptions, page 102
- Mental Health and Human Services  
Requirements, page 40  
Course Descriptions, page 65
- Performing Arts  
Requirements, page 41  
Course Descriptions, page 78
- Physics  
Requirements, page 41  
Course Descriptions, page 115
- Speech Communication  
Requirement, page 42  
Course Descriptions, page 80



## 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 0R200 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)	
*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

#### CONCENTRATION IN MARINE BIOLOGY

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 (BIO 02100, 02200, 05000, 05300, 05400, 05500 or BIO 05900)	
*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)	
+*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

#### CONCENTRATION IN BIOTECHNOLOGY

+*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

## 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.

### 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

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

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

- I. Performing and Visual Arts  
(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.*

\*CPI unit(s)

§*Consultation with the Department Advisor is required.*

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

\*\**May also meet CPI requirements; refer to CPI unit requirements in Schedule of Classes.*

**A.S. CHEMISTRY •TOTAL CREDITS 60-64**

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COM-PASS 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 §

*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

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

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

Electives—Sufficient to meet required total of .....60–64 credits

•*This program is within the Physical Sciences Department.*

\*CPI Unit(s)

§*Consultation with the Department Advisor is required.*

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

## A.S. COMMUNITY HEALTH •TOTAL CREDITS 60

### Requirements for Matriculants

#### COLLEGE REQUIREMENTS

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

Introduction to Community Health (COH 01100) .....	3 credits
Drugs, the Individual and Society (HE 04000) .....	3
Helping Skills for Community Health Majors (COH 02000) .....	3
*General Psychology (PSY 01100) .....	3
Science of Nutrition (BIO 07000) .....	3
Principles of Mathematics (MAT 00700) .....	4
Introduction to Computers and Computer Applications (CP 01100) .....	4
*Introduction to Sociology (SOC 03100) .....	3

#### PLUS, FOR COMMUNITY HEALTH MAJORS:

Critical Issues in Community Health (COH 01200) .....	3
Epidemiology (COH 01300) .....	3
Human Sexuality (HE 05200) .....	3
Introduction to Gerontology (MH 03500) .....	3
Field Experience in Community Health (COH 091E1) .....	3
Human Genetics (BIO 03700) .....	3

#### PLUS, FOR MAJORS WITH CONCENTRATION IN GERONTOLOGY

Biology of Aging (BIO 03900) .....	3
Perspectives on Death and Dying (NUR 04300) .....	3
Therapeutic Recreation for Individuals with Disabilities (RPE 03100) .....	3
Introduction to Gerontology (MH 03500) .....	3
Field Experience in Community Health (COH 091E1) .....	3
Human Genetics (BIO 03700) .....	3

#### PLUS, FOR MAJORS WITH CONCENTRATION IN HOLISTIC HEALTH

Critical Issues in Community Health (COH 01200) .....	3
Epidemiology (COH 01300) .....	3
Holistic Nutrition (COH 02100) .....	3
Survey of Holistic Health (HE 03400) .....	2
Stress Management (HE 03300) .....	2
Introduction to Hatha Yoga (PEC 02900) .....	1
Tai Chi Chuan (PEC 02500) .....	1
OR	
Aqua Exercise (PEC 06500)	
Human Growth and Development (PSY 03200) .....	3

#### GROUP REQUIREMENTS \*\*6 CREDITS

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

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

Electives—Sufficient to meet required total of .....60 credits

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

*\*CPI Unit(s)*

*§Consultation with the Department Advisor is required.*

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

## A.S. COMPUTER SCIENCE

•TOTAL CREDITS: 60-64

Requirements for Matriculants

### COLLEGE REQUIREMENTS

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 §

*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

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

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

Electives—Sufficient to meet required total of .....60-64 credits

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

\*CPI Unit(s)

§Consultation with the Department Advisor is required.

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

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

## 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
Social Science in Education (EDC 02100) .....	3
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

### 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. 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 .....
- History - Political Science
- IV. Behavioral Sciences–Satisfied by Department requirements  
Anthropology - Psychology – Sociology
- V. Mathematics and Sciences .....
- Biological Sciences - Mathematics & Computer Science - Physical Science

Electives—One course from Groups I-V for 3 credits ..60 credits

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

\*CPI Unit(s)

§Consultation with the Department Advisor is required.

\*\*May also meet CPI requirements; refer to CPI Unit Requirements in Schedule of Classes.

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

Requirements for Matriculants

**COLLEGE REQUIREMENTS**

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 §**

*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
Engineering Science (EGR 02100) .....	3
Introduction to Electrical Engineering (EGR 02200) .....	3
Introduction to Engineering Thermodynamics (EGR 02300) .....	3
*Advanced General Physics I and II (PHY 01300, 01400).....	8
*Introduction to Computing (CS 01200) .....	4

**Group Requirements\* \*9 Credits**

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

- I. Performing and Visual Arts  
(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 ....66–70 credits

*\*This program is within the Physical Sciences Department.*

*\*CPI Unit(s)*

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

*§Consultation with the Department Advisor is required.*

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

**A.S. FINE ARTS •TOTAL CREDITS 60**

Requirements for Matriculants

**COLLEGE REQUIREMENTS**

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

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*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

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

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

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Photography I (ART 05100) .....	3
Photography II (ART 05200) .....	3
Photojournalism I (ART 05300) .....	3
Recommended Electives .....	9

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

**GROUP REQUIREMENTS\* \*18 CREDITS**

A minimum of three credits each selected from at least two different groups—II thru IV—must be in 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—Sufficient to meet required total of ..... 60 credits

•This program is within the Art Department.

\*CPI Unit(s)

§Consultation with the Department Advisor is required.

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

## A.S. MATHEMATICS •TOTAL CREDITS 60

Requirements for Matriculants

### COLLEGE REQUIREMENTS

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 §

+*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
**Mathematics OR Computer Programming Electives.....	8
Laboratory Science .....	8

### GROUP REQUIREMENTS\*\*9 CREDITS

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

- I. Performing and Visual Arts  
(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 credits

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

\*CPI Unit(s)

§Consultation with the Department Advisor is required.

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

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

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

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COM-PASS 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

*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
Mental Health Practices with Vulnerable Populations (MH 03400) .....	3
Supervised Instructional Experience in Mental Health (MH 09600-09700) .....	6

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Any Sociology elective or Anthropology 03700 or SAC 02000 .....	3
Principles of Interviewing and Group Leadership (MH 03100) .....	3
Introduction to Gerontology (MH 03500) .....	3

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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

GROUP REQUIREMENTS \*\*12 CREDITS

A minimum of three credits each selected from at least two different groups—I thru III—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  
Anthropology - Psychology – Sociology
- V. Mathematics and Sciences .....6 credits  
Choice of—\*BIO 03300 or SCI 03700 or \*MAT 01300

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Choice of - BIO 03200 or 03700 or 04900 or 07000 or SCI 02500  
 Elective - 2 credits Sufficient to meet required total of ... 60 credits

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

\*CPI Unit(s)

§Consultation with the Department Advisor is required.

\*\*May also meet CPI requirement.

## A.S. PERFORMING 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.

*English 01200 .....	4 credits
*English 02400 .....	3
HPE 01200 .....	3

If Required

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

### DEPARTMENT REQUIREMENTS

*Introduction to Theatre Arts (THA 05000) .....	3 credits
Play Analysis (THA 05100) .....	3
*Rudiments of Theory (MUS 03000) .....	3
*The Musical Experience (MUS 03100) .....	3
Performing Arts Experience (PER 05900) .....	3

### **PLUS:**

Students must see their Performing Arts Advisor to structure their program and establish additional Department requirements. ...12-15 credits

### GROUP REQUIREMENTS\*\*18 CREDITS

A minimum of three credits each from at least two different groups - II through IV, six credits must be in Basic Courses.....12 credits

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

Electives - Sufficient to meet required total of .....60 credits

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

\*CPI Unit(s)

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

## 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

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

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

Electives—Sufficient to meet required total of .....60 credits

•This program is within the Physical Sciences Department.

\*CPI Unit(s)

§Consultation with the Department Advisor is required.

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

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

**A.S. SPEECH COMMUNICATION**

**•TOTAL CREDITS: 60**

Requirements for Matriculants

COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COM-PASS 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:

Language Development (SPE 04100).....	3 credits
Intrapersonal/Interpersonal Communication (SPE 01200).....	3
Effective Public Speaking (SPE 02100) .....	3
Career Communication (SPE 02400) .....	3
Group Discussion (SPE 02500).....	3
Oral Interpretation (SPE 02700).....	3
Voice & Articulation (SPE 02900) .....	3

**Phonetics (SPE 04000) OR**

Phonetics (SPE 04000) OR.....	3
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**Mass Media (MCM 03000)**

Mass Media (MCM 03000)

GROUP REQUIREMENTS \*\*

At least three credits selected from EACH group - II-IV must be in Basic Courses.

- I. Performing and Visual Arts  
Art – Music – Speech – Theatre 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 - 0-3 credits sufficient to meet required total of .....60 credits

*§ Consultation with Department Advisor is required.*

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

\* *CPI Unit(s)*

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

revised 2005-2006

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## **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)
- Education Associate
- Exercise Science/Personal Training
- Graphic Design and Illustration
- Journalism and Print Media (with concentrations in Writing & Reporting and Production)
- Maritime Technology
- Nursing
- Office Administration and Technology (with concentrations in Executive, Legal, School, Word/Information Processing and Medical Word/Information Processing)
- Physical Therapist Assistant
- Retail Merchandising (with concentrations in Fashion and Marketing Management)
- Physical Education, Recreation and Recreation Therapy (with a concentration in teaching Physical Education K-12)
- Surgical Technology
- Tourism and Hospitality
- Website Development and Administration

## **A.A.S. DEGREE PROGRAMS**

- Accounting  
Requirements, page 45  
Course Descriptions, page 72
- Broadcasting Technology and Management  
Requirements, page 45  
Course Descriptions, page 77
- Business Administration  
Requirements, page 46  
Course Descriptions, page 73
- Computer Information Systems  
Requirements, page 46  
Course Descriptions, page 100
- Early Childhood Education/Child Care  
Requirements, page 47  
Course Descriptions, page 62
- Education Associate  
Requirements, page 47  
Course Descriptions, page 62
- Exercise Science/Personal Training  
Requirements, page 48  
Course Descriptions, page 90
- Graphic Design and Illustration  
Requirements, page 48  
Course Descriptions, page 61
- Journalism and Print Media  
Requirements, page 49  
Course Descriptions, page 85
- Maritime Technology  
Requirements, page 49  
Course Descriptions, page 114
- Nursing  
Requirements, page 50  
Course Descriptions, page 105
- Office Administration and Technology  
Requirements, page 51  
Course Descriptions, page 110
- Physical Education, Recreation and Recreation Therapy  
Requirements, page 52  
Course Descriptions, page 94
- Physical Therapist Assistant  
Requirements, page 53  
Course Descriptions, page 71
- Retail Merchandising  
Requirements, page 53  
Course Descriptions, page 75
- Surgical Technology  
Requirement, page 54  
Course Descriptions, page 108
- Tourism and Hospitality  
Requirements, page 54  
Course Descriptions, page 116
- Website Development and Administration  
Requirements, page 55  
Course Descriptions, page 112

## A.A.S. ACCOUNTING •TOTAL CREDITS 60

Requirements for Matriculants

### COLLEGE REQUIREMENTS

Passing scores on the CUNY/ACT in Reading and Writing and the COM-PASS 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 §

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

A minimum of three credits each selected from at least three different groups —I thru IV—must be in Basic Courses.....9 credits

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

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NOTE: For the Tax Accounting Concentration, Federal Taxation II (ACC04200) is required in place of ACC 03100. New York Taxes (ACC 04300) is highly recommended.

• This program is within the Business Department.

\*CPI Unit(s)

§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 COM-PASS 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 0R200 proficiency .....	0

### DEPARTMENT REQUIREMENTS §

Introduction to Broadcasting (MCB 03500).....	3 credits
Writing for the Electronic Media (MCB 05000) .....	3
Radio Station Operation (MCB 05900) 3 semesters (1 cr. ea.) .....	3
Three Program Courses (3 crs. ea.).....	9
*Mass Media (MCM 03000) OR	
Communications: Culture and Technology (MCM 04200).....	3

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

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In addition to the Department requirements listed above:

Rudiments of Theory (MUS 03000) .....	3 credits
Music Theory/Ear Training (MUS 04800) .....	3
MIDI Studio Operations (MUS 04000) .....	1
Sequencing (MUS 04100) .....	2
Sound Synthesis and Digital Editing (MUS 04200) .....	3

### GROUP REQUIREMENTS \*\*13 CREDITS

A minimum of three credits each selected from at least three different groups —II thru IV—must be in Basic Courses. ..9 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 .....4 credits  
Biological Sciences - Mathematics & Computer Science - Physical Sciences

Electives—Sufficient to meet required total of .....60 credits

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

\*CPI Unit(s)

§ Consultation with the Department Advisor is required.

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

## A.A.S. BUSINESS ADMINISTRATION

### •TOTAL CREDITS 60

Requirements for Matriculants

#### COLLEGE REQUIREMENTS

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

*English 01200 .....	4 credits
*English 02400 .....	3
HPE 01200 .....	3
If Required	
ENG 00400, 09100, 09200 &/or 09300 .....	0
MAT 0M100 & 0M200 or MAT 0R200 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

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

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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

A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses. ....9 credits

- I. Performing and Visual Arts  
(Excluded are Art & Music Studio, Theatre Production & Technique courses)  
Art - Music - Speech - Theatre Arts
  - II. Language and Literature  
Foreign Language - Literature - Philosophy
  - III. Social Sciences (NOTE: ECO 12 and 14 MAY NOT BE USED to satisfy Group III)  
Economics - History - Political Science
  - IV. Behavioral Sciences  
Anthropology - Psychology - Sociology
  - V. Mathematics and Science .....4 credits  
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.

\*CPI Unit(s)

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

\*\*\*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 COM-PASS Math Skills Test or developmental courses maybe required.

*English 01200 .....	4 credits
*English 02400 .....	3
HPE 01200 .....	3
If Required	
ENG 00400, 09100, 09200 &/or 09300 .....	0
MAT 0M100 & 0M200 or MAT 0R200 proficiency .....	0

#### DEPARTMENT REQUIREMENTS §

Visual Basic 1 (CP 03100)	
Visual Basic 2 (CP 03300)	
Microcomputer Applications (CIS 01100)	
Introduction to Operating Systems (CIS 01200)	
Introduction to Database (CIS 03100)	
Fundamentals of Accounting I (ACC 01100)	
Choose ONE of the following (NOTE: Prerequisites REQUIRED):	
*Survey of Mathematics (MAT 01300)	

#### I o

*Analytic Geometry and Pre-Calculus Math (MAT 01400) .....	28 credits
+Choose THREE of the following:	
C Programming 1 (CP 02100)	
C Programming 2 (CP 02200)	
JAVA Programming (CP 06100)	
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 - 13 credits

+NOTE: Choice of courses in this group may not include both CP02100 and CP06100.

#### GROUP REQUIREMENTS\*\*9 CREDITS

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

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

Electives - Sufficient to meet required total of ..... 60 credits

§Consultation with the Department Advisor is required.

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

\*CPI Unit(s)

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

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

Requirements for Matriculants

### COLLEGE REQUIREMENTS

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 §

*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 (09307) .....	3
Development of Literacy in Children (HUM 08100) .....	1

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

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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—3 credits to be chosen from Groups I-V meet required total of ..... 60 credits

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

\*CPI Unit(s)

§Consultation with the Department Advisor is required.

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

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

Requirements for Matriculants

### COLLEGE REQUIREMENTS

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 §

*Education in Modern Society (EDU 03300) .....	3 credits
Seminar and Practicum in Education and the Behavioral Sciences (EDU 03400) .....	4
Seminar and Practicum in Education and Communication Skills (EDU 03500) .....	4
Seminar and Practicum in Education and Art Forms (EDU 03600) .....	4
*Introduction to Sociology (SOC 03100) .....	3
*General Psychology (PSY 01100) .....	3
*Human Growth and Development (PSY 03200) .....	3
*Effective Public Speaking (SPE 02100) .....	3
Spanish for Students in Career Programs (SPA 04000) .....	3

### GROUP REQUIREMENTS \*\*7 CREDITS

A minimum of three credits selected from groups II or III must be in Basic Courses. ....3 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—Satisfied by Department requirements  
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 Behavioral Sciences and Human Services Department.

\*CPI Unit(s)

§Consultation with the Department Advisor is required.

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

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

Requirements for Matriculants

COLLEGE REQUIREMENTS

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 Human Anatomy & Physiology (BIO 00700) .....	3 credits
*Human Anatomy & Physiology I and II (BIO 01100-01200) .....	8
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
Exercise Leadership Seminar (EXS 01600) .....	1
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 from the following for 3 credits: .....3 credits

- Walk, Jog, Run (PEC 00200)
- Training with Weights (PEC 00400)
- Body Building (PEC 00500)
- Physiological Fitness and Development: Training with Weights (PEC 00600)
- Aerobic Dance (PEC 01900)
- Swimming for Fitness (PEC 03300)
- Aqua Exercise (PEC 06500)
- Tai Chi Chuan (PEC 02500)
- Introduction to Hatha Yoga (PEC 02900)
- The Pilates System of Exercise (PEC 08210)

GROUP REQUIREMENTS \*\*6 CREDITS

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

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

Electives—Sufficient to meet required total of ..... 60 credits

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

\*CPI Unit(s)

§Consultation with the Department Advisor is required.

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

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

Requirements for Matriculants

COLLEGE REQUIREMENTS

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

*English 01200 .....	4 credits
*English 02400 .....	3
HPE 01200 .....	3

If Required

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

DEPARTMENT REQUIREMENTS §

\*Choose one of the following four Art History courses:

Art Survey I (ART 03300) or .....	3 credits
Art Survey II (ART 03400) or Modern Art I (ART 03500) or Modern Art II (ART 03600)	

Design I (ART 05500) .....	3
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*Drawing I (ART 05700) .....	3
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Illustration (ART 06800) and Illustration Style (ART 06900) .....	6
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Publication Design (ART 07300) .....	3
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Experimental Typography (ART 07400) and Designing with Type (ART 04000) .....	6
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Digital Art Illustration (ART 04300) .....	3
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Computer Assisted Illustration (ART 04600) .....	3
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Computer Art (ART 04500) .....	3
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Introduction to Graphic Design & Advertising (ART 07500) .....	3
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GROUP REQUIREMENTS \*\*10 CREDITS

A minimum of three credits each from at least two different groups - II - IV. Courses selected must be Basic Courses. ....6 credits

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

Electives—Sufficient to meet required total of .....60 credits

•This program is within the Art Department

\*CPI Unit(s)

§Consultation with the Department Advisor is required.

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



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

Requirements for Matriculants

### COLLEGE REQUIREMENTS

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 0R200 proficiency .....	0

### DEPARTMENT REQUIREMENTS S

Journalism: Basic and Advanced (JRL 03100–03200) .....	6 credits
Community Journalism (JRL 04100) .....	3
The Critical Review (JRL 04300) .....	3
Print Media Production (JRL 07100) .....	3
Internship (JRL 09200) .....	3

CHOOSE from the following FIVE courses for 6 credits

- Investigative and Interpretive Journalism (JRL 04200)
- Independent Study (JRL 08100)
- Publication Design (ART 07300)
- \*Experimental Typography (ART 07400)
- Feature and Magazine Writing (JRL 04400)

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Writing and Reporting

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Production

Appropriate course to be determined by Department Advisor for ...6 credits

### GROUP REQUIREMENTS\* \*13 CREDITS

A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.....9 credits

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

Electives—Sufficient to meet required total of ..... 60 credits

•This program is within the English Department.

\*CPI Unit(s)

§Consultation with the Department Advisor is required.

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

## A.A.S. 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 0R200 proficiency .....	0

### DEPARTMENT REQUIREMENTS S

Coastal Piloting and Seamanship, (MT 04600) .....	4 credits
Vessel Technology I and II (MT 03300, 03400) .....	6
Propulsion Systems (MT 04700) .....	4
Vessel Maintenance (MT 04800) .....	4
Marine Electronics (MT 04900) .....	4
Marina Operations (MT 04300) .....	3
Introduction to Computer Concepts (BA 06000) .....	3
Oceanography (EPS 03200) .....	4

### GROUP REQUIREMENTS\* \*9 CREDITS

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

- I. Performing and Visual Arts  
(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—9 credits to meet required total of ..... 60 credits

•This program is administered by the Office of the Director of Maritime Technology (Department of Physical Sciences).

\*CPI Unit(s)

§Consultation with the Department Advisor is required.

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

## A.A.S. NURSING • TOTAL CREDITS 66-67

### Requirements for Matriculants

#### COLLEGE REQUIREMENTS

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 0R200 proficiency .....	0

#### DEPARTMENT REQUIREMENTS

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

#### Applied Physical Sciences for Allied Health Careers (SCI 02500)

*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

#### Human Anatomy and Physiology II (BIO 01200)

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

#### Microbiology in Health and Disease (BIO 05100)

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

#### Freshman English II (ENG 02400)

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

#### Introduction to Sociology (SOC 03100)

*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.

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

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

#### Applied Physical Sciences for Allied Health Careers (SCI 02500)

Applied Physical Sciences for Allied Health Careers (SCI 02500) .....	3 credits
*General Psychology (PSY 01100) .....	3
*Human Anatomy and Physiology I (BIO 01100) .....	4
Calculations for Medication Administration (NUR 01700) .....	1
Fundamentals of Nursing (NUR 01800) .....	7

#### Human Anatomy and Physiology II (BIO 01200)

*Human Anatomy and Physiology II (BIO 01200) .....	4
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+ Students may elect to take required courses other than nursing courses during the Winter and Summer Modules.

#### Microbiology in Health and Disease (BIO 05100)

Microbiology in Health and Disease (BIO 05100) .....	4
*Freshman English I (ENG 01200) .....	4
Nursing the III Adult I (NUR 02100) .....	9

#### Human Growth and Development (PSY 03200)

*Human Growth and Development (PSY 03200) .....	3
*Introduction to Sociology (SOC 03100) .....	3
Nursing the Emotionally III (NUR 02000) .....	4
Nursing the III Adult II (NUR 02200) .....	5

#### Freshman English II (ENG 02400)

*Freshman English II (ENG 02400) .....	3
Family-Centered Maternity Nursing (NUR 01900) .....	4
Nursing of Children (NUR 02300) .....	5
Issues in Nursing (NUR 02400) .....	1

Electives—Sufficient to meet required total of ... 66-67 credits

• This program is within the Nursing Department.

\*CPI Unit(s)

§ Consultation with the Department Advisor is required.

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

Requirements for Matriculants

### COLLEGE REQUIREMENTS

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 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

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••Elementary Shorthand (ADM 01500) .....	3
••Intermediate Shorthand (ADM 01700) .....	3
Advanced Shorthand and Transcription (ADM 03000) .....	4 credits

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••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 credits

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••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

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Non-stenographic majors with concentrations in

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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

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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

A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.....9 credits

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

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

\*CPI Unit(s)

§Consultation with the Department Advisor is required.

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

## A.A.S. PHYSICAL 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.

*English 01200 .....	4 credits
*English 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 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

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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
+Field Experience in Recreation and Recreation Therapy (RPE 09253) .....	3
The Assessment Process in Therapeutic Recreation (RPE 03600) .....	2

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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
<i>(Please select from approved list available from the program office, E115)</i>	

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  
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

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

*§Consultation with the Department is required.*

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

*+Requires approval of Program Director.*

*\*CPI Unit(s)*

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

## A.A.S. 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 0R200 proficiency	.....0

### DEPARTMENT REQUIREMENTS §

*Foundations of Human Anatomy and Physiology (BIO 00700)	.....3 credits
*Human Anatomy and Physiology I and II (BIO 01100 and 01200)	.....8
*General Psychology (PSY 01100)	.....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

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

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

Electives—Sufficient to meet required total of ..... 68 credits

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

•This program is within the Biological Sciences Department.

\*CPI Unit(s)

§Consultation with the Department Advisor is required.

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

## A.A.S. RETAIL MERCHANDISING

•TOTAL CREDITS 60

Requirements for Matriculants

### COLLEGE REQUIREMENTS

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 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

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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

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

### GROUP REQUIREMENTS \*\*13 CREDITS

A minimum of three credits each from at least three different groups, I thru IV. Courses selected must be in Basic Courses. ...9 credits

- I. Performing and Visual Arts  
(Excluded are Art & Music Studio, Theatre Production & Technique courses)  
Art - Music - Speech - Theatre Arts
- II. Language and literature  
Foreign Language - Literature – Philosophy
- III. Social Sciences (Note: ECO 14 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

§Consultation with the Department Advisor is required.

•This program is within the Business Department.

\*CPI Unit(s)

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

## A.A.S. SURGICAL TECHNOLOGY

•TOTAL CREDITS: 63

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

### DEPARTMENT REQUIREMENTS §

*College Algebra (MAT 00900)	.....3 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 \*\*

A minimum of three credits from each group I, II and IV must be in 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..... 63 credits

• This program is within the Nursing Department

§ Consultation with the Department Advisor is required.

\*CPI Unit(s)

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

## A.A.S. TOURISM AND HOSPITALITY

•TOTAL CREDITS 60

Requirements for Matriculants

### COLLEGE REQUIREMENTS

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 Majors MUST TAKE:

Introduction to Tourism and Hospitality (TAH 00100)	.....3 credits
Destination Geography (TAH 00200)	.....3
The Business of Tourism and Hospitality (TAH 01900)	.....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

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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

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Students must take two of the following courses:

Front Office Operations (TAH 02200)	.....3
Introduction to Meeting Planning (TAH 04100)	.....3
Restaurant and Food Service Operations (TAH 07200)	.....3
Event Catering Management (TAH 04300)	.....3

### GROUP REQUIREMENTS\*\*13 CREDITS

A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.....9 credits

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

• This program is within the Tourism and Hospitality Department.

\*CPI Unit(s)

§ Consultation with the Department Advisor is required.

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



## 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 0R200 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
HTML Authoring and JavaScript (CIS 02200) .....	4
JAVA Programming II (CP 06200) .....	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

*\*TEC 05800, Basic Desktop Publishing, is strongly recommended. It is recommended that students with no Internet experience take Introduction to the Internet (DP 00700).*

#### GROUP REQUIREMENTS\* \*13 CREDITS

A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses. ....9 credits

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

\*CPI Unit(s)

§Consultation with the Department Advisor is required.

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

revised 2005-2006

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**CERTIFICATE IN ENTREPRENEURIAL STUDIES**

•TOTAL CREDITS: 25

Requirements for Matriculants

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 0R200 proficiency .....	0

DEPARTMENT REQUIREMENTS §

Foundations of Human Anatomy and Physiology (BIO 00700) .....	3 credits
Human Anatomy and Physiology I and II (BIO 01100, 01200) .....	8
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
Exercise Leadership Seminar (EXS 01600) .....	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 PROGRAM IN ALCOHOLISM AND  
SUBSTANCE ABUSE COUNSELING**

•TOTAL CREDITS: 15-25

Requirements for Matriculants

COLLEGE REQUIREMENTS

Successful completion of CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test or developmental courses may be required.  
Freshman English (ENG 01200)+.....0-4 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 Internship (SAC 02800) .....	3
Internship .....	0-6
Total Credits .....	15-25

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

§Consultation with the Department Advisor is required.

+Unless exempt consistent with CUNY and KCC policy based upon degree earned or other criteria

revised 2005-2006

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## ART DEPARTMENT

**oççã=PNRR= ÉñíK-RTNU**

**gçÜâ=aÉëÄ~ñáçl** Assistant Professor

**g~âáÁÉ=c~ëáÉól** Professor and Chairperson

**\_éá~â=e~Áâl** College Laboratory Technician

**j áÁÜÉâ=h~âíÉel** Professor

**j ~âÉâ=i áÉÇçel** Associate Professor

**mÉíÉê=j ~äçáÉl** Senior College Laboratory Technician

**g~âáÁÉ=j ÉÜäã ~âl=Professor**

**l äÖ~j ÉöÜáÄçî ëâ~ó~l** Assistant Professor

**^âíÜçáó=m~Ççî ~âçl** Professor

**~íÉéää~mäÉëéÉl=Assistant Professor**

**gì ÇáíÜ=t ääÇÉl** Professor

**^i i=k l KJpqrabl = l ropbp=EP= opk=P=eopK=j bbq dol rm=f=afpqof\_rqfl k=obnrfojb bkqp=cl o=^i i abdobbk=pqrabl = l ropbp=j bbq=afpqof\_rqfl k obnrfojb bkqp=cl o=^=abdobb=l kivK**

**^i i=^oq= l ropbp=j bbq= mf=obnrfojb bkqp=cl o cfb=^oqK**

**H=^oq=MPNMM=0=qeb=sfpr ^i =bumbofbk` b=EP=ÄëëK-P=ÜëëK**  
Introduction to the visual arts, past and present. Basic elements in appreciating the great achievements in painting, sculpture and architecture. Aesthetic and societal considerations.

**H=^oq=MPOMM=0=^oq=fk=pm^fk=EP=ÄëëK-P=ÜëëK**  
This course is an introduction to the different periods of art in Spain and will include a survey of prehistoric cave paintings, monuments, cathedrals and master painters, historic through contemporary.

**H=^oq=MPPMM=0=prosbv=l c=^oq=efpql ovñ:col j ^k` fbkq=q l =obk^fpp^k` b=^oq=EP=ÄëëK-P=ÜëëK**  
Historical view of Western art and some non-Western Art designed to survey in chronological sequence, the evolution of style and form in the major arts from pre-history to the Renaissance.  
Required of Art Majors in first year. See Department Advisor.

**H=^oq=MPQMM=0=prosbv=l c=^oq=efpql ovñ:col j obk^fpp^k` b=q l =NVqe= bkqrov=^oq=EP=ÄëëK-P=ÜëëK**  
Study of Western art from the Renaissance to the mid-nineteenth century, noting changes and growth in style and form.

**H=^oq=MPRMM=0=j l abok=^oqñ:col j =NUUM=q l =NVQR=EP=ÄëëK-P=ÜëëK**  
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.

**H=^oq=MPMSMM=0=j l abok=^oqñ:col j =NVQR=q l =mobpbkq EP=ÄëëK-P=ÜëëK**

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.

**H=^oq=MPTMM=0=^cof` ^kl=l` b^kf` =^ka=k^qfsb=^j bof` ^k=^oq=EP=ÄëëK-P=ÜëëK**

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.

**H=^oq=MPUMM=0=obk^fpp^k` b=^oq=EP=ÄëëK-P=ÜëëK**  
History of the development of art from the Gothic to the Humanist movement, including the Renaissance, with an analysis of the new concepts of nature, history and man in Italy.

**^oq=MPVMM=0=efpql ov=l c=t l j bk=fk=^oq=EP=ÄëëK-P=ÜëëK**  
A survey of women in the visual arts from the ancient world through the present, including her image, her traditional arts, gender description from professional institutions, individual women artists, their liaisons, and the evolution of feminist art.

**^oq=MQMMM=0=abpfdkfk=d=t fqe=qvmb=EP=ÄëëK-Q=ÜëëK**  
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.

**^oq=MQOMM=0=qeobb=afj bkpfl k^i=fi i rppqo^qfl k=EP=ÄëëK-Q=ÜëëK**  
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

**H=^oq=MQPMM=0=afdfq^i=^oq=fi i rppqo^qfl k=EP=ÄëëK-Q=ÜëëK**  
Illustrators, designers and desktop publishers learn basic concepts and receive hands-on experience in the use of a major computer illustration program which can be applied to commercial and fine-art illustration.  
Prerequisite: ART 05500

**^oq=MQQMM=0=pqfi i =i fcb=m^fkqfk=d=EP=ÄëëK-Q=ÜëëK**  
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

**^oq=MQRMM=0= l j mrqbo=^oq=EP=ÄëëK-Q=ÜëëK**  
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

**^oq=MQSMM=0=` l j mrqboJ^ppfpqba=fi i rppqo^qfl k=EP=ÄëëK-Q=ÜëëK**  
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

**^oq=MOTMM=0=^j bof` ^k=^oq=EP=ÁëëK=P=ÜëëK**

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.

**H=^oq=MRNMM=0=mel ql do^mev=f=EP=ÁëëK-Q=ÜëëK**

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

**H=^oq=MIROMM=0=mel ql do^mev=ff=EP=ÁëëK-Q=ÜëëK**

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

Prerequisite: ART 05100

**^oq=MRPMM=0=mel ql gl rok^ifpj =f=EP=ÁëëK-Q=ÜëëK**

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

**^oq=MRQMM=0=mel ql gl rok^ifpj =ff=EP=ÁëëK-Q=ÜëëK**

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

Prerequisite: ART 05300

**H=^oq=MRRMM=0=abpfdk=f=EP=ÁëëK-Q=ÜëëK**

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.

**^oq=MRSMM=0=abpfdk=ff=EP=ÁëëK-Q=ÜëëK**

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

**H=^oq=MRTMM=0=ao^t fkd=f=EP=ÁëëK-Q=ÜëëK**

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 and from the life model. Required for Art Majors in first semester. See Department Advisor.

**^oq=MRUMM=0=ao^t fkd=ff=EP=ÁëëK-Q=ÜëëK**

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

Prerequisite: ART 05700 or Department permission.

**H=^oq=MRVMM=0=m^fkqfkd=f=EP=ÁëëK-Q=ÜëëK**

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.

**^oq=MSMMM=0=m^fkqfkd=ff=EQ=ÁëëK-S=ÜëëK**

Continuation of ART 05900 gives students an opportunity for advanced work in painting, self-expression and creativity.

Prerequisite: ART 05900 or Department permission

**H=^oq=MSNMM=0=p`rimqrob=f=EP=ÁëëK-Q=ÜëëK**

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

**^oq=MSOMM=0=p`rimqrob=ff=EQ=ÁëëK-S=ÜëëK**

Advanced students in creative sculpture explore new techniques.

Prerequisite: ART 06100 or Department permission

**H=^oq=MSPMM=0=bo^j f`p=f=EP=ÁëëK-Q=ÜëëK**

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

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

Prerequisite: ART 06300

**^oq=MSRMM=0=j fuba=j baf^=EP=ÁëëK-Q=ÜëëK**

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

**^oq=MSSMM=0=mofkqj ^hfkd=f=EP=ÁëëK-Q=ÜëëK**

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

**^oq=MSTMM=0=mofkqj ^hfkd=ff=EP=ÁëëK-Q=ÜëëK**

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

**H=^oq=MSUMM=0=fi irpqo^qfl k=EP=ÁëëK-Q=ÜëëK**

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.

**^oq=MSVMM=0=fi irpqo^qfl k=pqvi b=EP=ÁëëK-Q=ÜëëK**

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

**^oq=MTOMM=0=t b\_m^db=abpfdk=EP=ÁëëK-Q=ÜëëK**

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

**H=^oq=MTPMM=0=mr\_if`^qfl k=abpfdk=EP=ÁëëK-Q=ÜëëK**

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



**H=^oq=MTQMM=0=bumbofj bkq^i=qvml do^mev=  
EP=Áëëk-Q=ÜëëkF**

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

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^ka=^ asboqpfkd=EP=Áëëk-Q=ÜëëkF**

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.

**^oq=MTVMM=0=cfdrob=m^fkqfkd=EP=Áëëk-Q=ÜëëkF**

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

**^oq=MUMTO=0=`bo^j f`=p`rimqrob=EP=Áëëk-Q=ÜëëkF**

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

**^oq=MUNuu=0=fkabmbkqbkq=pqgrav=ENJP=Áëëk-NJP=ÜëëkF**

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

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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.

**^oq=MUPQU=0=cfdrob=j l abifkd=^ka=`^osfkd=  
EP=Áëëk-Q=ÜëëkF**

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

Prerequisite: ART 06100

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`^osfkd=EP=Áëëk-Q=ÜëëkF**

Study of the representation of the human figure in motion. Clay and stone will be predominant materials used.

Prerequisite: ART 08348

**^oq=MURQT=0=i^kap`^mb=m^fkqfkd=EP=Áëëk-Q=ÜëëkF**

Methods of oil and/or acrylic painting in a concentrated approach to the expressive possibilities of the landscape as Subject matter.

Prerequisite: ART 05900

**^oq=MUSRN=0=fkqboj baf^qb=i^kap`^mb=m^fkqfkd=  
EP=Áëëk-Q=ÜëëkF**

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

Prerequisite: ART 08547

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EP=Áëëk-Q=ÜëëkF**

The interactions of brush and color with paper and water and the use of different color-wash techniques.

Prerequisite: ART 05900

**^oq=MUURM=0=fkqboj baf^qb=t ^qbo` l i l o=m^fkqfkd  
EP=Áëëk-Q=ÜëëkF**

Advanced study of transparent watercolor painting, using wet-into-wet and glazing techniques.

Prerequisite: ART 08746

**^oq=MVMSP=0=fkqol ar` qfl k=ql =t bi aba=p`rimqrob  
EP=Áëëk-Q=ÜëëkF**

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

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EP=Áëëk-Q=ÜëëkF**

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.

Prerequisites: ART 05100 and computer literacy required

**^oq=MVRMM=0=efpql ov=l c=j l abo=^o`efqb`qrob=  
EP=Áëëk-Q=ÜëëkF**

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.

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j ^qfl k=EP=Áëëk-Q=ÜëëkF**

Introduction to the core features and functions of a computer assisted 3 dimensional image and animation software program. Students will develop an understanding of the three-dimensional computer environment and create three-dimensional imagery out of 2 dimensional designs.

Pre or corequisites: ART 04300 and ART 04500, computer literacy required

**^oq=MVTMM=0=`bo^j f`=abpfdk=EP=Áëëk-S=ÜëëkF**

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

+ Basic Course

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A. S. Degree

FINE ARTS

Requirements - page 38

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A.A.S. Degree

GRAPHIC DESIGN AND ILLUSTRATION

Requirements - page 48

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## BEHAVIORAL SCIENCES AND HUMAN SERVICES DEPARTMENT

**oççã=aJPMV= =ÉñíK=RSPM**

**i ÉëääÉ=^èÄÉëã ~ãl** Assistant Professor

**t áááá~ã=\_i éÖÉÉl** Professor and Chairperson

**dÉé~ãÇááÉ= `Ü~éÉÓl=Professor**

**bÇi áá= `ççéÉëã ~ãl** Associate Professor

**^áá= `çì éÉÉl=Lecturer**

**pì è~ã=bÇááÉl** Instructor

**pì è~ã=c~ééÉáal** Professor

**mÉíÉé=cáì ã Él** Assistant Professor

**aÉáçéÉé=céáÉÇã ~ãl** Professor

**faè~=dá~òÉÉl** Associate Professor

**`Ü~éáÉé=dì áÖáçl** Assistant Professor

**eÉã~ááÉ=é~ééáel** Associate Professor; Director, Mental Health & Human Services Program

**^áá~=h~éé~íÜ~ááel** Associate Professor

**l ááí Éé=hã~ééÉÉl** Professor

**pì è~ã=i ~ÁÜã ~ãl** Lecturer

**pì ò~ááÉ=i ~ççáíl=Associate Professor**

**céÉÇ=j ~ã~ã ÉíI=Professor**

**j áÁÜ~Éã~j áé~ãÇ~l=Assistant Professor**

**pÜ~éçã=méááÁÉl** Lecturer

**cáçéÉáÁÉ=pÁÜáÉáÇÉÉl=Assistant Professor**

**cè~áÁÉéã~=pã áíÜl** Associate Professor; Director, Education Associate Program

**gç~ã=pí~ãÇçé~l** Lecturer, Director, Alcoholism and Substance Abuse Counseling Program

**`Ü~éáÉé=pì áííI** Instructor

**\_\_~éÄ~é~=ok~t ~áíÉéel** Associate Professor

**gì ~áá=t ~íéçál** Instructor

**\_\_~éÄ~é~=t ÉáéÉóÁéI** Associate Professor, Director, Early Childhood Education/ Child Care and Education Studies Programs

**t áááá~ã=t ááíÉÉl** Assistant Professor

**^íi=^kqeol ml il dv=mpv`el il dv=^ka=pl`fl il dv`l ropbp=j bbq=dol rm=fs=afpqof\_rqfl k=obnrfobj j bkqp=cI o=^íi=abdobbpK**

## ANTHROPOLOGY

**H=Ⓞ ^kq=MPTMM=ó=fkqol ar`qfl k=íç=^kqeol ml il dv=EP=ÁééK=P=ÜééK**

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.

**H=Ⓞ ^kq=MPVMM=ó=pbur^ifqv=^ka= `riqrob=EP=ÁééK=P=ÜééK**

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 most courses for advancement to the next course. Early Childhood courses may only be repeated once. These include: EDC 02000, 02100, 02200, 02300, 03000, 09105 and HUM 08181. Unless otherwise indicated, EDC courses are only open to students in the Early Childhood/Childcare sequence.

**H=ba`=MOMMM=ó=cl rka^qfl kp=l c=bar`^qfl k=EP=ÁééK=P=ÜééK**

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.

Co-requisite: EDC 02300

**ba`=MONMM=ó=pl`f^i=p`fbk`b=fbk=bar`^qfl k=EP=ÁééK=P=ÜééK=éáí è=íí ç=íáÉáÇ=Üçì èé=éÉé=i ÉÉáf**

Survey of the objectives of the Social Sciences as reflected in the selection, guidance and evaluation of curricula in Education. Prerequisites: EDC 02000 with a grade of C or better and EDC 02300

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

Corequisite: EDC 03000. For ECE Majors Only.

**ba`=MOOMM=ó=^oq=t l ohpel m=fbk=bar`^qfl k=EO=ÁééK=O=ÜééK**

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

**ba`=MOPMM=0=j rpf`--âÇj l sbj bkq=t l ohpel m=fk bar` ^qfl k=EO=Àëëk-O=ÜëëkF**

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.  
Corequisite: EDC 02000

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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.

**ba`=MPMMM=0=pbj fk^o=^k=a=mo`^` qf` rj` =f=k=b^oiv` efi ael l a-bar` ^qfl k=` roof` rirj` =EP=Àëëk-O=ÜëëkF**

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 and EDC 02300 with a grade of C or better  
Corequisite: EDC 02100 with a grade of C or better

**ba`=MPNMM=0=pl` f^i=p` fbk` b=fk=` efi ael l a-bar` ^qfl k=EP=Àëëk-P=Üëëk-éàì è=P=Àëëk-Ç=Üçì èëF**

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 and EDC 02300  
Pre or corequisites: ENG 01200 and a history or political science course

**ba`=MPOMM=0=fkc^kqlql aai bo=absbi l mj bkq=EP=Àëëk-P=ÜëëkF**

Study of educational theories and approaches as well as cultural influences on the development of the young child.  
Prerequisite: EDC 02000 and EDC 02300 with a grade of C or better

**ba`=MQNMM=0=qb`^` efkd=qeb=dfcqbafkafsfar^i=EP=Àëëk-P=ÜëëkF**

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

**ba`=MUNuu=0=fkabmbkabkq=pqrav=ENJP=Àëëk-NJP=ÜëëkF**

Independent study of Early Childhood Education is developed individually between student and faculty member and must be approved by the Department.

**ba`=MVM^0=0=pbj fk^o=^ka=mo`^` qf` rj` =fk=qb`^` ebo absbi l mj bkq=f=EP=Àëëk-V=ÜëëkF**

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 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

**ba`=MVNMR=0=prmbosfpba=fkppqr` qfl k^i=bumbofj bk` b=fk=bar` ^qfl k=f=EP=Àëëk-S=ÜëëkF**

Students are assigned to work with children in a specific education center such as a Day Care Center, Nursery School, Kindergarten, School for Exceptional Children or Residential Institution. Students concentrate on objective observations of child behavior in order to help develop skills in understanding children and their learning needs.  
For ECE Majors only.  
Prerequisites: EDC 02100 and EDC 03000 both with a grade of "C" or better and passing scores on CUNY/ACT in Reading and Writing  
Corequisite: EDC 02200  
Pre or corequisite: PSY 03200

**ba`=MVPMT=0=prmbosfpba=fkppqr` qfl k^i=bumbofj bk` b=fk=bar` ^qfl k=ff=EP=Àëëk-S=ÜëëkF**

Students are assigned increasing responsibility within the limits of the agency structure. Leadership of group activities is included. For ECE Majors Only.  
Prerequisites: EDC 02200 and EDC 09105 both with a grade of "C" or better and passing score on the COMPASS Math Skills Test

**ba`=MVQMM 0=prmbosfpba=fkppqr` qfl k^i=bumbofj bk` b=fk=fkc^kqlql aai bo=bar` ^qfl k=EP=Àëëk-S=Üçì èëF**

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  
Co-requisites: EDC 02200

**erj`=MUNUN=0=absbi l mj bkq=l c=i fqbo`^` v=fk=` efi J aobk=EN=Àëk-N=ÜëkF**

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

**EDUCATION**

**bar=MORMM=0=qeb=bj l qfl k^i iv=afpqro\_ba=^ka=kbrol i l df` ^i iv=fj m^foba=` efi a=EP=Àëëk-P=ÜëëkF**

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.

**bar=MOSMM-0=qb^`efkd=qeb-bj l qfl k^iiv=afpl  
qro\_ba=^ka=kbrol il df^`^iiv=fj m^foba=^`efia=  
EP=ÀëëK-P=ÜëëK**

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

**bar=MOTMM-0=pbj fk^o=fk=^aj fkfpqo^qfl k=^ka  
prmbosfpfl k=l c=pmb^`f^i=bar^`^qfl k=mol do^j p=  
EP=ÀëëK-P=ÜëëK**

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

**bar=MOUMM-0=qb`ekfnrbp=fk-j ^qel=p`fbk`b=^ka  
pl`f^i=pqrafbp=qb^`efkd=cl o=b^oiv=^`efiael l a  
bar^`^qfl k=EO=ÀëëK-O=ÜëëK**

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.

**bar=MOVMM-0=j riqf`riqro^i=fkppor`qfl k^i=  
pqo^qbdfbp=EO=ÀëëK-O=ÜëëK**

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.

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EP=ÀëëK-P=ÜëëK**

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.

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qfl k=^ka=\_be^sfl o^i=p`fbk`bp=EQ=ÀëëK-NO=ÜëëK**

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

**G=bar=MPRMM-0=pbj fk^o=^ka=mo^`qf`rj =f=k=bar^`^j  
qfl k=^ka=^l j j rkf^`^qfl k=phfi ip=EQ=ÀëëK-NO=ÜëëK**

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

**G=bar=MPSMM-0=pbj fk^o=^ka=mo^`qf`rj =fk=bar^`^j  
qfl k=^ka=^oq=cl oj p=EQ=ÀëëK-NO=ÜëëK**

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

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^`^qfl k=fk=qeb=rkfqba=pq^qbp=EP=ÀëëK-P=ÜëëK**

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.

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EO=ÀëëK-O=ÜëëK**

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.

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EO=ÀëëK-O=ÜëëK**

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

**bar=MQTMM-0=pfdk=i^kdr^db=fff=EO=ÀëëK-O=ÜëëK**

A continuation of EDU 04600. Emphasis on conversational sign language skills required for communication with Deaf and Hearing Impaired pupils (or with Hearing Impaired parents) in the classroom and in other school settings. Offers students opportunities to develop and practice their skills in sign language conversation, translation and interpretation.  
Prerequisite: EDU 04600

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mol cbppfl k^i p=EP=ÀëëK-P=ÜëëK**

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.



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EP=ÄëëK-P=ÜëëK**

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.

# Required for Education Associate Majors

## MENTAL HEALTH AND HUMAN SERVICES

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

**H-j e=MNMM=0=fkqol ar ` qfl k=ql =erj ^k=pbosf` bp=  
EP=ÄëëK-P=ÜëëK**

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.

**G-j e=MPMM=0=erj ^k=pbosf` bp=l od^kfw^qfl k=  
EP=ÄëëK-P=ÜëëK**

Development, functions, and purposes of human services organizations. Types of human services organizations are described with emphasis on the duties and roles of workers and supervisors and the effects of policies, practices, and pressures of the agency upon the worker.

Prerequisite: MH 01100

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dol rm=i b^ abopefm=EP=ÄëëK-P=ÜëëK**

Basic principles of gathering information through the use of interviewing techniques. The nature of group formation, function and leadership, and how they relate to one another. Emphasis is on providing preventative and therapeutic service to the mentally ill with role playing and classroom practice sessions. Open to Program majors only.

Prerequisite: MH 01100

**G-j e=MPQMM=0=j bkq^i=eb^iqe=mo^` qf` b=t fqe=  
sri kbo^\_i b=ml mri ^qfl kp=EP=ÄëëK-P=ÜëëK**

Course will examine difficulties faced by a variety of special populations including adults with HIV, chronic mental illness and adolescents and children at-risk. Students will gain an overview of each population's unique service needs and learn consumer-centered intervention strategies. Open to Program majors only.

Prerequisite: MH 01100

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EP=ÄëëK-Q=ÜëëK**

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.

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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.

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bk` b=fk-j bkq^i=eb^iqe=f=EP=ÄëëK-S=ÜëëK**

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

Prerequisites: MH 01100, MH 03500 and either MH 03100 or MH 03400, or department permission required

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bk` b=fk-j bkq^i=eb^iqe=ff=EP=ÄëëK-S=ÜëëK**

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

Prerequisites: MH 01100, MH 03500 and either MH 03100 or MH 03400, or department permission required

## PSYCHOLOGY

**H= mpv=MNMM=0=dbkbo^i=mpv` el il dv=  
EP=ÄëëK-P=ÜëëK**

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.

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vl rkd` efi aobk=EP=ÄëëK-P=ÜëëK**

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

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sfbt ml fkqp=EP=ÄëëK-P=ÜëëK**

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

**mpv-MPOMM-0=erj ^k=dol t qe=^ka=absbil mj bkq EP=ÀëëK-P=ÛëëK**

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

**mpv-MPQMM-0=mpv`el il dv=l c=mbopl k^ifqv= EP=ÀëëK-P=ÛëëK**

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

**mpv-MPRMM-0=bar`^qfl k^i=mpv`el il dv= EP=ÀëëK-P=ÛëëK**

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

**mpv-MPSMM-0=^\_kl oj ^i=mpv`el il dv= EP=ÀëëK-P=ÛëëK**

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

**mpv-MPTMM-0=mpv`el il dv=l c=t l j bk= EP=ÀëëK-P=ÛëëK**

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

**mpv-MUNuu-0=fkabmbkabhq=pqrav=ENP=ÀëëK-NP=ÛëëK**

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

**mpv-MU0uu-0=ENP=ÀëëK-NP=ÛëëK**

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**

**H=pl`=MOUMM-0=`l kqbj ml o^ov=fpprbp=fk=eb^iqe`^ob=EP=ÀëëK-P=ÛëëK**

(Also listed as BA 02800 and NUR 02800)  
The sociological, ethical, legal and economic impact of managing health care in the 21st century.

**H=pl`=MPNMM-0=fkqol ar`qfl k=ql =pl`fl il dv= EP=ÀëëK-P=ÛëëK**

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.

**pl`=MPOMM-0=ro\_^k=pl`fl il dv=EP=ÀëëK-P=ÛëëK**

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

**pl`=MPPMM-0=pl`f^i=mol \_ibj pl^fkpqfqrqfl kp=fk`^ofp=EP=ÀëëK-P=ÛëëK**

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

**pl`=MPRMM-0=pl`fl il dv=l c=qeb=c^j fiv= EP=ÀëëK-P=ÛëëK**

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

**pl`=MPSMM-0=j fkl ofqv=dol rmp=fk=qeb=rkfqba pq^qbp=EP=ÀëëK-P=ÛëëK**

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

**pl`=MPUMM-0=pl`fl il dv=l c=dbkabo=EP=ÀëëK-P=ÛëëK**

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



**PI`=MPVMM=0=qeb=pl`fl il dv=l c=obifdl k**

Introduction to the study of religion and society: basic definitions and concepts, methods, organizational structures, secularization, church-state, immigration and multi-cultural environments, interactive effects with socio-economic status, ethnicity and gender. Prerequisite: SOC 03100

**PI`=MUNuu=0=fkabmbkabhkq=pqrav=ENJP=ÄëëK-NJP=ÜëëK**

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

**PI`=MUOuu=0=ENJP=ÄëëK-NJP=ÜëëK**

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.

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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

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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**

**p^`=MOMMM=0=fkqol ar`qfl k=ql =^i`I el ifpj =^ka pr\_pq^k`b=^\_rpb=`I rkpbi fkd=EP=ÄëëK-P=ÜëëK**

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.

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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

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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

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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

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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

\* Required for Mental Health Majors

+ Basic Course

☉ Meets CPI requirement for Social Sciences

## BIOLOGICAL SCIENCES DEPARTMENT

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**gçÜã=^ÂÉî ÉÇÇI=** *College Laboratory Technician*

**k~ÇããÉ= \_çãÉèl** *College Laboratory Technician*

**^-èã=-\_ÉÉÁÉèd=** *Assistant Professor*

**fè~á~Ü=^k\_Éã~îÜÉàl** *Professor; Coordinator, Physician Assistant Transfer Option*

**^-èçã=\_áÉéã ~ãàl** *Professor*

**oçè~-j k\_è~ÇãÉól** *Associate Professor; Coordinator, Occupational Therapy Transfer Option and Pharmacy Transfer Option Programs*

**i çèÉíí ~=\_è~ãÁ~ÁÁãçJq~è~èl** *Professor*

**sãíçè=\_èçÇÉèl** *College Laboratory Technician*

**j ~éó=a~î èçàl** *Associate Professor*

**g~ã Éè= k~dçÉíól** *Assistant Professor*

**gì ÇãíÜ=eì Öçl** *Senior College Laboratory Technician*

**^Üèéíãã=-eì éãÉól** *Assistant Professor; Co-Director, Physical Therapist Assistant Program*

**wíj kdkp~èî ~èg~Ü~ãÖàèl** *Assistant Professor*

**mÜãããé=gçèÉéÜl** *College Laboratory Technician*

**j áéã~ã= háííéÉããl** *Professor*

**j çÜ~ã ÉÇ=i ~áéããl** *Assistant Professor*

**dÉÇèÜã=-i áãçl** *Assistant Professor*

**qÜÉçÇçèÉ= k~j ~éãî èl** *Professor*

**j ~éó=qÜÉèÉè=-l éíãól** *Professor*

**mÉíÉè=maaÜÜã ~àl** *Professor*

**j ~éãçã=qçp~ÁÁ~èçãl** *Chief College Laboratory Technician*

**d~éó=\_kçp~éããéãól** *Assistant Professor*

**píÉí Éã=pãããáÉèl** *Associate Professor; Co-Director, Physical Therapist Assistant Program*

**^ãíÜÉ=-pí~î èçì á~ããèl** *Associate Professor*

**hèéíãã=m~qÉí éÁÜl** *Assistant Professor*

**^éíÜì è=k~wÉáíãããl** *Professor and Chairperson*

**^ííi= obafqj\_b^ofkd=\_fl il dv= l ropbp~j bbq=dol rm s=afpqof\_rqfl k=obnrfojb bkqp=cl o=^ííi=abdobbpk**

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Fundamental principles covered are those underlying the study of anatomy and physiology: molecular organization of cells and their environment; cell structure and cell physiology; enzymes and metabolic pathways, and a survey of histology and the integumentary system. Laboratory sessions include the use of the microscope membrane transport phenomena and microscopic studies of human tissues. This course does not satisfy the Biology major elective requirement.

Prerequisites: Passing scores on the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test

**NOTE: Students interested in the 3 semester Human Anatomy and Physiology sequence start with BIO 00700 followed by BIO 01100, then BIO 01200. Students who have prior course work in Biological Sciences, and want to be exempt from BIO 00700, may take the BIO 00700 Exemption Exam. Information is available in the Department Office (S-244). Passing score permits entry directly into BIO 01100.**

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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 Reading, Writing and Math exams and BIO 00700 or BIO 01300 or a passing score on the BIO 00700 Exemption Examination. Prerequisite for BIO 01200: BIO 01100

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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

**♦ \_fl =MONMM=Ó= l j m^o^qfsb=^k^ql j v=EQ=ÁèèK=S=ÜèèK**

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

**♦ \_fl =MOOMM=Ó=absbi l mj bkq^i=\_fl il dv=EQ=ÁèèK=S=ÜèèK**

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

**H=fl =MORMM=0=fkqol ar` qfl k=ql =j ^ofkb=fl il dv=EP=ÀëëK-P=ÜëëK**

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

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During intensive five to ten day field experiences studying marine biological habitats, the relationship between the fauna of the marine environment and the surrounding biotic and abiotic environment is highlighted. Prerequisite: BIO 01300 or BIO 02500 or Department permission

**H=fl =MOUMM=0=\_fl il dv=l c=t l j bk=EP=ÀëëK-P=ÜëëK**

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.

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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.

**H=♦\_fl =MPPMM=0=fkqol ar` qfl k=ql =j l abok=`l k`bmqp=l c=\_fl il dv=EQ=ÀëëK-R=ÜëëK**

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.

**H=fl =MPRMM=0=fkqol ar` ql ov=el oqf`riqrob=EP=ÀëëK-P=ÜëëK**

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.

**H=fl =MPTMM=0=erj ^k=dbkbqf`p=EP=ÀëëK-P=ÜëëK**

Introduces the principles of genetics with applications to human beings. The different systems by which characteristics are inherited, representative human hereditary problems, roles of heredity and environment; an historical approach to genetics research, chromosomal disturbances and some diseases; modern components of genetics in relation to human fertilization, surrogacy and genetic engineering This course does not satisfy the Biology major elective requirement.

**H=fl =MPVMM=0=qeb=\_fl il dv=l c=^dfkd=EP=ÀëëK-P=ÜëëK**

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.

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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.

**♦\_fl =MRMMM=0=dbkbo^i=j f`ol \_fl il dv=EQ=ÀëëK-S=ÜëëK**

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

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***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.*

**♦\_fl =MROMM=0=j ^ofkb=\_fl il dv=EQ=ÀëëK-S=ÜëëK**

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

**◆ BI 101 - Introduction to Biology**

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

**◆ BI 102 - Plant Biology**

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

**◆ BI 103 - General Biology**

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

**◆ BI 104 - Molecular Biology**

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

**◆ BI 105 - Scientific Investigation**

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

**◆ BI 106 - Laboratory Techniques**

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

**◆ BI 107 - Nutrition**

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.

**◆ BI 108 - Independent Study**

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

**◆ BI 109 - Special Topics**

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.

**◆ BI 110 - Frontiers in Biology**

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

◆ Meets CPI in Lab Science



## PHYSICAL THERAPIST ASSISTANT

### mq^=MMNMM=0=cl rka^qfl kp=l c=mevpf^ ^i=qebo^mv=EP=ÄëëK-R=ÜëëK

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 00700; Pre or corequisite: BIO 01100

Corequisites: PTA 00200, PTA 01000, PTA 02000 and BIO 01100

### mq^=MMOMM=0=hfkbpf l i l dv=^ka=^mmi fba=^k^ql j v=EQ=ÄëëK-S=ÜëëK

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 00700; Pre or corequisite: BIO 01100

Corequisites: PTA 00100, PTA 01000 and PTA 02000

### mq^=MMPMM=0=cl rka^qfl kp=l c=mevpf^ ^i=qebo^mv=ffEP=ÄëëK-R=ÜëëK

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

### mq^=MMOMM=0=j l a^i fqb=^ka=mol `barobp=f=ER=ÄëëK-U=ÜëëK

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

### mq^=MMRMM=0=qebo^mbrqf` =bubo` fpb=ER=ÄëëK-U=ÜëëK

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

### mq^=MMSMM=0=` i fkf^ ^i=mo^` qf` rj` =f=EP=ÄëëK-PR=ÜëëK

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

### mq^=MMTMNM=0=j l a^i fqb=^ka=mol `barobp=f=EQ=ÄëëK-S=ÜëëK

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

### mq^=MMUMM=0=pb i b` qba=ql mf` p=fk=mevpf^ ^i=qebo^mv=ER=ÄëëK-U=ÜëëK

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

### mq^=MMVMM=0=` i fkf^ ^i=mo^` qf` rj` =ff=EP=ÄëëK-PR=ÜëëK

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

### mq^=MNNMM=0=fkqol ar` qfl k=ql =mevpf^ ^i=qebo^mv=EP=ÄëëK-P=ÜëëK

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

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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 00700; Pre or corequisite: BIO 01100

Corequisites: PTA 00100,PTA 00200 and PTA 01000

A.S. Degree

BIOLOGY

Plus –

Options in

BIOTECHNOLOGY

MARINE BIOLOGY

NUTRITION SCIENCE

OCCUPATIONAL THERAPY

PHARMACY

PHYSICIAN ASSISTANT

PREPARATION FOR TEACHING

Requirements – Page 34

A.A.S. Degree

PHYSICAL THERAPIST ASSISTANT

Requirements – Page 53

**BUSINESS DEPARTMENT**

**oççã=j JPRR= =ÉñíK=RRRR**

**kçèã ~ã=^ÇáëÉI** Associate Professor

**pì ë~ã=^ê~ãÇÑI=**Professor

**^ì ÇèÉó= ` çÚÉáI** Assistant Professor

**gçèÉéÚ= ` çãèççI=**Lecturer

**^ã~ã=céáÉÇÉáíÚ~áI** Lecturer

**g~ó=dÉáÄÉááI** Professor

**pÜÉéÉÉã=déçèèã ~áI** Lecturer

**gçèÉéÚ=dì ~éÇáçI=**Professor

**^ã ó=e~~èI** Professor

**` Ü~éáÉé=hÉÉI=**Professor

**gÉñWéÉó=i ~ñI** Assistant Professor

**oççÉ=i áíí ~ÁáI** Professor

**j ~ñááÉ=j Ád~éí ÉóI=**Lecturer

**` çãèçã~Ááçã=j ~ÖÇ~ãÖ~áI** Assistant Professor

**bÇí ~éÇ=j ~éíááI** Professor and Chairperson

**qÜÉéÉé~j ~éíéã~ãááI=**Lecturer

**céÉÇéáÁ=j ~óÉéçáI=**Professor

**^ã ÇèÉ=j çáíÉèçI=**Professor

**a~ééó=oçã ~ãçI=**Lecturer

**béáÁ~oçíÜÉáÁí éÖI=**Associate Professor

**g~Áèì ÉääÉ=pÁÉéÁääéááI=**Assistant Professor

**a~íáÇ=wí áÁÉáI=**Assistant Professor

**ACCOUNTING**

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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.

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**EQ=ÁëëK=Q=ÚëëK**

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 01200 - Financial Accounting I**

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: ACC 01200

**ACC 01201 - Financial Accounting II**

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 01202 - Cost Accounting**

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 01203 - Federal Income Tax**

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 01204 - Federal Taxation of Business**

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 01205 - New York State and City Income Tax**

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 01206 - Accounting System Software**

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 01207 - Independent Study**

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

**ACC 01208 - Topical and Pilot Course**

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

A.A.S. Degree  
ACCOUNTING—concentration in Tax Accounting  
Requirements – page 45

**BUSINESS ADMINISTRATION**

**BA 01000 - Management and Government**

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 01001 - American Legal System**

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 01002 - Agency, Partnership and Corporations**

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 01003 - Marketing Strategy**

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 - Business Law**

(BA 02000 IS NOW LISTED AS PER 02000)

**BA 02800 - Sociological, Ethical, Legal and Economic Impact of Managing Health Care into the Next Century**

(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 01100 - Organizational Behavior**

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 09229 - Business Writing**

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 01400 - Advertising**

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 01100 - Computer Applications**

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 06000 - Electronic Business Spreadsheets**

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 01100 - Business in Film**

Examines business concepts as reflected in film. Perspective is historical and contemporary focusing on sociological, psychological and philosophical events, trends, values, and changes that have taken place in the business world.

Prerequisite: BA 01100 or department permission

**BA 01100 - Independent Study**

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

**BA 01100 - Business Administration**

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 - Business Administration Capstone**

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

A.A.S. Degree

BUSINESS ADMINISTRATION

Plus concentration in Entrepreneurial Studies

Requirements – page 46

**BA 01100 - Business Administration**

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

### **H=🌐 b`I =MNOMM=0=j ^`ol b`I kl j f`p=EP=ÁëëK=P=ÜëëK**

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.

### **H=🌐 b`I =MNPMM=0=j f`ol b`I kl j f`p=EP=ÁëëK=P=ÜëëK**

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.

### **H=b`I =MNQMM=0=j I kbv=^ka=\_^khfkd=EP=ÁëëK=P=ÜëëK**

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.

### **H=🌐 b`I =MOMMM=0=fkqbok^qfl k^i=qo^ablqo^afkd \_bvI ka=\_I oabop=EP=ÁëëK=P=ÜëëK**

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.

### **b`I =MUOUu=0=ENJP=ÁëëK=NJP=ÜëëK**

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.**

🌐 Meets CPI requirements for Social Sciences

## ENTREPRENEURIAL STUDIES

### **Hbp=MRNMM=0=pj ^i i=\_rpfkbpp=^ka=qeb=bkqobmobj kbrof^i=mbopmb`qfsb=EP=ÁëëK=P=ÜëëK**

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.

Pre or corequisite: ACC 01100

### **H=bp=MRMM=0=i bd^i=fpprbp=cl o=qeb=**

### **bkqobmobkbrof^i=^ka=pj ^i i=cfoj =EP=ÁëëK=P=ÜëëK**

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.

### **bp=MRRMM=0=bkqobmobkbrof^i=pqo^qbd f`=mi ^kkfk d EP=ÁëëK=P=ÜëëK**

Addresses the successful marketing function of a small entrepreneurial business venture using a strategic planning approach. Consideration of marketing strategy from a customer's point of view. Principles and practices of the distribution process, including product pricing, promotion, distribution channels, market research, governmental regulations. Problems and issues are examined within an entrepreneurial perspective.

Corequisite: ES 05700

### **bp=MRTMM=0=^`^bpb=fk=bkqobmobkbrof^i=pqo^qbd fbp EP=ÁëëK=P=ÜëëK**

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

Certificate

ENTREPRENEURIAL STUDIES

Requirements – page 57

## RETAIL MERCHANDISING

### **H=oj =MPNMM=0=bi bj bkqp=l c=obq^fi=j ^k^dbj bkq= EP=ÁëëK=P=ÜëëK**

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.

### **H=oj =MPPMM=0=p^i bpj ^kpefm=EP=ÁëëK=P=ÜëëK**

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.

### **oj =MPQMM=0=j bo`e^kafpfkd=mi ^kkfk d=^ka= `I kqol i=EP=ÁëëK=P=ÜëëK**

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

**cj -MPRMM-0=qbuqfi b=^ka=kl kJqbuqfi b=^k^ivpfp=EP-ÀëëK-P=ÜëëK**

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

**cj -MPSMM-0=sfpr^i=j bo`e^kafpfd=^ka=afpmi^v=EP-ÀëëK-Q=ÜëëK**

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

**cj -MPTMM-0=c^pefl k=j bo`e^kafpfd=EP-ÀëëK-P=ÜëëK**

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.

**cj -MPVMM-0=c^pefl k=p^i bp=mol j l qfl k=EP-ÀëëK-P=ÜëëK**

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

**cj -MQMMM-0=c^pefl k=abpfdk=EP-ÀëëK-P=ÜëëK**

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 and FM 03700

**oj -MUNuu-0=fkabmbkabkq=pqrav=ENJP-ÀëëK-NJP=ÜëëK**

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

**oj -MUOuu-0=ENJP-ÀëëK-NJP=ÜëëK**

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.

**oj -MV00V-0=cfbi a=bumbobfbk`b=fk=obq^fi=j bo`e^kJ afpfd=EP-ÀëëK-V=ÜëëK**

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

A.A.S. Degree

RETAIL MERCHANDISING—concentrations in Fashion and Marketing Management

Requirements – page 53

# ECO 01200 and ECO 01400 DO NOT meet the Group III requirements for students majoring in Accounting and Business Administration.

## COMMUNICATIONS AND PERFORMING ARTS DEPARTMENT

**oççã=bJPMV= =ÉñíK=RRVN**

**gçÜâ=^Áçëí~l** Lecturer

**pÜÉãÇçâ=fl=^éíÉâ~el** Professor

**bñéÉääÉãÁÉ=ok=éóçãl=Assistant Professor**

**bãÉ~âçè= `çéól=Professor**

**a~î áÇ= `çéíÉääçl=Lecturer**

**a~î áÇ=cè~âãÉãl=Associate Professor and Chairperson**

**`ããÇó=déÉÉãÁÉéÖl=Professor**

**oçÁÉéí=eÉéääçíól=College Laboratory Technician**

**`ääñl=eÉééÉl=Professor**

**p~é~eçãíóéÁÜi Él** Assistant Professor

**eçääó=héÉÁÜ=qÜçã ~el** Assistant Professor

**däçéã~kãÁçéã~l=Associate Professor**

**bçí ~éç=ocÜéääÁÜl** Senior College Laboratory Technician

**^éãçãç=océãÉél** Associate Professor

**t ÉãÇó=pÁÜ~íõã ~ãJpÜÉééól** Lecturer

**déÉÖ=akpì ííçãl** Associate Professor

**p~ã ì Éãq~áííl=Assistant Professor**

**dçéççã=vçì äÖl=Assistant Professor**

## MASS COMMUNICATIONS

**^i i j `c= `l ropbp=^ka=j `j =MPMMM=^ka=j `j =MPNMM cricfi i=dol rm=f=afpqof\_rqfl k=obnrfobj bkqp=cl o ^i i=abdobbpK**

**H=j `\_=MPQMM=ó=\_ol ^a` ^pq=^asboqpfkd= EP=ÁéèK=P=ÜéèK**

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.

**H=j `\_=MPRMM=ó=fkqol ar` qfl k=ql =\_ol ^a` ^pqfkd= EP=ÁéèK=P=ÜéèK**

Historical development, social philosophy and technology of radio and television, investigation of ratings, program production and scheduling.

**H=j `\_=MPSMM=ó=^kkl rk` fkd=ó=ó^aãl =^ka= qbi bsfpfl k=EP=ÁéèK=P=ÜéèK**

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

**j `\_=MPTMM=ó=\_ol ^a` ^pq=gl rok^i fpj =EP=ÁéèK=P=ÜéèK**  
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

**j `\_=MPUMM=ó=\_ol ^a` ^pq=j ^k^dbj bkq= EP=ÁéèK=P=ÜéèK**

The decision-making roles in contemporary broadcast operations. Traffic flow, governmental requirements, ethics, community needs, inter-media relationships, and responsive programming. Prerequisite: MCB 03500

**H=j `\_=MPVMM=ó=ó^afll =\_ol ^a` ^pq=pqrafl = l mbo^qfl kp=EP=ÁéèK=P=ÜéèK**

Introduction to operational and technical aspects of broadcast audio equipment, and of the media. Various uses of all studio equipment.

**j `\_=MQMMM=ó=ob` l oafkd=pqrafl =l mbo^qfl kp= EP=ÁéèK=P=ÜéèK**

Sound manipulation, processing equipment, advanced editing techniques in the compilation of commercials, longform programming and production for continuity. Prerequisite: MCB 03900

**H=j `\_=MQNMM=ó=fkqol ar` qfl k=ql =qbi bsfpfl k=mol J ar` qfl k=EP=ÁéèK=P=ÜéèK**

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.

**🌐 j `\_=MQRMM=ó= qeb=dll i abk=^dbpó=l c=ó^afll =^ka qbi bsfpfl k=EP=ÁéèK=P=ÜéèK**

A detailed examination of the two great periods of discovery for the broadcast media: 1927-1939 for radio; and 1947-1959 for television. An analysis of why these periods were critical in the development of their respective media.

**j `\_=MQUMM=ó=^as^k` ba=sfabl =mol ar` qfl k= EP=ÁéèK=P=ÜéèK**

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

**j `\_=MQVMM=ó=afdfq^i=^ls=mol ar` qfl k=^ka=bafqfkd EP=ÁéèK=P=ÜéèK**

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. Prerequisite: MCB 04100

**✍ j `\_=MRMMM=ó=t ofqfkd=cl o=qeb=bi b` qol kf` j baf^=EP=ÁéèK=P=ÜéèK**

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

**H-j ` \_=MRVMM=0-o^afI =pq^qfI k=l mbo^qfI kp= EN-ÅëëK-P=ÜëëK**

Day-to-day operations in a broadcast environment: airing news and music, network feeds, community interviews, scheduling, writing, and editing. Class meets once per week; other five hours arranged.

**j ` \_=MUNuu=0-fkabmbkabhkq-pqgrav-ENJP-ÅëëK-NJP=ÜëëK**

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

**j ` \_=MUOuu=0-fkqbokpefm-EP-ÅëëK-P=ÜëëK**

Applied work/study at professional broadcasting organizations.

**\* H-j ` c=MQMMM=0=cfij Wqeb` ob^qfsbj baf rj = EP-ÅëëK-P=ÜëëK**

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.

**\* j ` c=MQPMM=0=cfij =dbkob-EP-ÅëëK-P=ÜëëK**

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

**⊕ j ` c=MQQMM=0=cfij =^ka=pl `fbqv-EP-ÅëëK-P=ÜëëK**

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.

**\* H-j ` j =MPMMM=0=j ^pp=j baf^=EP-ÅëëK-P=ÜëëK**

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.

**\* H-j ` j =MPNMM=0=j baf^=^ka=`efi aobk= EP-ÅëëK-P=ÜëëK**

The context and content of material presented to children by the various media including television, film, magazines, video games, records, comic books, computers and advertising, will be surveyed.

**j ` j =MQOMM=0=`I j j rkf` ^qfI kpWqb` ekl iI dv=^ka `riqrob-EP-ÅëëK-P=ÜëëK**

Communication from caveman to the computer. Examination of the origins of human communication and technologies in order to apply this knowledge to everyday business and personal life. Body language, color, art, music and architecture as communication media.

**⊕ `I j =MNNMM=0=j ^pp=`I j j rkf` ^qfI kp= EP-ÅëëK-P=ÜëëK**

The study of mass communications and their effects on society and interpersonal communication through both historical and contemporary views. Communications systems, including print, film, and electronic media, will be considered with an emphasis on relevant speaking skills.

Prerequisite: Enrollment in the "College Now" Program

A.A.S. Degree

BROADCASTING TECHNOLOGY AND MANAGEMENT- concentration in Music Technology Requirements – page 45

**PERFORMING ARTS**

**MUSIC**

**j rpf` =`I ropbp=col j =j rp=MONMM=ql =j rp=MOTMM ^ka=j rp=MPNMM=j bbq=dol rm=f=afpqof\_rqfI k obnrfoj bkqp=cl o=^i i=abdobbpl=ppqrafl =`I ropbp fk` i rafkd=j rp=MOPMMI=MPMMMI=MQMMMI=MQNMMI=MQOMMI MQSMMI=MQUMMI=MVNON=qeol rde=MVS^R=j bbq=dol rm=f=afpqof\_rqfI k=obnrfoj bkqp=cl o=f\_bo^i=^oqp E^K^k=abdobbF=I kivK**

**j rp=MOMMM=0=qeb=\_rpfkbppl c=peI t =\_rpfkbppl EP-ÅëëK-P=ÜëëK**

(MUS O2000 IS NOW LISTED AS PER 02000)

**H=\* j rp=MONMM=0=fkqol ar` qfI k=ql =g^ww-EP-ÅëëK-P=ÜëëK**

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.

**H=\* j rp=MOOMM=0=j rpf` =I c=qeb=qt bkqfbqe` bkqrov EP-ÅëëK-P=ÜëëK**

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.

**\* j rp=MOPMM=0=fkqol ar` qfI k=ql =pl kdt ofqfkd= EP-ÅëëK-P=ÜëëK**

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

**H=\* j rp=MQOMM=0=I mbo^=EP-ÅëëK-P=ÜëëK**

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.



**H=★ j rp=MOTMM=0=j rpf`=l c=qeb=t l oiaup=mbi mi b=EP=ÄëëK=P=ÜëëK**

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.

**H=★ j rp=MPMMM=0=orafj bkqp=l c=qebi ov=EP=ÄëëK=P=ÜëëK**

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.

**H=★ j rp=MPNMM=0=qeb=j rpf`^i=bumbofbk`b=EP=ÄëëK=P=ÜëëK**

Development of perceptive awareness of music through guided listening. Materials and forms of music and their use in musical literature.

**★ j rp=MQMMM=0=fkqol ar`qfl k=ql =j faf=^ka=`l j mrqbo=j rpf`=mol ar`qfl k=EN=ÄëëK=N=ÜëëK**

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.

**★ j rp=MQNMM=0=as^ak`ba pbnrbk`fkd=^ka=`l j mrqbo=j rpf`=qb`ekfnrbp=EO=ÄëëK=O=ÜëëK**

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

**★ j rp=MQOMM=0=afdfq^i=^rafl l=p^j mi fkd=^ka mol =ql l ip=fk=qeb=pqrafl =EO=ÄëëK=O=ÜëëK**

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

**j rp=MQSMM=0=i^\_l o^ql ov=^ka=hbv\_l^oa mo^`qf`rj =EN=ÄëëK=N=ÜëëK**

The twelve-tone chromatic scale, harmony, dissonance and melody patterns will be discussed and practiced.

**★ j rp=MQUMM=0=j rpf`=qebi ovlb^o=qo^fkfkd=EP=ÄëëK=P=ÜëëK**

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

**j rp=MUNuu=0=fkabmbkabkq=pqgrav=ENJP=ÄëëK=NJP=ÜëëK**

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

**j rp=MUOuu=0=ENJP=ÄëëK=NJP=ÜëëK**

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.

**j rp=MVNON=0=`el orp=EN=ÄëëK=P=ÜëëK**

(Spring and Fall)

Audition required.

**j rp=MVOOO=0=\_^ka=EN=ÄëëK=P=ÜëëK**

(Spring and Fall)

Concert Band; Stage Band; Guitar Ensemble or Percussion Ensemble.

Audition required.

**j rp=MVPOP=0=l o`ebpqo^=EN=ÄëëK=P=ÜëëK**

(Spring and Fall)

Audition required.

**j rp=MVQ^P=0=`el orp=ENLO=ÄëëK=N=NLO=ÜëëK**

(Winter and Summer)

Audition required.

**j rp=MVR^Q=0=\_^ka=ENLO=ÄëëK=N=NLO=ÜëëK**

(Winter and Summer)

Audition required.

**j rp=MVS^R=0=l o`ebpqo^=ENLO=ÄëëK=N=NLO=ÜëëK**

(Winter and Summer)

Audition required.

**★ erj =MMNMM=0=j l abok=erj ^kfqbpl^oqp=^ka fab^p=EP=ÄëëK=P=ÜëëK**

Course explores literature, drama, art, and music in today's world. Attempts are made to place 20th century developments into an historical context and illustrate the continuity of culture. Prerequisite: Enrollment in "College Now" Program

## PERFORMING ARTS

**H=mb0=MOMMM=0=qeb=\_rpfkbpp=l c=pel t=\_rpfkbpp=EP=ÄëëK=P=ÜëëK**

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.

**mbo=MORMM 0=qeb=sfoqr^i=bkqboq^fkj bkq=\_rpfkbpp bkqbomofpb=EP=ÄëëK=P=ÜëëK**

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: PER 02000

**mbo=MQSMM=0=qo^fkfkd=qeb=mbocl oj fkd=sl f`b=EP=ÄëëK=P=ÜëëK**

Introduction to basics of vocal technique, consideration of performance experience, culminating in the performance of a song or monologue in a student recital. *PER 04600 meets Group I distribution requirements for A.A. degree only.*

**mbo=MRVMM=0=mbocl oj fkd=^oqp=bumbobk`b=EP=ÀëëK-P=ÜëëK**

A study of performing arts productions and venues. Each event will be analyzed and put into theoretical and historical perspective. The use of the components of production: theatre space, choreography, music, scene, makeup and lighting design in creating performances will be explored.

**SPEECH**

**^i i=pmbb`e=`l ropbp=bu`bmq=cl o=pmb=MNSMM=j bbq dol rm=f=afpqof\_rqfl k=obnrfoj bkqp=cl o=^i abdobbpk**

**H= pmb=MNNMM=0=i fpqbkfkd=^ka=pmb^hfk d=phfi i p=EP=ÀëëK-P=ÜëëK**

To strengthen oral language abilities and improve listening proficiency, students are made aware of the nature for their language. Focus is on vocabulary enrichment, word pronunciation, attention to grammar, verbal self-expression, listening as a skill and note-taking techniques.

Not open to students at ENG 01200 level or higher.

Recommended for students at the ENG 91,92 OR 93 level..

**H=pmb=MNOMM=0=fkqo^mbopl k^i lfkqbombopl k^i=`l j j rkf`^qfl k=EP=ÀëëK-P=ÜëëK**

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.

**H=pmb=MNRMM=0=qb^`efkd=pmbb`e=^ka=i^kdr^db=ql do^abp=mobJh=qeol rde=S=EP=ÀëëK-P=ÜëëK**

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.

**H=pmb=MNSMM=0=pmbb`e=mol \_i bj p=l c=`efi aobk=EP=ÀëëK-P=ÜëëK**

Study of children's normal speech and language development. Future speech majors, classroom teachers, child care workers and parents learn to diagnose and help remediate children's major speech and language disorders.

**H= pmb=MONMM=0=bccb`qfsb=mr\_if`=pmb^hfk d=EP=ÀëëK-P=ÜëëK**

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.

**pmb=MOOMM=0=qeb=^oq=l c=`l ksf`qfl k=^ka=mbopr^pfl k=EP=ÀëëK-P=ÜëëK**

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.*

**H=pmb=MOPMM=0=mol krk`f^qfl k=phfi i p=EP=ÀëëK-P=ÜëëK**

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.

**H=pmb=MOQMM=0=`^obbo=`l j j rkf`^qfl k=EP=ÀëëK-P=ÜëëK**

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.

**pmb=MORMM=0=pj ^i i=dol rm=`l j j rkf`^qfl k=EP=ÀëëK-P=ÜëëK**

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.

**pmb=MOTMM=0=l o^i=fkqbomobq^qfl k=EP=ÀëëK-P=ÜëëK**

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.

**pmb=MOUMM=0=`l j j rkf`^qfl k=phfi i p=cl o=bpi=pqrabkqp=EP=ÀëëK-P=ÜëëK**

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.

**H=pmb=MOVMM=0=sl f`b=^ka=^oqf`ri^qfl k=EP=ÀëëK-P=ÜëëK**

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.

**pmb=MPOMM=0=`ofqf`^i=fpprbp=fk=`l j j rkf`^qfl kp=EP=ÀëëK-P=ÜëëK**

Speech presentation and research, examining today's critical communications issues such as: communications systems, the social environment, language, culture, media and technology. Prerequisite: ENG 01200

*Note: Open only to students in the Honors Option program.*

**pmb=MQMMM-0=meI kbqf` p=EP-ÀëëK-P=ÜëëK**

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.

**pmb=MQNMM-0=i ^kdr ^db=absbi I mj bkq=EP-ÀëëK-P=ÜëëK**

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.

**pmb=MUNuu-0=fkabmbkabkq=pqrav=ENJP-ÀëëK-NJP=ÜëëK**

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

**pmb=MUOuu-0=ENJP-ÀëëK-NJP=ÜëëK**

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**

**qeb^qob=` I ropbp=qe^=MRMMMI=MRNMMI=MSTMMI=j bbq dol rm=f=afpqof\_rqfl k=obnrfojb bkq=cI o=i i abdobbpk=qe^= I ropbp=MRMMMI=MRPMMI=MRTMMI=MSOMMI MSSMMI=j bbq=afpqof\_rqfl k=obnrfojb bkq=cI o=i f\_J bo^i=^oqp=É^K^K=abdobbf=I kiV**

**qe^=MOMMM-0=qeb=\_rpfkbpp=l c=peI t =\_rpfkbpp= EP=ÀëëK-P=ÜëëK**

(THA 02000 IS NOW LISTED AS PER 02000)

**\* qe^=MRMMM-0=fkqol ar` qfl k=qI =qeb^qob=^oqp= EP=ÀëëK-P=ÜëëK**

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.

**H=qe^=MRNMM-0=mi ^v=^k ^i vfp=EP=ÀëëK-P=ÜëëK**

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.

**H=\* qe^=MROMM-0=^` qfkcd=fW\_bdfkfkfd=^` qfkcd= EQ=ÀëëK-Q=ÜëëK**

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.

**qe^=MRPMM-0=^` qfkcd=fWp` bkb=pqrav=EQ=ÀëëK-Q=ÜëëK**

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

**qe^=MRTMM-0=mrmbqov=EP=ÀëëK-P=ÜëëK**

The history, the making and the manipulation of puppets as educational instruments. The concept of “theatre” as an educational technique in the classroom is a major foundation of this course.

**qe^=MSOMM-0=^` qfkcdW` i ^ppf` ^i =pqvi bp=EP=ÀëëK-P=ÜëëK**

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

**qe^=MSSMM-0=afob` qfkcdW=qeb=crka^j bkq^i p= EP=ÀëëK-Q=ÜëëK**

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 and Department permission

**H=qe^=MSTMM-0=^j bof` ^k=j rpf` ^i =qeb^qob= EP=ÀëëK-P=ÜëëK**

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.

**qe^=MUNuu-0=fkabmbkabkq=pqrav=ENJP-ÀëëK-NJP=ÜëëK**

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

**qe^=MUOuu-0=ENJP-ÀëëK-NJP=ÜëëK**

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

+ Basic Course

☉ Meets CPI requirement for Social Sciences

\* Meets CPI requirement for Fine Arts

✍ Meets CPI requirement for English

## ENGLISH DEPARTMENT

oççã= JPMV= =ÉñíK-KRUQV  
 ^áíÜçáó= K^áÉèè~âÇëááal Assistant Professor  
 píÉíÉá=^ã ~èááÁáal Associate Professor  
 píÉéÜÉá=^èã éíéçááÖl Instructor  
 \_çááÉ=^ì Öì éíI Professor  
 j ~éÁá= ~\_~ÁÁáííI=Associate Professor and Chairperson  
 póáí á~áÉ=\_~ì ãÑáÉáI=Lecturer  
 oçÁÉéí= \_á~áéÇÉáal Associate Professor  
 g~Áèì ÉáááÉ=\_ê~Çól Assistant Professor  
 í áçé~=\_éçéÜI Assistant Professor  
 í áò~=\_éì á~I Instructor  
 ^áá=aÉá=méááÁáéÉI Instructor  
 bááo~ÁÉíÜ=aááal Assistant Professor  
 j ~ì éÉÉá=c~ÇÉáI Instructor  
 bááÉÉá=cÉééÉííal Assistant Professor  
 í É~=cáçã ~áI Associate Professor  
 h~íÉ=d~ééÉíéçáI Associate Professor  
 j ~ííÜÉí =d~éíáÉéI=Assistant Professor  
 g~áááÉ=dé~óá~âçJhááÖI=Assistant Professor  
 í Éçá~éç=déÉÉáI Associate Professor  
 qÜçã ~è=déÉÉáÉI Assistant Professor  
 í ááç~=eçã ~áI Assistant Professor  
 í çéÉíí~=h~ééÉéI=Professor  
 ví çááÉí~ì éÉáíól Associate Professor  
 qÜçã ~è~ì ~òáI=Associate Professor  
 oçáá~=í Éí óI=Instructor  
 k~í~èÜ~=í í çí ááÜI=Associate Professor  
 \_Éíéó=j Á`ì ááól=Assistant Professor  
 dÉáÉ=j Ánì ááá~áI=Professor  
 kçéã ~j ááÉéI Assistant Professor  
 oÉÁÉÁÁ~j áóá~éÁóóal Professor  
 pí è~á=I Új ~ááÉól=Professor  
 eçéÉ=^K~m~ééáI=Associate Professor  
 cè~áá~mÉéÁ~ÁÁáçI=Instructor  
 `ÜéáííááÉ=óì ÇáéÉal Assistant Professor  
 s~áÉèè~=p~áí~Ö~I Instructor  
 vçá~áç~=pÉ~áÉóJòì áól=Assistant Professor  
 j ~éá~=pÁçéç~è~èI Assistant Professor

oçÁÉéí=pááÖÉal Professor  
 aÉááè~páí ~ÁáI=Assistant Professor  
 \_~ááá~pçáÖI Associate Professor  
 bááç~píí ÁááI=Assistant Professor  
 g~Áá=ek~q~ì ÁI Lecturer  
 pÜÉéá~t ÉááéíÉááI=Assistant Professor  
 g~áÉ=t ÉáééI Assistant Professor  
 pk~q~è~=t ÉáééI=Assistant Professor  
 báÉá~t çççI 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.

H=🌐 ↗ bkd=MNOMM=0=cobpej ^k=bkdi fpe=fEQ=ÁéèK-Q ÜéèKf

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.

H=↗ bkd=MOQMM=0=cobpej ^k=bkdi fpe=ff-EP=ÁéèK-P=ÜéèKf

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 OC200 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 ESL 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.

**@=ú= bkd= MVN^R=0=absbi l mfk d=ci r b k` v= f k=ob^ a f k d ^ k a=t ofq f k d G=EM=ÁèèK=U=ÚèèK=0=U=Éèì ~iÉÇ=ÁèèK**

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.

**@=ú= bkd= MVO^S=0=absbi l mfk d=` l j m b q b k` b= f k=ob^ a j f k d=^ k a=t ofq f k d G=EM=ÁèèK=U=ÚèèK=0=U=Éèì ~iÉÇ=ÁèèK**

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.

**@=ú=H= bkd= MMQMM=0=^k^i v q f` ^ i=ob^ a f k d= EM=ÁèèK=O=ÚèèK=0=U=Éèì ~iÉÇ=ÁèèK**

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.

**ú= bkd= MMoMM=0=mo b m^o^q f l k=cl o=` r k v=ob^ a f k d q b p q=] =EM=ÁèèK=O=ÚèèK=0=U=Éèì ~iÉÇ=ÁèèK**

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:

- holders of a Bachelor's Degree beginning a second degree program (however, these students may be required by the college to take the tests upon entry to help determine their placement in English/ESL);
- entering students who achieve a score of 480 or above on the Verbal section of the SAT;
- students who achieve a score of 75 or higher on the English Language Arts Regents Exam.

**ú= bkd= MVP^V=0=absbi l mfk d=` l j m b q b k` b= f k=t ofq f k d G=EM=ÁèèK=O=ÚèèK=0=U=Éèì ~iÉÇ=ÁèèK**

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.

**ú= bkd= MMt MM=0=mo b m^o^q f l k=cl o=` r k v=t ofq f k d q b p q=] =EM=ÁèèK=O=ÚèèK=0=U=Éèì ~iÉÇ=ÁèèK**

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.

**@=ú= bpi =MMTMM=0=\_^p f` =ob^ a f k d=^ k a=t ofq f k d=cl o p q r a b k q p=i b^o k f k d=b k d i f p e=^ p=^ p b` l k a=i^ k j d r^ d b=G=EM=ÁèèK=NM=ÚèèK=0=NM=Éèì ~iÉÇ=ÁèèK**

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.

**@=ú= bpi =MMVMM=0=f k q b o j b a f^q b=ob^ a f k d=^ k a=t ofq f k d=cl o=p q r a b k q p=i b^o k f k d=b k d i f p e=^ p=^ p b` l k a i^ k d r^ d b=G=EM=ÁèèK=NM=ÚèèK=0=NM=Éèì ~iÉÇ=ÁèèK**

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.

**ENG 01200**  
**ENG 01200**

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**

**ENG 01201**  
**ENG 01201**

For students who wish a general introduction to literature. Class focuses on poetry, drama and prose fiction.  
 Prerequisite: ENG 01200

Readings including the Bible, Homer, Greek dramatists, Plato, Aristotle and Virgil.  
 Prerequisite: ENG 01200

Readings, primarily from the 13th to the 19th century, includes authors such as Dante, Austen, Cervantes, Voltaire, Goethe, Flaubert, and Balzac.  
 Prerequisite: ENG 01200

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

Examples of short fiction including such writers as Poe, Chekhov, Hemingway, Wright, Welty, Carver and Oates. Focus is on the unique position of the short story in literature.  
 Prerequisite: ENG 01200

Introduction to poetry including the different styles, forms, and themes, with attention given to their purpose and effect.  
 Prerequisite: ENG 01200

An analysis of dramatic structure and a study of plays representing major dramatic styles.  
 Prerequisite: ENG 01200

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

Comedy in prose and verse, its meaning, use, and techniques.  
 Prerequisite: ENG 01200

Designed to help current and prospective tutors master essential language skills and develop effective tutoring skills.  
 Prerequisite: ENG 01200

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.

Instruction and practice in writing traditional and new forms of poetry.  
 Prerequisite: ENG 01200  
 Course does NOT satisfy Group II "Literature" requirement.

Survey of Shakespeare's work, emphasizing his plays, includes some consideration of his non-dramatic verse.  
 Prerequisite: ENG 01200

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

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

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



### **H=] =/ bkd=MSTMM=0=t l j bk=fk=i fqbo^qrob=EP=ÁëëK-P=ÜëëK**

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

### **H=] =/ bkd=MSUMM=0=dl qef` =^ka=el ool o=cf` qfl k=EP=ÁëëK-P=ÜëëK**

Study of major works of horror fiction, includes short stories, novels, some narrative poetry, dealing primarily with the evocation of horror, plus, attempts to trace a narrative pattern common to much horror fiction. Analysis of gothic trappings and such psychosexual creatures as vampires and werewolves, as they appear in literature. Prerequisite: ENG 01200

### **H=] =/ bkd=MTPMM=0=qebj bp=fk=^j bof` ^k=i fqbo^qrob=ffW\_bdfkfkdp=ql =NUSR=EP=ÁëëK-P=ÜëëK**

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, Hispanics and African Americans. Students will acquire a greater comprehension of the historical, philosophical, political, religious and literary forces which shape American life before the Civil War. Prerequisite: ENG 01200

### **H=] =/ bkd=MTQMM=0=qebj bp=fk=^j bof` ^k=i fqbo^j qrob=ffW=NUSR=ql =mobpbkq=EP=ÁëëK-P=ÜëëK**

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, Hispanics and African Americans. Students will acquire a greater comprehension of the historical, philosophical, political, religious and literary forces which shape 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

### **H=] =/ bkd=MTTMM=0=qeb=ol l qp=l c=\_i ^` h=i fqbo^qrob EP=ÁëëK-P=ÜëëK**

Analysis and study of black literature in the United States and study of its history and development to 1950. Prerequisite: ENG 01200

### **H=] =/ bkd=MTUMM=0=` l kqbj ml o^ov=\_i ^` h=i fqbo^j qrob=EP=ÁëëK-P=ÜëëK**

Development and study of black literature in the United States from 1950 to the present. Prerequisite: ENG 01200

### **bkd=MUNuu=0=fkabmbkabkq=pqrav=ENJP=ÁëëK-NJP=ÜëëK**

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

### **bkd=MU0uu=0=ENJP=ÁëëK-NJP=ÜëëK**

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**

### **ú=bpi=\_t NMM=0=cl rka^qfl kp=cl o=` l i i bdbJi bsbi ob^afkd=^ka=t ofqfkd=cl o=bpi=pqrabkqpl=N=EM=ÁëëK-Q=ÜëëK**

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

### **ú=bpi=\_t OMM=0=cl rka^qfl kp=cl o=` l i i bdbJi bsbi ob^afkd=^ka=t ofqfkd=cl o=bpi=pqrabkqpl=O=EM=ÁëëK-Q=ÜëëK**

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.

### **ú=bkd=M\_t MMM=cl rka^qfl kp=cl o=` l i i bdbJi bsbi t ofqfkd=EM=ÁëëK-Q=ÜëëK**

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.

### **ú=bkd=Mt NMM=0=fkqbkpfs=t ofqfkd=N=EM=ÁëëK-O=ÜëëK**

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.

### **ú=bkd=Mt OMM=0=fkqbkpfs=t ofqfkd=O=EM=ÁëëK-O=ÜëëK**

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**

### **H=goi=MPNMM=0=\_^pf` =gl rok^i fpj =EP=ÁëëK-P=ÜëëK**

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

### **goi=MPOMM=0=^as^k` ba=gl rok^i fpj =EP=ÁëëK-P=ÜëëK**

Further study of newspaper techniques: advanced research, in-depth coverage, interviews, sidebars, profiles, basic reviews, writing styles, headlines and typefaces, copy reading and proof-reading, editorials, freedom of the press, legalities.

Prerequisite: JRL 03100

**goi=MQNMM-0= l j j r k f q v = g l r o k ^ i f p j =EP=ÁëëK-P=ÜëëK**  
 A practical course focusing on local concerns: community standards, problems, economics, political influences and pressures, techniques of covering local stories.  
 Prerequisite: JRL 03100

**goi=MQOMM-0=fksbpqfd^qfsb=^ka=fkqbomobqfsb=gl rok^i fpj =EP=ÁëëK-P=ÜëëK**  
 Developing techniques of interviews, research and analysis. Students select an issue to investigate, then prepare one or more major stories researching and interpreting the information.  
 Prerequisite: JRL 03100

**goi=MQPMM-0=qeb=^ ofqf ^ i =obsfbt =EP=ÁëëK-P=ÜëëK**  
 Journalistic criticism of the arts including: literature, film, theater, architecture, art and related fields. Students read and analyze examples of criticism and write original critiques.  
 Prerequisite: JRL 03100

**goi=MQQMM-0=cb^qrob=^ka-j ^d^wfkbt ofqfkd=EP=ÁëëK-P=ÜëëK**  
 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

**goi=MTNMM-0=mofkq-j baf^=mol ar` qfl k=EP=ÁëëK-Q=ÜëëK**  
 Practical course on techniques of producing a newspaper, literary magazine or yearbook. Students participate in workshops in two or more departments and handle materials at several stages of the publication. At the end of the course, students will have portfolios for presentation to potential employers.  
 Prerequisite: JRL 03100 or Department permission.

**goi=MUNuu-0=fkabmbkabkq-pqrav=ENJP=ÁëëK-NJP=ÜëëK**  
 Independent study of journalism is developed individually between student and faculty member and must be approved by the Department.

**goi=MVOQV-0=gl rok^i fpj =fkqbokpefm=EP=ÁëëK-V=ÜëëK**  
 Students will be placed on community newspapers or in community-relations offices for practical work in the operations of a community publication.  
 Prerequisite: JRL 04100

# Studies are supplemented each week by required small group instruction in the Reading and Writing Center.

~ Developmental Course

@ Appropriate writing assignments

+ Basic Course

✍ Meets CPI requirement for English

A.A.S. Degree  
 JOURNALISM and PRINT MEDIA—concentrations in Writing & Reporting and Production  
 Requirements – page 49

## FOREIGN LANGUAGES DEPARTMENT

**oççã=bJPMV^ =ÉñíK-K-RQMP**

**^è éiáÇÉè=c-ãÀµàJm-è-Çál=Assistant Professor**

**^ällçãèç=d-èÁ ~-l èi à~l Professor and Chairperson**

**j -éá~-eÉéá•âÇÉol Assistant Professor**

**cè~ãtò=^K-i ÉÁÇáíÉl=Professor**

**bÇi ~eÇç=i çäçl=Associate Professor**

**däçéá~mçää-Áâl=Associate Professor**

**^ãÖÉä~-qçéÁ-âçl=Lecturer**

**^i i =\_ ^pf` =cl obfdk=i ^kdr^db` l ropbp=j bbq dol rm=ff=afpqof\_rqfl k=obnrfoj bkqp=cl o=^i i abdobbp=rki bpp=l qebot fpb=kl qbaK**

## CHINESE

**,=H` ef=MMNMM-0=bi bj bkq^ov=`efkpbp=fEQ=ÁëëK-Q=ÜëëK**  
 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.)

**,=H` ef=MU0uu-0=EQ=ÁëëK-Q=ÜëëK**  
 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

**,=H=co=MMNMM-0=bi bj bkq^ov=cobk` e=fEQ=ÁëëK-Q=ÜëëK**  
 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)

**,=H=co=MMOMM-0=bi bj bkq^ov=cobk` e=ff=EQ=ÁëëK-Q=ÜëëK**  
 Further development of language skills, comprehension, speaking, reading and writing.  
 Prerequisite: FR 00100 or acceptable Language Placement Examination score

**,-H-co-MMPMM-0-fkqboj baf^qb=cobk` e=f-EP-ÀëëK-P-ÜëëK**  
 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

**,-co-MMQMM-0-fkqboj baf^qb=cobk` e=ff-EP-ÀëëK-P-ÜëëK**  
 Advanced grammar, composition and reading of modern French authors.  
 Prerequisite: FR 00300 or acceptable Language Placement Examination score

**,-H-co-MO0MM-0=cobk` e=` I ksboP^qfl k-EP-ÀëëK-P-ÜëëK**  
 Practice in conversational patterns and basic vocabulary leading to fluency in everyday situations.  
 Prerequisite: FR 00100 or acceptable Language Placement Examination score

**Ⓢ co-MRTMM-0=e^fqf^k=` riqrob=^ka=` fsfi fw^qfl k-EP-ÀëëK-P-ÜëëK**  
 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.

**co-MUNuu-0-fkabmbkabkq-pqgrav=ENJP-ÀëëK-NJP-ÜëëK**  
 Independent study of French is developed individually between student and faculty member and must be approved by the Department.

**co-MU0uu-0=ENJP-ÀëëK-NJP-ÜëëK**  
 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

**,-H=eb\_-MMPMM-0=bi bj bkq^ov=eb\_obt -f-EQ-ÀëëK-Q-ÜëëK**  
 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)

**,-H=eb\_-MMOMM-0=bi bj bkq^ov=eb\_obt -ff-EQ-ÀëëK-Q-ÜëëK**  
 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.

**,-H=eb\_-MMPMM-0=fkqboj baf^qb=eb\_obt -f-EP-ÀëëK-P-ÜëëK**  
 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.

**↗ H=eb\_-MMPMM-0=eb\_obt =i fqbo^qrob=fk=qo^kpi ^qfl k=f-EP-ÀëëK-P-ÜëëK**  
 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.

**↗ eb\_-MPNMM-0=eb\_obt =i fqbo^qrob=fk=qo^kpi ^qfl k=ff-EP-ÀëëK-P-ÜëëK**  
 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.

**eb\_-MUNuu-0=fkabmbkabkq-pqgrav=ENJP-ÀëëK-NJP-ÜëëK**  
 Independent study of Hebrew is developed individually between student and faculty member and must be approved by the Department.

**eb\_-MU0uu-0=ENJP-ÀëëK-NJP-ÜëëK**  
 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

**,-H=fq-MMNMM-0=bi bj bkq^ov=fq^i f^k=f-EQ-ÀëëK-Q-ÜëëK**  
 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)

**,-H=fq-MMOMM-0=bi bj bkq^ov=fq^i f^k=ff-EQ-ÀëëK-Q-ÜëëK**  
 Further development of language skills, comprehension, speaking, reading and writing.  
 Prerequisite: IT 00100 or acceptable Language Placement Examination score

**,-H=fq-MMPMM-0=fkqboj baf^qb=fq^i f^k=f-EP-ÀëëK-P-ÜëëK**  
 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

**,-fq-MMQMM-0=fkqboj baf^qb=fq^i f^k=ff-EP-ÀëëK-P-ÜëëK**  
 Advanced grammar, composition and reading of modern Italian authors.  
 Prerequisite: IT 00300 or acceptable Language Placement Examination score

**H=fq-MO0MM-0=fq^i f^k=` I ksboP^qfl k-EP-ÀëëK-P-ÜëëK**  
 Practice in conversation on an elementary level. Emphasis on the vocabulary and idioms of everyday usage.  
 Prerequisite: IT 00100 or equivalent

**✦ H-fq=MPMMM=0=i fqbo^qrob=fk=qo^kpi ^qfl k=EP=ÀëëK-P=ÜëëK**

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

**\* fq=MTMMM=0=fq^i f^k=k^`fkbj ^=EP=ÀëëK-P=ÜëëK**

History of Italian Cinema from the silent era and Fascist period to the present, with emphasis on postwar neorealism and the major directors of the sixties and seventies. Films in Italian with English subtitles. Instruction is in English. Prerequisite: ENG 01200

**fq=MUNuu=0=fkabmbkqbkq=pqrav=ENJP=ÀëëK-NJP=ÜëëK**

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

**fq=MUOuu=0=ENJP=ÀëëK-NJP=ÜëëK**

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**

**, =H=pm^=MMNMM=0=bi bj bkq^ov=pm^kfpe=fEQ=ÀëëK-Q=ÜëëK**

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.)

**, =H=pm^=MMOMM=0=bi bj bkq^ov=pm^kfpe=ffEQ=ÀëëK-Q=ÜëëK**

Further development language skills, comprehension, speaking, reading and writing. Prerequisite: SPA 00100 or acceptable Language Placement Examination score

**, =H=pm^=MMPMM=0=fkqboj baf^qb=pm^kfpe=EP=ÀëëK-P=ÜëëK**

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

**, =pm^=MMQMM=0=ob^afkdp=fk=efpm^kf^=i fqbo^qrob=EP=ÀëëK-P=ÜëëK**

Advanced grammar and composition through selected readings in Hispanic literature. Prerequisite: SPA 00300 or acceptable Language Placement Examination score

**H=pm^=MNNMM=0=pm^kfpe=cl o=qb^`ebop=fEQ=ÀëëK-Q=ÜëëK**

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

**pm^=MNOMM=0=pm^kfpe=cl o=qb^`ebop=ffEQ=ÀëëK-Q=ÜëëK**

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

**H=pm^=MNTMM=0=fkqbkpfsb=obsfbt =l c=pm^kfpe=do^j j ^o=EP=ÀëëK-Q=ÜëëK=0=N=Èèì ~iÉÇ=ÀëK**

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

**, =H=pm^=MNUMM=0=mol mbo=j l abi p=l =c=pm^kfpe=do^j j j ^o=^ka=^`l ksbop^qfl k=cl o=k^qfsb=pmb^hbop=EP=ÀëëK-P=ÜëëK**

For Spanish-speaking students, stress on improvement of reading and writing skills. Prerequisites: Native conversational ability, acceptable Language Placement Examination score and Department permission

**, =H=pm^=MOOMM=0=bi bj bkq^ov=pm^kfpe=^`l ksbop^qfl k=EP=ÀëëK-P=ÜëëK**

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

**✦ \* H=pm^=MPMMM=0=ob^afkdp=fk=mbkfkpri ^o=pm^kfpe=i fqbo^qrob=fk=qo^kpi ^qfl k=EP=ÀëëK-P=ÜëëK**

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

**H=pm^=MPNMM=0=ob^afkdp=ää=pm^kfpe=0^j bof^`^k=i fqbo^qrob=fk=qo^kpi ^qfl k=EP=ÀëëK-P=ÜëëK**

For students who wish to explore the high points of Spanish-American literature. Instruction is entirely in English. Open to all students.

**, =H=pm^=MPPMM=0=fkqboj baf^qb=pm^kfpe=^`l ksbop^qfl k=EP=ÀëëK-P=ÜëëK**

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



### H=★ pm^=MPQMM=0=pm^kfpe=^j bof^ ^W` riqrobl=^oq ^ka j rpf` =EP=ÁëëK-P=ÜëëK

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

### H=✎ pm^=MPRMM=0=qeb=` I kqbj ml o^ov=i ^qfk=^j bofj ^k=pel oq=pql ov=EP=ÁëëK-P=ÜëëK

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

### H=pm^=MPSMM=0=pm^kfpe=pvkq^u=^ka=` I j ml pfqfl k EP=ÁëëK-P=ÜëëK

To improve and reinforce student skills, orthography, vocabulary, syntax, analytical writing and stylistics are stressed.

Prerequisite: SPA 01800 or acceptable Language Placement Examination score

### pm^=MQQMM=0=^as^k` ba=pm^kfpe=` I ksbop^qfl k= EP=ÁëëK-P=ÜëëK

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

### ,=pm^=MRPMM=0=pm^kfpej^j bof^ ^k=i fqbo^qrob= EP=ÁëëK-P=ÜëëK

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

### ,=pm^=MRRMM=0=efpql ov=^ka=` fsfi fw^qfl k=l c=pm^fk EP=ÁëëK-P=ÜëëK

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.

### ★ pm^=MTMMM=0=pm^kfpe=` fkbj ^=EP=ÁëëK-P=ÜëëK

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.

### ,=pm^=MTNMM=0=mrboql =of^ ^k=c l i h i l ob=EP=ÁëëK-P=ÜëëK

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.

### ★ pm^=MTQMM=0=i ^qfk=^j bof^ ^k=` fkbj ^=

#### EP=ÁëëK-P=ÜëëK

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.

### pm^=MUNuu=0=fkabmbkabkq=pqrav=ENP=ÁëëK-NJP=ÜëëK

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

### pm^=MUOuu=0=ENP=ÁëëK-NJP=ÜëëK

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

### ✎ va=MPMMM=0=vfaafpe=i fqbo^qrob=fk=qo^kpi ^qfl k= EP=ÁëëK-P=ÜëëK

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

### va=MUOuu=ENP=ÁëëK-NJP=ÜëëK

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

f Meets CPI requirement for Foreign Language

✎ Meets CPI requirement for English

\* Meets CPI requirement for Fine Arts

🌐 Meets CPI requirement for Social Sciences

## HEALTH, PHYSICAL EDUCATION AND RECREATION DEPARTMENT

**oççã=dJOMN= =ÉñíK=RSVS**

**oÉÁÉÁÁ=^èääèèl** Associate Professor, Co-Director, Community Health Program

**j áÁÜÉáÉ= \_é~ÁÁÇl=**Lecturer

**^-rÜÉääáÉ=^k-a~ÁÜrÉé~l** Director, Athletic Facilities and Sports/Recreation Center, Adjunct Lecturer

**^ ÜääéíááÉ=cÉóí** Lecturer, Director of Exercise Science/Personal Training

**oçã-äç=dÉèi áál** Professor

**\_~éÄ~é~=daääÉÉèÖl=**Professor; Director, "My Turn" Program

**o~ÁÜÉääÉ=dçãÇèã áíÜl=**Professor; Director, Collaborative Programs

**h~éÉá=dçãÇã ~ál=**Assistant Professor

**t ~áíÉé=e~áì á~l** College Laboratory Technician

**pÜÉèèó=eK=e~èèäèl** Assistant Professor

**m~íéáÁá~e~öáÉí ççÇl** Associate Professor; Co-Director, Community Health Program

**açã~äç=eì äÉl** Assistant Professor, Co-Director, Physical Education, Recreation and Recreation Therapy

**a~íäç=i~i èçál** College Laboratory Technician

**d~ää=i Éí ááÉl=**Associate Professor

**p~äì Éá~pÁÜÉéÉál=**Professor and Chairperson

**i çì äè~pÜçd** Assistant Professor

**káÁÜçã~è~pääéá~l** Assistant Professor, Co-Director, Physical Education, Recreation and Recreation Therapy

**pääí É~qÜçã ~èl=**Associate Professor

## COMMUNITY HEALTH

**H~ l e=MNNMM=0=fkqol ar` qfl k=ql =` l j j r kfqv eb^ iqe=pbof` bp=EP=ÁèèK=P=ÜèèF**

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.

**H~ l e=MNOMM=0=` ofqf` ^i=fpprbp=fk=` l j j r kfqv eb^ iqe=EP=ÁèèK=P=ÜèèF**

Ethical, social, legal and scientific issues underlying today's health problems. Students evaluate and relate basic health facts and concepts to critical health issues.

**H~ l e=MNPMM=0=bmfabj fl il dv=EP=ÁèèK=P=ÜèèF**

Introduction to factors which determine occurrence of disease in populations. Applies basic principles to disease prevention and health promotion at institution and community levels. Prerequisite: MAT 02000

**^ l e=MOMMM=0=ebi mfk d=phfi i p=c l o=` l j j r kfqv eb^ iqe=j ^gl op=EP=ÁèèK=P=ÜèèF**

Intervention strategies needed to improve the quality of their interaction within the community.

**^ l e=MONMM=0=e l i fpqf` =k r qofql k=EP=ÁèèK=P=ÜèèF**

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.

**^ l e=MVNbN=0=cfbi a=bumbobfk` b=fk=` l j j r kfqv eb^ iqe=EP=ÁèèK=N=Áá~èè~Üçì é=éáì è=NMM=ÁáÉáÇ=Üçì èèF**

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

**bup=MMVMM=0=fkqol ar` qfl k=ql =mbopl k^i=qo^fkfk d EP=ÁèèK=P=ÜèèF**

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

**bup=MNMMM=0=hfkbpf l i l dv=l c=bubo` fpb=EP=ÁèèK=P=ÜèèF**

Mechanical principles of human motion; macroscopic analysis of bones and muscles; joint leverage and limitations; types of muscular contractions and the relationship of muscular efficiency to posture; analysis of motor activities. Prerequisite: BIO 00700

**bup=MNMMM=0=mevpfl i l dv=l c=bubo` fpb=EP=ÁèèK=P=ÜèèF**

The effects of exercise on human body; the foundation of exercise physiology and the application of the physiological principles which govern the science of sport and exercise. Emphasis is on how the cardiovascular and pulmonary systems work with the muscular system and the development of safe and productive physical training programs. Prerequisites: BIO 00700

**bup=MNOMM=0=eb^ iqe=ofph=^mmo^fp^i =EP=ÁèèK=P=ÜèèF**

Risk factors for coronary heart disease, chronic disease, pathophysiology, medications, biological and lifestyle risk factors, contraindications for exercise, and ethical concerns. Health risk appraisal instrumentation and methodology Pre or corequisite: EXS 01000



**bup-MNPMM-0=cfqkbp=^ppbj bkq=^ka=mol do^j  
abpfdk-EP-ÀèèK-P-ÙèèK**

Techniques to assess human performance and how this information is utilized to develop appropriate exercise prescriptions. Pre or corequisite: EXS 01000

**bup-MNSMM-0=bubo` fpb=i b^abofefm-pbj fk^o=  
EN-ÀèèK-N-ÙèèK**

Review of the knowledge, skills and abilities necessary for exercise leadership. Using case studies, students will demonstrate their ability to evaluate the health risk status of potential exercise participants. In addition, students will demonstrate their skills in interviewing, motivating and counseling exercise participants. Prerequisites: EXS 01000 or EXS 01100

**bup-MVNuS-0=cfbi a=bumbobfk` b=fk=bubo` fpb=p` fbk` b  
EP-ÀèèK-N-Àa-èè-Ùçì è-éaì è-NMM-ÀaÉaÇ=Ùçì èèF**

Supervised fieldwork in a commercial, corporate or cardiac rehabilitation fitness center.

Prerequisite: EXS 00900, EXS 01000, EXS 01100, EXS 01200 and EXS 01300

Open only to Exercise Science Majors. Hours to be arranged by Department

**HEALTH EDUCATION**

**H=emb-MNOMM-0=cl rka^qfl kp=l c=eb^iqe=^ka=mevpfj  
`^i-bar`^qfl kG-EP-ÀèèK-P-ÙèèK**

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.

**H=emb-MNRMM-0=cfqkbp=^ppbj bkq=^ka=  
mobp` ofmqfl k-EO-ÀèèK-P-ÙèèK**

Principles of physical fitness are taught. Students undergo a battery of fitness tests and develop a personal fitness program.

**H=eb-MOMMM-0=` l j j r kfv=` mo=EN-ÀèèK-N-ÙèèK**

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.

**eb-MONMM-0=bj bodbk` v=` ^oaf^`=` ^ob=EN-ÀèèK-N-ÙèèK**

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.

**H=eb-MPPMM-0=pqobpp-j ^k^dbj bkq=EO-ÀèèK-O-ÙèèK**

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.

**eb-MPQMM-0=prosbv=l c=el ifpqf`=eb^iqe=` ^ob=  
EO-ÀèèK-O-ÙèèK**

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.

**H=eb-MPRMM-0=cfopq=^fa=^ka=mbopl k^i=p^cbqv=  
EO-ÀèèK-O-ÙèèK**

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.

**H=eb-MPSMM-0=j ^ofkb=p^cbqv=^ka=cfopq=^fa=  
EP-ÀèèK-O-ÙèèK**

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

**eb-MPUMM-0=t l j bkùp=eb^iqe=fpprbp-EP-ÀèèK-P-ÙèèK**

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.

**H=eb-MQMMM-0=aordpWqeb=fkafsfa^i=^ka=pl`fbqv  
EP-ÀèèK-P-ÙèèK**

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.

**H=eb-MROMM-0=erj ^k=pbur^i fqv-EP-ÀèèK-P-ÙèèK**

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.

**eb-MU0uu-0=ENP-ÀèèK-NP-ÙèèK**

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

### **H=mb` =MMOMM=0=t ^i hl-gl dl=ork=EN=Å&=O=Üë&F**

Introduction to the principles and practices for assessing and improving cardiovascular fitness.

### **H=mb` =MMQMM=0=qo^fkfkcd=t fqe=t bfdeqp=EN=Å&=O=Üë&F**

Study of weight training techniques to increase muscle strength and endurance in relation to various sports activities and to improve physical appearance.

### **H=mb` =MMRMM=0=\_l av=\_rfi afkd=EN=Å&=O=Üë&F**

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.

### **H=mb` =MMSMM=0=mevpfl i l df` ^i=cfqkbpp=^ka=absbi j l mj bkqmqo^fkfkcd=t fqe=t bfdeqp=EO=Å&=P=Üë&F**

To increase muscle strength, endurance and cardio-respiratory efficiency, students learn to create individualized exercise prescriptions based on specific physiological needs. The anatomy and kinesiology of the systems and muscles unique to weight training are discussed. Students who completed PEC 00400 will not receive credit for this course.

### **H=mb` =MNNMM=0=\_bdfkfkcd=qbk kfp=EN=Å&=O=Üë&F**

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.)

### **mb` =MNOMM=0=qbk kfp=P=EN=Å&=O=Üë&F**

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 Department permission

### **H=mb` =MNTMM=0=\_^pf` =s l i i bv` ^i i =EN=Å&=O=Üë&F**

Beginner-intermediate level: rules, basic individual skills, offensive/defensive systems, team coordination, training, conditioning, prevention of injury, evaluation of performance.

### **mb` =MNVMM=0=^bol \_f` =a^k` b=EN=Å&=O=Üë&F**

A fitness program that combines vigorous calisthenics exercises with dance steps to music for improved cardiovascular endurance, muscles toning and flexibility.

### **\* H=mb` =MOMMM=0=\_bdfk kbolp=\_^i i bq=EN=Å&=O=Üë&F**

Introduction to principles and techniques include exercises and movement combinations to develop body alignment, endurance, strength and fluidity of movement.

### **H=mb` =MORMM=0=q^f` ef` eür` ^k=EN=Å&=O=Üë&F**

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.

### **H=mb` =MOSMM=0=cl i c=EN=Å&=O=Üë&F**

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.

### **H=mb` =MOTMM=0=\_bdfkfkcd=h^o^qb=^ka= pbi cJabcbkpb=EN=Å&=O=Üë&F**

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).

### **H=mb` =MOVMM=0=fkqol ar` qfl k=ql =e^qe^=vl d^= EN=Å&=O=Üë&F**

Introduction to the conceptual framework of Hatha Yoga, and the development of students' capacity to perform physical, breathing, concentration, and relaxation exercises.

### **H=mb` =MPMMM=0=pt fj j fkd=cl o=kl kJpt fj j bop=^ka \_bdfk kbp=EN=Å&=O=Üë&F**

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.

### **mb` =MPNMM=0=i fcb=dr` ^oafkd=EN=Å&=O=Üë&F**

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.

### **mb` =MPOMM=0=t ^qbo=p^cbqv=fkppqr` ql o=EN=Å&=O=Üë&F**

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

### **mb` =MPPMM=0=pt fj j fkd=cl o=cfqkbpp=EN=Å&=O=Üë&F**

An opportunity to improve cardiovascular fitness. Emphasis is on swimming efficiently and on swimming long distances. Limited to Deep-Water Swimmers.

### **mb` =MPQMM=0=\_^pf` p=l c=j l abok=t bpqbok=pnr` ^ob a^k` fkd=EN=Å&=O=Üë&F**

Survey of different forms of American folk dancing including modern western square dancing, traditional, country/western line and mixer dancing.

### **H=\* mb` =MPUMM=0=j l abok=a^k` b=qb` ekfnrbp= EN=Å&=O=Üë&F**

The fundamental principles of various schools of modern dance. Includes analysis of movement, conditioning techniques, and basic combinations.

**H=\*** mb` =MPVMM=0=j I abok=a^k` b=` I j ml pfqfl k=  
EN=ÅÄ=O=ÜëëK

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.

**H=mb`** =MQMMM=0=mevpf` ^i=bar` ^qfl k=cl o=j ^qrob  
^ ariqp=EN=ÅÄ=O=ÜëëK

For individuals who have not exercised in years and would like to start again. How to get started and what to do.

**mb`** =MQNMM=0=fkqboj baf^qb=pt fj j fkd=EN=ÅÄ=O=ÜëëK

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.

**mb`** =MQQMM=0=qbk kfp=O=EN=ÅÄ=O=ÜëëK

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

**mb`** =MQRMM=0=qbk kfp=O=EN=ÅÄ=O=ÜëëK

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

**mb`** =MQSMM=0=abbm=t ^qbo=bubo` fpb=cl o=cfqk bpb=  
EN=ÅÄ=O=ÜëëK

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.

**mb`** =MSRMM=0=^nr ^=bubo` fpb=EN=ÅÄ=O=ÜëëK

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.

**mb`** =MSSMM=0=fkqboj baf^qb=vl d^=EN=ÅÄ=O=ÜëëK

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

**mb`** =MSTMM=0=vçÖ~=-âÇ=j ÉÇáí~íçâ=E=O=ÅÄ=O=ÜëëK

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

**mb`** =MSUMM=0=` I j mbqfqs b=qbk kfp=EN=ÅÄ=O=ÜëëK

For students who possess advanced tennis skills and wish to improve or apply them in varsity level competition.

Prerequisite: PEC 01200 or permission of instructor.

**mb`** =MUOuu=0=ENJP=ÅÄ=O=ÜëëK

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**

**H=mbj** =MMOMM=0=\_^pb\_^i i=ÉpééáäÖF

To develop individual and team techniques involved in "College Baseball." Conditioning, sportsmanship, team play, appreciation of the game and its rules, and other benefits.

**H=mbj** =MMRMM=0=\_^phbq\_^i i=qb` ekfnr bp

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.

**H=mbj** =MMTMM=0=pl ``bo=qb` ekfnr bp=Éc=ääF

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.

**mbj** =MUOuu=0=ENJP=ÅÄ=O=ÜëëK

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**

**H=mbt** =MMOMM=0=\_^phbq\_^i i

Learn about basketball, develop individual skills required to participate successfully and learn strategies necessary for team play.

**H=mbt** =MMSMM=0=pl cq\_^i i

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.

**H=mbt** =MMTMM=0=ml t bo=sl i i bv\_^i i

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)

### H=omb=MNNMM=0=fkqol ar` qfl k=ql =ob` ob^qfl k=EP=ÅëëK-P=ÜëëK

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

### omb=MNO MM=0=i b^ abo pefm=fk=ob` ob^qfl k=^ka=mevpfj` ^i=bar` ^qfl k=EP=ÅëëK-P=ÜëëK

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

### H=omb=MNPMM=0=pl` f^i=ob` ob^qfl k=EP=ÅëëK-P=ÜëëK

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

### H=omb=MNQMM=0=l r qal l o=ob` ob^qfl k=EO=ÅëëK-O=ÜëëK

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.

### H=omb=MNRMM=0=prj j bo=` ^j m=i b^ abo pefm=EO=ÅëëK-O=ÜëëK

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.

### H=omb=MNSMM=0=cl i h=^ka=pnr^ ob=a^k` b=qb^` e fkd qb` e kfnrbp=EO=ÅëëK-O=ÜëëK

Folk and square dance basic movement, positions, etiquette and terminology are linked with teaching techniques.

### omb=MPNMM=0=qebo^mbrqf` =ob` ob^qfl k=cl o=fkafsfaJ r^i p=t fqe=afp^ \_fi fqbfp=f=EP=ÅëëK-P=ÜëëK

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

### omb=MPOMM=0=l od^kfw^qfl k=^ka=^aj f kfpqo^qfl k l c=ob` ob^qfl k=mol do^j p=EP=ÅëëK-P=ÜëëK

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 corequisite: RPE 09152

### H=omb=MPPMM=0=phfi i p=fk=^oqp=^ka=` o^cqp=EO=ÅëëK-O=ÜëëK

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.

### H=omb=MPQMM=0=j bqel ap=^ka=j ^qbof^i p=fk=^oqp ^ka=` o^cqp=EP=ÅëëK-P=ÜëëK

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.

### omb=MPRMM=0=qebo^mbrqf` =ob` ob^qfl k=cl o=fkafsfaJ r^i p=t fqe=afp^ \_fi fqbfp=ff=EP=ÅëëK-P=ÜëëK

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

### omb=MPSMM=0=qeb=^ppbppj bkq=mol` bpp=fk=qebo^mbrJ qf` =ob` ob^qfl k=EO=ÅëëK-O=ÜëëK

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

### H=omb=MQMMM=0=pml oq=^ka=^j bof` ^k=pl` fbqv=EP=ÅëëK-P=ÜëëK

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.

### omb=MQRMM=0=^as^k` ba=^oqp=^ka=` o^cqp=EO=ÅëëK-O=ÜëëK

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

### H=omb=MTMMM=0=j bqel ap=l c=qb^` e fkd=cfqkbbp=^ka ob` ob^qfl k=^` qsfqfbp=EP=ÅëëK-P=ÜëëK

Develop techniques, methods, skills and philosophy required to teach fitness and recreation activities.

### H=omb=MTOMM=0=bumi l ofkd=i b fprob=ql =mol j l qb t bi i kbbp=EO=ÅëëK-O=ÜëëK

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.

**omb=MU0uu=0=ENJP=ÁëëK-NJP=ÜëëK**

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.

**omb=MVNRO=0=cfbi a=bumbofbk` b=fk=mevpf` ^i=bar` ^J qfl kl=ob` ob^qfl k=^ka=ob` ob^qfl k=qebo^mv=EP=ÁëëK-S=ÜëëK**

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

**omb=MVORP=0=cfbi a=bumbofbk` b=fk=ob` ob^qfl k=^ka ob` ob^qfl k=qebo^mv=EP=ÁëëK-S=ÜëëK**

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

\*Meets CPI requirements for Fine Arts

A.S. Degree  
COMMUNITY HEALTH  
Requirements – page 36

A.A.S. Degree  
EXERCISE SCIENCE/PERSONAL TRAINING  
Requirements – page 48

A.A.S. Degree  
PHYSICAL EDUCATION, RECREATION AND RECREATION THERAPY  
Requirements – page 52

Certificate  
EXERCISE SCIENCE/PERSONAL TRAINING  
Requirements – page 57

## HISTORY, PHILOSOPHY AND POLITICAL SCIENCES DEPARTMENT

**oççã=aJPMV^ -ÉñíK=KQNT**

**j áÁÜ-Éã\_-êáÜ-éíI** Professor

**sççëÜÉÉë-bk=aì áái=**Associate Professor

**^Áë-Ü-ã=bÇÉáÜÉáíI** Assistant Professor

**j k=óÉò=-c-áÜ-éáI=**Professor and Associate Dean for Academic Affairs

**gçëÉéÜ-cÉäëÉáI** Associate Professor

**kçëã-ã=e-âçíÉáI** Assistant Professor

**páÇáÉó=eÉáíI-áíI** Professor

**^áëÜçãëÉ=eçãÉÜ-I=**Assistant Professor

**\_Ééá-éÇ-háÉááI** Professor and Chairperson

**cê-áÁÉë-hê-áááI=**Professor

**sÉéáçã-j çÖÉáëÉáI=**Associate Professor

**^éáçãÇ-bk=mÉéáã ííÉáI=**Assistant Professor

**^áá-=-mëçÁóáI=**Associate Professor

**oáÁ-éÇç=óÉéÉííáI** Instructor

**g-ÁÇÁ=pÉÖ-áI=**Assistant Professor

**e-ééó=pÁÜí -éíóI=**Assistant Professor

**píí -éí-pì ééI=**Professor and Provost

**j áÁÜ-Éã-pçãçãçí I=**Associate Professor

**j çéíçã=t -Öã-áI** Professor

**^i i=efpql ov=^ka=ml i fqf` ^i=p` fbk` b=` I ropbpl rki bpp=l qebot fpb=kl qbal=j bbq=dol rm=fff=afpqof\_rJ qfl k=obnrfojb bkqp=cl o=^i i=abdobbpk=mefi I pl mev` I ropbpl=rki bpp=l qebot fpb=kl qbal=j bbq=dol rm=fff=afpqof\_rqfl k=obnrfojb bkqp=cl o=^i i=abdobbpk**

## AMERICAN HISTORY

**H=🌐 efp=MNNMM=0=^j bof` ^k= ` fsfi fw^qfl k=f=EP=ÁëëK-P=ÜëëK**

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.

**H=🌐 efp=MNOMM=0=^j bof` ^k= ` fsfi fw^qfl k=f=EP=ÁëëK-P=ÜëëK**

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.



**H=🌐 efp=MNRMM=0=bo^=l c=qeb= ` fsfi =t ^oWNUOU=íç=NUTT  
EP=ÁëëK-P=ÜëëK**

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.

**H=🌐 efp=MOMMM=0=qeb=fj j fdo^kq=fk=^j bof^ ^k=  
pl `fbqv=EP=ÁëëK-P=ÜëëK**

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).

**H=🌐 efp=MONMM=0=ml mri ^o= ` riqrob=fk=^j bof^ ^=  
EP=ÁëëK-P=ÜëëK**

Development of sports, fads, and folklore in America including additional significant aspects of American society from the colonial era to the present.

**H=🌐 efp=MQNMM=0=qeb=fkaf^k=fk=^j boi^ ^k=efpql ov  
EP=ÁëëK-P=ÜëëK**

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.

**H=🌐 efp=MRMMM=0=qeb=\_i ^` h=fk=^j bof^ ^k=efpql ov=  
EP=ÁëëK-P=ÜëëK**

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.

**H=🌐 efp=MRRMM=0=efpql ov=l c=fq^if^k=^j bof^ ^kp=  
EP=ÁëëK-P=ÜëëK**

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.

**H=🌐 efp=MRVMM=0=j l abok=^j bof^ ^WNVOM=q l =  
mobpbkq=EP=ÁëëK-P=ÜëëK**

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.

**H=🌐 efp=MSOMM=0=efpql ov=l c=kbt =vl oh= ` fqv=  
EP=ÁëëK-P=ÜëëK**

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.

**H=🌐 efp=MSPMM=0=efpql ov=l c=obi fdf l k=EP=ÁëëK-P=ÜëëK**

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.

**H=🌐 efp=MSSMM=0=t l j bk=fk=qeb=pl ` f^i =p` fbk` bp=  
EP=ÁëëK-P=ÜëëK**

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.

**H=🌐 efp=MSUMM=0=t l j bk=fk=^j bof^ ^k=efpql ov=  
EP=ÁëëK-P=ÜëëK**

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.

**H=🌐 efp=MSVMM=0=^j bof^ ^k=gbt fpe=efpql ov=  
EP=ÁëëK-P=ÜëëK**

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**

**H=🌐 efp=MPNMM=0=bro l mbWk ^ml i bl k=q l =efqi bol=NTUW  
ql =NVQR=EP=ÁëëK-P=ÜëëK**

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.

**H=🌐 efp=MPOMM=0=j l abok= ` efk ^=EP=ÁëëK-P=ÜëëK**

The reshaping of China and its revolutionary role in the modern world.

**H=🌐 efp=MPPMM=0=^ cof^ ^Wm^pq=^ ka=mobpbkq=  
EP=ÁëëK-P=ÜëëK**

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 20<sup>th</sup> century nationalistic rivalries.

**H=🌐 efp=MPQMM=0=j fi fq^ ov=efpql ov=EP=ÁëëK-P=ÜëëK**

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.

**H=🌐 efp=MPSMM=0=broi mb=fk=qeb=qt bkqfbqe= bkqrov  
EP=ÁëëK-P=ÜëëK**

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.

**H=🌐 efp=MPTMM=0=qeb=j faai b=b^pql#t l oi a=t ^o=f=ql  
qeb=mobpbkq=EP=ÁëëK-P=ÜëëK**

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.

**H=🌐 efp=MQOMM=0=qeb=^ of\_\_b^k#NQVO=ql =qeb=  
mobpbkq=EP=ÁëëK-P=ÜëëK**

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.

**H=🌐 efp=MQPMM=0=qeb=efpql ov=l c=mrboql =of` M=  
EP=ÁëëK-P=ÜëëK**

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.

**H=🌐 efp=MQOMM=0=qeb=k^wf=el il `^rppq=EP=ÁëëK-P=ÜëëK**

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.

**H=🌐 efp=MRNMM=0=qeb=^k`fbkq=t l oi a=EP=ÁëëK-P=ÜëëK**

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.

**H=🌐 efp=MROMM=0=ol l qp=l c=qeb=j l abok=t l oi a=  
EP=ÁëëK-P=ÜëëK**

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.

**H=🌐 efp=MRPMM=0=orppf^k=efpql ov#NUSM=ql =qeb=mobj  
pbkq=EP=ÁëëK-P=ÜëëK**

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.

**H=🌐 efp=MRSMM=0=t fq` e`o^cqÔ^=efpql of` ^i=pqgrav  
EP=ÁëëK-P=ÜëëK**

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.

**H=🌐 efp=MRTMM=0=i ^qfk=^j bof` ^k=efpql ov=  
EP=ÁëëK-P=ÜëëK**

The development of Latin America from colonial times to the present, the intermingling of cultures, ideas, and the formation of a Latin American civilization.

**H=🌐 efp=MSQMM=0=j l abok=gbt fpe=efpql ov=  
EP=ÁëëK-P=ÜëëK**

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.

**H=🌐 efp=MSRMM=0=pl `f^i=rkobpq=^ka=obsi l rqli k=fk  
j l abok=qfj bp=EP=ÁëëK-P=ÜëëK**

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.

**H=🌐 efp=MSTMM=0=gbt fpe=efpql ov#ml pql\_f\_i f` ^i  
qfj bp=ql =qeb=bkifdeqbkj bkq=EP=ÁëëK-P=ÜëëK**

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.

**H=🌐 efp=MTMMM=0=efpql of` ^i=dbl do^mev=  
EP=ÁëëK-P=ÜëëK**

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.

**efp=MUNuu0=fkabmbkabkq=pqgrav=ENP=ÁëëK-NJP=ÜëëK**

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

**efp=MUOuu0=ENJP=ÁëëK-NJP=ÜëëK**

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

**H=🌐 mef=MTNMM=0=efpql ov=l c=mefi l pl mevllqeb= i ^pl pf ^i=mefi l pl mebop-EP=Àèèk-P=Ùèèk**

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.

**H=🌐 mef=MTOMM=0=efpql ov=l c=mefi l pl mevllqeb=j l abok=mefi l pl mebop-EP=Àèèk-P=Ùèèk**

Philosophical thought from the Renaissance to the present with emphasis on Cartesian thought, natural religion, skepticism, idealism and existentialism. Focus is on the work of Descartes, Spinoza, Hume, Nietzsche, Kierkegaard.

**H=🌐 mef=MTPMM=0=i l df llqeb l ofbp=l c= ^odrj bkq^qfl k=EP=Àèèk-P=Ùèèk**

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.

**H=🌐 mef=MTQMM=0=bqef` plllpqrav=l c=bqef` ^i= mol \_i bj p=EP=Àèèk-P=Ùèèk**

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.

**H=🌐 mef=MTRMM=0=mefi l pl mev=l c=qeb= \_b^rqfcri=0 ^bpqebqf` p=EP=Àèèk-P=Ùèèk**

Study of the aesthetic experience in the philosophies of Plato, Aristotle, Schopenhauer, Nietzsche and Kierkegaard. Examination of the criteria of the theories of beauty with reference to art, literature and music.

**H=🌐 mef=MTSMM=0=bqef` p=^ka=j l o^i fqv=fk=qeb eb^iqe=mol cbppfl kp=EP=Àèèk-P=Ùèèk**

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.

**H=🌐 mef=MTTMM=0=mefi l pl mev=l c=obi fdl k= EP=Àèèk-P=Ùèèk**

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.

**H=🌐 mef=MTUMM=0=mefi l pl mev=fk=^pf^k=qo^afqfl kp EP=Àèèk-P=Ùèèk**

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.

**mef=MUNuu=0=fkabmbkabkq-pqrav-ENJP=Àèèk-NJP=Ùèèk**

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

**mef=MU0uu=0=ENJP=Àèèk-NJP=Ùèèk**

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

**H=🌐 ml i=MRMMM=0= i ^pe=l c=ml i fqf` ^i=fab^plllfkqol J ar`qfl k=q l =ml i fqf` ^i=qeb l ov=EP=Àèèk-P=Ùèèk**

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?

**H=🌐 ml i=MRNMM=0=^j bof` ^k=d l sbokj bkq=^ka ml i fqf` p=EP=Àèèk-P=Ùèèk**

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.

**H=🌐 ml i=MR0MM=0= l j m^o^qfsb=d l sbokj bkq= EP=Àèèk-P=Ùèèk**

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.

**H=🌐 ml i=MRPMM=0=pq^qb=^ka=i l` ^i=d l sbokj bkqp ^ka=ml i fqf` p=EP=Àèèk-P=Ùèèk**

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.

**H=🌐 ml i=MRQMM=0=qeb=^j bof` ^k=mobpfabk` v= EP=Àèèk-P=Ùèèk**

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.

**H=🌐 ml i=MRRMM=0=^j bof` ^k=ml i fqf` ^i=m^oqfbp= EP=Àèèk-P=Ùèèk**

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.

**H=🌐 ml i=MRSMM=0=fqv=ml i fqf` p=EP=Àèèk-P=Ùèèk**

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.

**H=🌐 ml i=MRTMM-0=qeb=ml ifqf`p=l =c=b`l kl j f`pW  
fkqol ar`qfl k=q=l =ml ifqf`^i=b`l kl j v=  
EP=ÁëëK-P=ÜëëK**

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.

**H=🌐 ml i=MRUMM-0=bksfol kj bkq^i=ml ifqf`p=  
EP=ÁëëK-P=ÜëëK**

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.

**H=🌐 ml i=MRVMM-0=fkqbok^qfl k^i=obi^qfl kp=  
EP=ÁëëK-P=ÜëëK**

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.

**H=🌐 ml i=MSNMM-0=mofk`fmi bp=l c=mr\_if`=^aj fkfpqo^J  
qfl k=^ka=mr\_if`=^dbk`fbp=EP=ÁëëK-P=ÜëëK**

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.

**H=🌐 ml i=MSPMM-0=fkqol ar`qfl k=ql =`ofj fk^i=  
grpqf`b=EP=ÁëëK-P=ÜëëK**

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.

**H=🌐 ml i=MSQMM-0=`ofj b=^ka=mrkfpej bkq=  
EP=ÁëëK-P=ÜëëK**

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.

**H=🌐 ml i=MSRMM-0=`fsfi =ofdeqp=^ka=i f\_boqfbp=  
EP=ÁëëK-P=ÜëëK**

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.

**H=🌐 ml i=MSSMM-0=`l kppqfqrqfl k^i=i^t =EP=ÁëëK-P=ÜëëK**  
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.

**H=🌐 ml i=MSTMM-0=qeb=^j bof`^k=i bd^i=pvpqbj W  
qeb=`l roqp=EP=ÁëëK-P=ÜëëK**

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.

**H=🌐 ml i=MSUMM-0=t l j bk=^ka=qeb=`ofj fk^i=  
grpqf`b=pvpqbj =EP=ÁëëK-P=ÜëëK**

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.

**ml i=MUNuu-0=fkabmbkabkq=pqgrav=ENJP=ÁëëK-NJP=ÜëëK**

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

**ml i=MUOuu-0=ENJP=ÁëëK-NJP=ÜëëK**

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.

**🌐 \_pp=MMNMM-0=\_be^sfl o^i=^ka=pl`f^i=p`fbk`bW  
qeb=fkafsfar^i=^ka=efplebo=t l oia=EP=ÁëëK-P=ÜëëK**

The concepts and methodologies of sociology, psychology, economics, political science and history helps students understand issues of current significance.

Prerequisite: Enrollment in "College Now" Program

+ Basic Course

🌐Meets CPI requirements for Social Sciences



## MATHEMATICS AND COMPUTER SCIENCE DEPARTMENT

**oççã=cJPMV\_= =ÉñíK=RVPN**

**g~Ââ=^êâçî l=Assistant Professor**

**fÖçê=\_~äëã I Assistant Professor**

**dçêÇçâ=\_~ëëÉâI=Professor**

**^äÉäë~âÇê=a~îóÇçîI Assistant Professor**

**bääÉ=cÉÇÉäI=Assistant Professor**

**oçâ~âÇ=cçêã ~âI=Assistant Professor**

**p~ã î Éã=d~äÉI=Professor**

**fë~~â=d~êÄÉäI=Assistant Professor**

**a~î äÇ=dêÉÉäÄÉêÖÉäI=Lecturer**

**k~î~äâÉä=dêÉÉäÉI=Assistant Professor**

**a~ääÉä=déääã ~âÇäI=Assistant Professor**

**^ÜäpÜî ä=eî ~äÖI=Assistant Professor**

**^ó~äî è=héäéÜä~äI=Assistant Professor**

**bääÉÉä=i äÄÜîÉäîÜ~äI=Lecturer**

**pîÉéÜÉä=j ~äÉî äÄöI=Assistant Professor**

**j ~ñ~j äóã~êëääI=Professor**

**j ~éáó~mÉíêçî~I Lecturer**

**oçÄÉéí=mî îöI Lecturer**

**pî~ääÉó=o~Äääçî äíöI=Associate Professor**

**gî ääî è=fk~oçéÉäîÜ~äI Assistant Professor**

**a~î äÇ=p~äÄI=Associate Professor**

**a~äÉ=paÉÖÉäI=Associate Professor**

**oäÄÜ~êÇ=pî~î äI=Professor**

**o~ÄÜÉä=pîî éãJ\_ÉäëëI=Assistant Professor**

**j ~ñ=qê~äI=Assistant Professor**

**oää~gk~v~éã äëÜI Professor and Chairperson**

## COMPUTER INFORMATION SYSTEMS

(Computer Information Systems courses do not satisfy Group V or CPI requirements.)

**H=^fp=MNNMM=0=j f^ol^l j mçqbo=^mmi f^qfl kp=EQ=ÄëëK-Q=ÜëëK**

Introduction to microcomputer applications used in information systems environments including: microcomputer hardware, microcomputer operating systems, word processing systems, and electronic spreadsheets.

Prerequisite: Passing scores on the Arithmetic and Algebra portions of the COMPASS Math Skills Test.

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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: CIS 01100 plus 1 programming course

**^fp=MONMM=0=fkqol ar^qfl k=ql =t b~m^db=absbi l mj bkq=EQ=ÄëëK-Q=ÜëëK**

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 CIS 01100, or BA 06000, or TEC 02500

**^fp=MOOmm=0=eqj i=^r qel ofkd=^ka=g^s^p^ofmq=EQ=ÄëëK-Q=ÜëëK**

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 Department permission

**^fp=MPNMM=0=fkqol ar^qfl k=ql =a^q^\_ ^pb=EQ=ÄëëK-Q=ÜëëK**

Microcomputer applications used in a data processing environment. Introduction to database management systems, and integrated software systems and packages.

Prerequisite: CIS 01100 or BA 06000 or CP 01100 or TEC 02500

Pre or corequisite: MAT 00900

**^fp=MPOMM=0=^as^k^ba=a^q^\_ ^pb=mol do^j j fkd=EQ=ÄëëK-Q=ÜëëK**

The concepts and features dBase has in common with all programming languages as well as the unique character of the dBase language. Emphasis on the fundamentals of good programming style, and the use of the dBase language to develop a menu-driven database program.

Prerequisite: CIS 03100

**^fp=MQNMM=0=kI sbi i=f=EQ=ÄëëK-Q=ÜëëK**

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.

**^fp=MQOMM=0=kI sbi i=ff=EQ=ÄëëK-Q=ÜëëK**

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



### CP 01200

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

### CP 04500

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

### CP 03100

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

### CP 03100

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

### CP 03100

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 02100

Computer literacy course introducing uses of computers in society; components of a computer system; input/output devices; flowcharting and programming in BASIC, and other programming languages. Computer Applications includes word processing, spreadsheets, graphics, and database management systems; computer concepts and information processing, as an area of general knowledge for the informed individual and how the computer can be used as a tool at home and at work. Computer Information Systems Majors and students who completed BA 06000 or CP 02800 OR CIS 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.

### CP 02100

Introduction to Programming in the C language including: variables, definitions, pointers, functions, loops, arrays, screen handling and interfaces to UNIX and other languages. Prerequisite: One course in a programming language

### CP 02100

Covers advanced aspects of the C language, including pointers, compile and run-time storage allocation, data structures such as linked lists, sorting, searching and recursion. Prerequisite: CP 02100

### CP 01100

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: MAT 00900 or Department permission

### CP 00900

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 03100

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 03100

Course combines text, sound graphics and motion to execute a multimedia presentation. Application of techniques for interactive use of the new technology to create mixed media materials. Leading multimedia authoring programs will be discussed. Prerequisite: Any computer language.

### CP 02200

An introduction to the Java programming language, including algorithms, data representation, debugging and verification of programs and object-oriented programming concepts. Prerequisite: Passing scores on the Arithmetic and Algebra portions of the COMPASS Math Skills Test and one course in a programming language or CIS 02200

### CP 06100

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

### CP 01100

The concepts and structures of modern computer graphics and computer-aided design. Applications for presentation and business graphics, computer-aided design and drafting, engineering graphics. Hands-on experience with computers for programming practice and assignments. Prerequisite: CIS 01100 or CP 01100 or BA 06000 or TEC 02500 or Department permission

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Advanced computer graphics and technical drawing using AutoCAD LT and Auto Sketch.  
Prerequisite: CP 06600

**^m=MTNMM=0=mol do^j j fkd=fk=rkfuli fkru=ER=ÁëëK-R=ÜëëK**

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

+ Basic Course

▲ course meets MATH CPI requirement

## COMPUTER SCIENCE

**^i i =^ I j mrqbo=p^ fbk^ b=^ I ropbp=E^ pf=j bbq=dol rm s=afpqof\_rqfl k=obnrfojb bkqp=cl o=^i i=abdobbp rki bpp=l qebot fpb=kl qbaK**

**H^A ^p=MNOMM=0=fkqol ar^ qfl k=qI =^ I j mrqfkd=EQ=ÁëëK-Q=ÜëëK**

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

**^p=MNP^M=0=^as^k^ ba=mol do^j j fkd=qb^ ekfnrbp=EQ=ÁëëK-Q=ÜëëK**

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

**^p=MNQMM=0=^ I j mrqbop=^ka=^ppbj \_iv=i^kI dr^adb=mol do^j j fkd=ER=ÁëëK-R=ÜëëK**

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

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Sets, Matrices, Relations and Digraphs, Functions, Order Relations and Structures, Trees and Languages, Semigroups and Groups, Finite-State Machines and Languages.

Prerequisite: MAT 01500

**^p=MPTMM=0=mol do^j =abpfdk=^ka=^k^ ivpfp=EQ=ÁëëK-Q=ÜëëK**

Introduction to data structures. Topics include: structures, arrays, stream files, stacks, recursive processes, recursive procedures and elementary simulation techniques.

Prerequisite: CS 013A0

**^p=MUNuu=0=fkabmbkabkq=pqrav=ENP=ÁëëK-NJP=ÜëëK**

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

**^p=MUOuu=0=ENP=ÁëëK-NJP=ÜëëK**

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

(Data Processing courses do not satisfy Group V or CPI requirements.)

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(Also listed as BA 00100 and TEC 00100)

Basic technology skills on the computer and Internet necessary for research and term paper preparation.

**H=am=MMTMM=0=fkqol ar^ qfl k=qI =qeb=fkqbokbq=EQ=ÁëëK-Q=ÜëëK**

Methods of access to the Internet and all the important functions of the new technology will be discussed and explored on-line in hands-on sessions.

Prerequisite: Passing scores on the Arithmetic and Algebra portions of the COMPASS Math Skills Test.

## MATHEMATICS

**^i i =^ ^pf^ =j ^qebj ^qf^ p=Ej ^qf=^ I ropbp=j bbq dol rm=s=afpqof\_rqfl k=obnrfojb bkqp=cl o=^i i abdobbp=rki bpp=l qebot fpb=kl qbaK**

**ú=j ^q=Mj NMM=0=^pf^ =j ^qebj ^qf^ p=EM=ÁëëK-Q=ÜëëK-Q=Éèi ~iÉÇ=ÁëëK**

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.

**ú=j ^q=Mj OMM=0=fkqol ar^ qI ov=^i db\_o^=EM=ÁëëK-Q=ÜëëK-Q=Éèi ~iÉÇ=ÁëëK**

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.

**ú=j ^q=MoPMM=0=^i db\_o^=EM=ÁëëK-Q=ÜëëK-Q=Éèi ~iÉÇ=ÁëëK**

Topics in elementary Algebra for students who pass the Arithmetic portion and score between 27 and 40 on the Algebra portion of the COMPASS Math Skills Test.

**ú-j ^q=M\_P^M=0=fáíÉáéáí É=^éáíÜä ÉíáÁ-oÉí áÉí =  
EM=Áéèk=Üèk=0=NLO=Éèì ~íÉÇ=Áéèk**

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.

**ú-j ^q=M\_P\_M=0=fáíÉáéáí É=^éáíÜä ÉíáÁ-oÉí áÉí =  
EM=Áéèk=Üèk=0=NLO=Éèì ~íÉÇ=Áéèk**

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.

**ú-j ^q=M\_PMM=0=fj j bopfl k=mol do^j =  
EM=Áéèk=NLO=Üèk=0=NLO=Éèì ~íÉÇ=Áéèk**

Intensive review of arithmetic and elementary algebra for students who failed the COMPASS Math Skills Test. Course ends with administration of the COMPASS Math Skills Test.

**H-j ^q=MNNMM=0=bi bj bkq^ov=^i db\_o^=EM=Áéèk=Q=Üèèk**  
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

**H=Δ j ^q=MMPMM=0=fkqboj baf^qb=^i db\_o^=  
EM=Áéèk=Q=Üèèk**

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

**H-j ^q=MMSMM=0=j ^qbj ^qf^p=l c=cfk^k^b=  
EQ=Áéèk=Q=Üèèk**

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

**H=Δ j ^q=MNTMM=0=mofk^fmi bp=çlíj ^qbj ^qf^p=  
EQ=Áéèk=Q=Üèèk**

A basic course in mathematical discovery. Students participate in the development and investigation of topics such as: number sequences, calculating devices, extrapolation, mathematical mosaics and curves, probability and topology. Not open to students who have taken a mathematics course number 9 or higher or third-year sequential mathematics.

Prerequisite: Passing scores on both the Arithmetic and Algebra portions of the COMPASS Math Skills Test or passing grade in MAT 0R200 or MAT 0R300.

**▲ j ^q=MMVMM=0=^i i i bdb=^i db\_o^=  
EP=Áéèk=Q=Üèèk=0=P=Éèì ~íÉÇ=Áéèk**

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: MAT 0R200 or MAT 0R300 or KCC Mathematics Placement code of 4 or higher.

**H=▲ j ^q=MNNMM=0=^i i i bdb=qofdl kl j bqov=  
EP=Áéèk=P=Üèèk**

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.

**H=▲ j ^q=MNNMM=0=cfkfqbj ^qbj ^qf^p=EQ=Áéèk=Q=Üèèk**

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.

**H=▲ j ^q=MNONM=0=^i k^bmqp=l c=j l abok=j ^qbj ^qf^p=EQ=Áéèk=Q=Üèèk**

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.

**H=▲ j ^q=MNPMM=0=prosbv=l c=j ^qbj ^qf^p=^ka  
^l j mrqbo=^i k^bmqp=EQ=Áéèk=Q=Üèèk=Q=Éèì ~íÉÇ=Áéèk**

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.

**H▲ j ^q=MNQMM=0=^k^ivqf^=dbl j bqov=^ka=  
mobj^i^rirp=j ^qbj ^qf^p=EQ=Áéèk=Q=Üèèk**

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.

**▲ j ^q=MNRMM=0=^ i` rirp-f-EQ=ÁëëK-Q=ÜëëK**

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

**▲ j ^q=MNSMM=0=^ i` rirp-ff-EQ=ÁëëK-Q=ÜëëK**

Continuation of MAT 01500, with emphasis on transcendental functions and special methods of integration.

Prerequisite: MAT 01500

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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.

**▲ j ^q=MONMM=0=^ i` rirp-fff-EQ=ÁëëK-Q=ÜëëK**

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.

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An introduction to probability and statistics as they apply to business applications including data summary measures, discrete random variables and probability distributions, sampling methodologies and analysis, hypothesis testing and regression analysis. Special emphasis will be given to solutions of practical business problems using statistical computer software.

Prerequisite: MAT 00900 Not open to students who have taken MAT 02000.

**▲ j ^q=MORMM=0=`I i i bdb=dbl j bqov-EQ=ÁëëK-Q=ÜëëK**

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

**▲ j ^q=MRRMM=0=afccbobkqf^i=bnr`^qfl kp=EP=ÁëëK-Q=ÜëëK**

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

**▲ j ^q=MRSMM=0=i fkb^o=^i db\_o^=EQ=ÁëëK-Q=ÜëëK-O=Éèì ~íÉÇ=ÁëëK**

Study of vector spaces, matrix algebra transformation, and vector analysis.

Prerequisite: MAT 01500 with a "C-" grade or better

**j ^q=MUNuu=0=fkabmbkq-pqrav=ENP=ÁëëK-NJP=ÜëëK**

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

**j ^q=MU0uu=0=ENP=ÁëëK-NJP=ÜëëK**

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

▲ Meets CPI requirement for Math

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A.A.S. Degree  
COMPUTER INFORMATION SYSTEMS  
Requirements – page 46

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A.S. Degree  
COMPUTER SCIENCE  
Requirements – page 37

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A.S. Degree  
MATHEMATICS  
Requirements – page 39



## NURSING DEPARTMENT

**oççã-j JQMN= -ÉñíK-RROO**

**gì ÇáíÙ=^ãÄ-âÉéÉÍ** Assistant Professor

**i-ì é--aa` -éì -l=Senior College Laboratory Technician**

**j -éó^ãã=bçÉãã -âí** Assistant Professor

**`-éã Éã-cáÁçéÉããã=Assistant Professor**

**\_~éÄ-é-=-^ãã=d-íí ãçl=Assistant Professor**

**aÉããéÉ=dá-ÄÜÉíí-Joó-âí=Associate Professor and Director, Surgical Technology Program**

**s-aÉéãÉ=dããã=Assistant Professor**

**`çãÉÉã-hì ã -éí** Assistant Professor

**gç~ããÉ=i-î íãí=Professor, Deputy Chairperson**

**m-ã Éã-j -Üçãí** Associate Professor

**j -éãçéãÉ=j Áaçãçí ÖÜÍ** Associate Professor

**`-íÜÉéããÉ=l àí Äì ã ãçl** Assistant Professor

**açãçéÉé=pÜéãã éíçãí** Professor and Chairperson

**aÉãçéÉé=t -éÜããÖíçãí=Professor and Director, HELM Center and Health Services**

**\_éãçÖÉí=t ÉÉãéí** 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.

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**méÉJ` áãããÄ-ã-ãç=` áãããÄ-ãk**

To enter the Clinical Component, students MUST FIRST complete the Pre-Clinical Sequence of the college.

Up to 5% of the students who are accepted to the Nursing Program may be allowed directly into the Clinical component and can earn their A.A.S. degree in two years. These students are selected on the basis of their high school admission average, results of the CUNY/ACT in Reading and Writing and the COMPASS Math Skills Test and approval of the Nursing Department.

To be considered for the Clinical component of the Program, students must comply with the following:

1. be enrolled in the Pre-clinical Component;
2. complete any required remediation before completion of the four courses in the Pre-Clinical Sequence;
3. complete the four courses in the Pre-Clinical Sequence: ENG 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. if required to repeat course(s) in the Pre-Clinical Sequence due to unsatisfactory initial grades, achieve a minimum average of 2.5 based on all grades earned in the Sequence courses;
6. all grades received for courses taken in the Pre-Clinical Sequence at Kingsborough will be included in the Pre-Clinical average computation;
7. submit transcripts from other colleges (NOTE: all grades received for the Pre-Clinical Sequence will be included in the Pre-Clinical's average computation); *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.

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. 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.



**qē-āēīĒē-pī ÇĒāĕ**

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 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.

**oĒĒĒāĒāçā= ēāĒĒā-**

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 more than two grades below "C" in any of the pre or corequisite courses; no more than one grade below "C" in the biological and physical sciences; no more than one grade below "C" in the behavioral sciences;
- 2) earn a minimum "C" grade in every required nursing course;
- 3) students earning less than a "C" grade in a nursing course with a clinical component may repeat the course one time;
- 4) a second earned grade of less than "C" in any nursing course with a clinical component will result in dismissal from the Nursing Program.

As of Fall 1983, Nursing students who enter NUR 01700 and NUR 01800 for the first time MUST complete the Nursing Program within four years from the date of entry into core nursing courses. Students who risk not completing the Program within four years are encouraged to seek academic counseling. Students who do not complete the Program in four years may appeal to the appropriate college committee.

Any student who has not attended nursing courses for two or more consecutive semesters cannot be readmitted into the Nursing Program unless qualifying examinations have been passed in sequential order in the course(s) previously completed. In accordance with the retention criteria of the Nursing Department, qualifying examinations can be repeated only once.

**aeī Ō= -āĒī ā-Ēāçā-mçāāŌ**

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.

**mēĒJK` i bu-ok-bñ-ā āā-Ēāçā**

All students must take the NLN Diagnostic Readiness Test (DRT) examination while enrolled in their last clinical nursing course.

**J -āēē-ĒāĒĒē-fāēī ē-āĒĒē-ŌēĒ-āĒŪ= āĒē-ē-āĒĒē-Ō= mo` ĒēāĒāĒ-Ēāçā**

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-40); 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.*

**iĒŌ-ā-i āā āĒ-Ēāçāē-Ēçē-pī-ĒĒē-i āĒĒēī ēĒ**

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.

**H=▲ kro=MNTMM=Ō= ^i` ri ^qfl kp=cl o-j baf` ^qfl k ^aj fkpqo^qfl k=EN-ĒāĒ-N-Ūēē**

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

**H=kro=MNUMM=Ō=crka^j bkq^i p=l c=kropfk d=ET-Ēēēk-NP-Ūēēē**

Introduction to understanding knowledge and skills that are basic to nursing including dependent, independent and interdependent functions of a nurse. Facts, principles and concepts derived from the biological and behavioral sciences are applied to basic nursing care. Laboratory sessions are on campus and in hospitals or other health agencies.

Prerequisites: BIO 01100, PSY 01100; SCI 02500; ENG 01200 or ENG 02400 if exempt from ENG 01200  
Pre or corequisites: NUR 01700, BIO 01200

**kro=MNVMM=0=c^j fiv-`bkqboba-j ^qbokfv=kropfk d EO-Áëëk-NQ=Üëëk-I áÉJÜ-ãñ-ëÉã ÉëíÉëf**

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

**kro=MOMMM=0=kropfk d=qeb-bj l qfl k^i iv=fii= EO-Áëëk-NQ=Üëëk-I áÉJÜ-ãñ-ëÉã ÉëíÉëf**

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

**kro=MONMM=0=kropfk d=qeb-fi i=^ariq-f-EV-Áëëk-NS=Üëëk**

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

**kro=MO0MM=0=kropfk d=qeb-fi i=^ariq-f-ER-Áëëk-NT=Üëëk I áÉJÜ-ãñ-ëÉã ÉëíÉëf**

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

**kro=MOPMM=0=kropfk d=l c=`efi aobk= ER-Áëëk-NT=Üëëk-I áÉJÜ-ãñ-ëÉã ÉëíÉëf**

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

**kro=MQ0MM=0=fpprbp-fk=kropfk d=EN-Áëëk-N=Üëëk**

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:**

**kro=MOTMM=0=m^qel mevpfl i l dv-EP-Áëëk-P=Üëëk**

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

**kro=MOUMM=0=^ I kqbj ml o^ov-fpprbp-fk=eb^iqe ^ob-EP-Áëëk-P=Üëëk**

(Also listed as SOC 02800 and BA 02800)  
The sociological, ethical, legal and economic impact of managing health care into the next century.

**kro=MOVMM=0=^iqbok^qfsb=eb^iqe=^ob-j l a^i fqfbp EP-Áëëk-P=Üëëk**

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.

**H=kro=MQNMM=0=bj bodbk`v=eb^iqe=^ob- EO-Áëëk-O=Üëëk**

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.

**H=kro=MQ0MM=0=m^obkqfk d-EP-Áëëk-P=Üëëk**

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.

**H=kro=MQPMM=0=mbopmb`qfsbp=l k=ab^qe=^ka avfk d-EP-Áëëk-P=Üëëk**

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.

**kro=MQQMM=0=afbq=fk=eb^iqe=^ka-fi i kbbp= EO-Áëëk-O=Üëëk**

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

**kro=MQRMM=0=me^oj ^` l i l dv-fk=eb^iqe=^ka= afpb^pb-EP-Áëëk-P=Üëëk**

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.

**kro-MQSM-0=go^kp`riqro^i=mbopmb`qfsbp=fk eb^iqe=`^ob-EP-ÀëëK-P=ÜëëK**

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

**kro-MQTM-0=el j b=eb^iqe=`^obWm^qqbokp=^ka kbbap-EP-ÀëëK-P=ÜëëK**

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.

**kro-MQUM-0=fkqol ar`qfl k=ql =\_`^pf`=eb^iqe ^ppbj bkq=^ka=mevpf`^i-bu^j fk^qfl k=l c=qeb ^ariq-EP-ÀëëK-Q=ÜëëK**

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

**kro-MQVM-0=bhd=oevqej =ob`l dktqfl k-EP-ÀëëK-P=ÜëëK**

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

**kro-MUOu=ENJP-ÀëëK-NJP-ÜëëK**

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 develop-

ment 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 Certification Examination offered by the Liaison Council of Certification for the Surgical Technologists (LCC-ST).

**~`ëÉÉë=I ééçëñ ááíáÉë**

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.

**^Çã äëëçã=óÉëì äÉã Éáë**

To be considered for the Surgical Technology Program, students must pass the CUNY ACT in Reading and Writing and the COM-PASS Math Skills Test.

**oÉíÉáíçã=`ëáíÉëá-**

Criteria for retention in the Surgical Technology Program mandates that students:

1. Receive no more than two grades below "C" in any of the pre or co-requisite courses.
2. Earn a minimum of "C" in all Surgical Technology Courses.
3. Students earning less than a "C" grade in a Surgical Technology Course may repeat the course one time.
4. A second earned grade of less than 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.

**më-ÁíáÁì ä=`çì ëëÉë**

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.

**më-ÁíáÁì ä=óÉëì äÉã Éáë**

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

**eÉ~áíÜ=`äÉ~ë-äÁÉ=ó-j ~äëë-ÁíáÁÉ=fáëì ë-äÁÉ=ó-`mo=`Éëíáíá-íáçã**

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 in courses must obtain practicum 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 certification and provide CPR (BLS) 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 COURSES

### **pq=MMNMM=J=prod^ ^i=qb` ekl il dv f=EP=ÄeÉÇárel=P=Üçì eëf**

Comprehensive study of the operative environment, professional roles, communications techniques and ethical responsibilities.  
Pre/Corequisites: ENG 01200, ST 00200

### **pq=MMOMM=J=prod^ ^i=qb` ekl il dv ff=EO=ÄeÉÇárel=S=Üçì eë=EO=äÉÄñ eÉl=Q=ä~Äf**

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.  
Pre/Corequisites: ENG 01200, ST 00100

### **pq=MMPMM=J=prod^ ^i=qb` ekl il dv fff=EQ=ÄeÉÇárel=Q=Üçì eëf**

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 00200  
Corequisite: PR 00100

### **pq=MMQMM=J=prod^ ^i=mol `barobpEQ=ÄeÉÇárel=Q=Üçì eëf**

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.  
Prerequisite: ST 00300  
Corequisite: PR 00200  
Pre/Corequisites: BIO 01100, NUR 04500

### **pq=MMRMM=J=^as^k`ba=prod^ ^i=mol `barobpEQ=ÄeÉÇárel=Q=Üçì eëf**

Continuation of anatomical systems with a focused review of pathology in conjunction with specific procedures performed. The instrumentation and surgical modalities of each specialty will be covered as they relate to the practice of Surgical Technology. The advanced surgical specialties include Ophthalmic, Vascular, Orthopedic, Neurosurgery, Thoracic, Cardiac, Trauma and Transplant.  
Prerequisite: ST 00400  
Corequisite: PR 00300  
Pre/Corequisite: BIO 05100

### **pq=MMSMM=J=mèçñlÉeéaçá~ä=pré~fÉÖaÉe=ñçè=fÜE=pì eÖaÄ~äçÉÄÜäçaçÖäer=EN=ÄeÉÇárel=O=Üçì eëf**

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  
Corequisite: PR 00400

### **pq=MPmMM=J=mo^`qf`rj =fEO=ÄeÉÇárel=NS=ÄääääÄ~ä=Üçì eëf**

Provides the student individualized experience in practice in the field. Emphasis is placed demonstrating proficiency necessary to participate in surgical procedures  
Prerequisite: ST 00200  
Corequisite: ST 00300

### **pq=MQmMM=J=mo^`qf`rj =ffEP=ÄeÉÇárel=NS=ÄääääÄ~ä=Üçì eëf**

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  
Corequisite: ST 00400  
Pre/Corequisites: BIO 01100, NUR 04500

### **pq=MRmMM=J=mo^`qf`rj =fffEP=ÄeÉÇárel=NS=ÄääääÄ~ä=Üçì eëf**

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  
Corequisite: ST 00500

### **pq=MSmMM=J=mo^`qf`rj =fsEP=ÄeÉÇárel=NS=ÄääääÄ~ä=Üçì eëf**

Provides the student with individualized experience in the field. Emphasis is placed on demonstrating proficiency in skills necessary for independent practice.  
Prerequisite: ST 00500  
Corequisite: ST 00600

+ Basic Course

▲ Meets CPI requirement for Math

🌐 Meets CPI requirement for Social Sciences

A.A.S. Degree

NURSING

Requirements – page 50

Accreditation – the Nursing Program is accredited by the National League for Nursing Accrediting Commission (NLNAC). Information is available by contacting the NCLNAC – National League for Nursing Accrediting Commission, 61 Broadway, New York, NY 10006 (212) 363-5555.



## OFFICE ADMINISTRATION AND TECHNOLOGY DEPARTMENT

**oçã-j JONN= =ÉñíK-RSRR**

**açâ-âç-açááá=Professor**

**k-çã-ã-mã-íí=Professor**

**t áááá-ã= `K-vÉáá-I=Associate Professor and Chairperson**

### ADMINISTRATION

**H-^aj =MNRMM-ó=dobdd=peI oqe^ka=ebi bj bkq^ovf=EP  
ÁëëK-Q=ÜëëK**

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.

**^aj =MNSMM-ó=\_^pf^ =af^ q^qfI k=EN-ÁëK-O=ÜëëK**

Timed dictation at basic levels on previewed materials, automating 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.

**^aj =MNTMM-ó=dobdd=peI oqe^ka=efkqboj baf^qbf=  
EP-ÁëëK-Q=ÜëëK**

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

**H-^aj =MOQMM-ó=I ccf^ b=pvpqbj p=^ka=mol `barobp=EP  
ÁëëK-P=ÜëëK**

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.

**^aj =MPMMM-ó=^as^k^ ba=pqbkI do^mev=^ka=  
qo^kp^ ofmqfI k=EQ-ÁëëK-S=ÜëëK**

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

**^aj =MPTMM-ó=I ccf^ b=`I j j rkf^ ^qfI k=phfi i p=  
EP-ÁëëK-P=ÜëëK**

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

**^aj =MQQMM-ó=fkqboj baf^qb=peI oqe^ka=efkqbkpfsb  
EO-ÁëëK-Q=ÜëëK**

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

**H-^aj =MRPMMJMRQMM-ó=qeb=p` eI I i=pb` obq^ov=f=  
^ka=ff=EO-ÁëëK-O=ÜëëK-É-ÁÜ=eÉã ÉéÉÉf**

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.

**H-^aj =MRRMM-ó=p` eI I i=ob` I oap=j ^k^dbj bkq=  
EO-ÁëëK-O=ÜëëK**

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.

**^aj =MUNuu-ó=fkabmbkabkq=pqrav=ENP-ÁëëK-NJP=ÜëëK**

Independent study of Office Administration and Technology is developed individually between student and faculty member and must be approved by the Department.

**^aj =MUOuu-ó=ENJP-ÁëëK-NJP=ÜëëK**

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.

**^aj =MV00V-ó=cfbi a=bumbobfk^ b=EP-ÁëëK-V=ÜëëK**

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

### TECHNOLOGY

**H=qb` =MMNMM-ó=kbt =pqrabkq=qb` eKI I I dv=phfi i p=  
EN-ÁëëK-N=ÜëëK**

(Also listed as BA 00100 and DP 00100)

Basic technology skills on the computer and Internet necessary for research and term paper preparation.

**H=qb` =MNNMM-ó=`I j mrqbo=hbv\_I ^oafkd=f=  
EO-ÁëëK-Q=ÜëëK**

Basic skills in keyboarding are developed and applied to the formatting of simple business and personal letters, tabulations, and manuscripts.



**qb`=MNOMM-0= I j mrqbo-hbv\_I ^oafkd-ff=EO=ÁëëK-Q=ÜëëK**

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

**qb`=MNPM-0= I j mrqbo-hbv\_I ^oafkd-fff=EO=ÁëëK-Q=ÜëëK**

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

**Hqb`=MNQMM-0=hbv\_I ^oafkd-cl o=\_rpfkbpp=****` I j j r kf ^qfl kp=EO=ÁëëK-P=ÜëëK**

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

**H=qb`=MONMM-0=t I oalfkcl oj ^qfl k=mol `bppfkdf=EP=ÁëëK-Q=ÜëëK**

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.

**qb`=MOOMM-0=t I oalfkcl oj ^qfl k=mol `bppfkdf=EP=ÁëëK-Q=ÜëëK**

The applied use of word/information processing procedures and equipment in a simulated word processing environment. The total work flow of office communications from input through output will be covered. Keyboarding of tables, reports, letters, and form letters with variable information will be stressed using specific word processing software different from the software used in TEC 02100.

Prerequisites: TEC 02100 or TEC 02500 or BA 06000 or CP 01100

**qb`=MOPMM-0=bi b` qol kf`=qo^kp` ofmqfl k=EP=ÁëëK-Q=ÜëëK**

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

**qb`=MORMM-0=I ccf` b=` I j mrqbo=^mmi f` ^qfl kp=f=EP=ÁëëK-Q=ÜëëK**

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.

**qb`=MOSMM-0=I ccf` b=` I j mrqbo=^mmi f` ^qfl kp=f=EP=ÁëëK-Q=ÜëëK**

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

**qb`=MOTMM-0=mobpbkq^qfl k=do^mef` p=cl o=qeb I ccf` b=EP=ÁëëK-Q=ÜëëK**

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

**qb`=MPQMM-0=I ccf` b=^aj fkpqo^qfl k=EP=ÁëëK-Q=ÜëëK**

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

**qb`=MQNMM-0=fkqbkpfsb=` I j mrqbo-hbv\_I ^oafkd-ffEQ=ÁëëK-Q=ÜëëK**

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

**qb`=MQOMM-0=fkqbkpfsb=` I j mrqbo-hbv\_I ^oafkd-fffEQ=ÁëëK-Q=ÜëëK**

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

**qb`=MRMMM-0=i bd^i=qboj fkl i l dv=^ka=i ^t =I ccf` b qo^kp` ofmqfl k=EP=ÁëëK-P=ÜëëK**

Legal terms in basic areas of law. Training in transcribing and formatting legal correspondence and legal documents electronically.

Prerequisite: TEC 01200

**qb`=MRPMM-0=t b\_pfqb=qb` ek l i l dv=f=EP=ÁëëK-Q=ÜëëK**

Basic conventions of website construction, technology and terminology. Websites will be constructed for publication on the World Wide Web.

Prerequisite: TEC 05700

**qb`=MRQMM=0=t b\_pfqb=qb` ekl i l dv=ff=EP=ÁëëK-Q=ÜëëK**

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.  
Prerequisites: TEC 05300 and TEC 05900 and TEC 02500 or BA 06000 or CP 01100 or Department permission  
Pre or corequisite: CIS 02200

**qb`=MRRMM=0=t b\_pfqb=qb` ekl i l dv=fff=EP=ÁëëK-Q=ÜëëK**

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 05400

**qb`=MRTMM=0=qeb=` I j mrqbo=^p=^=abpfdk=ql I i = EP=ÁëëK-Q=ÜëëK**

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

**qb`=MRU MM=0=\_^pf` =abpql m=mr\_i fpefk d=EP=ÁëëK-Q=ÜëëK**

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.

**G=qb`=MRVMM=0=mel ql afdq^i=fi i rpqo^qfl k= EP=ÁëëK-Q=ÜëëK**

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.

**qb`=MSNMM=0=j baf` ^i=qboj fkl i l dv=^ka=bi b` qol kj f` =qo^kp` ofmqfl k=EQ=ÁëëK-Q=ÜëëK**

The basic principles of medical word building to develop comprehensive medical vocabulary in the respiratory, cardiovascular, musculoskeletal, endocrine, hematic, urogenital and female reproductive systems. Job competency skills, including editing and proof-reading, 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.

**qb`=MSOMM=0=j baf` ^i=l ccf` b=` I j mrqbo= ^mmi f` ^qfl kp=EP=ÁëëK-P=ÜëëK**

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

**qb`=MTMMM=0=sfoqr ^i =bkqbomofpb=EP=ÁëëK-P=ÜëëK**

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.

**qb`=MUNuu=0=fkabmbk abkq=pq rav=ENJP=ÁëëK-NJP=ÜëëK**

Independent study of Secretarial/Office Administration is developed individually between student and faculty member and must be approved by the Department.

**qb`=MVNMN=0=mol cbppfl k^i=ml oqcl i fl = absbil mj bkq=EN=ÁëëK-N=ÜëëK**

Projects created in previous coursework will be analyzed and developed to produce a portfolio to present to potential clients and employers.  
Pre or corequisite: TEC 05500

+ Basic Course

\* Meets CPI requirements for Fine Arts

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A.A.S. Degree

OFFICE ADMINISTRATION and TECHNOLOGY—concentrations in Executive, Legal, School, Word/Information Processing, Medical Word/Information Processing  
Requirements – page 51

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A.A.S. Degree

WEBSITE DEVELOPMENT AND ADMINISTRATION  
Requirements – page 55

## PHYSICAL SCIENCES DEPARTMENT

**oççã= pJQP^ =ÉñIK-RTQS**

**dëaÖçéáó=^ áòááI=Professor**

**e-êçãÇ= K` çãâçääóI=Associate Professor**

**^ áíÜçáó=ak-aií Ééää-I=Associate Professor, Director of Maritime Technology**

**móíUá~=-d-à-ááèI=College Laboratory Technician**

**^ èíçã=dK-cláááÉèI=Chief College Laboratory Technician**

**` óéÉã~=-dççÇéáÁUí=Assistant Professor**

**i-ñã-á-h-âçì éal Lecturer**

**gçÜá=i-í éÉáÁÉI=College Laboratory Technician, Adjunct Lecturer**

**gçÉÉ=i ÉááèI=College Laboratory Technician**

**m-íéáÁá=j K-i áçóçI=Assistant Professor**

**g-ó-j -áÁááI=Professor**

**gçÜá=j áá-áçé-èI=Assistant Professor and Chairperson**

**s-é-ííí è=óÉççóI=Assistant Professor**

**oçÁÉéí=práÖääíóI=College Laboratory Technician**

**j áÁU-Éá-hK-t ÉáèÁÉéóI=Associate Professor**

**^i í \_^pf` =mevpf` ^i=p` fbk` b=` I ropbpl=rki bpb  
I qebot fpb=kl qbal=j bbq=dol rm=s=afpqof\_rqfl k  
obnrfojb bkqp=cl o=^i i=abdobbpbk**

## CHEMISTRY

**ú=` ej =MMNMM-ó=mobsfbt -çñ-dbkbo^i=` ebj fpqov=  
EM-ÁéèK-O-ÜéèK-O-O=Éèì -íÉÇ-ÁéÉÇáíéF**

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.

**` ej =MMRMM-ó=` ebj fpqov=cl o=qeb=krqofqfl k^i=  
p` fbk` bp=ER-ÁéèK-T=ÜéèF**

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.

**H-♦ ` ej =MNNMM-ó=dbkbo^i=` ebj fpqov=f=EQ-ÁéèK-S-ÜéèK**

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.

**♦ ` ej =MNOMM-ó=dbkbo^i=` ebj fpqov=ff=EQ-ÁéèK-S-ÜéèK**

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

**♦ ` ej =MPNMM-ó=I od^kf` =` ebj fpqov=f=ER-ÁéèK-V-ÜéèK**

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

**♦ ` ej =MPOMM-ó=I od^kf` =` ebj fpqov=ff=ER-ÁéèK-V-ÜéèK**

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

**` ej =MUNuu-ó=fkabmbkabkq=prqav=ENJP-ÁéèK-NJP-ÜéèK**

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

**` ej =MUOuu-ó=ENJP-ÁéèK-NJP-ÜéèK**

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

♦ Meets CPI requirement for Lab Science

A.S. Degree

CHEMISTRY

Requirements – page 34

## ENGINEERING SCIENCE

### **bd0-MONMM-0-bkdfkbbokd=abpfdk-EP-ÅëëK-R-ÜëëK**

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

### **bd0-M00MM-0-fkqol ar` qfl k=ql =bi b` qof` ^i=**

#### **bkdfkbbokd-EP-ÅëëK-Q-ÜëëK**

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

### **bd0-MOPMM-0-fkqol ar` qfl k=ql =bkdfkbbokd=**

#### **qejoj l avk^j f` p-EP-ÅëëK-Q-ÜëëK**

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

A.S. Degree

ENGINEERING SCIENCE

Requirements – page 38

## EARTH AND PLANETARY SCIENCE

### **H=◆ bmp-MPNMM-0-j bqbl ol il dv=EP-ÅëëK-P-ÜëëK**

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

### **H=bmp-MPOMM-0-l` b^kl do^mev=EQ-ÅëëK-R-ÜëëK**

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

### **H=◆ bmp-MPPMM-0=mevpf` ^i=dbl il dv=EQ-ÅëëK-R-ÜëëK**

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

### **H=◆ bmp-MPRMM-0=fkqol ar` qfl k=ql =^pqol kl j v=**

#### **EQ-ÅëëK-R-ÜëëK**

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

### **H=◆ bmp-MPSMM-0=mi ^kbql il dvl#^=qofm=qeol rde=qeb**

#### **pl i ^o=pvpqbj =EQ-ÅëëK-R-ÜëëK**

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

### **H=◆ bmp-MPUMM-0=fkqol ar` qfl k=ql =b^oqe=p` fbk` b=**

#### **EQ-ÅëëK-R-ÜëëK**

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

◆Meets CPI requirement for Lab Science

## MARITIME TECHNOLOGY

### **j q=MPPMM-0=sbppbi=qb` ekl il dv=f-EP-ÅëëK-R-ÜëëK**

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

### **j q=MPQMM-0=sbppbi=qb` ekl il dv=ff-EP-ÅëëK-R-ÜëëK**

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



**J QMPMM-0-j ^ofk^=l mbo^qfl kp-EP-Äëk-P-ÜëëF**

Basic skills required to operate a full service marina or boat-yard 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.

**J QMSMM-0=^l ^pq^i=mfll qfkd=^ka=pb^j ^kpefm-EQ-Äëk-S-ÜëëF**

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.

**J QMTMM-0=mol mri pfl k=pvpqbj p-EQ-Äëk-S-ÜëëF**

Principles of the internal combustion engine, both gasoline and diesel. The construction, testing and maintenance of these engines. Inboard motors, outboard motors, outdrives, schottle and jet drives are also included.

**J QMUUM-0=sbppbi-j ^fkqbk^k^ b-EQ-Äëk-S-ÜëëF**

The basic skills required for maintaining and repairing fiberglass, steel and aluminum vessels. Installation, application, operation, maintenance and troubleshooting of vessel hydraulic and refrigeration systems are covered, including welding and fiber glassing.

**J QMVMM-0=j ^ofkb=bi b^ qol kf^ p-EQ-Äëk-S-ÜëëF**

Introduction to Electrical Theory and Practice (ETP) and Electronic Equipment (EE) covering the following topics: series and parallel circuits, low voltage AC and AD systems, hull wiring, and the installation of common marine electronics including, echo-sounders, chart plotters, RADAR, Ioran, GPS, VHF and SSB radios. Also included is training on the Ship Bridge Simulator. At the completion of this course students will be able to read and implement the directions common in most marine electronics manuals.

A.A.S. Degree  
MARITIME TECHNOLOGY  
Requirements – page 49

**PHYSICS****◆ H=mev=MNNMM-0=dbkbo^i=mevpf^ p=f-EQ-Äëk-S-ÜëëF**

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.

**◆ mev=MNOMM-0=dbkbo^i=mevpf^ p=ff-EQ-Äëk-S-ÜëëF**

Second term of General Physics. Includes sound, electricity, magnetism and optics. Laboratory sessions included.

Prerequisite: PHY 01100

**◆ mev=MNPMM-0=^as^k^ ba=dbkbo^i=mevpf^ p=f-EQ-Äëk-S-ÜëëF**

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.

**◆ mev=MNQMM-0=^as^k^ ba=dbkbo^i=mevpf^ p=ff-EQ-Äëk-S-ÜëëF**

Second term of PHY 01300. Topics include sound, electricity, magnetism and optics. Laboratory sessions included.

Prerequisite: PHY 01300

Pre or corequisite: MAT 01600

+Basic Course

◆Meets CPI requirement for Lab Science

A.S. Degree  
PHYSICS  
Requirements – page 41

**SCIENCE****◆ H=p^ f=MORMM-0=^mmi fba=mevpf^ ^i=p^ fbk^ bp=cl o^ i i fba=eb^ i qe=^ ^obbop-EP-Äëk-R-ÜëëF**

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.

**◆ H=p^ f=MPTMM-0=^ e bj fpqov=^ka=qb^ ekl i l dv-EQ-Äëk-R-ÜëëF**

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.

**H=p^ f=MRNMM-0=^ e bj fpqov=^ka=qeb=bksfol kj bkq-EP-Äëk-P-ÜëëF**

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.



**H-p` f`MTMMM=0=qeb-p` fbk` b=l c=krqofql k=EP=ÁëëK-P=ÜëëK**  
 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

❖Meets CPI requirement for Lab Science

## TOURISM AND HOSPITALITY DEPARTMENT

**oççã=sJ00S= -ÉñíK=RNQP**

**^ÇëáÉááÉ=aì ÑñóJ\_áÉáì=Lecturer**

**^áíÜçáó=\_çéÖÉëÉì=Assistant Professor**

**oççÉã ~éó=\_ì Ñ~âçì=Lecturer**

**gçã-íÜ~â=aÉì íëÜì=Assistant Professor**

**oáÁÜ~éÇ=dé~ðá~âçì=Professor**

**i ~ì éÉã=j ~ëëÜ~ááì=Assistant Professor**

**píì ~éí=pÁÜì áã ~áì=Professor and Chairperson**

**bçÖ~é=qëçì Çíì Instructor**

## TOURISM AND HOSPITALITY

**H=q^e=MMNMM=0=fkqol ar` qfl k=qì =qì rofj =^ka=eì pmfq^i fqv=EP=ÁëëK-P=ÜëëK**

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.

**H=q^e=MMOMM=0=abpqfk ^qfl k=dbl do^mev=EP=ÁëëK-P=ÜëëK**

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

**q^e=MNOMM=0=qì rofj =bkqobmobkbropefm=EP=ÁëëK-P=ÜëëK**

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

**q^e=MNRMM=0=` orfpbp=^ka=pmb` f^iqv=j ^ohbqp=EP=ÁëëK-P=ÜëëK**

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

**q^e=MNTMM=0=qì rofj =^ka=eì pmfq^i fqv=qb` ekl iì dv=EP=ÁëëK-Q=ÜëëK**

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

**q^e=MNUMM=0=` ^pb=pqrafbp=fk=qì rofj =^ka=eì pmfq^i fqv=EP=ÁëëK-P=ÜëëK**

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

**q^e=MNVMM=0=qeb=\_rpfkbp=l c=qì rofj =C=eì pmfq^i fqv=EP=ÁëëK-P=ÜëëK**

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

**q^e=MOOMM=0=col kq=l ccf` b=l mbo^qfl kp=EP=ÁëëK-P=ÜëëK**

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

**q^e=MQNMM=0=fkqol ar` qfl k=qì =j bbqfkcd=mi ^kfkcd=EP=ÁëëK-P=ÜëëK**

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

**q^e=MQOMM=0=bsbkq=mi ^kfkcd=^ka=l mbo^qfl kp=EP=ÁëëK-P=ÜëëK**

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

**q^e=MQPMM=0=bsbkq=` ^qbofkcd=j ^k^dbj bkq=EP=ÁëëK-P=ÜëëK**

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

**q^e=MRNMM=0-fkqbomobqfsb-drfa fkd-EP=ÀëëK-P=ÜëëK**

Basic components of Tour Guiding including duties and responsibilities of a tour guide and how to handle tour groups in various settings. New York City will be the reference point for sight and attraction guiding. Requirements for the New York City Tour Guide license.

Prerequisites: TAH 00100, TAH 00200

**q^e=MR0MM=0-fkqbokbq=^mmi f^ ^qfl kp=fk=ql rofpj ^ka=eI pmfq^i fqv-EP=ÀëëK-P=ÜëëK**

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

**q^e=MRPMM=0=dbl do^mef^ =efdei fdeqp-EP=ÀëëK-P=ÜëëK**

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

**q^e=MRQMM=0=^ I j m^o^qfsb=eI pmfq^i fqv=sbkrbp-EP=ÀëëK-P=ÜëëK**

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

**q^e=MSNMM=0-fkqol ar^ qfl k=ql =iI dfpqf^ p=^ka qo^kpmI oq^qfl k-EP=ÀëëK-P=ÜëëK**

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

**q^e=MSRMM=0=^fomI oq=^ka=^sf^qfl k=j ^k^dbj bkq EP=ÀëëK-P=ÜëëK**

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 00200

**q^e=MTNMM=0-fkqol ar^ qfl k=ql =mol cbppfl k^i=cI I a pbosf^ b-EP=ÀëëK-P=ÜëëK**

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

**q^e=MT0MM=0-obpq^ro^kq=^ka=cI I a-pbosf^ b=I mbo^qfl kp-EP=ÀëëK-P=ÜëëK**

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

**q^e=MTPMM=0=^ riqro^i=cI I apl^dbl do^mev=I c=cI I a ^ka=t fkb-EP=ÀëëK-P=ÜëëK**

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

**q^e=MTQMM=0-j bkr=^ka-afkfd-ol I j =j ^k^dbj bkq EP=ÀëëK-P=ÜëëK**

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

**q^e=MUNuu=0-fkabmbkabkq=pqrav-EP=ÀëëK-P=ÜëëK**

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

**q^e=MU0uu=0-ENJP=ÀëëK-NJP=ÜëëK**

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.

**q^e=MVMVS=0-qeb=sfoqr^i-bkqbomofpb-EP=ÀëëK-P=ÜëëK**

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.

**q^e=MVNSM=0=mol cbppfl k^i=ml oqcl ifl =EN=ÀëëK-N=ÜëëK**

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

**q^e=MVORM=0-cfbi a=bumbobk^ b=fk=ql rofpj =^ka eI pmfq^i fqv-EP=ÀëëK-V=ÜëëK**

(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

A.A.S. DEGREE

Tourism and Hospitality – concentrations in Tourism and Hospitality

Requirements – page 54

## LIBRARY DEPARTMENT

**oççã=i JOMM= -ÉñíKRSPT**

**g~ó= \_ÉéãéíÉáál=Assistant Professor**

**gÉ~ããÉ=d~ãí áàl=Professor**

**h~ã áãá=h~éé~ál=College Laboratory Technician**

**^ãã~ã=j æí æèl=Associate Professor**

**gçéÉéÜáãÉ=j í ééÜól Associate Professor**

**oáÄÜ~éç=k~à~èl=Higher Education Assistant**

**j ~çÉáÉáãÉ=k~èÜl=Assistant Professor**

**oçÄÉéí~mããÉl=Assistant Professor**

**~éã Éá=o~ã æÉól=College Laboratory Technician**

**j áÄÜ~Éã=oçéççál=Professor and Director, Media Center**

**~ÉÁãã~p~áÄÉel=Associate Professor**

**bãão~ÄÉíÜ=qçã éáãáèl=Assistant Professor**

## THE ROBERT J. KIBBEE LIBRARY

The Library and Media Center is the major learning resource facility at the college. Students and faculty are provided with a rich variety of materials to support the curriculum, meet information needs, assist in study, in research, in stimulating cultural development, satisfying special interests and academic curiosity. Professional librarians offer reference and research service and individual teaching assistance for students, produce and distribute a library handbook and a newsletter "Op Cit" for faculty, administration and staff, and are available to promote the full utilization of all library resources.

The Library's high-quality collection includes more than 155,000 carefully selected reference and circulating books, (circulating books may be borrowed for a three-week period), over 500 current periodicals, magazines and journals, more than 20,000 bound periodicals and over 9,900 micro-films. Additional resources include 16,000 pamphlets, government documents, career briefs, and special collections of maps and college catalogs. The Library also contains an online public access catalog (CUNY+) which contains Kingsborough's print holdings as well as those of several other City University colleges. Also available is Web access to over thirty electronic databases—full text and bibliographic.

Additional services include: computer work stations with access to the Internet, Internet training classes, home access to select electronic databases, e-mail notices of books being held and of overdue books, e-mail renewal of Kingsborough library books, photocopiers (nominal charge), microfilm reader/printers (nominal charge), prominent display of new books which may be borrowed, exhibits in wall and floor display cases, bulletin boards for notice of campus events. In the Media Center (Room L-115, • ext. 5044) are a variety of non-print materials and media services. Among the materials available are audio and video tapes, slides/film-strips/cassette machines along with numerous music and language recordings; video tapes on math skills; library skills; English, Biology, Nursing and Psychology among a variety of other subjects. The Center maintains an audio studio for taped lessons, programs for playback and developmental use. Media reference service is available throughout the academic year. The "Learning Lab" which consists of a forty-carrel audio listening facility (L-102) is available to students as a class. Classes in foreign languages and other disciplines are conducted in this lab.

## CONTINUING EDUCATION AND COMMUNITY RELATIONS

**oççã=^JONO= -ÉñíK-RMRN**

**aèp-ì ãt K-h-íòl** *Dean; Director, Community Relations*

**i áâç--bk-k-Üi ã l=** *Associate Dean, Continuing Education*

**gçÜá=i K-^ -èçál** *Director, Continuing Education Programs*

**^ ÜeëíááÉ=\_i áíÉJ\_ÉÁaaÉÉ** *Director, Finance, and Information Systems*

**cè-ââ-j ää-âçl=** *Director, CUNY Language Immersion Program*

**oáí--páã ã çâçèl=** *Assistant Director, Language Programs*

**aççèíÜö-píÉáÉÉ** *Assistant Director, Continuing Education Programs*

## CONTINUING EDUCATION AND COMMUNITY RELATIONS

In support of its mission as an educational institution for the community, the College relies on outreach to a broad spectrum of learners. In addition to students of all ages who matriculate in credit and degree programs, the College serves learners who seek courses and programs on a not-for-credit basis. It also promotes learning outside of classrooms, with on-site training programs as well as online courses. Kingsborough makes 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.

Outreach efforts are developed in Continuing Education and Community Relations and, with the consent and support of the President, are advanced by Publications.

## COMMUNITY RELATIONS

At the direction of the President, Community Relations efforts serve to publicize the College and advance its mission. The College's vital links with its community are enhanced in several ways: through public events, such as the enormously popular free summer concerts; through provision of meeting places and facilities, and by making scholarly and civic expertise available to the community in addressing community issues.

## BUSINESS TRAINING AND DEVELOPMENT

The College, through the Office of Continuing Education, contributes to the economic vitality of the region by proactively reaching out and creating educational partnerships with business, industry and agencies. The partnerships are achieved by linking the resources of the College with the workforce development needs of the organization. The College assists with management and support staff training by providing needs assessment, course

design, instructional services, evaluations and certificates of completion. These programs are arranged to suit employee schedules, and are on site, at a convenient location, or on the Kingsborough Campus. These activities provide the business community with cost effective, comprehensive, quality programs to improve competitiveness by upgrading workforce skills, and retraining for newly created jobs.

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Continuing Education offers courses and services for specialized target populations and program providers. Funded programs may serve, for example, adult learners in need of: vocational counseling; literacy and English language instruction; job readiness skills; and job training. These are offered under the aegis of the College and various public agencies, city, state and national. Continuing Education designs and provides courses for the employees of local business and industry and municipal agencies in furtherance of the College's mandate to contribute to the development of the workforce of its service area. Continuing Education's involvement in both the Administration's vocational training and job programs are reflective of its workforce retraining commitment.

## PARTNERSHIP ENDEAVORS

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Continuing Education has partnered with Cisco Systems to offer Cisco Network Training levels one through four in a comprehensive Academy Network training program. A specially outfitted laboratory is used for this program.

**^ ã ÉéáÁ-á-fáèíáíí íÉ-çí-mèçñÉèèçá-ã-ççaaÉÉéÉèè**

In association with American Institute of Professional Bookkeepers, Continuing Education offers a certificate program for people with no prior knowledge of bookkeeping or accounting and for experienced bookkeepers with experience to prepare to take this nationally recognized certification examination in bookkeeping.

**k-íáçá-æeÉ-áíÜÁ-èÉÉèè-^èèçÁá-íáçá**

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 field of health care. We offer

certificate programs in: Certified Patient Care Technician (CPCT), Certified Billing and Coding Specialist (CBCS), Certified Medical Administrative Assistant (CMAA), Certified Pharmacy Technician (CPhT), Certified EKG Technician (CET) Certified Phlebotomy Technician (CPT) and Certified Medical Assistant (CMA).

## PUBLICATIONS

Continuing Education publishes a catalog four times per year, which is its major promotional vehicle. 200,000 copies are produced quarterly and 185,000 of these are inserted in a major New York City newspaper for wide distribution. Program flyers are also produced quarterly for the College for Kids programs and 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.

Moreover, the office produces a promotional brochure introducing the summer concert series each year.

Publications also include quarterly advertisements in a major newspaper as well as foreign language newspapers and local area weeklies to promote the Office of Continuing Education Programs.

## CONTINUING EDUCATION PROGRAMS

### **baÖäëÜ=ë--pÉÁÇáÇ-i -äÖi -ÖÉ**

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.

Continuing education is piloting Virtual Enterprise ESL students to improve their English skills to help them become ready for a new job or college admission. Students will be able to understand how a business is run by being part of a virtual company and work with other students from around the world. They will learn how to write business memos, resumes, interpret want ads, read and discuss articles about business practice and learn computer skills while they learn English.

### **eaÖÜ-pÄÜÇÇà-bèi äi -äÉÄÄö-EdbaF**

Preparation for the GED examination includes a diagnostic/pre-scriptive 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.

The GED Virtual Enterprise is an experimental learning strategy in which students will operate a virtual business for a semester. The students are chosen or elected to various positions in a company, such as chief executive officer, finance officer, public relations officer, marketing manager, advertising director, human resources manager,

etc. Students are responsible for all the functions of a business, including marketing, selling of their products and services, keeping track of their sales and costs and maintaining employee records. They work in a specially created "office" which has all the necessary equipment to run a business such as computers with Internet access, printers, fax machines, telephones, copiers, desks, and meeting rooms. Students will improve their communication skills because the course entails reading and discussing articles and reports, interpreting articles about business practices, and writing business letters, memos, resumes, etc.

### **ÉerañÄÄ-ÉÉ-mèçÖë-äë**

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, the Internet, word processing, pre-licensure and continuing education requirements for insurance and real estate.

A Tourism and Hospitality Certificate is being introduced this fall that will also capitalize on the benefits of the Virtual Enterprise system of learning. New York City was recently ranked number one among the best cities to visit. Tourism is on the rise and so is the demand for qualified, customer-oriented knowledgeable people to help all those visitors. For careers in hotels, restaurants, convention center, or for the entrepreneur this three-semester program will prepare them for the demands of the fast-paced hospitality industry.

In addition, a new SafeServ program leading to certification by The New York State Restaurant Association, and the fulfillment of the City of New York Food Handler certification through the Department of Public Health is being launched this fall. Students will learn the special considerations regarding/receiving and storing food, chemical and biological hazards, food borne disease agents, preparing and serving foods, and food safety considerations.

### **~eÉÉë-^Çi ~äÄÉÄ Éäí-` çì eeÉë**

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.

### **qÜÉ-q-ñä-fäëíäñ íÉ**

Continuing Education has been approved as only the fourth citywide provider of the 24-hour and 80-hour TLC test prep for the coveted New York City Taxi Operators license.

### **~rkv-i -äÖi -ÖÉ-fä ä Éëääçà-mèçÖë-äë-É` i fmF**

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. Continuing education piloted a Virtual Enterprise ESL module for CLIP students to improve their English skills to help them become college ready.

### **çääÉÖÉ-ñçë-häÇë-É` chF**

This Saturday and/or Sunday morning program for pre-teens, ages 7 through 12, offers a combination of academic and active classes. Recently introduced is a full-day program (which includes a nutritious lunch) on Saturdays 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, photography, as well as swimming, tennis, gymnastics,





revised 2005-2006

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Ed.D., St. John's University
- John B. Manbeck**, Professor, English  
A.B., Bucknell University; M.A., New York University
- Anthony Martin**, Professor, Art  
B.S., Hunter College; M.F.A., The City College of New York
- Sylvia F. Martin**, Professor, Nursing  
B.S., Hunter College; M.A., New York University;  
R.N., State of New York
- Inez A. Martinez**, Professor, English  
B.S., M.A., St. Louis University;  
Ph.D., University of Wisconsin at Madison

- Gloria McDonnell**, Professor, Office Administration/Technology  
B.B.A., St. John's University; M.A., College of St. Rose;  
Ph.D., New York University
- William B. McKinney**, Professor, Communications and Performing Arts  
A.B., Princeton University; M.A., Columbia University;  
Diploma, Julliard School of Music;  
D.M.A., University of Cincinnati
- Thomas O. Meeks**, Associate Professor, Physical Sciences  
B.S. Massachusetts Institute of Technology;  
M.S., Yale University; Ph.D., Polytechnic Institute of New York
- Charles H. Metz**, Professor, Mathematics and Computer Science  
B.B.A., St. John's University; M.S., University of Notre Dame
- Joyce Miller**, Associate Professor, Foreign Languages  
B.A., Brown University; M.A., New York University;  
Ph.D., University of Pennsylvania
- Julio Hernández-Miyares**, Professor and Chairperson, Foreign Languages  
B.A., Colegio de Belen, Cuba; LL.D., University of Havana, Cuba; M.A., Ph.D., New York University
- Joseph N. Muzio**, Professor, Biological Sciences  
Director, Marine Education Program  
B.A., Queens College;  
M.A., Ed.D., Teachers College, Columbia University
- Kenneth R. Neuberger**, Associate Professor, Physical Sciences  
B.A., University of Connecticut;  
Ph.D., University of California at Berkeley
- Howard Nimchinsky**, Professor, English  
B.A., Brooklyn College; Ph.D., Columbia University
- Edward Nober**, Assistant Professor, Health, Physical Education and Recreation  
B.S., Brooklyn College; Certificate of Proficiency in Physical Therapy, University of Pennsylvania; M.A., Columbia University
- Thomas I. Nonn**, Professor, Art  
B.S., Manhattan College; M.A., Ph.D., New York University
- Mitchell Okun**, Professor, History, Philosophy and Political Sciences  
B.A., Brooklyn College; M.A., University of Minnesota;  
Ph.M., Ph.D., Graduate School, The City University of New York
- Dianna Oratz**, Associate Professor, Mathematics and Computer Science  
B.A., Brooklyn College; M.A., New York University
- Coleridge Orr**, Associate Professor and Chairperson, Library  
B.A., Queens College, Canada;  
M.A., Carleton University, Canada; M.L.S., Pratt Institute;  
Ed.D., Teachers College, Columbia University
- G. Curtis Olsen**, Associate Professor, English  
B.A., Augustana College; M. A., University of Wisconsin;  
Ph.D., University of Kentucky
- Benjamin Pacheco**, Associate Professor, Behavioral Sciences and Human Services  
B.A., Inter-American University, Puerto Rico;  
M.S.W., New York University
- Evelio Penton**, Associate Professor, Foreign Languages  
Bachiller, Instituto de Santa Clara, Cuba;  
Pe.D., Universidad de la Habana, Cuba;  
Diploma de Estudios, Centro de Estudios del I.N.P.R.S., Cuba;  
M.A., Columbia University
- Judith A. Perez**, Associate Professor, Health, Physical Education and Recreation  
B.A., M.S., Hunter College
- Barbara Petrello**, Assistant Professor, English  
B.A., McGill University; M.A., Middlebury College;  
Ed.D., Rutgers University
- Angelica Petrides**, Professor, Health, Physical Education and Recreation  
B.A., Hunter College;  
M.A., Teachers College, Columbia University
- Frances Mostel Poggioli**, Professor, Office Administration and Technology  
B.B.A., St. John's University; M.S. Long Island University; R.R.T.
- John R. Price**, Associate Professor, English  
A.B., Ph.L., M.A., Th.L., St. Louis University;  
Ph.D., University of Wisconsin
- Paul W. Proctor**, Associate Professor, Student Development  
B.S., Washington University; M.A., Teachers College, Columbia University; Ph.D., New York University
- Morris Rabinowitz**, Associate Professor, Student Development  
B.A., City College of New York;  
M.A., Ed.D., Teachers College, Columbia University
- Sylvia Resnick**, Assistant Professor, Communications and Performing Arts  
B.A., M.A., Brooklyn College; Ph.D., New York University
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A.M., University of Chicago
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Director, "College Discovery" Program  
B.S., Tennessee A & I University; M.S.W.,  
Ed.D., Fordham University
- Theresa M. Rodin**, Assistant Professor, Nursing  
B.S., St. John's University; M.A., Columbia University;  
R.N., St. Michael's School of Nursing
- Rose K. Rose**, Professor, Physical Sciences  
B.A., Hunter College; M.S., Purdue University;  
Ph.D., City University of New York
- Irwin Rosenthal**, Professor, Student Development  
B.A., Brooklyn College; M.A. Columbia University;  
Ph.D., New York University
- Gordon A. Rowell**, Professor, Library  
B.A., Bowdoin College; B.S., Columbia University;  
M.A., Teachers College, Columbia University
- Natalie Rubinton**, Professor, Student Development  
B.A., M.S., Brooklyn College; Ph.D., Fordham University
- Adele Schneider**, Professor, Library  
B.A., Brooklyn College; M.L.S., Pratt Institute;  
M.A., Long Island University

**Ronald Schwartz**, Professor, Foreign Languages

B.A., Brooklyn College;  
M. A., Ph.D., University of Connecticut

**Marvin I. Shapiro**, Assistant Professor,

Behavioral Sciences and Human Services  
B.A., The City College of New York; M.B.A., Bernard M.  
Baruch College; Ph.D. Wayne State University

**Michael Z. Sherker**, Professor, Art

A.B., Brooklyn College; M.S.Des., University of Michigan;  
Ed.D., Columbia University

**Laurence Simon**, Professor,

Behavioral Sciences and Human Services  
B.A., College of New York; Ph.D., New York University

**Joyce R. Socolof**, Assistant Professor, Nursing

B.S., New York University; M.A., Hunter College;  
Diploma, Bellevue Hospital School of Nursing

**Eleanor L. Spitzer**, Assistant Professor, English

B.A., Hunter College; M.A., California State University

**Philip Stander**, Professor,

Behavioral Sciences and Human Services  
B.A., Brooklyn College; M.S., Queens College;  
Ed.D., Teachers College, Columbia University

**Barbara Steffen**, Professor, Tourism and Hospitality

B.A., Dickinson College;  
M.A., Ed.D., George Washington University

**John O. H. Stigall**, Professor, English

A.B., Dartmouth College; B.A., M.A., Magdalen College,  
Oxford University; LL.B., Georgetown University; M.A.,  
University of Kansas City; M.A., Ph.D., University of Colorado

**C. Frederick Stoerker**, Professor,

History, Philosophy and Political Sciences  
A.A., St. Joseph Junior College of Missouri;  
S.T.B., Boston University; A.B., Baker University, Kansas;  
Ph.D., Missouri University

**Alfredo Torres**, Professor and Director, Health Services Center

B.S., M.S., Instituto del Carmen, Colombia;  
Ph.D., Javeriana University, Colombia

**Angelo Tripicchio**, Professor, Library

B.A., Brooklyn College; M.L.S., Queens College;  
M.A., Long Island University

**August Tuosto**, Professor, Marine Education

B.A., M.A., New York University

**Vimla P. Vadhan**, Professor,

Behavioral Sciences and Human Services  
B.A., Jai Hind College, India; M.A., Bombay University,  
India; Ph.D., Syracuse University

**Richard Vagge**, Associate Professor, Business

B.B.A., M.B.A., The City College of New York;  
C.P.A., State of New York

**Robert R. Viscount**, Assistant Professor, English

A.B., University of the Pacific; Diploma in Education,  
University of East Africa; M.A., Columbia University

**Edward Wiener**, Professor, Business

B.B.A., St. John's University; M.A., New School for Social  
Research; C.P.A., State of New York

**Walter Weintraub**, Professor, Business

B.S., M.B.A., New York University

**Eric Willner**, Professor, Student Development

B.A., M.S., Yeshiva University; Ph.D., New York University

**Anne Winchell**, Professor, Student Development

B.A., William Smith College; M.A., New York University;  
Ph.D., Fordham University

**Jack S. Wolkenfeld**, Professor, English

B.A., Brooklyn College; M.A., Ph.D., Columbia University

**Harvey A. Yablonsky**, Professor, Physical Sciences

B.S., M.A., Brooklyn College;  
M.S., Ph.D., Stevens Institute of Technology

**Marvin Yanofsky**, Assistant Professor,

Mathematics and Computer Science  
B.A., Brooklyn College; M.A., Yeshiva University

**Merrill Youkeles**, Professor,

Behavioral Sciences and Human Services  
B.A., Brooklyn College; M.S.W., University of Pennsylvania;  
Ed.D., Teachers College, Columbia University

**Zev Zahavy**, Professor, English

B.A., M.H.L., Ph.D., Yeshiva University

**Michael Zibrin**, Professor, Business

A.A., Chicago City College;  
A.B., M.B.A., University of Chicago; Ed.D., Rutgers University

**Nikola Zlatar**, Assistant Professor,

Health, Physical Education and Recreation  
B.S., M.A., New York University

## 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.

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bçì Á-íáçá=i ~í**

**pí ÇÉáíé=í á-ÁáÉ-ÁÉÁ~í éÉ=çÑ=éÉááOáçì é-ÁÉááÉíé=íç  
~ííÉáÇ-Áá-ééÉé=çá-ÁÉéí-íá-ç-óèk**

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

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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.

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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.*

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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.

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**A. ADMONITION:** An oral statement to the offender that University rules have been violated.

**B. WARNING:** Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may be cause for more severe disciplinary action.

**C. CENSURE:** Written reprimand for violation of a specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any university regulation within a period stated in the letter of reprimand.

**D. DISCIPLINARY PROBATION:** Exclusion from participation in privileges or extracurricular university activities as set forth in the notice of disciplinary probation for a specified period of time.

**E. RESTITUTION:** Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

**F. SUSPENSION:** Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.

**G. EXPULSION:** Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of expulsion.

## H. COMPLAINT TO CIVIL AUTHORITIES.

## I. EJECTION.

Adopted by the Board of The City University of New York, June 23, 1969, Calendar No. 3(b).



## STATEMENT OF NONDISCRIMINATION

Kingsborough Community College is an Equal Opportunity and Affirmative Action Institution. The College does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sexual orientation, transgender, disability, genetic predisposition or carrier status, alienage or citizenship, veteran or marital status in its student admissions, employment, access to programs, and administration of educational policies.

Ms. M. Elizabeth Cueva, Esq. is the College affirmative action officer, coordinator for Title IX, which prohibits sex discrimination in federally assisted education programs, and coordinator for the Age Discrimination Act, which prohibits age discrimination in federally assisted programs. She is also the college coordinator for the Americans with Disabilities Act and Section 504, which prohibit discrimination on the basis of disability. Her office is located in the Administration Building, Room A216, and her telephone number is (718) 368-5563.

## SAFETY AND SECURITY OFFICE ROOM L202, 718.368.5069

## 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.

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](http://www.kbcc.cuny.edu).

WKRB-90.9 fm (Kingsborough Community College Station)

<u>Station</u>	<u>Number</u>	<u>Station</u>	<u>Number</u>
WADO	1280 am	WFAS	1230 am/104 fm
WBLS	107.5 fm	WINS	1010 am
WCBS	880 am/101.1 fm		
WLIB	1190 am		

## THE CITY UNIVERSITY OF NEW YORK

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Allan H. Dobrin, Senior Vice Chancellor and Chief Operating Officer

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Brenda Richardson Malone, Vice Chancellor for Faculty and Staff Relations

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Frederick P. Schaffer, General Counsel and Vice Chancellor of Legal Affairs

Dave Fields, Special Counsel to the Chancellor

## THE CITY UNIVERSITY OF NEW YORK...

which was created by state legislation in 1961, has evolved from a "Free Academy" underwritten by the people of New York City in 1847 into a "public entity" of nine (9) senior colleges, seven (7) community colleges, a technical college, a graduate school, a law school, and an affiliated medical school. Article 125 of the *New York State Education Law* (Sections 6201, et. seq.) establishes The City University of New York as a separate and distinct body, corporate governed by a Board of Trustees. Prior to 1979, the members of this Board were convened as "The Board of Higher Education," which had been established in 1926.

Of the Board's seventeen (17) members, ten (10) are appointed by the Governor, including one from each borough; five (5) are appointed by the Mayor, including one from each borough; and two (2) are elected *ex officio* members: the Chairperson of the University Faculty Senate, who does not vote; and the Chairperson of the University Student Senate, who may vote. In general, the Board sets policy and approves actions of the University; determines the Bylaws of the University, from which all units derive or adopt specific governance structures; and appoints the Chancellor of the University and the presidents of its colleges.

The Chancellor oversees the administration of policies approved by the Board, recommends to the Board policies and actions on all educational activities of the University, and coordinates college matters involving business and financial procedures and management. It is the Chancellor's responsibility as well, with the advice of the Council of Presidents, to prepare the operating and capital budgets of the University for consideration by the Board and presentation to the State and City. Administrative and staff support to these operations of the University, and to the Board, are provided through a structure of Vice Chancelleries and Deanships.

The Council of Presidents of the several colleges is established by the *Bylaws* of the University and is chaired by the Chancellor. The Council not only advises the Chancellor on the budget and on the formulation and revision of a Master Plan for public higher education in the City, but it may recommend directly to the Board in matters concerning the physical and instructional development of the University at large. The President of each college unit is specifically charged with the administration of his/her own institution and in this capacity he/she is responsible directly to the Board.

Within each institution, governance structures are established to meet unique needs and objectives; some of these structures may be at variance with plans called for in the University *Bylaws*, but are permitted by them. Under these *Bylaws*, responsibilities for policy at the college level are shared by the President, the Faculty, and students. The President has affirmative responsibility for conserving and enhancing the educational standards and general academic excellence of the college under his/her jurisdiction and is responsible to the Board as its advisor and executive agent on his/her campus. The President is also directed to consult with the Faculty, through appropriate bodies, on matters of appointments, reappointments, and promotions. One means of this consultation is provided for in the *Bylaws* through the requirement for a Committee on Faculty Personnel and Budget at each college.

The *Bylaws* reserve to the Faculty of each institution, subject to guidelines established by the Board of Trustees, responsibility for the formulation of policy relating to curriculum, admission and retention of students, credits, attendance, and the granting of degrees. Recommendations in these matters by a Faculty, Faculty Council, or other organization created under a Board-approved college governance plan to represent the Faculty, as provided for in the *Bylaws*, shall be forwarded to the Board by the President.

## SPECIAL PROGRAMS

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The CUNY Baccalaureate degree, awarded by the University, brings a flexible approach to the concept of a liberal arts education with maximum opportunity to take courses and work with faculty at other than the home college and permits incorporating individual research, travel, work, community activities and other off-campus activities of educational value into an individually planned course of study. Open to students who completed at least 15 credits at a CUNY college. Information and applications available from the campus coordinator (page 22) or from Coordinator, CUNY B.A. Program, The Graduate School and University Center, 33 West 42nd Street, NY, N.Y. 10036.

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Students who meet certain requirements, particularly with regard to family income, may be eligible for admission to one of The City University's special programs. The Community College level program is called College Discovery. A "first-time admission" applicant, who may be qualified for this program, should complete the section on the admissions application form which pertains to Special Programs. Candidates are selected by a special, selective system. Those not chosen for the Special Programs are automatically considered for admission under regular admission procedures (page 14).

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The University Computer Center provides Kingsborough students, faculty, and staff access to a large-scale computing facility for academic and administrative purposes. Batch job processing and teleprocessing services are provided. All standard IBM languages, numerous mathematical, social science, and scientific application packages and comprehensive Database services are available. A portion of the computer is dedicated to a "free class" of job execution that does not require the establishment of a UCC allocation account. The teleprocessing systems include WYLBUR for text editing and remote job entry, CMS for instructional interactive usage, and APL for scientific use. Graphic hardware and software is also available to users. In conjunction with the KCC Computer Center, consulting, documentation, and educational services are provided. Kingsborough students, faculty and staff have access to personal computing laboratories containing IBM computers plus significant amount of programs available for instructional use on these computers. The University Computer Center is at 555 West 57 Street in Manhattan, KCC's remote job entry stations and public terminals enable access from the campus.

## Temporary Visas

All applicants who hold, or expect to obtain, temporary (non-immigrant) visas, should request the correct application form from the Foreign Students Office of the CUNY Admission Services, 875 Avenue of the Americas, New York, N.Y. 10001.

## Residency

New York State residents, 60 years of age and over, may attend CUNY colleges under a policy of the Board of Trustees. No tuition is charged to state residents, but a \$70 registration fee is charged each semester. Some documentation of age and residency must be submitted. Students are accepted on a matriculated or non-degree basis, depending upon previous educational experience and the availability of space at the College. Students wishing to apply as matriculated students should check the appropriate filing dates with the Admissions Office, Room A-105 ext. 5676.

## Admission Services

The Office of Admission Services assists all prospective applicants interested in attending one of the CUNY colleges. OAS, in conjunction with the University Application Processing Center (UAPC) processes all freshmen and advanced standing transfer applications and evaluates all foreign educational documents. The office, at 101 West 31st Street in Manhattan includes:

**The Information Center:** Provides information on: CUNY Admissions Procedures, International Student Admissions, Financial Aid, CUNY Programs and GED information. The Center is open Monday through Thursday, 9:00 A.M.–6:00 P.M., and Friday, 9:00 A.M.–5:00 P.M. Phone: 212-947-4800.

**School and Community Services:** Disseminates pre-admission information on CUNY to students and guidance counselors in all New York City High Schools and most of the large community agencies.

**Computer Based Educational Opportunity Center (CBEOC):** CBEOC is a federally funded program operating in conjunction with CUNY's Office of Admission Services. Its prime goal is to assist persons from low-income areas to enroll in a post-secondary education program. Phone: 212-868-6200.

**New York City Regional Center for Lifelong Learning:** Housed at the Office of Admission Services, the Center for Lifelong Learning provides to interested applicants, guidance counselors and community agencies, information about post-secondary educational opportunities available in New York City.

OAS administers the College Level Examination Program (CLEP) and the Test of English as a Foreign Language (TOEFL), and prepares CUNY publications such as the Guide to Admissions and the CUNY Community Newsletters.

## Transparency

*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.*

## COLLEGES OF THE CITY UNIVERSITY OF NEW YORK

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CITY UNIVERSITY SCHOOL OF LAW AT QUEENS COLLEGE  
Kristin Booth Glen, Dean

THE SOPHIE DAVIS SCHOOL OF BIOMEDICAL EDUCATION  
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BOROUGH OF MANHATTAN COMMUNITY COLLEGE  
Antonio Perez, President

## 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. 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 grade<sup>1</sup> 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<sup>2</sup>.

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 or the college seeks to have both a disciplinary and an academic sanction imposed, it is not advisable to proceed on both fronts simultaneously lest inconsistent results ensue. Thus, it is best to begin with the disciplinary proceeding seeking imposition of a disciplinary sanction and await its outcome before addressing the academic sanction. If the Faculty-Student Disciplinary Committee finds that the alleged violation occurred, then the faculty member may

reflect that finding in the student's grade. If the Faculty-Student Disciplinary Committee finds that the alleged violation did not occur, then no sanction of any kind may be imposed. The decision whether to pursue both types of sanctions will ordinarily rest with the faculty member.

**E. Reporting Requirements**

**1. By The Faculty Member To The Academic Integrity Official**

In cases where a violation of academic integrity has been found to have occurred (whether by admission or a fact-finding process), the faculty member 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.]*



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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.

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**INDEX**

<b>A</b>			
Absences	22	Behavioral Sciences and Human Services Department	62
Academic	5	Course Descriptions	62
Calendar	5	Behavioral Sciences Research Methodology Project	16
Information	18	Bilingual Studies Program	11
Scheduling	25	Biological Sciences Department	68
Standards	20	Course Descriptions	68
Academic Integrity Policy	144	Biology Program	34
Accounting Program	72	Broadcasting Technology and Management Program	45
Course Descriptions	72	Business Administration Program	46, 73
Accreditation	4	Course Description	73
Administration Course Descriptions	110	Business Department	72
Administrative Computing	16	Course Descriptions	72
Admission	5	Business Training and Development	119
Applications	5	<b>C</b>	
College Preparatory Initiative (CPI)	20	C.O.P.E. Program	11
Deadline Dates	6	Catalog (KCC)	24
Information	5	Certificate Programs	56
Procedures	6	Change of	
Requirements	5	Curriculum	22
Advanced Courses	21	Grades	22
Advanced Standing	5	Chemistry Program	35
American History Course Descriptions	95	Course Descriptions	113
Anthropology Course Descriptions	62	Child Development Center	11
APTS Awards	13	City University of New York	143
Art Department	59	Admission Services	143
Course Descriptions	59	Articulation Policy	24
Athletics	18	Board of Trustees	141
Associate in Applied Science		Computer Facilities	142
Degree Programs	44	Rules and Regulations	144
Requirements	45	Special Programs	142
Associate in Arts		Transfer Policy	24
Degree Programs	31	Co-Curricular Activities	10
Requirements	31	Co-educational Activities Course Descriptions	92
Associate in Science		College Discovery	11, 142
Degree Programs	33	“College Now” Program	16
Requirements	34	College Preparatory Initiative (CPI)	20
Attendance Policy	22	Communications and Performing Arts Department	77
Auditing Policy	22	Course Descriptions	77
Awards	15	Community Health Program	36, 90
<b>B</b>		Course Descriptions	90
Baccalaureate Degree Program	142	Community Relations	119
Basic Courses	21	Community Service Leadership (KCC)	10
Basic Skills Proficiency	19	Computer Based Educational Opportunity Center	143
		Computer Center	16
		Computer Information Systems Program	46
		Course Descriptions	100

Computer Programming Course Descriptions	101	Emergency	
Computer Science Program	37	Health or Accidents	11
Course Descriptions	102	Engineering Science Program	38
Continuing Education Programs	120	Course Descriptions	114
Course Descriptions	119	English as a Second Language Course Descriptions	83
Counseling	9	English Department	82
Career	10	Course Descriptions	82
Transfer	10	Entrepreneurial Studies	75
Credits	20	Certificate Program Requirements	57
Equated	21	Course Descriptions	75
Transfer of	24	Equated Credits	21
Cultural Affairs	16	eSIMS Help Center	25
CUNY Baccalaureate Degree Program	16	Evening Studies and Weekend College	25
CUNY Policies	144	Examinations	21
CUNY Proficiency Examination (CPE)	19	Exercise Science and Personal Training Course Descriptions	90
Curricula	19	Exercise Science/Personal Training Program	48
<b>D</b>		Certificate Program Requirements	57
Degree Programs	28	<b>F</b>	
Associate in Applied Science (A.A.S.)	44	Faculty	123
Associate in Arts (A.A.)	31	Professors Emeriti	134
Associate in Science (A.S.)	33	Family College Program	16
Departments		Fees	7
Art	59	Penalty	7
Behavioral Sciences and Human Services	62	Refunds	8
Biological Sciences	68	Required	7
Business	72	Special	8
Communications & Performing Arts	77	Tuition	7
English	82	Financial Aid	12
Foreign Languages	86	Fine Arts Program	38
Health, Physical Education and Recreation	90	Foreign Languages Department	86
History, Philosophy and the Social Sciences	95	Course Descriptions	86
Library		Chinese	86
Mathematics and Computer Science	100	French	86
Nursing	105	Hebrew	87
Office Administration/Technology	110	Italian	87
Physical Sciences	113	Spanish	88
Tourism and Hospitality	116	Yiddish	89
Developmental Courses	20	Foreign Students Program	143
Dismissal	22	Forgiveness Policy	22
<b>E</b>		Freshman	
Early Childhood Education/Child Care Program	47, 62	Academic Information	18
Course Descriptions	62	Basic Skills Proficiency	19
Earth and Planetary Science Course Descriptions	114	College Preparatory Initiative (CPI)	20
Education Associate Program	47	Counseling	9
Course Descriptions	63	Course Offerings	9
Education Studies Program	37	Course Placement	19

CUNY Proficiency Examination (CPE)	19	Catalog	24
English Program	82	Cultural Affairs	16
Health Requirements	8	Curricula and Degrees	19
Testing	19	Faculty	123
<b>G</b>		Gifts and Bequests	25
Gifts and Bequests	25	Overview	4
Grades	21	Registrar's Office	8
Changes	22	Special Programs	16, 142
Official Grading System	21	Transfer (Articulation) Policy	24
Point Index	20	Travel Directions	155
Standard	21	<b>L</b>	
Graduation Requirements	20	Leon M. Goldstein High School for the Sciences	17
Grants	13, 14	Liberal Arts Program	31
Graphic Design and Illustration Program	48	Degree Requirements	32
<b>H</b>		Library Department Course Descriptions	118
Health Education & Lifestyle Management Center (H.E.L.M.)	17	Loans	14, 15
Regulations	8	<b>M</b>	
Services	8	Map	
Health Education Course Descriptions	91	Campus	154
Health Services Office	11	Travel Directions	155
Health, Physical Education and Recreation Department	90	Maritime Technology Program	49
Course Descriptions	90	Course Descriptions	114
Hegis Codes	28	Mass Communications Course Descriptions	77
Henderson Rules	139	Math Workshop	17
History, Philosophy and Political Sciences Department	95	Mathematics and Computer Science Department	100
Course Descriptions	95	Course Descriptions	100
Holidays	141	Mathematics Program	39
Honors		Course Descriptions	102
Awards	25	Matriculation	5
Dean's List	23	Men's Activities Course Descriptions	93
Option Program	17	Mental Health and Human Services	65
Societies	23	Course Descriptions	65
<b>I</b>		Mental Health and Human Services Program	40
Independent Study	23	Music Course Descriptions	78
Information Center	143	My Turn Program	11
International Students	6	My Turn Students	7
Intramurals	18	<b>N</b>	
<b>J</b>		"New Start" Program	11
Journalism and Print Media Program	49	New York City Regional Center for Lifelong Learning	143
Course Descriptions		Newspaper (Scepter)	10
<b>K</b>		Non-Degree Students	6
Kingsborough Community College	4	Nursing Program	50
Accreditation	4	Course Descriptions	105
Administrative Officers	2		
Admissions	5		
Campus Map	154		



<b>O</b>			
Office Administration and Technology Department			
Course Descriptions	110		
Office Administration and Technology Program	51		
Officers of the City University of New York	141		
Orientation and the Freshman Year Experience	9		
Course Descriptions	9		
<b>P</b>			
Partners in Academic Success and Support (PASS)	10		
Partnership Endeavors	119		
Peer Advisor Program	11		
Performing Arts Program	41, 78		
Course Descriptions	79		
Permit Students	7		
Philosophy Course Descriptions	98		
Physical Education Course Descriptions	91		
Physical Education, Recreation and Recreation Therapy	52, 94		
Course Descriptions	94		
Physical Science Department Course Descriptions	113		
Physical Therapist Assistant Program	53, 71		
Course Descriptions	71		
Physics Course Descriptions	115		
Physics Program	41		
Political Science Course Descriptions	98		
Psychology Course Descriptions	65		
Publications	119		
<b>R</b>			
Radio Station WKRB	17		
Readmission	22		
Recreation	18		
Refunds	8		
Registrar	8		
Retail Merchandising Program	53, 75		
Course Description	75		
Robert J. Kibbee Library	118		
<b>S</b>			
Safety and Security			
Rules and Regulations	139		
Safety and Security Office	141		
Scholastic Awards	25		
Scholastic Standing	22		
School and Community Services	143		
Science Course Descriptions	115		
Sociology Course Descriptions	66		
Special Programs		16, 142	
Special Services		11	
Speech Communication Program		42	
Course Descriptions		80	
Sports		18	
Student Activities Resume		10	
Student Development Department		9	
Student Handbook		10	
Student Publications		10	
Antheon			
Odyssey			
Scepter (student newspaper)			
Student Service Awards		15	
Students with Disabilities		11	
Substance Abuse and Alcoholism Course Descriptions		67	
Super Citizens		143	
Surgical Technology Program		54	
Course Descriptions		109	
<b>T</b>			
TAP (Tuition Assistance Program)		12	
Teacher Studies		17	
Technology Course Descriptions		110	
Theatre Course Descriptions		81	
Tourism and Hospitality Program		54	
Course Descriptions		116	
Transfer		10	
Counseling		10	
Credits		5	
Policy		24	
To Senior Colleges and Universities		24	
Travel Directions to KCC		155	
Tuition		7	
Refund Policy		8	
Tutorial Services		17	
<b>V</b>			
Veterans Affairs Program		12	
<b>W</b>			
Website Development and Administration Program		55	
Withdrawals			
From College		8, 22	
From Course(s)		22, 23	
Women's Studies Program		17	
Course Descriptions		93	
Work Study		14	



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- Academic Advisement Center
- Business Department
- Conference Center
- Dining Room & Cafeteria
- Marine Aquarium
- Instructional Computing Department
- Registration Center
- Retail Merchandising Program
- Technical Access-Ability Center
- Nursing Department
- Office Administration & Technology Department
- Office of Academic Programs
- Student Publications
- Vice President for College Advancement
- Women's Resource Center

**mJ** `ÉáíÉé~ãpÉéí áÁÉé

- Buildings & Grounds
- Campus Facilities
- Information Desk
- Mailroom & Office Services
- TAP Office

**mJ** m-éáíááÖWmN=J=mNS

**pJ** ^éíÉ=C-pÁíÉáÁÉé

- Art Department
- Art Gallery
- Biological Sciences Department
- Physical Sciences Department
- Science Programs

**qJ** qÜÉ=i ÉÇã=j k-dçãÇéíÉáá-mÉéñÇéã ááÖ=^éíÉé=  
`ÉáíÉé-Em^`F

- 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

**rJ** `çääÉÖÉ=` ÉáíÉé

- Alumni Affairs
- ASAP
- Bookstore
- Cafeteria
- Financial Aid
- Multi-Purpose & Meeting Rooms
- Public Occasions
- Public Relations & Public Information
- WKRB-FM Radio Station

**sJ** ^Á-ÇÉã áÁ-sááá-ÖÉ

- Collaborative Programs/College Now
- Counseling
- Child Development Center
- Family College Advisement
- International Student Affairs
- Early Childhood Education
- Tourism & Hospitality Department
- Distance Learning Lab

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**`J** t ^`

- Career Counseling, Placement & Transfer
- Dean of Student Life
- English Department
- New Start Program

**aJ** t ^`

- Behavioral Sciences & Human Services Department
- History, Philosophy & Social Sciences Department
- Bilingual Program
- Immersion Program
- HELM
- Mental Health & Human Services Program
- Special Services
- Veterans Affairs

**bJ** t ^`

- Communications & Performing Arts Department
- Cultural Affairs
- Foreign Languages Department
- Performing Arts—Ticket Office
- Speech and Hearing Center
- Sports, Fitness & Therapeutic Recreation Program

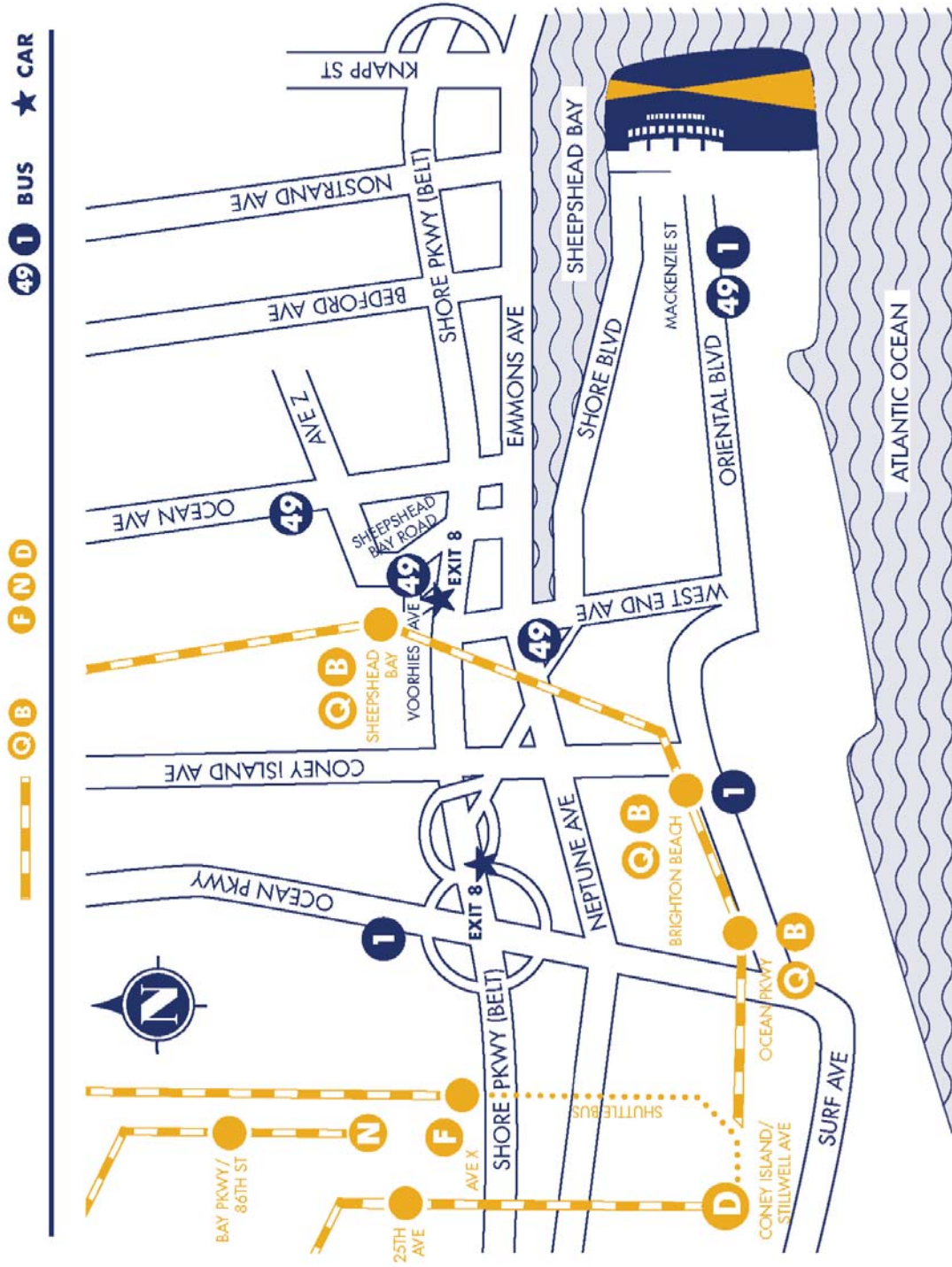
**cJ** t ^`

- Admissions Info Center
- ESL Counseling
- Freshman Year Experience
- Mathematics & Computer Science Department
- Math Skills Center
- My Turn Office

**wK** sÉÜáÁáÉ=píçé-ÖÉ

- d~íÉéW** NG-North Gate/(Shore Blvd.)  
SG-South (Main) Gate/(Oriental Blvd.)

# 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

### BY SUBWAY:

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		

### BY SUBWAY:

#### C Line

Take the F Line to the Ave. X Station, then transfer to the eastbound B1 to KCC

#### N Line

Take the N Line to the Bay Parkway / 86th St. Station, then transfer to the eastbound B1 to KCC.

#### Q or B Line

Take the Q or B Line to the Brighton Beach Station, then transfer to the eastbound B1 to KCC or take the Q or B Line to the Sheepshead Bay Station, then transfer to the B49 to KCC.

#### D Line

Take the D Line to the 25th Ave. Station, then transfer to the eastbound B1 to KCC.

#### 2, 3, 4 or 5

Take the 2, 3, 4 or 5 to the Franklin Ave. Station/Eastern Pkwy, then transfer to the S Line to the Prospect Park Station, then transfer to the Q or B Lines; take the Q or B Line to the Brighton Beach Station, then transfer to the eastbound B1 to KCC.

*Note: Due to construction, current eastbound car directions can be viewed on the Kingsborough Community College website at [www.kbcc.cuny.edu](http://www.kbcc.cuny.edu)*











